

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021**

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

Plan Control No.					Planned Amount 72,000.00					Page			
Department/Office: MUNICIPAL ASSESSOR'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	
1	Alcohol Isopropyl, 500ml	108.00	15	bots	1,620.00	0	-	15	1,620.00	0	-	0	-
2	Ballpen- blue (Bp-1RT)	284.00	1	dozens	284.00	1	284.00	0	-	0	-	0	-
3	Ballpen- black (Bp-1RT)	284.00	3	dozens	852.00	2	568.00	0	-	1	284.00	0	-
4	Battery AA	20.00	4	pcs	80.00	0	-	4	80.00	0	-	0	-
5	Book ender (big)	200.00	0	pcs	0.00	0	-	0	-	0	-	0	-
6	Calculator 12 digits	720.00	4	pcs	2,880.00	4	2,880.00	0	-	0	-	0	-
7	Correction tape (5mm x 10mm), 10m	54.00	40	pcs	2,160.00	0	-	20	1,080.00	20	1,080.00	0	-
8	Coupon bond long 70 gsm (subs. 20)	158.00	25	reams	3,950.00	10	1,580.00	5	790.00	5	790.00	5	790.00
9	Coupon bond short 70 gsm (subs 20)	146.00	25	reams	3,650.00	10	1,460.00	5	730.00	5	730.00	5	730.00
10	Computer mouse (model:OP-720)	180.00	3	pcs	540.00	3	540.00	0	-	0	-	0	-
11	Circular Protractor (Rotring)	70.00	0	pcs	0.00	0	-	0	-	0	-	0	-
12	Dishwashing liquid 60ml	79.00	4	bots	316.00	0	-	4	316.00	0	-	0	-
14	External Hard drive	5040.00	1	pc	5,040.00	1	5,040.00	0	-	0	-	0	-
15	Eraser (steadtler)	15.00	0	pcs	0.00	0	-	0	-	0	-	0	-
16	Field Appraisal & Assessment Sheet(FAAS) form	5.00	488	pcs	2,440.00	0	-	488	2,440.00	0	-	0	-
17	File folder long 14pts (white)	11.00	250	pcs	2,750.00	250	2,750.00	0	-	0	-	0	-
18	File folder white (short)	6.00	250	pcs	1,500.00	250	1,500.00	0	-	0	-	0	-
19	Flash drive 32 gb	960.00	2	pcs	1,920.00	2	1,920.00	0	-	0	-	0	-
20	Flourescent bulb (long: 40 watts)	108.00	2	pcs	216.00	0	-	2	216.00	0	-	0	-
21	Glue (all purpose) big 130 grams	66.00	4	bots	264.00	4	264.00	0	-	0	-	0	-
20	Gateway tracing paper	900.00	0	rolls	0.00	0	-	0	-	0	-	0	-
21	HP-85A (ink)	3360.00	0	pcs	0.00	0	-	0	-	0	-	0	-
22	Insect repellent ; 600 ml	126.00	3	bots	378.00	0	-	3	378.00	0	-	0	-
23	LC535 cyan	360.00	5	pcs	1,800.00	0	-	0	-	5	1,800.00	0	-
24	LC535 magenta	360.00	5	pcs	1,800.00	0	-	0	-	5	1,800.00	0	-
25	LC535 yellow	360.00	5	pcs	1,800.00	0	-	0	-	5	1,800.00	0	-
26	LC539XL- black	360.00	14	pcs	5,040.00	10	3,600.00	0	-	4	1,440.00	0	-
27	Lead pencil(steadtler.70m)	42.00	7	boxes	294.00	5	210.00	0	-	2	84.00	0	-
28	Masking tape 1"	38.00	12	rolls	456.00	0	-	12	456.00	0	-	0	-
29	Masking tape 2"	66.00	15	rolls	990.00	0	-	10	660.00	0	-	5	330.00
30	Mechanical Pencil (0.7mm)(staedler mars micro)	180.00	2	pcs	360.00	2	360.00	0	-	0	-	0	-
31	Note pad post it (all colors) 2inches x 3 inches	24.00	5	pads	120.00	5	120.00	0	-	0	-	0	-
32	NT cutter blade heavy duty- long(11x1.5cm) L-18	72.00	4	packs	288.00	0	-	0	-	0	-	4	288.00
32	onion skin long	130.00	0	rms	0.00	0	-	0	-	0	-	0	-
33	onion skin short	120.00	0	rms	0.00	0	-	0	-	0	-	0	-
34	Paper clamp (Big) 2 inches	24.00	15	pcs	360.00	15	360.00	0	-	0	-	0	-
35	Paper clip (Big), plastic	84.00	2	boxes	168.00	0	-	2	168.00	0	-	0	-
36	Paper fastener (plastic)	126.00	1	boxes	126.00	1	126.00	0	-	0	-	0	-
37	Pencil#2	96.00	2	dozens	192.00	0	-	2	192.00	0	-	0	-
38	Pentel pen (black) broad	54.00	10	pcs	540.00	10	540.00	0	-	0	-	0	-
39	Printer (MFC J200)	8955.00	1	pcs	8,955.00	1	8,955.00	0	-	0	-	0	-
40	Puncher (heavy duty)	90.00	0	pcs	0.00	0	-	0	-	0	-	0	-
41	Push pin	25.00	0	boxes	0.00	0	-	0	-	0	-	0	-
42	Record book (500pages)	88.00	0	pcs	0.00	0	-	0	-	0	-	0	-
43	RPTA FORM 1(section maps)	45.00	200	pcs	9,000.00	0	-	0	-	200	9,000.00	0	-
44	Scale(1:100/200/300/400/500)	240.00	1	pc	240.00	1	240.00	0	-	0	-	0	-
45	Stapler # 10	40.00	0	pcs	0.00	0	-	0	-	0	-	0	-
46	Stapler # 35	60.00	0	pcs	0.00	0	-	0	-	0	-	0	-
47	Scotch tape1"	48.00	13	rolls	624.00	0	-	13	624.00	0	-	0	-
48	Sign pen gel, 0.5, extra fine	57.00	6	pcs	342.00	6	342.00	0	-	0	-	0	-
49	Stabilo assorted all colors	45.00	7	pcs	315.00	7	315.00	0	-	0	-	0	-
50	Stamp pad ink	48.00	3	pcs	144.00	0	-	0	-	3	144.00	0	-
51	Staple wire remover (small)	20.00	0	pcs	0.00	0	-	0	-	0	-	0	-
52	Steadtler ink marsmatic	86.00	3	bots	258.00	0	-	3	258.00	0	-	0	-
54	Swivel chair with Arm rest	8000.00	0	pcs	0.00	0	-	0	-	0	-	0	-
55	Technical Pen(Staedler marsmatic)				0.00		-		-		-		-
	a.) 0.1mm	720.00	1	pcs	720.00	1	720.00	0	-	0	-	0	-
	b.) 0.3mm	900.00	1	pcs	900.00	1	900.00	0	-	0	-	0	-

