

**ANNUAL PROCUREMENT PLAN  
CY 2021**

Province, City or Municipality: Burgos

Plan Control No. 14				Planned Amount: P19,778.52						Page 1 of 1 page				
Department/ Office: ENGINEERING				Regular	Contingency	Total: P19,778.52		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	Air Freshener, Aerosol, 280 ml/250g min	₱87.72	2	can	₱175.44	₱175.44	2	can						
2	Alcohol, ethyl, scented 500ml	₱97.48	4	bottle	₱394.96	₱394.96	4	bottle						
3	Battery, drycell, AA, 1.5V, alkaline	₱18.50	2	pack	₱37.00	₱37.00	2	pack						
4	Battery, drycell, AAA, 1.5 Alkaline	₱20.11	2	pack	₱40.22	₱40.22	2	pack						
5	File Organizer, Expanding Plastic, 12 Pockets	₱88.38	10	pc	₱883.80	₱883.80	10	pc						
6	Fire Extinguisher, dy, chemical, 4.5kg	₱1,166.00	1	unit	₱1,166.00	₱1,166.00	1	unit						
7	Flash Drive 16GB capacity	₱281.96	2	pc	₱563.92	₱563.92	2	pc						
8	Folder, with tab Legal	₱327.54	2	bundle	₱655.08	₱655.08	2	bundle						
9	Ink Cartridge, Canon, CL-811, Colored	₱1,049.40	1	cart	₱1,049.40	₱1,049.40	1	cart						
10	Ink Cartridge, Canon, PG-810, Black	₱1,590.00	1	cart	₱1,590.00	₱1,590.00	1	cart						
11	Ink Cart, Epson, C13T664200(T664)Cyan	₱259.70	1	cart	₱259.70	₱259.70	1	cart						
12	Ink Cart, Epson, C13T664300(T664)Magenta	₱259.70	1	cart	₱259.70	₱259.70	1	cart						
13	Ink Cart, Epson, C13T664400(T664)Yellow	₱259.70	1	cart	₱259.70	₱259.70	1	cart						
14	Ink Cart, Epson, C13T664100(T664)Black	₱259.70	3	cart	₱779.10	₱779.10	3	cart						
15	Paper Clip, vinyl, plastic coat, length:32mm	₱6.76	2	box	₱13.52	₱13.52	2	box						
16	Paper Clip, vinyl, plastics coat, length:48mm	₱13.76	2	box	₱27.52	₱27.52	2	box						
17	Paper, Multicopy, 80gsm, A4, 210mmx297mm	₱182.74	20	ream	₱3,654.80	₱3,654.80	20	ream						
18	Paper, Multicopy, 80gsm, Legal, 216mmx330mm	₱200.32	30	ream	₱6,009.60	₱6,009.60	30	ream						
19	Record Book, 300 pages, 214mmx278mm	₱72.08	4	book	₱288.32	₱288.32	4	book						
20	Scissor, symmetrical, blade length:65mm	₱13.99	2	pair	₱27.98	₱27.98	2	pair						
21	Signpen, black, liquid gel, 0.5 mm needle tip	₱70.56	4	pc	₱282.24	₱282.24	4	pc						
22	Signpen, blue, liquid gel, 0.5 mm needle tip	₱38.83	2	pc	₱77.66	₱77.66	2	pc						
23	Signpen, red, liquid gel, 0.5 mm. needle tip	₱38.10	2	pc	₱76.20	₱76.20	2	pc						
24	Tape Transparent Width:24mm	₱17.37	2	roll	₱34.74	₱34.74	2	roll						

25	Toilet Tissue Paper, 2ply (100% recycle)	₱89.95	2	pack	₱179.90	₱179.90	2	pack						
26	Waste Basket, non-rigid plastic	₱24.04	4	pc	₱96.16	₱96.16	4	pc						
27	Arch File Folder, 3"	₱120.00	10	pc	₱1,200.00	₱1,200.00	10	pc						
<b>TOTAL</b>					<b>₱19,778.52</b>	<b>₱19,778.52</b>								

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

PREPARED BY:

  
**FERDINAND RAMOS**  
 Head of Department/Office