


**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021**

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

Plan Control No.				Planned Amount 81,970.00				Page				
Department/Office: MUNICIPAL BUDGET 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	Office Table 3ft x 5ft	10,000.00	1 set	10,000.00	-	1	10,000.00	-	-	-	-	
2	Office Table Lshape: 2 layered open selves, 3 layered drawer 3ft x 4ft	10,000.00	2 set	20,000.00	-	2	20,000.00	-	-	-	-	
3	Swivel Chair	3,000.00	1 pcs	3,000.00	-	1	3,000.00	-	-	-	-	
4	16gb Flashdrive	700.00	2 pcs	1,400.00	2	1,400.00	-	-	-	-	-	
5	.4 point Jetpen Gel pen black 12pcs/box	800.00	5 boxes	4,000.00	2	1,600.00	1	800.00	2	1,600.00	-	
6	.4 point Jetpen Gel pen pink 12pcs/box	800.00	4 boxes	3,200.00	2	1,600.00	1	800.00	1	800.00	-	
7	.4 point Jetpen Gel pen violet 12pcs/box	800.00	4 boxes	3,200.00	2	1,600.00	1	800.00	1	800.00	-	
8	2 inches sticky index file tab flags, writable & repositionable	80.00	10 packs	800.00	5	400.00	-	-	5	400.00	-	
9	Filing Box - heavy duty for legal size docs	250.00	2 pcs	500.00	-	2	500.00	-	-	-	-	
10	Ink for Epson inkjet printer L3110, black	350.00	10 bottles	3,500.00	5	1,750.00	3	1,050.00	1	350.00	1	350.00
11	Ink for Epson inkjet printer L3110	1,400.00	4 sets	5,600.00	2	2,800.00	2	2,800.00	-	-	-	
12	Ink for Epson inkjet printer L360	1,400.00	4 set	5,600.00	-	-	2	2,800.00	1	1,400.00	1	1,400.00
13	sticky notes memo with lines 3inches x 4inches	50.00	10 pads	500.00	5	250.00	2	100.00	2	100.00	1	50.00
14	sticky notes memo 3inches x 1/2 inch - multicolor	25.00	30 packs	750.00	15	375.00	5	125.00	5	125.00	5	125.00
15	Brown Business Envelop, legal size 50pcs/ream	400.00	1 ream	400.00	1	400.00	-	-	-	-	-	
16	green expandable folder, legal size 50pcs/ream	600.00	1 ream	600.00	1	600.00	-	-	-	-	-	
17	transparent tape 1 inch	30.00	10 roll	300.00	3	90.00	5	150.00	1	30.00	1	30.00
18	PVC Binding film, legal size, 220 micron	800.00	1 box	800.00	-	-	1	800.00	-	-	-	
19	Photopaper, Glossy, 210 gsm, 20sheets/pack	95.00	10 packs	950.00	6	570.00	4	380.00	-	-	-	
20	Correction Tape 5mm x 8m	30.00	15 pcs	450.00	-	-	5	150.00	5	150.00	5	150.00
21	Board Paper, 200gsm, legal size 10sheets/pack	34.73	11 packs	382.00	-	-	5	173.64	5	173.64	1	34.73
22	Rubber Stamp	150.00	2 pc	300.00	2	300.00	-	-	-	-	-	
23	Stainless Cutter - Heavy Duty	150.00	2 pcs	300.00	-	-	2	300.00	-	-	-	
24	Multipurpose Glue with Applicator 200gms	70.00	2 bottles	140.00	1	70.00	1	70.00	-	-	-	
25	12 digits 2 way power Calculator	350.00	2 pcs	700.00	2	700.00	-	-	-	-	-	
26	Bond paper 8.5x13, 80gsm	1,350.00	9 boxes	12,150.00	5	6,750.00	4	5,400.00	-	-	-	
27	Bond paper, A4, 80gsm	1,200.00	1 box	1,200.00	-	-	1	1,200.00	-	-	-	
28	Permanent Market, Fine, Black	55.00	5 pcs	275.00	3	165.00	2	110.00	-	-	-	
29	Permanent Market, Broad, Black	55.00	5 pcs	275.00	3	165.00	2	110.00	-	-	-	
30	Ruler stainless, 12 inches	37.00	4 pcs	148.00	2	74.00	1	37.00	-	-	1	37.00
31	Plastic Ring Binder 3.5 inches	55.00	10 pcs	550.00	10	550.00	-	-	-	-	-	
TOTAL				81,970.00		22,209.00		51,655.64		5,928.64		2,176.73

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

Prepared by:


MIRIAM M. OLIVEROS
 Mun. Budget Officer

81,970.00