

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021**

Province/City/Municipality: DUPAX DEL NORTE, NUEVA VIZCAYA

Plan Control No. _____				Planned Amount 212,309.00						Page		
Department/Office: ACCOUNTING OFFICE				Regular		Contingency		Total		Date Submitted:		
ITEM NO.	DESCRIPTION	UNIT COST	QUANTITY	TOTAL COST	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Alcohol 70% isopropyl 500ml	120.00	16 bottles	1,920.00	8	960.00	8	960.00		-		-
2	Ballpen Black BPS Fine Retractable .5	170.00	20 boxes	3,400.00	10	1,700.00	10	1,700.00		-		-
3	Battery size AA	35.00	pcs.	0.00		-		-		-		-
4	Battery size AAA	45.00	pcs	0.00		-		-		-		-
5	Board paper long- white 220gsm	50.00	20 packs	1,000.00	20	1,000.00		-		-		-
6	Bookpaper GSM 80 long	225.00	150 reams	33,750.00	50	11,250.00	50	11,250.00	40	9,000.00	10	2,250.00
7	Bookpaper short GSM 80	200.00	10 reams	2,000.00	5	1,000.00		-		-	5	1,000.00
8	Bookshelves steel open type 5 layers	8,500.00	2 pcs	17,000.00	2	17,000.00		-		-		-
9	Calculator (Casio 2 way power 12-JS20TS	1,700.00	5 pcs	8,500.00	5	8,500.00		-		-		-
10	CD case	15.00	10 pcs	150.00	10	150.00		-		-		-
11	Computer Ink Black (T664)	350.00	30 bot	10,500.00	10	3,500.00	10	3,500.00	5	1,750.00	5	1,750.00
12	Computer Ink Cyan (T664)	350.00	4 bot	1,400.00	2	700.00		-	2	700.00		-
13	Computer Ink Magenta (T664)	350.00	4 bot	1,400.00	2	700.00		-	2	700.00		-
14	Computer Ink Yellow (T664)	350.00	4 bot	1,400.00	2	700.00		-	2	700.00		-
15	Computer Ink Black (003)	350.00	10 bot	3,500.00	6	2,100.00	2	700.00	2	700.00		-
16	Computer Ink Cyan (003)	350.00	1 bot	350.00	1	350.00		-		-		-
17	Computer Ink Magenta (003)	350.00	1 bot	350.00	1	350.00		-		-		-
18	Computer Ink Yellow (003)	350.00	1 bot	350.00	1	350.00		-		-		-
19	Computer Tote bag	1,500.00	6 pcs	9,000.00	6	9,000.00		-		-		-
20	Correction tape big	28.00	50 pcs	1,400.00	25	700.00		-	25	700.00		-
21	Cutter Blade-big	75.00	2 tubes	150.00	1	75.00		-		-	1	75.00
22	Cutter heavy duty stainless	75.00	10 pcs.	750.00	8	600.00		-		-	2	150.00
23	Dish washing liquid 500 ml lemon	150.00	4 pcs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
24	Document File long with 2 holes	300.00	3 pcs	900.00	3	900.00		-		-		-
25	Dust pan	150.00	1 pc	150.00	1	150.00		-		-		-
26	Extension Wire 10 m	200.00	1 pc.	200.00	1	200.00		-		-		-
27	Fastener regular plastic coated	50.00	box	0.00		-		-		-		-
28	File folder box w/ cover -long width 12"	500.00	16 pcs.	8,000.00	16	8,000.00		-		-		-
29	File folder box w/ cover -long width 6"	400.00	33 pcs.	13,200.00	33	13,200.00		-		-		-
30	Filing Cabinet (can fit under the table)	4,000.00	1 pcs	4,000.00	1	4,000.00		-		-		-
31	Flash Drive 16 GB	800.00	8 pcs	6,400.00	4	3,200.00		-	4	3,200.00		-
32	Ledger/Voucher Hard Cover	200.00	8 pcs	1,600.00	8	1,600.00		-		-		-
33	LED bulb 23 watts	800.00	4 pcs.	3,200.00	2	1,600.00		-	2	1,600.00		-
34	Folder (long) 14 points	600.00	4 ream	2,400.00	2	1,200.00		-	1	600.00	1	600.00
35	Glue gun-big	250.00	3 pcs	750.00	3	750.00		-		-		-
36	Glue big	50.00	2 pcs	100.00	2	100.00		-		-		-
37	Index Card (8 x 5) 14 points	500.00	1 ream	500.00		-	1	500.00		-		-
38	Mouse pad w/ wrist support	400.00	pc	0.00		-		-		-		-
39	Multi insect killer spray big	350.00	2 cans	700.00	1	350.00		-		-	1	350.00
40	Mugs with saucer	100.00	12 sets	1,200.00	12	1,200.00		-		-		-
41	Notebook/Planner 80gsm	200.00	pcs	0.00		-		-		-		-
42	Notepad stick on prelined yellow pad	40.00	8 pcs	320.00	4	160.00	4	160.00		-		-
43	Office Table	10,000.00	1 pc	10,000.00		-	1	10,000.00		-		-
44	Office Décor (frame)	2,000.00	pc	0.00		-		-		-		-
45	Optical Mouse	450.00	pcs	0.00		-		-		-		-

