

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021**

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

Plan Control No. _____					Planned Amount 20,000.00					Page _____				
Department/Office: DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT					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	
COMMON OFFICE SUPPLIES														
1	Book Paper, A4, 210x297, sub. 20, 70gsm	215.00	15	reams	3,225.00	15	3,225.00	0	-	0	-	0	-	
2	Book Paper, A4, 210x297, sub. 20, 70gsm	220.00	5	reams	1,100.00	3	660.00	2	440.00	0	-	0	-	
3	Specialty Board Paper 200gsm (long)	50.00	10	pcs	500.00	5	250.00	5	250.00	0	-	0	-	
4	Filing box with cover (big)	380.00	2	pcs	760.00	2	760.00	0	-	0	-	0	-	
5	Folder, white, for legal size documents, 14 pts	600.00	1	reams	600.00	1	600.00	0	-	0	-	0	-	
6	Photo paper, 8.5x11	150.00	1	reams	150.00	1	150.00	0	-	0	-	0	-	
7	Expanded Envelope long (Brown)	15.00	50	pcs	750.00	50	750.00	0	-	0	-	0	-	
8	Paper Fastener	40.00	2	boxes	80.00	2	80.00	0	-	0	-	0	-	
9	Staple Wire #35	60.00	2	boxes	120.00	2	120.00	0	-	0	-	0	-	
10	Staple Wire #10	30.00	2	boxes	60.00	2	60.00	0	-	0	-	0	-	
11	Ballpen, BP-1RT-F-R, black	240.00	2	boxes	480.00	1	240.00	1	240.00	0	-	0	-	
12	Tape, transparent, 2 inch	35.00	2	rolls	70.00	1	35.00	1	35.00	0	-	0	-	
13	Tape, transparent, 1 inch	20.00	2	rolls	40.00	2	40.00	0	-	0	-	0	-	
14	Double adhesive tape, 0.5 inch	25.00	5	rolls	125.00	3	75.00	1	25.00	0	-	0	-	
15	Masking Tape, white, 2 inch	60.00	1	rolls	60.00	1	60.00	0	-	0	-	0	-	
16	Pencil, No.2	60.00	2	boxes	120.00	1	60.00	1	60.00	0	-	0	-	
17	Sign pen, black, liquid/gel ink, 0.3mm (ultra fine) needle tip	450.00	2	boxes	900.00	1	450.00	0	-	1	450.00	0	-	
18	Assorted colored paper, 8.5x11, 80gsm, 250 sheets	150.00	1	packs	150.00	1	150.00	0	-	0	-	0	-	
19	Paper clip small	15.00	2	boxes	30.00	1	15.00	0	-	1	15.00	0	-	
20	Record Book	100.00	1	pcs	100.00	1	100.00	0	-	0	-	0	-	
21	Pentel Pen	20.00	4	pcs	80.00	2	40.00	0	-	2	40.00	0	-	
22	Correction Tape	20.00	10	pcs	200.00	5	100.00	0	-	5	100.00	0	-	
23	Highlighter Pen	35.00	4	pcs	140.00	2	70.00	0	-	2	70.00	0	-	
24	Sticky Note 3"x5"	20.00	2	pads	40.00	2	40.00	0	-	0	-	0	-	
25	Alcohol 500ml	80.00	4	pcs	320.00	2	160.00	1	80.00	1	80.00	0	-	
26	Ink for Epson L210	350.00	7	pcs	2,450.00	4	1,400.00	3	1,050.00	0	-	0	-	
27	Ink for Epson L3110	350.00	7	pcs	2,450.00	4	1,400.00	3	1,050.00	0	-	0	-	
28	Toilet Tissue Paper @ 12's per pack	230.00	2	packs	460.00	1	230.00	1	230.00	0	-	0	-	
29	Plastic Ring Binder 1/4	3,500.00	1	pcs	3,500.00	1	3,500.00	0	-	0	-	0	-	
30	Soft Broom	120.00	2	pcs	240.00	2	240.00	0	-	0	-	0	-	

31	A4 PVC Cover	700.00	1	reams	700.00	1	700.00	0	-	0	-	0	-
TOTAL					20,000.00		15,760.00		3,460.00		755.00		0.00

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

19,975.00

Prepared by:

ROMEO D. REYES
 LGOO VI-MLGOO