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					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
	c.) 0.5mm	1080.00	1 pcs	1,080.00	1	1,080.00	0	-	0	-	0	-
	d.) 0.7mm	1560.00	1 pcs	1,560.00	1	1,560.00	0	-	0	-	0	-
56	Tissue paper 3ply, (12rolls/pack)	72.00	4 packs	288.00	0	-	2	144.00	0	-	2	144.00
57	Triangle set=(45 degrees x 45 degrees)12'	240.00	2 set	480.00	2	480.00	0	-	0	-	0	-
58	Triangle set =(30 degrees x 60 degrees)10'	240.00	2 set	480.00	2	480.00	0	-	0	-	0	-
59	Universal Ink			0.00		-		-		-		-
	a.) Black	360.00	1 liter	360.00	0	-	1	360.00	0	-	0	-
	b.) Magenta	360.00	1 liter	360.00	0	-	1	360.00	0	-	0	-
	c.) Yellow	360.00	1 liter	360.00	0	-	1	360.00	0	-	0	-
	d.) Cyan	360.00	1 liter	360.00	0	-	1	360.00	0	-	0	-
TOTAL				72,000.00		39,174.00		11,592.00		18,952.00		2,282.00

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

Prepared by:


MARLON A. HERRERA, REA
 Municipal Assessor

72,000.00