

Republic of the Philippines
Province of La Union
Municipality of Burgos

ANNUAL PROCUREMENT PLAN
For the Year 2021

Plan Control No.5					Planned Amount:								
Department/Office: OFFICE OF THE MUNICIPAL ASSESSOR					Regular:	Contingency:	Total:	Date Submitted:					
Item No.	PARTICULARS	Unit Cost	Quantity		Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Coupon band, legal (80 gsm) for Tax Dec	160.00	10	reams	1,600.00	10 reams	1,600.00						
2	Coupon band, A4 (80 gsm)	150.00	5	reams	750.00	5 reams	750.00						
3	Clip, backfold, 2 inches	80.00	2	box	160.00	2 box	160.00						
4	Correction Tape	31.20	10	pcs	312.00	10 pcs	312.00						
5	Ink Cartridge #704, black	450.00	4	cart	1,800.00	4 cart	1,800.00						
6	Ink refill for Epson Printer L1300				-		-						
	black	350.00	4	tubes	1,400.00	4 tubes	1,400.00						
7	Canon Cartridge 312 (for LBP 3150)	4,250.00	2	cart	8,500.00	2 cart	8,500.00						
8	Marking Pen, whiteboard black	13	1	pc.	13.00	1 pc	13.00						
9	Paper Fastener, non rust metal	50.00	2	box	100.00	2 boxes	100.00						
10	Paper Fastener, plastic	25.00	2	box	50.00	2 boxes	50.00						
11	white glue with applicator	50.00	1	pc.	50.00	1 pc	50.00						
12	Signpen, black 0.5	46.00	6	pc.	276.00	6 pcs	276.00						
13	Signpen, red 0.5	46.00	3	pc.	138.00	3 pcs	138.00						
14	Ballpen, pilot Black	25.00	6	pcs.	150.00	6 pcs	150.00						
15	Ballpen, black (good quality)	5.00	24	pcs.	120.00	24 pcs	120.00						
16	Push Pin	25.00	2	boxes	50.00	2 boxes	50.00						
17	Curtains for office	750.00	2	pcs.	1,500.00	2 pcs	1,500.00						
18	Envelope, brown, long	3.00	25	pcs	75.00	25 pcs	75.00						
19	USB Flash Drive 8GB	600.00	1	pc.	600.00	1 pc	600.00						
20	DVD-RW	30.00	5	pcs.	150.00	5 pcs	150.00						

21	Stamp Pad Ink	32.00	1	tube	32.00	1 tube	32.00						
22	Tissue (12's)	70.00	5	packs	350.00	5 packs	350.00						
23	Folder, long (cream/brown)	5.00	150	pcs	750.00	46 pcs	750.00						
24	Metric Tape	100.00	2	pcs.	200.00	2 pcs	200.00						
25	Pencil, Mongol, #2	85.00	2	box	170.00	1 box	170.00						
26	Ink Eraser, staedtler	41.00	3	pcs.	123.00	3 pcs	123.00						
27	Glass cleaner, 500 ml	120.00	1	pc.	120.00	1 pc	120.00						
28	Scotch Tape, 1'	27.00	3	pcs.	81.00	3 pcs	81.00						
29	12 digit Calculator, solar	400.00	1	pc.	400.00	1 pc	400.00						
30	Expandable Plastic Envelope with Handle	70.00	2	pcs.	140.00	2 pcs	140.00						
31	Paper Puncher, good quality	400.00	1	pc.	400.00	1 pc	400.00						
32	Blue printing of Maps and TMCRs	17.00	320	pcs	5,444.00	320 pcs	5,444.00						
33	Contingencies /other expenses	4,000.00			4,000.00	4,000.00	4,000.00						
	TOTAL				30,000.00		30,000.00						

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

Prepared by:


MELBA L. FLORIDA

Purchase of Desktop Standard User (6 Core or increases CPU INTEL or AMD, supported Motherboard with PCI-E x 16 DDR4 Support Micro ATX DDR4 4gb Memory, 240GB SSD SATA plus 1TB HDD, 500W True Rated 80+ Bronze Motherboard with PCI-E x 16 DDR4 Support Micro ATX, DDR4 4 GB Memory, 240GB SSD SATA plus 1 TB HDD, 500W True Rated 80+ Bronze Certified, ATX Case, 600VA UPS, 18.5" LED Full Monitor, USB Mouse and Keyboard Combo, Microsoft Windows 8 OS).	42,000.00	1	UNIT	₱42,000.00	1	₱42,000.00							
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	Purchase of 1 Server computer	100,000		1 UNIT	₱100,000.00	1	₱100,000.00						
	Special Project: General Revision of Real Properties	350,000			₱350,000.00	1	₱350,000.00						
	TOTAL						522,000.00						

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Prepared by:


MELBA L. FLORIDA

Head of Office