

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021**

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

Plan Control No.				Planned Amount 149,989.00				Page					
Department/Office: MAYOR'S 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
COMMON OFFICE SUPPLIES													
1	BALLPEN, BP-1RT-F-R, black, retractable, .7mm, 10 pcs per box	200.00	8	bxs	1,600.00	4	800.00	2	400.00	2	400.00	0	-
2	BALLPEN, BP-1RT-F-R, blue, retractable, .7mm, 10 pcs per box	200.00	6	bxs	1,200.00	4	800.00	0	-	2	400.00	0	-
3	BALLPEN, ordinary, black, 10pcs per pack	75.00	10	bxs	750.00	10	750.00		-		-		-
4	BALLPEN, BP-1RT-F-R, black	237.00	2	bxs	474.00	2	474.00		-		-		-
5	BINDING MACHINE	6,500.00	1	units	6,500.00	1	6,500.00		-		-		-
6	BOARD PAPER, specialty, 220 gsm, 8.5"x13", 10s	48.00	10	packet	480.00	10	480.00	0	-	0	-	0	-
7	CALCULATOR (12 digits, 2 way power)	500.00	1	pcs	500.00	1	500.00	0	-	0	-	0	-
8	CERTIFICATE HOLDER, A4, 50pcs/box	1,000.00	1	bxs	1,000.00	1	1,000.00	0	-	0	-	0	-
9	CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width, 0.02mm(min) thickness, white opaque, w/ protective cap	25.00	55	pcs	1,375.00	25	625.00	15	375.00	15	375.00	0	-
10	DATER, S300 3mm (mm/dd/yy), self inking	350.00	2	pcs	700.00	2	700.00	0	-	0	-	0	-
11	DOUBLE ADHESIVE TAPE, 0.5 inch	25.00	5	pcs	125.00	5	125.00	0	-	0	-	0	-
12	ENVELOPE, documentary, brown, for legal size doc.	10.00	40	pcs	400.00	30	300.00	0	-	10	100.00	0	-
13	ENVELOPE, expanding, long, green	15.00	40	pcs	600.00	20	300.00	20	300.00	0	-	0	-
14	EXECUTIVE CHAIR, for office use, black High Quality mesh with lumbar support: Nylon back frame and arm rest; Adjustable head rest; Aluminum base	7,000.00	2	pcs	14,000.00	2	14,000.00	0	-	0	-	0	-
15	FILING BOX with cover, big, blue	380.00	2	pcs	760.00	2	760.00	0	-	0	-	0	-
16	FOLDER, expanding, legal size, blue	11.00	150	pcs	1,650.00	100	1,100.00	0	-	50	550.00	0	-
17	FOLDER, brown, for legal size, 14 pts, pre-punched	8.00	150	pcs	1,200.00	100	800.00	0	-	50	400.00	0	-
18	FOLDER, white, for legal size, 14 pts, 100s	600.00	2	reams	1,200.00	2	1,200.00	0	-		-	0	-
19	GLUE, Multi-purpose, 225g, strong	190.00	3	pcs	570.00	3	570.00	0	-	0	-	0	-
20	GLUE GUN, big, heavy duty	300.00	2	pcs	600.00	2	600.00	0	-	0	-	0	-
21	GLUE, PADDING, Big	80.00	1	pcs	80.00	1	80.00	0	-	0	-	0	-
22	HIGHLIGHTER PEN, assorted color	35.00	11	pcs	385.00	11	385.00	0	-	0	-	0	-
23	MARKER, permanent, fine, black	30.00	14	pcs	420.00	9	270.00	0	-	5	150.00	0	-
24	MARKER, permanent, broad, black	30.00	10	pcs	300.00	5	150.00	0	-	5	150.00	0	-
25	PAPER, assorted color, 8.5"x11" gsm, 250 sheets	150.00	1	pack	150.00	1	150.00	0	-	0	-	0	-
26	PAPER, Multi-purpose, A4, size: 210 mm x 297mm, 70 GSM	900.00	25	boxes	22,500.00	8	7,200.00	6	5,400.00	6	5,400.00	5	4,500.00
27	PAPER, Multi-purpose, Legal, size: 216mm x 330mm, 70 GSM	1,100.00	21	boxes	23,100.00	7	7,700.00	6	6,600.00	5	5,500.00	3	3,300.00
28	PAPER CLIP, gem type, small	15.00	7	box	105.00	7	105.00	0	-	0	-	0	-
29	PAPER CLIP, gem type, jumbo, 50mm, 100s/box	25.00	5	pack	125.00	5	125.00	0	-	0	-	0	-
30	PAPER FASTENER, plastic	40.00	7	box	280.00	7	280.00	0	-	0	-	0	-
31	PAPER, specialty, A4, 180gsm, white, 20 sheets)	20.00	20	pack	400.00	10	200.00	0	-	10	200.00	0	-
32	PENCIL, No. 2	60.00	5	boxes	300.00	5	300.00	0	-	0	-	0	-
33	PHILIPPINE NATIONAL FLAG	100.00	5	piece	500.00	5	500.00	0	-	0	-	0	-
34	PHOTO FRAME, A4 size, for certificates	50.00	27	piece	1,350.00	10	500.00	10	500.00	7	350.00	0	-
35	PHOTO PAPER, glossy, (A4 210x297) (20 sheets)	50.00	21	packs	1,050.00	21	1,050.00	0	-	0	-	0	-
36	PLANNER 2021, A5 size	400.00	1	pcs	400.00	1	400.00	0	-	0	-	0	-
37	PVC COVER, A4	700.00	2	reams	1,400.00	2	1,400.00	0	-	0	-	0	-
38	PUNCHER, HD, NO.75XL, (7cm), 7cm punch hole distance, handle lock, automatic centering gauge	1,000.00	1	pcs	1,000.00	1	1,000.00	0	-	0	-	0	-
39	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	50.00	13	pcs	650.00	10	500.00	3	150.00	0	-	0	-
40	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	80.00	9	pcs	720.00	6	480.00	3	240.00	0	-	0	-
41	RING BINDER, .5 inch, blue	20.00	20	bxs	400.00	20	400.00	0	-	0	-	0	-
42	RING BINDER, 1 inch, blue	30.00	6	pcs	180.00	3	90.00	0	-	3	90.00	0	-
43	RING BINDER, 2 inch, blue	50.00	6	pcs	300.00	3	150.00	0	-	3	150.00	0	-
44	SCISSOR (big heavy duty), 5-inch blade	100.00	2	bxs	200.00	2	200.00	0	-	0	-	0	-

