

ANNUAL PROCUREMENT PLAN (SUPPLIES)
For the Year 2022

BURGOS, LA UNION
Plan Control No.

Department: **ENGINEERING OFFICE**

Item No.	Description	Unit Cost	QTY	Planned Amount:	Contingency:	DISTRIBUTION				Page 1 of 2 pages	Date Submitted:
						Regular	TOTAL COST	1st Quarter	2nd Quarter		
					28,558.04	28,558.04				1/5/2022	
				UNIT	QTY.	Amount	QTY.	Amount	QTY.	Amount	
1	Air freshener, aerosol, 280ml/150g min.	87.72	4	can	4	350.88					
2	Alcohol, ethyl, scented, 500ml	48.74	8	bottle	8	389.92					
3	Battery, drycell, AA, 1.5V, alkaline	36.99	6	pack	6	221.94					
4	Battery, drycell, AAA, 1.5V, alkaline	20.11	6	pack	6	120.66					
5	File Organizer, expanding, plastic, 12 pockets	88.38	10	pc	10	883.80					
6	Fire Extinguisher, dry, chemical, 4.5kg	1,166.00	1	unit	1	1,166.00					
7	Flash Drive, 16GB capacity	281.96	4	pc	4	1,127.84					
8	Folder, with tab, legal	327.54	2	bundle	2	655.08					
9	Ink, canon, Colored 790	500.00	3	pc	3	1,500.00					
10	Ink, canon, Black, G1790BK	550.00	2	pc	2	1,100.00					
11	Ink Cart., Epson, C13T664200 (T6642), cyan	259.70	1	cart	1	259.70					
12	Ink Cart., Epson, C13T664300 (T6643), magenta	259.70	1	cart	1	259.70					
13	Ink Cart., Epson, C13T664400 (T6644), yellow	259.70	1	cart	1	259.70					
14	Ink Cart., Epson, C13T664100 (T6641), black	259.70	3	cart	3	779.10					
15	Paper clip, vinyl, plastic coat, length:32mm	6.76	2	box	2	13.52					
16	Paper clip, vinyl, plastic coat, length:48mm	13.76	2	box	2	27.52					
17	Paper, Multi copy, A4, 210mmx297mm	182.74	40	ream	40	7,309.60					
18	Paper, Multi copy, legal, 216mmx330mm	200.32	50	ream	50	10,016.00					
19	Record Book, 300pages, 214mmx278mm	72.08	4	book	4	288.32					
20	Scissor, symmetrical, blade length: 65mm	13.99	2	pair	2	27.98					
21	Sign Pen, Black, liquid gel, 0.5mm needle tip	35.28	4	pc	4	141.12					
22	Sign Pen, Blue, liquid gel, 0.5mm needle tip	38.83	2	pc	2	77.66					
23	Sign Pen, Red, liquid gel, 0.5mm needle tip	38.10	2	pc	2	76.20					
24	Tape, transparent, width: 24mm	17.37	2	roll	2	34.74					
25	Toilet Tissue paper, 2ply (100% recycled)	87.45	2	pack	2	174.90					
26	Waste Basket, non-rigid plastic	24.04	4	pc	4	96.16					
27	Arch File Folder, 3"	120.00	10	pc	10	1,200.00					
TOTAL:						28,558.04		28,558.04			

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

Prepared by:

Ferdinand S. Ramos
Municipal Engineer