



Republic of the Philippines
Province of La Union
B U R G O S

ANNUAL SUPPLIES PROCUREMENT PROGRAM

FY 2022

Plan Control No.

Department/Office: OFFICE OF THE MUNICIPAL TREASURER

Planned Amount 50,000.00
Regular: 47,195.54
Contingency: 2,804.46

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Date Submitted

Item No.	PARTICULARS	Unit Cost	Quantity	Total Cost	DISTRIBUTION							
					1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	AIR FRESHENER	83.20	4	332.80	4	332.80	-	-	-	-	-	-
2	Arch File, Portrait Long	130.00	20	2,600.00	20	2,600.00	-	-	-	-	-	-
3	ALCOHOL, ethyl, 68% - 70% scented, 500ml (-5ml)	50.00	20	1,000.00	20	1,000.00	-	-	-	-	-	-
4	Ballpen, flex, Black (4boxes @.50pt/ 4boxes @.70pt/2bc	100.00	10	1,000.00	10	1,000.00	-	-	-	-	-	-
5	Ballpen, flex Red @ 1.0 pt	100.00	1	100.00	1	100.00	-	-	-	-	-	-
6	BATTERY, dry cell, AAA, 1.5 volts, alkaline, packet of 2	30.00	5	150.00	5	150.00	-	-	-	-	-	-
7	BATTERY, dry cell, AA, 1.5 volts, alkaline, packet of 2	17.42	5	87.10	5	87.10	-	-	-	-	-	-
8	BATTERY size AA, Rechargeable	350.00	4	1,400.00	4	1,400.00	-	-	-	-	-	-
9	Binder Clip 1 inch	80.00	5	400.00	5	400.00	-	-	-	-	-	-
10	Binder Clip 2 inches	80.00	5	400.00	5	400.00	-	-	-	-	-	-
11	CALCULATOR, 12 digits Casio Two Way Power	350.00	2	700.00	2	700.00	-	-	-	-	-	-
12	CORRECTION TAPE, Disposable, ausable length : 6m min	31.20	15	468.00	15	468.00	-	-	-	-	-	-
13	CUTTER, heavy duty L500	19.76	5	98.80	5	98.80	-	-	-	-	-	-
14	ENVELOPE, mailing white, 70gsm	134.04	2	268.08	2	268.08	-	-	-	-	-	-
15	ENVELOPE, pay, kraft (4"x7-1/2")	117.50	1	117.50	1	117.50	-	-	-	-	-	-
16	EPSON INK REFILL -Black	335.00	8	2,680.00	8	2,680.00	-	-	-	-	-	-
17	EPSON L3110 INK REFILL - all colors (No. 003)	1,400.00	3	4,200.00	3	4,200.00	-	-	-	-	-	-
18	FILE TRAY, 3 Layer, metal	600.00	2	1,200.00	2	1,200.00	-	-	-	-	-	-
19	FLASH DRIVE, 64GB	600.00	3	1,800.00	3	1,800.00	-	-	-	-	-	-
20	FACE MASK, Surgical 50pcs/Box	110.00	7	770.00	7	770.00	-	-	-	-	-	-
21	FURNITURE CLEANER, aerosol type, 300ml/can	84.76	2	169.52	2	169.52	-	-	-	-	-	-
22	GLUE, ALL PURPOSE, 200GMS	28.80	2	57.60	2	57.60	-	-	-	-	-	-
23	Headrest Chair Lift Computer Swivel Chair	1,500.00	3	4,500.00	3	4,500.00	-	-	-	-	-	-

