

ANNUAL PROCUREMENT PLAN (SUPPLIES)
For the Year 2024

BURGOS, LA UNION

Plan Control No.

Department: **ENGINEERING OFFICE**

Item No.	Description	Unit Cost	QTY	Planned Amount:		31,673.54		Page 1 of 2 pages						
				Regular		Contingency:		Total:	31,673.54		Date Submitted: 05/01/2023			
				UNIT	TOTAL COST	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1000	Procurement of Office Supplies													
1	Air freshener, aerosol, 280ml/150g min.	87.72	7	can	614.04	7	614.04							
2	Alcohol, ethyl, scented, 500ml	48.74	8	bottle	389.92	8	389.92							
3	Battery, drycell,AA, 1.5V, alkaline	36.99	6	pack	221.94	6	221.94							
4	Battery, drycell,AAA, 1.5V, alkaline	20.11	6	pack	120.66	6	120.66							
5	Paper Shredding Machine, Automatic	2,000.00	1	unit	2,000.00	1	2,000.00							
6	Ink Brother, Black, D60BK	550.00	4	pc	2,200.00	4	2,200.00							
7	Ink Brother, Cyan, 5000	500.00	2	pc	1,000.00	2	1,000.00							
8	Ink Brother, Yellow, 5000	500.00	2	pc	1,000.00	2	1,000.00							
9	Ink Brother, Magenta, 5000	500.00	2	pc	1,000.00	2	1,000.00							
10	Ink Cart., Epson, C13T664200 (T6642), cyan	259.70	1	cart	259.70	1	259.70							
11	Ink Cart., Epson, C13T664300 (T6643), magenta	259.70	1	cart	259.70	1	259.70							
12	Ink Cart., Epson, C13T664400 (T6644), yellow	259.70	1	cart	259.70	1	259.70							
13	Ink Cart., Epson, C13T664100 (T6641), black	259.70	3	cart	779.10	3	779.10							
14	Binder Clip, 51mm (2") Black, (12pcs/dozen)	70.00	5	dozen	350.00	5	350.00							
15	Paper, Multi copy, A4, 210mmx297mm	182.74	10	ream	1,827.40	10	1,827.40							
16	Paper, Multi copy, legal, 216mmx330mm	200.32	75	ream	15,024.00	75	15,024.00							
17	Record Book, 300pages, 214mmx278mm	72.08	6	book	432.48	6	432.48							
18	Door Closer, Heavy Duty, Hydraulic, Surface Mounted	1,500.00	1	set	1,500.00	1	1,500.00							
19	Sign Pen, Black, Liquid Gel, 0.7mm needle tip	70.00	8	pc	560.00	8	560.00							
20	Sign Pen, Black, Liquid Gel, 0.9mm needle tip	90.00	6	pc	540.00	6	540.00							
21	Sign Pen, Black, Liquid Gel, 1.4mm needle tip	140.00	4	pc	560.00	4	560.00							
22	Permanent Marker, Extra Broad point	150.00	4	pc	600.00	4	600.00							
23	Toilet Tissue paper, 2ply (100% recycled)	87.45	2	pack	174.90	2	174.90							
TOTAL:					31,673.54		31,673.54							

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

Prepared by:

FERDINAND G. RAMOS
Municipal Engineer