



Republic of the Philippines
Province of La Union
BURGOS

ANNUAL SUPPLIES PROCUREMENT PROGRAM

FY 2024

Plan Control No. MPDO-2024-01				Planned Amount 107,000.00				Page of pages					
Department/Office: MPDO				Regular: 107,000.00		Contingency: 0.00		Total 107,000.00		Date Submitted: January 2, 2024			
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	
OFFICE SUPPLIES													
1	ALCOHOL, ethyl, 68% - 70% scented, 500ml (-5ml)	60.00	6	BOTTLE	360.00	6	360.00		-		-		-
2	Ballpen, fine ballpoint pen, .27mm, black	100.00	5	BOX	500.00	5	500.00		-		-		-
3	BATTERY, dry cell, AA, 1.5 volts, alkaline, 4s	100.00	5	PACKET	500.00	5	500.00		-		-		-
4	CALCULATOR, Big, 12 Digits, Solar power - big size	1,000.00	1	UNIT	1,000.00	1	1,000.00		-		-		-
5	CLEARBOOK with 20 transparent pockets for legal size	80.00	50	BOOK	4,000.00	50	4,000.00		-		-		-
6	Clearbook REFILL, legal size, 10s	45.00	10	PACK	450.00	10	450.00		-		-		-
7	CLIP, BACKFOLD, all metal, clamping 50mm	60.00	5	BOX	300.00	5	300.00		-		-		-
8	CORRECTION TAPE, Disposable	20.00	4	PC	80.00	4	80.00		-		-		-
9	CUTTER, Knife for general purpose	100.00	1	PC	100.00	1	100.00		-		-		-
10	EXTERNAL DRIVE - 2TB - (file storage)	4,000.00	2	PC	8,000.00	2	8,000.00		-		-		-
11	INSECTICIDE, aerosol type, net content 600ml min	120.00	2	BOTTLE	240.00	2	240.00		-		-		-
12	MARKING PEN, permanent, bullet type, black	30.00	12	PC	360.00	6	180.00		-	6	180.00		-
13	MARKING PEN, permanent, bullet type, blue	30.00	12	PC	360.00	6	180.00		-	6	180.00		-
14	MARKING PEN, whiteboard, bullet type, black	30.00	12	PC	360.00	6	180.00		-	6	180.00		-
15	MARKING PEN, whiteboard, bullet type, blue	30.00	12	PC	360.00	6	180.00		-	6	180.00		-
16	NOTE PAD, stick on (3"x3")	60.00	4	PAD	240.00	4	240.00		-		-		-
17	PAPER CLIP, vinyl/plastic coat, length: 48mm min	50.00	5	BOX	250.00	5	250.00		-		-		-
18	PAPER FASTENER, non-rust metal, 25mm, 50set/box	75.00	5	BOX	375.00	5	375.00		-		-		-
19	PAPER, multicopy, A4, 80 gsm	280.00	30	REAM	8,400.00	15	4,200.00		-	15	4,200.00		-
20	PAPER, multicopy, legal, 80 gsm	280.00	30	REAM	8,400.00	15	4,200.00		-	15	4,200.00		-
21	PENCIL SHARPENER, 1 hole rotary	350.00	1	PC	350.00	1	350.00		-		-		-
22	PUNCHER - heavy duty	600.00	1	PC	600.00	1	600.00		-		-		-
23	RECORD BOOK, 300 pages	70.00	3	BOOK	210.00	3	210.00		-		-		-
24	RULER, plastic 18"	30.00	1	PC	30.00	1	30.00		-		-		-
25	SCISSOR - heavy duty, 5 inches	150.00	1	PC	150.00	1	150.00		-		-		-
26	SIGNPEN, black (Pilot Juice 1.0)	50.00	12	PC	600.00	12	600.00		-		-		-

