

**ANNUAL PROCUREMENT PLAN**  
For the year 2022

BURGOS, LA UNION  
Plan Control No. \_\_\_\_\_  
Department/Office: **OFFICE OF THE MAYOR (LDRRMO)**

Item No.	DESCRIPTION	Unit Cost	Quantity	Total Cost	Planned Amount = P22,576.18			
					1st Quarter	2nd Quarter	3rd Quarter	4th quarter
					DISTRIBUTION		Date Submitted:	
					Quantity	Amount	Quantity	Amount
1	Alcohol	✓500.00	2	1,000.00	2	1,000.00		
2	Correction Tape	✓17.89	5	89.45	5	89.45		
3	Clip-Backfold-all metal clamping 50mm	✓18.00	5	90.00	5	90.00		
6	Folder Morocco-Red Long	✓12.00	25	300.00	25	300.00		
7	Marking Pen-Permanent-Black	✓9.84	4	39.36	4	39.36		
8	Marking Pen-White Board-Black	✓10.50	4	42.00	4	42.00		
10	Paper-Multi Copy A4	✓134.92	10	1,349.20	10	1,349.20		
11	Paper Multi Copy Legal	✓157.73	10	1,577.30	10	1,577.30		
12	Pencil	✓21.19	1	21.19	1	21.19		
13	Ballpen Flexstick 0.7	✓5.00	50	250.00	50	250.00		
14	Sign-Pen	✓35.25	5	176.25	5	176.25		
16	Calculator	✓300.00	1	300.00	1	300.00		
17	Fastener Metal	✓85.28	1	85.28	1	85.28		
18	Folder Legal	✓350.00	2	700.00	2	700.00		
19	Scissor	✓50.00	2	100.00	2	100.00		
20	Tape Masking, 1"	✓60.00	4	240.00	4	240.00		
21	Tape Masking, 1/2"	✓56.18	3	168.54	3	168.54		
22	Tape Transparent, 1"	✓17.37	3	52.11	3	52.11		
23	Epson Ink Black T664	✓259.70	6	1,558.20	6	1,558.20		
24	Epson Ink Cyan T664	✓259.70	3	779.10	3	779.10		
25	Epson Ink Magenta T664	✓259.70	3	779.10	3	779.10		
26	Epson Ink Yellow T664	✓259.70	3	779.10	3	779.10		
27	Staple Wire #35	✓50.00	2	100.00	2	100.00		
28	Wifi Expenses	✓1,000.00	12	12,000.00	12	12,000.00		
<b>TOTAL</b>					<b>22,576.18</b>			

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

Prepared by:

  
**FLORINA P. DELOS REYES**  
Head of Office

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Total = \_\_\_\_\_  
Date Submitted: \_\_\_\_\_