

ANNUAL PROCUREMENT PLAN

For the year 2021

BURGSOSLA UNION

Plan Control No 10

Department/Office: Mayor's Office

Item No.	DESCRIPTION	Unit Cost	Quantity		Regular=	Planned Amount=		Date Submitted:	Page 1 of 3 pages				
						Total Cost	Contingency=						
						DISTRIBUTION		Total=86,000.00					
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Quantity	Amount	Quantity	Amount	Qty	Amount	Qty	Amount
1	Air Freshener	91.98	10	bot	919.80	10	919.80					0	
2	Alcohol	44.41	20	bot	888.20	17	754.97					3	133.23
3	Arch File, Green, 8.5 x 13" Horizontal	120.00	30	pcs	3,600.00	15	1,800.00					15	1,800.00
4	Ballpen, Black	10.00	50	pcs	500.00	25	250.00					25	250.00
5	Ballpen, Blue	10.00	24	pcs	240.00	28	280.00					0	
6	Ballpen, Red	10.00	12	pcs	120.00	6	60.00					6	60.00
7	Battery, 9volts	100.00	10	pack	1,000.00	10	1,000.00					0	
8	Battery AA	38.98	20	packs	739.80	10	389.90					10	389.90
9	Battery AAA	20.11	10	pack	201.10	5	100.55					5	100.55
10	Bleach	100.00	10	gal	1,000.00	5	550.00					5	550.00
11	Broom - Stick	31.6	10	pcs	316.00	5	158.00					5	158.00
12	Cellular Phone	3,500.00	2	unit	7,000.00	2	7,000.00					0	
13	Certificate Holder	70.00	25	pcs	1,750.00	30	2,100.00					0	
14	Clear Book (Long)	43.20	10	pcs	432.00	10	432.00					0	
15	Correction Tape	17.89	10	pcs	178.90	9	161.01					1	17.89
16	Detergent Powder (KG)	38.15	50	kg	1,907.50	25	953.75					25	953.75
17	Disinfectant Spray	131.44	12	bots	1,577.28	8	1,051.52					4	525.76
18	Drinking Glass	200.00	2	doz	400.00	3	600.00					0	
19	Dust Pan	28.94	5	pus	144.70	2.5	72.35					3	72.35
20	Eraser, Whiteboard	20.00	1	pc	20.00	1	20.00					0	
21	External Hard Drive 1TB	2,777.20	1	pc	2,777.20	1	2,777.20					0	
22	Folder, Manroco, Fancy, A4	128.43	1	bundles	128.43	1	128.43					0	
23	Folder, Manroco, Fancy, Legal	298.80	1	bundles	298.80	1	298.80					0	

