

ANNUAL PROCUREMENT PLAN
For the Year 2022

Item No.	PARTICULARS	Unit Cost	Quantity	Total Cost	Planned Amount: P 120,000.00				
					1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
Procurement of Office Supplies					Regular: P120,000.00				
1	ARCH FILE, red, 8.5 x 13", horizontal;	125.00	10	1,250.00	10				
2	TONER CARTRIDGE, HP Q2612AC 12A	2,862.50	8	22,900.00	4				
3	PUNCHER, Heavy Duty	250.00	1	250.00	1				
4	STAPLING MACHINE, Heavy Duty (can nail 100-240 pcs)	1,000.00	1	1,000.00	1				
5	WIREF - STAPLING MACHINE 22/23 AND 23/20 (80y)	350.00	5	1,750.00	5				
6	WEBCAM with MIC, 1080p 30fps, video calling and recording, widescreen FULL HD, for Windows 10 or higher windows	3,500.00	1	3,500.00	1				
7	EXTENSION CORD SOCKET OUTLET WHEEL, 220V, 15m, #14 Duplex wire	1,175.00	1	1,175.00	1				
8	INK, EPSON BOTTLELESS, 4 colors	1,200.00	4	4,800.00	1				
9	DATA FILE BOX, Hardboard fits legal sized folders (Blue 7 Horizontal & 5 vertical)	220.00	15	3,300.00	15				
10	CONTINGENCIES (MPDO)	4,500.00	1	4,500.00			1	4,500.00	
11	FABRICATION MATERIALS FOR PRINTER TABLES with 3 Layer Open Shelves	3,350.00	3	10,050.00			3	10,050.00	
12	STEEL CABINET WITH SECURE LOCK, 3 Layers, Dimension (LxWxH)	10,000.00	1	10,000.00			1	10,000.00	
13	OTHER CBMS SUPPLIES (TO BE IDENTIFIED)	55,525.00	1	55,525.00			1	55,525.00	
TOTAL				120,000.00	24,875.00	76,775.00		17,150.00	1,200.00

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

Prepared by:

Anna S. Crispin
ANNA S. CRISPIN
OIC-MPDD