

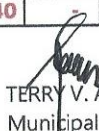


Republic of the Philippines
Province of La Union
B U R G O S

ANNUAL PROCUREMENT PLAN
FY 2024

Plan Control No.					Planned Amount	177,000.00			Page 1 of 3 page					
Department/Office: OFFICE OF THE MUNICIPAL TREASURER					Regular: 176,929.40	Contingency: 2218.33	Total	385,000.00	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	
OFFICE SUPPLIES														
1	BALLPEN, black, .5 pt	70.00	2	Box	140.00	2	140.00							
2	BALLPEN, black, .7 pt	70.00	2	Box	140.00	2	140.00							
3	BALLPEN, black, 1.0 pt	70.00	1	Box	70.00	1	70.00							
4	BATTERY, dry cell, AA, 1.5 volts, alkaline	20.88	5	Pack	104.40	5	104.40							
5	BATTERY, dry cell, AAA, 1.5 volts, alkaline	18.69	5	Pack	93.45	5	93.45							
6	CALCULATOR, Big, size 7.5"X5.5", 12 Digits, Solar power	1,000.00	3	unit	3,000.00	3	3,000.00							
7	CITATION TICKETS	150.00	20	Pad	3,000.00					20	3,000.00			
8	CORRECTION TAPE, Disposable, usable length:6m min	11.76	20	Piece	235.20	15	176.40			5	58.80			
9	CUTTER KNIFE, heavy duty	32.33	3	Piece	96.99	3	96.99							
10	DATA FILE BOX, made of chipboard, with closed ends	78.68	30	Piece	2,360.40	30	2,360.40							
11	DISINFECTANT SPRAY, Lysol 170ml	250.00	3	Can	750.00	2	500.00			1	250.00			
12	EPSON 003 INK REFILL, Black	300.00	2	Bottle	600.00	2	600.00							
13	EPSON 003 INK REFILL, Cyan	300.00	2	Bottle	600.00	2	600.00							
14	EPSON 003 INK REFILL, Magenta	300.00	2	Bottle	600.00	2	600.00							
15	EPSON 003 INK REFILL, Yellow	300.00	2	Bottle	600.00	2	600.00							
16	EPSON 6641 INK REFILL, Black	236.36	1	Bottle	236.36	1	236.36							
17	EPSON 6642 INK REFILL, Cyan	246.85	1	Bottle	246.85	1	246.85							
18	EPSON 6643 INK REFILL, Magenta	246.85	1	Bottle	246.85	1	246.85							
19	EPSON 6644 INK REFILL, Yellow	246.85	1	Bottle	246.85	1	246.85							
20	EPSON T11F INK REFILL	4,000.00	2	Set	8,000.00	2	8,000.00							
21	FASTENER METAL, 70mm	96.46	4	Box	385.84	4	385.84							
22	FILE TRAY, 3 Layer, metal	700.00	1	Piece	700.00	1	700.00							
23	INSECTICIDE, aerosol type, net content 600ml min	142.04	4	Can	568.16	4	568.16							
24	MAGNIFYING GLASS, Handheld, high clarity	500.00	1	Piece	500.00	1	500.00							
25	MARKER, FLOURESCENT, 3 Assorted colors	37.37	4	Set	149.48	4	149.48							
26	MARKING PEN, permanent, Chizel type,black	11.68	4	Piece	46.72	3	35.04			1	11.68			
27	MARKING PEN, permanent,Chizel type,blue	11.68	4	Piece	46.72	3	35.04			1	11.68			
28	MARKING PEN, whiteboard, Chizel type, red	11.68	4	Piece	46.72	3	35.04			1	11.68			
29	NOTE PAD, stick on (3"x4")	60.42	4	pad	241.68	4	241.68							

