

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: Burgos

Plan Control No. 6					Planned Amount : P105,000.00				Page 1 of 1 pages				
Department/ Office: OFFICE OF THE MUNICIPAL ACCOUNTANT					Regular	Contingency		Total: P105,000.00		Date Submitted:			
Item No.	Description	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
			No.	Description		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	ADAPTOR	80.00	5	pieces	400.00	5	pcs	400.00					
2	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	44.41	20	bottles	888.20	20	bottles	888.20					
3	ARCH FILE, black or red, 8.5 x 13", horizontal	130.00	10	pieces	1,300.00	10	pcs	1,300.00					
4	ARCH FILE, green, 8.5 x 13", horizontal	130.00	20	pieces	2,600.00	20	pcs	2,600.00					
5	BALLPEN, black	100.00	1	box	100.00	1	pcs	100.00					
6	BATTERY, dry cell, AA, 1.5 volts, alkaline	36.99	3	packs	110.97	3	pcs	110.97					
7	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	9.22	5	boxes	46.10	5	pcs	46.10					
8	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	15.56	5	boxes	77.80	5	pcs	77.80					
9	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	21.20	5	bpxes	106.00	5	pcs	106.00					
10	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	48.76	5	boxes	243.80	5	pcs	243.80					
11	CORRECTION TAPE, disposable, usable length:6m	48.79	60	pieces	1,073.40	60	pcs	1,073.40					
12	CUTTER KNIFE, for general purpose	34.07	3	pieces	102.21	3	pcs	102.21					
13	DATING & STAMPING MACHINE, heavy duty	478.38	1	pieces	478.38	1	pcs	478.38					
14	EPSON 003 INK-BLACK	275.00	15	units	4,125.00	15	pcs	4,125.00					
15	EPSON 003 INK-COLORED	825.00	6	sets	4,950.00	6	pcs	4,950.00					
16	EPSON 664 INK-BLACK	275.00	10	units	2,750.00	10	pcs	2,750.00					
17	EPSON 664 INK-COLORED	825.00	3	sets	2,475.00	3	pcs	2,475.00					
18	ERASER, PLASTIC/RUBBER, for pencil draft/writing	6.11	10	pieces	61.10	10	pcs	61.10					
19	FLASH DRIVE, 16 GB capacity	281.96	6	units	1,691.76	6	pcs	1,691.76					
20	FOLDER, with TAB, LEGAL	327.54	5	packs	1,637.70	5	pcs	1,637.70					
21	GLUE, all purpose, gross weight: 200 grams min	63.28	1	jar	63.28	1	pcs	63.28					
22	INDEX TAB, self-adhesive, transparent	57.77	1	box	57.77	1	pcs	57.77					
23	MARKER, PERMANENT, chisel type, black	3.89	3	pieces	11.68	3	pcs	11.68					

24	MOTHBALLS	63.28	1	packs	50.00	1	pcs	50.00						
25	NON-TOUCH TRASHBIN	300.00	3	pieces	900.00	3	pcs	900.00						
26	PAPER, MULTI-PURPOSE (COPY) A4, 70gsm	135.68	30	reams	4,070.40	30	pcs	4,070.40						
27	PAPER, MULTI-PURPOSE (COPY) LEGAL, 70gsm	178.93	35	reams	6,262.55	35	pcs	6,262.55						
28	PENCIL, lead, w/ eraser, wood cased, hardness: HB	21.19	1	dozen	21.19	1	dozen	21.19						
29	PUNCHER, paper, heavy duty, with two hole guide	134.49	3	pieces	403.47	1	piece	403.47						
30	RECORD BOOK, 300pages, size: 214mm x 278 mm min	72.08	3	books	216.24	3	books	216.24						
31	SCISSORS, symmetrical, blade lenth: 65mm min	41.34	5	pieces	206.70	5	pieces	206.70						
32	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	35.28	10	pieces	352.80	10	pieces	352.80						
33	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	38.83	5	pieces	194.15	5	pieces	194.15						
34	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	38.10	2	pieces	76.20	2	pieces	76.20						
35	STAPLE WIRE, STANDARD, (26/6)	22.98	10	boxes	229.80	10	boxes	229.80						
36	STAPLER, with staplewire remover	300.00	3	pieces	900.00	3	pieces	900.00						
37	STICKY NOTES, atleast 1cm x 7cm	50.00	10	pads	500.00	10	pads	500.00						
38	TAPE, TRANSPARENT, width: 24mm	17.37	10	rolls	173.70	10	rolls	173.70						
39	TAPE, TRANSPARENT, width: 48mm	27.03	2	rolls	54.06	2	rolls	54.06						
40	TOILET TISSUE PAPER 2-plys sheets, (100% Recycled)	87.45	10	packs	874.50	10	packs	874.50						
41	TONER CART., HP CB435A, 35A	21.62	4	cart	11,426.80	4	cart	11,426.80						
42	USB CORD EXTENSION,w/ atleast 3 ports	500.00	3	pieces	1,500.00	3	pieces	1,500.00						
43	WALL CLOCK	1,237.29	1	piece	1,237.29	1	piece	1,237.29						
	TOTAL				55,000.00									
	CAPITAL OUTLAY													
1	LAPTOP, atleast i7, 1TB HDD, with DVD drive, with all type of ports, w/ numpad, wireless mouse etc	50,000.00	1	unit	50,000.00									
	TOTAL				105,000.00									

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

Prepared by:



RICO PAUS PANTA

Head of Office