

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **Burgos**

Plan Control No. 7				Planned Amount					Page 1 of 1 page						
Department/ Office: OFFICE OF THE BUDGET OFFICER				Regular	Contingency	Total		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	Alcohol		2	bots	₱110.00			2	bots	₱110.00					
2	Arch File Folder long, Horizontal		20	pcs	₱2,500.00			20	pcs	₱2,500.00					
3	Ballpen, Pilot Black		20	pcs	₱300.00			20	pcs	₱300.00					
4	Ballpen, Pilot Blue		20	pcs	₱300.00			20	pcs	₱300.00					
5	Battery AA		6	pck	₱120.00			6	pck	₱120.00					
6	Bond Paper - Multycopy A4		10	rms	₱2,500.00			10	rms	₱2,500.00					
7	Bond Paper - Multycopy Legal		10	rms	₱2,700.00			10	rms	₱2,700.00					
8	Calculator 12 digit		1	pc	₱800.00			1	pc	₱800.00					
9	CDRW with Case		10	pcs	₱500.00			10	pcs	₱500.00					
10	Correction Tape		6	pcs	₱300.00			6	pcs	₱300.00					
11	Data File Box		10		₱1,500.00			10		₱1,500.00					
12	Envelope, Mailing White		1	box	₱400.00			1	box	₱400.00					
13	Flash Drive 15GB capacity		1	pcs	₱400.00			1	pcs	₱400.00					
14	Folderr, Tag Board Legal Size		1	pack	₱550.00			1	pack	₱550.00					
15	Index Tab, Self Adhesive 5 sets/box		4	pack	₱60.00			4	pack	₱60.00					
16	Epson Ink 003, Black		6	bots	₱2,250.00			3	bots	₱1,125.00			3	bots	₱1,125.00
17	Epson Ink 003, Cyan		3	bots	₱1,260.00			2	bots	₱840.00			1	bot	₱420.00
18	Epson Ink 003, Magenta		3	bots	₱1,260.00			2	bots	₱840.00			1	bot	₱420.00
19	Epson Ink 003, Yellow		3	bots	₱1,260.00			2	bots	₱840.00			1	bot	₱420.00
20	Notepad Stick on 3x4		5	pcs	₱275.00			5	pcs	₱275.00					
21	Pencil with eraser		3	box	₱306.00			3	box	₱306.00					
22	Sign Pen, Black		5	pcs	₱250.00			5	pcs	₱250.00					
TOTAL					₱19,901.00					₱17,516.00				₱2,385.00	

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

PREPARED BY:


MARILYN G. ABANSI

Head of Department/Office