24	Folder, with tab Legal	343.92	1	pc	bundles	343.92	2		987.84					0	
25	Fort Rug	40.00	10		pcs	400.00	12		480.00					0	

Item No.	DESCRIPTION	Unit Cost	Quantity			Planned Amount		DISTRIBUTION				Date Submitted:			
						Regular	Contingency	1st Quarter		2nd Quarter			3rd Quarter		4th quarter
						Total Cost		Dly	Amt	Dly	Amt	Dly	Amt	Dly	Amt
26	Furniture Cleaner 300 ml	122.30	4		bots	489.20		2	244.80					2	244.80
27	Glass Cleaner	275.00	2	sets	gal	550.00		1	275.00					1	275.00
28	Glue, all purpose, 200g	68.44	4		jars	273.76		2	132.88					2	132.88
29	Hand towels for CR	30.00	20		pc	600.00		10	300.00					10	300.00
30	Insecticide, aerosol type, 600ml	149.14	5		bots	745.70		8	1,193.12					2	298.28
31	Marking Pen, Permanent, Black	10.32	12		pcs	123.84		10	103.20					2	20.64
32	Marking Pen, Whiteboard, Black	12.89	12		pcs	152.16		6	78.08					6	78.08
33	Marking Pen, Whiteboard, Blue	12.89	12		pcs	152.16		6	78.08					6	78.08
34	Paper Clip (vinyl) 32mm	7.10	10	pads	box	71.00		10	71.00					0	-
35	Paper Clip (Vinyl) 48mm	14.45	10	boxes	box	144.50		10	144.50					0	-
36	Paper, Multicopy, 80gsm, A4	182.74	40		rms	7,309.60		25	4,588.50					15	2,741.10
37	Paper, Multicopy, 80gsm, Legal	200.32	40		rms	8,012.80		33	6,610.56					7	1,402.24
38	Paper, Pad (216mmx330mm)	31.16	10		pads	311.60		9	280.44					1	31.16
39	Panel lead with eraser	21.19	2		doz	42.38		1	21.19					1	21.19
40	Philippine National Flag	380.00	10		pcs	3,800.00		10	3,800.00					0	-
41	Rag cotton 8" in diameter	57.60	8		ks	460.80		5	288.00					3	172.80
42	Record Book (300 leaves)	72.08	24		pcs	1,729.92		14	1,008.12					10	720.80
43	Refill Ink T6B4, BK	259.70	15		bot	3,895.50		16	4,155.20					0	-
44	Refill Ink T6B42, cyan	259.70	5		bot	1,298.50		7	1,817.90					0	-
45	Refill Ink T6B43, magenta	259.70	5		bot	1,298.50		7	1,817.90					0	-
46	Refill Ink T6B44, yellow	259.70	5		bot	1,298.50		7	1,817.90					0	-
47	Refill Ink 003, BK	395.00	10		bot	3,950.00		8	3,180.00					2	790.00
48	Refill Ink 003, cyan	395.00	5		bot	1,975.00		4	1,580.00					1	395.00
49	Refill Ink 003, magenta	395.00	5		bot	1,975.00		4	1,580.00					1	395.00

Item No.	DESCRIPTION	Unit Cost	Quantity		Regular Total Cost	Contingency DISTRIBUTION				Planned Amount		
						1st Quarter Qty	1st Quarter Amt	2nd Quarter Qty	2nd Quarter Amt		3rd Quarter Qty	3rd Quarter Amt
50	Refill Ink 003, yellow	395.00	5		1,975.00	4	1,580.00				1	395.00
51	Rubber Band	11.80	3	box	354.80	3	334.80				0	-
52	Ruler (18 inches)	16.80	2	pcs	33.20	2	33.20				0	-
53	Scissors (big)	20.00	2	pcs	40.00	3	60.00				0	-
54	Signpen, black 0.5	35.28	10	pcs	352.80	15	529.20				0	-
55	Signpen, blue 0.5	38.83	10	pcs	388.30	6	232.98				4	155.32
56	Signpen, blue 0.7	80.00	10	pcs	800.00	6	480.00				4	320.00
57	Special Paper - A4 (multi color)	40.00	35	pkg	1,400.00	30	1,200.00				4	200.00
58	Staple Wire No. 35	50.00	4	box	200.00	4	200.00				0	-
59	Tape Masking 2"	108.85	5	roll	543.25	2.5	271.63				2.5	271.63
60	Tape Transparent 24mm	30.00	5	roll	150.00	3	90.00				2	60.00
					Page 3 of 3pages							
					Regular Total Cost		Total		Date Submitted:			
					80,000.00		69,482.30					
61	Toilet bowl & urinal cleaner	214.80	4	bags	859.20	2	429.60				2	429.60
62	Toilet Bowl Pump	50.00	5	pcs	250.00	3	150.00				2	100.00
63	Toilet brush for bowl Plastic	60.00	5	pcs	300.00	3	180.00				2	120.00
64	Tornado Mop	800.00	1	set	800.00	4	3,200.00				0	-
65	Trashbag Black	119.00	20	pk	2,380.00	10	1,190.00				10	1,190.00
66	Tissue (2's)	87.00	18	pk	1,566.00	14	1,218.00				4	348.00
<b>TOTALS</b>					<b>80,000.00</b>	<b>69,482.30</b>					<b>16,517.63</b>	

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

Prepared by:

ROBERT R. MADARANG, JR.  
 Head of office