

**ANNUAL PROCUREMENT PLAN
For the Year 2024**

BURGOS, LA UNION


Plan Control No: _____

Department/Office: **MUNICIPAL SOCIAL WELFARE AND DEVELOPMENT OFFICE**

Item No.	DESCRIPTION	Unit Cost	Quantity	Planned Amount		Page 1 of ___ pages										
				Regular:	Contingency:	Total= Php. _____		Date Submitted: _____								
				Total Cost	DISTRIBUTION				1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount				
1	AIR FRESHENER, aerosol, 280ml/150g min	81.64	2 cans	163.28	2 can	163.28										
2	ARCH FILE, Horizontal	120.00	15 pcs	1,800.00	12 pcs	1,440.00	3 pcs	360.00								
3	BATTERY, dry cell, AA, 1.5 volts, Alkaline	20.49	4 packs	81.96	4 packs	81.96										
4	BATTERY, dry cell, AAA, 1.5 volts, Alkaline	18.34	4 packs	73.36	2 packs	36.68	2 packs	36.68								
5	CLIP, backfold, 25mm	14.75	4 boxes	59.00	4 boxes	59.00										
6	CLIP, backfold, 32mm	25.56	4 boxes	102.24	4 boxes	102.24										
7	CLIP, backfold, 50mm	56.04	4 boxes	224.16	4 boxes	224.16										
8	CALCULATOR, COMPACT, Electronic, 12 digits cap.	266.24	1 unit	266.24			1 unit	266.24								
9	CARTOLINA, ASSORTED COLORS, 78gsm min	83.72	2 packs	167.44	2 packs	167.44										
10	CARTOLINA, WHITE, 99gsm min	80.00	2 packs	160.00	2 packs	160.00										
11	CLEARBOOK, 20 transparent pockets, for Legal size	36.36	4 pcs	145.44	4 pcs	145.44										
12	CORRECTION TAPE, disposable, ausable length: 6m min	11.53	20 pcs	230.60	20 pcs	230.60										
13	DATA FILE BOX, made of chipboard, with closed ends	100.00	50 pcs	5,000.00	50 pcs	5,000.00										
14	DISINFECTANT SPRAY, aerosol type, net content: 600ml	139.89	1 can	139.89	1 can	139.89										
15	ENVELOPE, mailing, white, 70gsm (-5%)	432.52	1 box	432.52	1 box	432.52										
16	FILE TRAY, 4 layers	600.00	2 pc	1,200.00	1 pc	1,200.00										
17	FOLDER, L-Type, plastic, A4	187.54	3 packs	562.62	3 packs	562.62										
18	FOLDER, L-Type, plastic, Legal	238.57	2 packs	477.14	2 packs	477.14										
19	FOLDER, Morocco, Legal	750.00	1 pack	750.00	50 pcs/pck	750.00										
20	FOLDER, with tab, Legal size, 100 pcs	333.26	2 pack	666.52	2 pack	666.52										
Sub-Total.....				12,702.41		12,039.49		662.92								

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

Prepared by:


BEVERLY C. LUBID
 OIC-MSWDO

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				Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
					Quantity	Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount	
21	FURNITURE CLEANER, AEROSOL TYPE, 300ml min	120.12	3 cans	360.36	3 cans	360.36							
-21	GLASS Cleaner (Mr. Muscle) 500ml	165.00	1 bot.	165.00	1 bots.	165.00							
22	GLUE, all purpose, gross weight: 200g min.	70.72	1 bot.	70.72	1 bot.	70.72							
-24	INK Refill, EPSON, 003, Black	300.00	10 pcs	3,000.00	10 pcs	3,000.00							
-25	INK Refill, EPSON, 003, Cyan	300.00	10 bots.	3,000.00	2 bots.	3,000.00							
-26	INK Refill, EPSON, 003, Magenta	300.00	10 bots.	3,000.00	2 bots.	3,000.00							
-27	INK Refill, EPSON, 003, Yellow	300.00	10 bots.	3,000.00	2 bots.	3,000.00							
-28	INSECTICIDE, earosole type, 600ml	139.36	2 cans	278.72	1 can	139.36	1 can	139.36					
-29	PAPER Multicopy. A4, 80gsm	165.65	8 reams	1,325.20	8 reams	1,325.20							
-30	PAPER Multicopy, Legal 80 gsm	189.18	8 reams	1,513.44	8 reams	1,513.44							
-31	TAPE MASKING, 1 inch, width	61.88	2 rolls	123.76	2 rolls	123.76							
-32	TAPE TRANSPARENT, 1 inch width	11.18	2 rolls	22.36	2 rolls	22.36							
-33	TOILET TISSUE, 12 rolls/pack	86.32	8 packs	690.56	8 packs	690.56							
-34	RAGS, All Cotton, 32 pcs/kilogram	53.14	2 kilos	106.28	2 kilos	106.28							
-35	RECORD BOOK, 500 Pages, Size 175mm x 278mm min.	104.00	5 books	520.00	5 books	520.00							
-36	Ribbon, nylon, manual Typewriter	56.60	5 spools	283.00	4 spools	283.00							
<i>Capital Outlay</i>													
37	Organizer Shelf/Cabinet	30,000.00	1 unit	30,000.00		30,000.00							
	<i>Office Supplies & Materials: Sub-Total</i>			47,459.40		47,320.04		139.36					
	GRAND TOTAL.....			60,161.81		59,359.53		802.28					

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Prepared by:


BEVERLYN C. LUBID
 OIC-MSWDO