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
45	SIGN PEN, black, liquid/gel ink, 1.0mm, 10pcs per box	1,000.00	9	bxs	9,000.00	3	3,000.00	3	3,000.00	3	3,000.00	0	-
46	SIGN PEN, black, liquid/gel ink, 0.3mm (ultra fine) needle tip	450.00	2	bxs	900.00	2	900.00	0	-	0	-	0	-
47	STAMP PAD, No. 02, violet	500.00	3	pcs	1,500.00	3	1,500.00	0	-	0	-	0	-
48	STAMP PAD INK, violet, 50 ml	100.00	3	btl	300.00	3	300.00	0	-	0	-	0	-
49	STAPLER, heavy duty, No. 35	100.00	4	pcs	400.00	4	400.00	0	-	0	-	0	-
50	STAPLE WIRE, No. 35	60.00	25	bxs	1,500.00	15	900.00	0	-	10	600.00	0	-
51	STAPLE WIRE, No. 10 (12 boxes)	30.00	3	bxs	90.00	3	90.00	0	-	0	-	0	-
52	STICKER PAPER, (A4 210x297) (20 sheets)	80.00	10	packs	800.00	5	400.00	0	-	5	400.00	0	-
53	STICKY NOTE, 76mmx127mm, light blue	30.00	10	pcs	300.00	10	300.00	0	-	0	-	0	-
54	STICKY NOTE, PRELINED, 3"x5", light green	35.00	13	pcs	455.00	13	455.00	0	-	0	-	0	-
55	TABLE, for office use, wooden	7,000.00	1	units	7,000.00	1	7,000.00	0	-	0	-	0	-
56	TAPE, masking tape, white, two-inch	20.00	6	rolls	120.00	6	120.00	0	-	0	-	0	-
57	TAPE, transparent, one-inch	20.00	14	pcs	280.00	14	280.00	0	-	0	-	0	-
58	TAPE, transparent, two-inch	35.00	10	pcs	350.00	10	350.00	0	-	0	-	0	-
59	TAPE DISPENSER, 2871 blue, Large	185.00	3	pcs	555.00	3	555.00	0	-	0	-	0	-
60	TARPAULIN, 8x5 ft	800.00	3	pcs	2,400.00	0	-	0	-	3	2,400.00	0	-
61	TISSUE PAPER, rolls, for toilet use, 2-ply sheet, 12's	100.00	7	packs	700.00	3	300.00	2	200.00	2	200.00	0	-
62	TISSUE PAPER, pull-ups, for office use, 2-ply sheet, 6's	120.00	8	packs	960.00	4	480.00	2	240.00	2	240.00	0	-
63	WHITE BOARD, 6x8 size	1,000.00	1	packs	1,000.00	1	1,000.00	0	-	0	-	0	-
	SUBTOTAL				120,589.00								
	COMMON COMPUTER SUPPLIES												
64	INK FOR EPSON L565 PRINTER Code: 664 (Black, Cyan, Magenta, Yellow)	1,400.00	8	sets	11,200.00	4	5,600.00	2	2,800.00	2	2,800.00	0	-
1	INK FOR EPSON L3310/L5190 PRINTER Code: 003 (Black, Cyan, Magenta, Yellow)	1,400.00	11	sets	15,400.00	5	7,000.00	3	4,200.00	3	4,200.00	0	-
1	INK FOR EPSON L3110 PRINTER	1,400.00	2	sets	2,800.00	2	2,800.00		-		-	0	-
					29,400.00								
TOTAL					149,989.00		89,729.00		24,405.00		28,055.00		7,800.00

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

Prepared by:


JOANNE M. ESTRADA
 Private Secretary II

149,989.00