

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **Burgos**

Plan Control No. 9					Planned Amount				Page ___ of ___ pages				
OFFICE OF THE MUNICIPAL AGRICULTURE					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, galoon	466.4	4	GAL	₱1,865.60	4	GAL	₱1,865.60					
2	Ballpen, ordinary	5	100	PCS	₱500.00	100	PCS	₱500.00					
3	Ballpen, Pilot (black)	25	15	PCS	₱375.00	15	PCS	₱375.00					
4	Ballpen, Pilot (blue)	25	25	PCS	₱375.00	25	PCS	₱375.00					
5	Correction Tape	17.89	20	PCS	₱375.00	20	PCS	₱375.00					
6	Calculator, Compact electronic, 12 digits cap	353.52	2	PCS	₱706.40	2	PCS	₱706.40					
7	Data File Box(taglia lock)	69.96	12	PCS	₱839.52	12	PCS	₱839.52					
8	Electric Fan, Stand Type, Plastic Blade	873.33	1	PCS	₱873.33	1	PCS	₱873.33					
9	Envelope expanding Plastic, 50mm thickness mm	31.08	20	PCS	₱621.60	20	PCS	₱621.60					
10	Envelope, mailing, white, white glassene/plastic window, 500 pcs	200.1	1	BOX	₱200.10	1	BOX	₱200.10					
11	Eraser, Plastic/rubber for pencil draft/writing	6.11	20	PCS	₱122.20	20	PCS	₱122.20					
12	Falsh Drive 16GB	281.96	3	PCS	₱845.88	3	PCS	₱845.88					
13	Folder, Fancy foir a4 size document	296.76	1	BUNDLE	₱296.76	1	BUNDLE	₱296.76					
14	Folder, Fancy for legal size document	291.2	2	BUNDLE	₱582.40	2	BUNDLE	₱582.40					
15	Furniture Cleaner, 400ml/can (Pledge)	94.1	2	CAN	₱188.20	2	CAN	₱188.20					
16	Glass Cleaner (Muscle)	180	2	CANS	₱360.00	2	CANS	₱360.00					
17	Glue, all purpose, gross weight:200 grams	63.28	4	JARS	₱253.12	4	JARS	₱253.12					
18	Linen Paper/Board paper (for cert. & program purposes)	50	6	PACKS	₱300.00	6	PACKS	₱300.00					
19	Ink Cart, EPSON T6642 (CYAN)	259.7	8	CART	₱2,077.60	8	CART	₱2,077.60					
20	Ink Cart, EPSON T6643 (magenta)	259.7	8	CART	₱2,077.60	8	CART	₱2,077.60					
21	Ink Cart, EPSON T6643 (yellow)	259.7	8	CART	₱2,077.60	8	CART	₱2,077.60					
22	Ink Cart, EPSON T6644(black)	259.7	8	CART	₱2,077.60	8	CART	₱2,077.60					
23	Ink Cart, EPSON T6643 (magenta)	120.35	2	CANS	₱240.70	2	CANS	₱240.70					

24	Insecticide (aerosol type)	14.95	10	PCS	₱49.50	10	PCS	₱49.50					
25	Marking Pen, Permanent (black & blue)	12.6	10	PCS	₱12.60	10	PCS	₱12.60					
26	Marking Pen, Whiteboard (black & blue)	33.05	10	PADS	₱330.50	10	PADS	₱330.50					
27	Notepad 2"*3"	6.95	2	BOX	₱13.90	2	BOX	₱13.90					
28	Paperclip-gemtype,33mm 100/box	74.45	1	BOX	₱74.45	1	BOX	₱74.45					
29	Paper Fastener,nonrust 50 sets/box	482.72	5	REAMS	₱913.60	5	REAMS	₱913.60					
30	Paper Multicopy, A4 80gsm,size:216mmx330mm	200.32	8	REAMS	₱1,602.56	8	REAMS	₱1,602.56					
31	Paper Multicopy, Legal 80gsm,size:216mmx330mm	21.19	5	DOZENS	₱105.95	5	DOZENS	₱105.95					
32	Pencil, lead w/ eraser,wood cased, hardness	134.49	1	PCS	₱134.49	1	PCS	₱134.49					
33	Puncher, paper, heavy duty, with two hole guide	72.08	5	PCS	₱360.40	5	PCS	₱360.40					
34	Record Book,300 pages,size 214mmx2778mm	41.34	10	PCS	₱413.40	10	PCS	₱413.40					
35	Scissor,symmetrical, blade length:65mm min	45.25	16	PCS	₱724.00	16	PCS	₱724.00					
36	Sign Pen (blue & black)	35.62	3	PCS	₱106.86	3	PCS	₱106.86					
37	Stamp Pad, Felt, bed dimension:60mmx100mm	18.53	5	PCS	₱92.65	5	PCS	₱92.65					
38	Staple Remover, Piler type	22.98	10	BOX	₱229.80	10	BOX	₱229.80					
39	Tape, Packaging Width 48mm	28.49	3	ROLLS	₱85.47	3	ROLLS	₱85.47					
40	Tape, Transparent width 24mm	17.37	3	ROLLS	₱52.11	3	ROLLS	₱52.11					
41	Tape Masking, 48mm	108.65	3	ROLLS	₱325.95	3	ROLLS	₱325.95					
42	Toilet Tissue	87.45	10	PACKS	₱874.50	10	PACKS	₱874.50					
43	Waste Basket, non rigid plastic	24.04	4	PCS	₱96.16	4	PCS	₱96.16					
44	Other Necessary Supply				₱201.04								
TOTAL					₱25,000.00								

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

PREPARED BY:


GAUDENCIO QUEZADA
 Head of Department/Office