24	INSECTICIDE, aerosol type, net content 600ml min	117.52	3	Can	352.56	3	352.56	-	-	-	-	-
25	KEYBOARD, usb	400.00	2	pieces	800.00	2	800.00	-	-	-	-	-
26	MARKER, flourescent, 2 assorted colors/set	35.55	2	Set	71.10	2	71.10	-	-	-	-	-
27	MARKING PEN, permanent, Chizel type,black	9.65	5	Pieces	48.25		48.25					
27	MARKING PEN, permanent,Chizel type,blue	9.65	5	Pieces	48.25	5	48.25	-	-	-	-	-
28	MARKING PEN, whiteboard, Chizel type, red	10.28	5	Pieces	51.40	5	51.40	-	-	-	-	-
29	NOTE PAD, stick on (3"x4")	54.06	4	pad	216.24	4	216.24	-	-	-	-	-
30	NOTE BOOK, Steno	20.00	10	Pcs	200.00	10	200.00	-	-	-	-	-
31	Number Pad (Laptop)	500.00	2	Pcs	1,000.00	2	1,000.00	-	-	-	-	-
32	PAPER CLIP, venvyl/plastic coat,length: 48mm min	13.52	6	Box	81.12	6	81.12	-	-	-	-	-
33	PAPER FASTENER, non-rust metal, 25mm, 50set/box	57.09	5	Box	285.45	5	285.45	-	-	-	-	-
34	PAPER, multicoxy, A4, 80 gsm	115.05	25	Reams	2,876.25	25	2,876.25	-	-	-	-	-
35	PAPER, multicoxy, legal, 80 gsm	141.25	25	Reams	3,531.25	25	3,531.25	-	-	-	-	-
36	PAPER, ruled pad, 216 mm x 330mm	18.26	5	pad	91.30	5	91.30	-	-	-	-	-
37	Microsoft License - Latest (2 or more usage)	6,000.00	1	License	6,000.00	1	6,000.00	-	-	-	-	-
38	Mongol Pencil	65.00	5	Dozen	325.00	5	325.00	-	-	-	-	-
39	PENCIL SHARPENER	187.20	1	Piece	187.20	1	187.20	-	-	-	-	-
40	PENCL, mechanical, 0.5mm lead	23.45	1	each	23.45	1	23.45	-	-	-	-	-
41	PUNCHER	300.00	1	Piece	300.00	1	300.00	-	-	-	-	-
42	RECORD BOOK, 300 pages	60.32	5	Book	301.60	5	301.60	-	-	-	-	-
43	RECORD BOOK, 500 pages	75.00	10	Book	750.00	10	750.00	-	-	-	-	-
44	RIBBON CART, EPSON, C13S015516 (#8750), BLACK	76.75	5	cart	383.75	5	383.75	-	-	-	-	-
45	RIBBON CART, EPSON, C13S015584 (S015327), BLACK	150.00	5	cart	750.00	5	750.00	-	-	-	-	-
46	RUBBER BAND, 70mm min lay flat length (#18)	93.31	2	Box	186.62	2	186.62	-	-	-	-	-
47	RULER, plastic 18"	15.48	5	Each	77.40	5	77.40	-	-	-	-	-
48	SCISSOR	25.00	5	Pieces	125.00	5	125.00	-	-	-	-	-
49	SIGNPEN, black (Pilot Juice 1.0)	45.00	15	Each	675.00	15	675.00	-	-	-	-	-
50	STAMP PAD INK, violet, 50ml	24.63	2	bottle	49.26	2	49.26	-	-	-	-	-
51	STAMP PAD, felt pad	27.66	5	each	138.30	5	138.30	-	-	-	-	-
52	STAPLER, Heavy Duty	250.00	3	Pcs	750.00	3	750.00	-	-	-	-	-
53	STAPLE WIRE, standard, #35, 5000s/box	92.23	5	Box	461.15	5	461.15	-	-	-	-	-
54	STAPLE REMOVER, plier type	18.18	5	pieces	90.90	5	90.90	-	-	-	-	-

55	TAPE, Masking, width: 24mm	✓ 55.12	5	pieces	275.60	5	275.60	-	-	-
56	TAPE, Transparent, 24mm	✓ 17.37	5	pieces	86.85	5	86.85	-	-	-
57	TAPE, packaging, 48mm,	✓ 30.63	3	roll	91.89	3	91.89	-	-	-
58	TOILET TISSUE PAPER, 20PLY, 150 pulls	✓ 67.60	15	Pack	1,014.00	15	1,014.00	-	-	-
59	Other Unforeseen Supplies	2,804.46	1	LS	2,804.46	1	2,804.46	-	-	-
TOTALS					50,000.00		50,000.00	-	-	-

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

Prepared by:

TERRA V. ABELLADA
Municipal Treasurer

