

**ANNUAL PROCUREMENT PLAN
FOR CALENDAR YEAR 2022**

Province, City or Municipality: QUEZON

Plan Control No. _____					Planned Amount				Page 1 of 2				
Department/ Office: DILG					Regular	Contingency	Total		Date Submitted:				
Item No	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	ENVELOPE EXPANDING KRAFTBOAR	800.00	1	BUNDLE	800.00	1	800.00		-		-		-
2	BOND PAPER A4 70GSM (PAPER ONE	280.00	12	REAM	3,360.00	12	3,360.00		-		-		-
3	BOND PAPER LONG 70GSM (PAPER C	308.00	12	REAM	3,696.00	12	3,696.00		-		-		-
4	CLIP BACKFOLD 25MM	20.00	2	BOX	40.00	2	40.00		-		-		-
5	CLIP BACKFOLD 32MM	22.00	2	BOX	44.00	2	44.00		-		-		-
6	MAGAZINE FILE BOX WITH COVER	155.00	5	PIECE	775.00	5	775.00		-		-		-
7	RECORD BOOK 300 LEAVES	190.00	4	PIECE	760.00	4	760.00		-		-		-
8	STAPLEWIRE BINDER TYPE NO.35	55.00	4	PIECE	220.00	4	220.00		-		-		-
9	EPSON INK 664 BLACK	418.00	3	BOTTLE	1,254.00	3	1,254.00		-		-		-
10	CORRECTION TAPE	25.00	6	PIECE	150.00	6	150.00		-		-		-
11	PAPER CLIP 50MM, 100PCS/BOX	22.00	1	BOX	22.00	1	22.00		-		-		-
12	PAPER CLIP 33MM, 100PCS/BOX	15.00	1	BOX	15.00	1	15.00		-		-		-
13	PENCIL ERASER	3.85	1	PIECE	3.85	1	3.85		-		-		-
14	DOUBLE SIDED TAPE #1	55.00	2	PIECE	110.00	2	110.00		-		-		-
15	EPSON L5190 WIFI ALL IN ONE INK TANK PRIN	11,495.00	1	PIECE	11,495.00	1	11,495.00		-		-		-
16	ALCOHOL, 70% SCENTED ETHYL 500	88.00	10	BOTTLE	880.00	10	880.00		-		-		-
17	GLASS CLEANER SPRAY 500ML	429.00	1	PIECE	429.00	1	429.00		-		-		-
18	DISHWASHING LIQUID (200ML)	110.00	2	BOTTLE	220.00	2	220.00		-		-		-
19	BROOM SOFT (TAMBO)	120.00	1	PIECE	120.00	1	120.00		-		-		-
20	GLASS, WATER (CLEAR)	44.00	8	PIECE	352.00	8	352.00		-		-		-
21	DUST PAN, NON RIGID PLASTIC	52.00	1	PIECE	52.00	1	52.00		-		-		-
22	WATER DISPENSER, HOT AND COLD	6,050.00	1	PIECE	6,050.00	1	6,050.00		-		-		-
23	DIGITAL VOICE RECORDER MEMORY 4GB	8,800.00	1	PIECE	8,800.00	1	8,800.00		-		-		-
SUBTOTAL					39,647.85		39,647.85		-		-		-

This is to certify that the above procurement plan is in accordance with the objective of this Office.

FLORENCE A. WABAN

DILGO

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			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
24	GARBAGE CAN	187.00	2	PIECE	374.00	2	374.00		-		-		-
25	TISSUE/KLEENEX UNSCENTED	77.00	3	BOX	231.00	3	231.00		-		-		-
26	HANDTOWEL, WHITE, MEDIUM	99.00	2	PIECE	198.00	2	198.00		-		-		-
27	MICROFIBER DUSTER	220.00	1	PIECE	220.00	1	220.00		-		-		-
28	SCOTCH TAPE, 1 INCH	22.00	1	ROLL	22.00	1	22.00		-		-		-
29	LIQUID HAND SOAP	121.00	1	PIECE	121.00	1	121.00		-		-		-
30	MEGA STORAGE BOX (120L)	1,200.00	1	PIECE	1,200.00	1	1,200.00		-		-		-
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SUBTOTAL					2,366.00		2,366.00		-		-		-
GRANDTOTAL					42,013.85		42,013.85		-		-		-

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FLORENCE A. WABAN
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