

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **Burgos**

Plan Control No. 11				Planned Amount: P46,256.00						Page 1 of 1 page			
Department/ Office: OFFICE OF THE MPDC				Regular	Contingency	Total: P46,256.00		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	Bond Paper Multicopy A4	P250.00	20	rms	P5,000.00			10	P2,500.00			10	P2,500.00
2	Bond Paper Multicop Legal	P275.00	20	rms	P5,500.00			10	P2,750.00			10	P2,750.00
3	Correction Tape	P80.00	10	pcs	P800.00			5	P400.00			5	P400.00
4	Cutter Blade Heavy-duty	P50.00	2	pcs	P100.00							2	100
5	Data File Box 125mmx230mmx400mm	P130.00	10	pcs	P1,300.00							10	1300
6	Folders-Morocco-Long	P25.00	50	pcs	P1,250.00			25	P625.00			25	625
7	Marking Pen-broad-black	P25.00	5	pcs	P150.00			6	P150.00				
8	Marking Pen-broad-blue	P25.00	6	pcs	P150.00			6	P150.00				
9	Notepa 3x4	P51.00	6	pads	P255.00			5	P255.00				
10	Paper Clip Jumbo	P25.00	2	box	P50.00			2	P50.00				
11	Paper Fastener (Metal)	P106.00	2	box	P212.00			1	P106.00			1	106
12	Pencil(HB)	P102.00	1	box	P102.00			1	P102.00				
13	Rewritable CD(4x12)	P55.00	5	pcs	P275.00			5	P275.00				
14	Ring Binder-1"x44" Plastic	P60.00	24	pcs	P1,440.00			12	P720.00			12	P720.00
15	Ring Binder-1/2"x44" Plastic	P24.00	24	pcs	P576.00			12	P288.00			12	P288.00
16	Ring Binder-3/4"x44" Plastic	P24.00	24	pcs	P576.00			12	P288.00			12	P288.00
17	Sign Pen Black	P60.00	22	pcs	P1,320.00			10	P600.00			12	720
18	Tape Masking 1"	P50.00	2	rolls	P100.00			1	P50.00			1	50
19	Tape Transparent 1"	P50.00	2	rolls	P100.00			1	P50.00			1	50
20	Toner Cartridge Q2612A Hp	P4,500.00	6	carts	P27,000.00			3	P13,500.00			3	P13,500.00
TOTAL					P46,256.00				P22,859.00				P23,397.00

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

PREPARED BY:



FRANCISCO A. ABERIN

Head of Department/Office

