

**ANNUAL PROCUREMENT PLAN
CY 2021**

Province, City or Municipality: **Burgos**

Plan Control No. 8					Planned Amount					Page 1 of 1 page			
Department/ Office: MSWDD					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	Air Freshener, Aerosol,280ML/150G MIN	91.96	2	cans	₱183.92	1 can	₱91.96	1 can	₱91.96				
2	Alcohol, 725 ethanol,scented,500ml (-5ml)	44.41	6	bots.	₱266.46	3 bots	₱133.23	2 bots	₱88.82	1 bot	₱44.41		
3	Board Paper @10 pcs per set, white,8.5x11",200gsm	8	200	pcs	₱1,600.00	200 pcs	₱1,600.00						
4	Battery,dry cell, AA, 1.5 V, Alkaline	36.99	3	packs	₱111.00	2 packs	₱111.00	1 pack					
5	Battery, dryrccell, AAA, 1.5V, Alkaline	20.11	3	packs	₱60.33	3 packs	₱60.33						
6	Clip, Backfold, all metal, clamping, 25mm (-1mm)	15.56	5	boxes	₱77.80	3 boxes	₱46.68	2 boxes	₱31.12				
7	Clip, Backfold, all metal, clamping, 32mm (-1mm)	21.2	5	boxes	₱106.00	3 boxes	₱63.60	2 boxes	₱42.40				
8	Clip, Backfold, all metal, clamping, 50mm (-1mm)	48.78	5	boxes	₱243.80	3 boxes	₱146.34	2 boxes	₱97.56				
9	Disinfectant Spray, aerosol type,net content:600ml	131.44	3	cans	₱394.32	2 cans	₱262.80	1 can	₱131.44				
10	Folder, Morocco/fancy, Legal Size	296.32	50	pcs/pck	₱296.80	50 pcs/pck	₱296.80						
11	Glass Cleaner (Mr. Muscle) 500ml	150	1	bottle	₱150.00	1 bottle	₱150.00						
12	Ink Canon MP190 series, PG 40 - Black	859.25	3	pcs	₱2,577.75	3 pcs	₱2,577.75						
13	Ink Canon MP190 series, PG 41 - Colored	1216.6	2	pcs	₱2,433.20	2 pcs	₱2,433.20						
14	Ink Refill, Epson, T664, Black	259.7	4	pcs	₱1,038.80	4 pcs	₱1,038.80						
15	Ink Refill, Epson, T664, Cyan	259.7	2	bots.	₱519.40	2 bots	₱519.40						
16	Ink Refill, Epson, T664, Magenta	259.7	2	bots.	₱519.40	2 bots	₱519.40						
17	Ink Refill, Epson, T664, Yellow	259.7	2	bots.	₱519.40	2 bots	₱519.40						
18	Ink Refill, Epson, 003, Black	275	6	pcs	₱1,650.00	6 pcs	₱1,650.00						
19	Ink Refill, Epson,003, Cyan	275	4	bots.	₱1,100.00	4 bots	₱1,100.00						
20	Ink Refill, Epson, 003, Magenta	275	4	bots.	₱1,100.00	4 bots	₱1,100.00						
21	Ink Refill, Epson, 003, Yellow	275	4	bots.	₱1,100.00	4 bots	₱1,100.00						
22	Office CHAIR, Long	7511.92	1	pc	₱7,511.92	1 pc	₱7,511.92						

23	PAPER Multicopy, A4, 80 gsm	184.74	15	reams	₱2,771.10	15 reams	₱2,771.10						
24	PAPER Multicopy, Legal, 80 gsm	200.32	10	reams	₱2,003.20	10 reams	₱2,003.20						
25	Rags, all cotton, 32 pcs per kilograms min	54.86	1	kilo	₱54.86	1 kilo	₱54.86						
26	Toilet Tissue, 12 rolls/pack	87.45	10	packs	₱877.00	10 packs	₱877.00						
27	Water Dispenser	5,933.54	1	unit	₱5,933.54	1 unit	₱5,933.54						
TOTAL					₱35,000.00		₱34,472.31					₱44.41	

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

PREPARED BY:


KATHLEEN C. OLIVAS

Head of Department/Office