

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021**

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

Plan Control No. _____				Planned Amount 69,437.00						Page _____			
Department/Office: GENERAL SERVICES 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,68-70% etheyl, 500ml	81.05	20 bottle	1,621.04	5	405.26	5	405.26	5	405.26	5	405.26	
2	Ballpen Black, capped 50s box	449.99	1 box	449.99		-	1	449.99		-		-	
3	Calculator Big-MS-20s casio	340.00	1 pc	340.00	1	340.00		-		-		-	
4	Correction Tape	41.08	12 pc	492.96	4	164.32	4	164.32	4	164.32		-	
5	Folder, pressboard, plain legal, 100pc/pack	935.98	5 box	4,679.90	4	3,743.92	1	935.98		-		-	
6	Folder, Tagboard, A4, 100pc/pac	450.00	5 pack	2,250.00	2	900.00	2	900.00	1	450.00		-	
6	Folder, Tagboard, Legal size, 100 pc/pack	500.00	5 pack	2,500.00	2	1,000.00	2	1,000.00	1	500.00		-	
7	Paper Fastener, non-rust metal,25mm,50 set/box	57.09	6 box	342.54	2	114.18	2	114.18	1	57.09	1	57.09	
8	Paper, multipurpose, A4, 70gsm, subs.20	210.00	25 ream	5,250.00	10	2,100.00	10	2,100.00	5	1,050.00		-	
	Paper, multipurpose, letter, 70gsm, subs.20	215.00	25 ream	5,375.00	10	2,150.00	10	2,150.00	5	1,075.00		-	
9	Paper, multipurpose, legal, 70gsm, subs.20	220.00	25 ream	5,500.00	10	2,200.00	10	2,200.00	5	1,100.00		-	
10	Puncher, Heavy Duty	250.00	1 pc	250.00	1	250.00		-		-		-	
11	Record book, 300 pages	60.00	5 pcs.	300.00	2	120.00	1	60.00	1	60.00	1	60.00	
12	Staple Wire, standard #35,5000s/box	48.00	5 box	240.00	1	48.00	2	96.00	1	48.00	1	48.00	
13	Staple wire, standard, #10, 5000s/box	32.00	5 box	160.00	5	160.00		-		-		-	
14	Tape transparent, (1"),24mm	25.00	5 pcs.	125.00	2	50.00	1	25.00	1	25.00	1	25.00	
15	Tape transparent, (2"),24mm	35.00	5 pcs.	175.00	2	70.00	1	35.00	1	35.00	1	35.00	
16	Ink Cartridge for Epson T6641- Black	400.00	13 bottle	5,200.00	5	2,000.00	4	1,600.00	2	800.00	2	800.00	
17	Ink Cartridge for Epson T6642- Cyan	400.00	10 bottle	4,000.00	2	800.00	4	1,600.00	2	800.00	2	800.00	
18	Ink Cartridge for Epson T6643- Magenta	400.00	10 bottle	4,000.00	2	800.00	4	1,600.00	2	800.00	2	800.00	
19	Ink Cartridge for Epson T6644- Yellow	400.00	10 bottle	4,000.00	2	800.00	4	1,600.00	2	800.00	2	800.00	
20	USB 16Gb	500.00	2 pcs.	1,000.00	1	500.00	1	500.00		-		-	
21	Post it note (Blue)	65.00	8 pads	520.00	4	260.00		-	4	260.00		-	
22	High Lighter (Pink)	50.00	6 pcs.	300.00	3	150.00	3	150.00		-		-	
23	Pincher	30.00	1 pcs.	30.00	1	30.00		-		-		-	
24	Paper Clip 3.5 mmm	30.00	4 box	120.00	1	30.00	1	30.00	1	30.00	1	30.00	
25	Toilet Tissue, 12 rolls/pack	75.57	1 pads	75.57	1	75.57		-		-		-	
26	Scissors	70.00	2 pcs.	140.00	1	70.00	1	70.00		-		-	
27	Property Card	5.00	2000 pcs.	10,000.00	500	2,500.00	500	2,500.00	500	2,500.00	500	2,500.00	
28	Property Tag	5.00	2000 pcs.	10,000.00	500	2,500.00	500	2,500.00	500	2,500.00	500	2,500.00	
TOTAL				69,437.00		24,331.25		22,785.73		13,459.67		8,860.35	

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

69,437.00

Prepared by:

JIMMY V. ESTRADA
GSO-Designate