

**ANNUAL PROCUREMENT PLAN  
FOR THE YEAR 2021**

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

Plan Control No. _____					Planned Amount <b>20,000.00</b>				Page _____					
Department/Office: <b>BUREAU OF FIRE PROTECTION</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	
<b>COMMON OFFICE SUPPLIES</b>														
1	BALLPEN, BP-1RT-F-R, black, retractable, 10 pcs per box	200.00	2	bxes	400.00	2	400.00	0	-	0	-	0	-	
2	BALLPEN, BP-1RT-F-R, blue, retractable, 10 pcs per box	200.00	2	bxes	400.00	2	400.00	0	-	0	-	0	-	
3	CARBON PAPER, blue, long	750.00	1	packet	750.00	1	750.00	0	-	0	-	0	-	
4	DATER, S300 3mm (mm/dd/yr), Self inking	350.00	1	pcs	350.00	1	350.00	0	-	0	-	0	-	
5	ENVELOPE, documentary, brown, for legal size doc.	6.00	10	pcs	60.00	10	60.00	0	-	0	-	0	-	
6	ERASER, Raso Plast Eraser, Phthalate free and latex free	30.00	6	set	180.00	6	180.00	0	-	0	-	0	-	
7	FOLDER, brown, for legal size, 14 pts, pre-punched	7.00	30	pcs	210.00	30	210.00	0	-	0	-	0	-	
8	PAPER, Multi-purpose, A4, size: 210 mm x 297mm, 70 GSM, 5 reams in one box	950.00	2	boxes	1,900.00	2	1,900.00	0	-	0	-	0	-	
9	PAPER, Multi-purpose, Letter, size: 216mm x 330mm, 70 GSM, 5 reams in one box	1,150.00	2	boxes	2,300.00	2	2,300.00	0	-	0	-	0	-	
10	PAPER, Multi-purpose, Legal, size: 216mm x 330mm, 70 GSM, 5 reams in one box	850.00	2	boxes	1,700.00	2	1,700.00	0	-	0	-	0	-	
11	PAPER, Multi-purpose, Letter, size: 216mm x 330mm, substance 16, 5 reams in one box	650.00	1	boxes	650.00	1	650.00	0	-	0	-	0	-	
12	PAPER, Multi-purpose, Legal, size: 216mm x 330mm, substance 16, 5 reams in one box	950.00	1	boxes	950.00	1	950.00	0	-	0	-	0	-	
13	PAPER FASTENER, plastic	40.00	2	box	80.00	2	80.00	0	-	0	-	0	-	
14	PENCIL, for writing, sketching & drawing, mars lumograph - HB	40.00	6	pack	240.00	6	240.00	0	-	0	-	0	-	
15	PENCIL, for writing, sketching & drawing, mars lumograph - F	40.00	6	piece	240.00	6	240.00	0	-	0	-	0	-	
16	PUNCHER, HD, NO. 75XL (7CM), 7 cm punch hole distace, Handle lock, Automatic centering gauge	900.00	1	piece	900.00	1	900.00	0	-	0	-	0	-	
17	RULER, triangle, 45 degrees, for drawing, big	200.00	2	packs	400.00	2	400.00	0	-	0	-	0	-	
18	RULER, triangle, 30 x 60, for drawing, big	200.00	2	packs	400.00	2	400.00	0	-	0	-	0	-	
19	SIGN PEN, black, liquid/gel ink, 0.7mm needle tip	460.00	1	bxes	460.00	1	460.00	0	-	0	-	0	-	
20	SIGN PEN, blue, liquid/gel ink, 0.7mm needle tip	450.00	1	bxes	450.00	1	450.00	0	-	0	-	0	-	
21	STAMP PAD, No. 2, 2 x 12 x 16 cm, purple	360.00	1	pcs	360.00	1	360.00	0	-	0	-	0	-	
22	STAPLER, heavy duty, No. 35	350.00	2	pcs	700.00	2	700.00	0	-	0	-	0	-	
23	STAPLE WIRE, No. 35	60.00	2	bxes	120.00	2	120.00	0	-	0	-	0	-	
24	T SQUARE, 687536, 36in, with hand	1,050.00	1	packs	1,050.00	1	1,050.00	0	-	0	-	0	-	
	<b>SUBTOTAL</b>				<b>15,250.00</b>									
<b>COMMON COMPUTER SUPPLIES</b>														

25	INK FOR EPSON L220/L565 PRINTER (Black, Cyan, Magenta, Yellow)	1,500.00	2	sets	3,000.00	2	3,000.00	0	-	0	-	0	-
26	INK FOR EPSON L220/L565 PRINTER, black only	350.00	5	units	1,750.00	5	1,750.00	0	-	0	-	0	-
					<b>4,750.00</b>								
<b>TOTAL</b>					<b>20,000.00</b>		20,000.00		0.00		0.00		0.00

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

20,000.00

Prepared by:

**SF04 RICHARD D. PATAWEG**  
Fire Officer