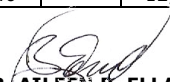


**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2021**

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

Plan Control No.					Planned Amount <b>102,323.60</b>					Page				
Department/Office: <b>HUMAN RESOURCE MANAGEMENT OFFICE</b>					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	AA Battery	25.00	5	pcs.	125.00	4	100.00		-	1	25.00		-	
2	Air Freshener 280 ml (2apple&2lemon)	83.00	4	can	332.00	2	166.00	2	166.00		-		-	
3	Alcohol-ethyl 70%,500ml w/ moisturizer	68.00	12	bottles	816.00	5	340.00	5	340.00	1	68.00	1	68.00	
4	Ballpoint pen, Black, 0.5	5.00	30	pcs.	150.00	30	150.00		-		-		-	
5	Brown Envelope Long,50's/ ream	4.00	60	pcs.	240.00	60	240.00		-		-		-	
6	Folder with tag board green	600.00	1	ream	600.00	1	600.00		-		-		-	
7	CD-R re writable	45.00	10	pcs.	450.00	5	225.00		-	5	225.00		-	
8	Correction Tape, M-355 5mmx8m	30.00	30	pcs.	900.00	15	450.00	3	90.00	10	300.00	2	60.00	
9	Dishwashing Liquid, 500ml	95.00	8	bottles	760.00	3	285.00	1	95.00	2	190.00	2	190.00	
10	Doorknob	356.00	1	set	356.00	1	356.00		-		-		-	
11	Double Sided Tape 2"	43.90	5	pcs.	219.50	2	87.80	1	43.90	2	87.80		-	
12	Flashdrive 8gb	450.00	3	pcs.	1,350.00	2	900.00		-	1	450.00		-	
13	Folder white,long	350.00	2	ream	700.00	2	700.00		-		-		-	
14	Glue Stick Big	10.00	15	pcs.	150.00	10	100.00		-	5	50.00		-	
15	Ink for Epson L210 and L360 Black	350.00	20	pcs.	7,000.00	15	5,250.00		-	5	1,750.00		-	
16	Ink for Epson L210 and L360 Cyan	350.00	5	pcs.	1,750.00	5	1,750.00		-		-		-	
17	Ink for Epson L210 and L360 Magenta	350.00	5	pcs.	1,750.00	5	1,750.00		-		-		-	
18	Ink for Epson L210 and L360 Yellow	350.00	5	pcs.	1,750.00	5	1,750.00		-		-		-	
19	Ink for Epson 003 Black	350.00	10	pcs.	3,500.00	3	1,050.00	2	700.00	3	1,050.00	2	700.00	
20	Ink for Epson 003 Cyan	350.00	6	pcs.	2,100.00	2	700.00	1	350.00	2	700.00	1	350.00	
21	Ink for Epson 003 Magenta	350.00	6	pcs.	2,100.00	2	700.00	1	350.00	2	700.00	1	350.00	
22	Ink for Epson 003 Yellow	350.00	6	pcs.	2,100.00	2	700.00	1	350.00	2	700.00	1	350.00	
23	Logbook 500pages	350.00	8	pcs.	2,800.00	7	2,450.00	1	350.00		-		-	
24	Masking Tape 2"	75.00	3	pcs.	225.00	2	150.00		-	1	75.00		-	
25	Multi insect spray 600 ml	280.00	2	bot	560.00	1	280.00		-	1	280.00		-	
26	Notepad (3"x3")	55.00	3	pcs.	165.00	3	165.00		-		-		-	
27	Paper multi purpose, 70 gsm,A4	195.00	20	reams	3,900.00	15	2,925.00		-	5	975.00		-	
28	Paper multi purpose, 70 gsm,Legal	222.30	20	reams	4,446.00	15	3,334.50		-	5	1,111.50		-	
29	Pencil No. 2	66.80	2	boxes	133.60	1	66.80		-	1	66.80		-	
30	Signing pen black 0.5 mm,gel	450.00	2	boxes	900.00	2	900.00		-		-		-	
31	Signing pen green 0.5 mm gel	450.00	3	boxes	1,350.00	1	450.00	1	450.00	1	450.00		-	
32	Curtain (color peach and white)	500.00	3	set	1,500.00	3	1,500.00		-		-		-	
33	Softbroom	150.00	1	pcs.	150.00	1	150.00		-		-		-	
34	Stapler No.35,with staple wire remover,heavy duty	210.00	5	boxes	1,050.00	5	1,050.00		-		-		-	
35	Staple Wire#35	42.00	10	boxes	420.00	5	210.00	5	210.00		-		-	
36	Streamer (tarpaulin)	250.00	4	yard	1,000.00		-		-	4	1,000.00		-	
37	Tissue;2 ply-12 rolls/pack	65.00	15	packs	975.00	5	325.00	3	195.00	3	195.00	4	260.00	
38	Tornado Map	1500.00	1	pcs.	1,500.00	1	1,500.00		-		-		-	
39	Transparent,tape (1"),24mm	16.75	6	pcs.	100.50	2	33.50	2	33.50	1	16.75	1	16.75	
40	UPS 2 Socket	3,500.00	3	set	10,500.00	1	3,500.00	2	7,000.00		-		-	
41	Monoblock	350.00	10	pcs.	3,500.00	5	1,750.00		-	5	1,750.00		-	
42	Paper Clamp 1"	25.00	25	pcs.	625.00	15	375.00		-		-	10	250.00	
43	Paper Clamp 2"	35.00	20	pcs.	700.00	10	350.00		-		-	10	350.00	
44	Paper Clamp 3"	45.00	25	pcs.	1,125.00	15	675.00		-		-	10	450.00	
45	Printer L3110	8,500.00	1	set	8,500.00	1	8,500.00		-		-		-	
46	Office Chair	4,500.00	6	set	27,000.00	6	27,000.00		-		-		-	

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	
<b>TOTAL</b>				102,323.60		75,989.60		10,723.40		12,215.85		3,394.75	
This is to certify that the above procurement plan is in accordance with the objective of this office					Prepared by:					102,323.60			
										 <b>ENGR. AILEEN B. ELLAMIL</b> OIC-HRMO			