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
30	Other Unforeseen Supplies	618.33	1	LS	618.33	1	618.33	-	-	-	-	-	
31	PAPER, MULTICOPY, A4, 80gsm, 210mmX297mm	168.84	15	Reams	2,532.60	15	2,532.60	-	-	-	-	-	
32	PAPER, MULTICOPY, Legal, 80gsm, 216mmX330mm	192.81	25	Reams	4,820.25	25	4,820.25	-	-	-	-	-	
33	PUSH PIN, Flat head, 50 pcs	35.00	1	Box	35.00	1	35.00	-	-	-	-	-	
34	RAGS, all cotton, 32 pcs/kg	54.17	1	Bundle	54.17	1	54.17	-	-	-	-	-	
35	RECORD BOOK, 300 pages, 215.9mm X 279.4mm	63.60	10	Book	636.00	10	636.00	-	-	-	-	-	
36	RECORD BOOK, 500 pages, 215.9mm X 279.4mm	106.00	10	Book	1,060.00	10	1,060.00	-	-	-	-	-	
37	SIGN PEN, BLACK, 1.0mm	45.00	10	Piece	450.00	10	450.00	-	-	-	-	-	
38	SPECIALTY PAPER, Pale Cream, 8.5"X13", 250 GSM,100's/pack	300.00	20	Pack	6,000.00	20	6,000.00	-	-	-	-	-	
39	STAMP PAD INK, violet, 50ml	29.47	2	bottle	58.94	2	58.94	-	-	-	-	-	
40	STAMP PAD, felt pad	40.68	5	Piece	203.40	5	203.40	-	-	-	-	-	
41	STAPLER, Heavy duty	148.40	3	Piece	445.20	3	445.20	-	-	-	-	-	
42	TAPE, Masking, width 1", 24mmX50M	63.07	5	Roll	315.35	5	315.35	-	-	-	-	-	
43	TAPE, packaging, 48mm,	22.79	3	Roll	68.37	3	68.37	-	-	-	-	-	
44	TAPE, Transparent, width 1", 24mmX50M	11.40	5	Roll	57.00	5	57.00	-	-	-	-	-	
45	THERMAL STICKER PAPER, 101.6mm width	300.00	3	Roll	900.00	3	900.00	-	-	-	-	-	
46	TOILET TISSUE, 2 ply	99.84	15	Pack	1,497.60	10	998.40	-	5	499.20	-	-	
47	UPS	4,500.00	1	unit	4,500.00	1	4,500.00	-	-	-	-	-	
48	WASTE BASKET, non-rigid plastic	32.52	6	Piece	195.12	6	195.12	-	-	-	-	-	
49	WHITEBOARD 2'X3'	1,500.00	1	Piece	1,500.00	1	1,500.00	-	-	-	-	-	
	SUB-TOTAL				50,000.00		46,156.96	-	-	3,843.04	-	-	
OTHER SUPPLIES AND MATERIALS (For Burgos Eco-Park & Resort)													
1	BATH TOWEL	100.00	40	Piece	4,000.00	40	4,000.00	-	-	-	-	-	
2	BATHROOM DEODORIZER	50.00	60	Piece	3,000.00	60	3,000.00	-	-	-	-	-	
3	BED SHEETS	400.00	20	Piece	8,000.00	20	8,000.00	-	-	-	-	-	
4	BLANKETS	250.00	20	Piece	5,000.00	20	5,000.00	-	-	-	-	-	
5	FOOT RUG	40.00	10	Piece	400.00	10	400.00	-	-	-	-	-	
6	OTHER UNFORESEEN SUPPLIES	1,600.00			1,600.00		1,600.00	-	-	-	-	-	
7	SOFT PILLOWS	350.00	20	Piece	7,000.00	20	7,000.00	-	-	-	-	-	
8	STORAGE BOX, 130Liters	1,500.00	5	Box	7,500.00	5	7,500.00	-	-	-	-	-	
9	TOILET BRUSH	60.00	10	Piece	600.00	10	600.00	-	-	-	-	-	
10	TOILET PLUNGER	80.00	10	Piece	800.00	10	800.00	-	-	-	-	-	
11	WASH BASIN, Big	450.00	4	Piece	1,800.00	4	1,800.00	-	-	-	-	-	
12	WINDOW GLASS CLEANER	75.00	4	Piece	300.00	4	300.00	-	-	-	-	-	
	SUB-TOTAL			-	40,000.00		40,000.00	-	-	-	-	-	
ACCOUNTABLE FORMS													
1	ACCOUNTABLE FORM # 51	130.00	150	Pad	19,500.00			150	19,500.00				
2	ACCOUNTABLE FORM # 56	200.00	40	Pad	8,000.00			40	8,000.00				

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
3	ACCOUNTABLE FORM # 58	138.00	3	Pad	414.00			3	414.00				
4	ACCOUNTABLE FORM # 55E @10.00	120.00	32	Pad	3,840.00			32	3,840.00				
5	HANDLING FEE FOR ACCOUNTABLE FORMS	3,175.40		LS	3,175.40				3,175.40		-		-
6	CHECK BOOK	600.00	20	Book	12,000.00			20	12,000.00				
	SUB-TOTAL				46,929.40	-	-		46,929.40	-	-	-	-
SEMI-EXPENDABLE - MACHINERY & EQUIPMENT													
1	THERMAL LABEL PRINTER (for Assets tagging)	30,000.00	1	unit	30,000.00	1	30,000.00						
2	EPSON ECOTANK L3210 PRINTER	10,000.00	1	unit	10,000.00	1	10,000.00		-				-
	SUB-TOTAL				40,000.00		40,000.00	-	-	-	-	-	-
GRAND TOTAL					176,929.40	-	126,156.96	-	46,929.40		3,843.04	-	-
This is to certify that the above procurement plan is in accordance with the objective of this Office						Prepared by:		 TERRY V. ABELLADA Municipal Treasurer					