FDP Form 4a-Annual Procurement Planor Procurement List

ANNUAL PROCUREMENT PLAN

For Year 2022

BURGOS, LA UNION

Plan Control No.

DepartmentOffice : OFFICE OF THE MAYOR (HRMO)

Planned Amount=		Total:		Page 1 of __ Pages
Regular	Contingency			Date Submitted:

Item No.	DESCRIPTION	Unit Cost	QTY	TOTAL COST	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Alcohol 500 ml	48.74	8	389.92	8 bottles							
2	Ballpoint pen - black	10.00	24	240.00	24 pcs							
3	Ballpoint pen - blue	10.00	24	240.00	24 pcs							
4	Ballpoint pen - red-	10.00	6	60.00	6 pcs							
5	Compact Disk	200.00	1	200.00	1 box							
6	DTR (Form 48) 50 pcs/pack	25.00	100	2,500.00	100 packs							
7	Fastener	85.28	2	170.56	2 boxes							
8	Flashdrive 16 GB capacity	300.00	1	300.00	1 pc							
9	Insecticide	150.00	2	300.00	2 cans							
10	Marker broad permanent black	10.00	4	40.00	4 pcs							
11	Notepad, stick on 3" x3"	42.29	2	84.58	2 pads							
12	Paper, bond, multi-copy A4 High Quality	182.74	10	1,827.40	10 reams							
13	Paper, bond, multi-copy legal High Quality	200.32	5	1,001.60	5 reams							
14	Record Book, Official 500 pages	150.00	10	1,500.00	10 pcs							
15	Scissor	50	1	50.00	1 pair							
16	Sign Pen .5 mm black	35.28	10	352.80	10 pcs							
17	Staple Number 35	30.00	3	90.00	3 boxes							
18	Tape Double sided 1"	30.00	2	60.00	2 rolls							
19	Tape, masking, 1"	60.00	2	120.00	2 rolls							
20	Tape transparent, 1"	17.37	2	34.74	2 rolls							

Regular Contingency | Total: | Date Submitted:

Item No.	DESCRIPTION	Unit Cost	QTY	TOTAL COST	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
	Forwarded Balance:			9,561.60								
21	Toilet Tissue, 12 rolls/pack	100.00	6	600.00	6 packs							
22	Epson Ink Black T6641	259.70	6	1,558.20	6 bottles							
23	Epson Ink Cyan T6642	259.70	1	259.70	1 bot							
24	Epson Ink Magenta T6643	259.70	1	259.70	1 bot							
25	Epson Ink Yellow T6644	259.70	1	259.70	1 bot							
26	computer table	3,000.00	1	3,000.00	1 unit							
27	OFFICE SOFA	14,000.00	1	14,000.00	1 pc							
28	Postage Expense	500.00	1	500.00	1 pc							
	Total Cost			29,998.90								

CAPITAL OUTLAY

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

ROBERT B. MADARANG, JR.
Municipal Mayor