

ANNUAL PROCUREMENT PLAN

For the year 2024

BURGOS,LA UNION

Plan Control No/_____

Department/Office:OFFICE OF THE SANGGUNIANG BAYAN

Item No.	DESCRIPTION	Planned Amount=P100,000.00			Page 1 of 2 pages							
		Unit Cost	Quantity	Total Cost	Supplies:P100,000.00 CO:P165,000.00				Total=265,000.00 Date Submitted :			
					1st Quarter		2nd Quarter		3rd Quarter		4th quarter	
					Quantity	Amount	Quantity	Amount	Qty	Amount	Qty	Amount
1	Air Freshener	91.96	10 cans	919.60	5	459.80			5	459.80		
2	Alcohol	44.41	20 bot.	888.20	10	444.10			10	444.10		
3	Battery AA	36.99	40 pck	1,479.60	20	739.80			20	739.80		
4	Battery, 9V	98.05	pck	-		-			10	980.50		
5	Ballpen Pilot (Black)	25.00	20 pcs	500.00	10	250.00			10	250.00		
6	Ballpen Pilot (Blue)	25.00	10 pcs	250.00	5	125.00			5	125.00		
7	Bond Paper-Multicopy Legal	200.32	26 rms	5,208.32	8	1,602.56			8	1,602.56		
8	Bond Paper-Multicopy A4	182.74	20 rms	3,654.80	5	913.70			5	913.70		
9	Board Paper (Legal)	103.67	rms	-		-				-		
10	Cleaner, Toilet Bowl & Urinal	42.40	10 bottl	424.00	5	212.00			5	212.00		
11	Correccion Tape	17.89	10 pcs	178.90	5	89.45			5	89.45		
12	Computer Ink Refill-Epson (4 colors) (T-6641/6642/6643/6644)	1,038.80	4 sets	4,155.20	2	2,077.60			2	2,077.60		
				-		-				-		
13	Detergent Powder	38.15	10 pou	381.50	5	190.75			5	190.75		
14	Disinfectant Spray	131.44	10 cans	1,314.40	5	657.20			5	657.20		
15	Eraser, Whiteboard	20.00	1 pc.	20.00	1	20.00				-		
16	Power Bank	5,000.00	2 unit	10,000.00		-				-		
17	Fastener for Paper	85.28	1 box	85.28	1	85.28				-		
18	Flash Drive 16 GB capacity	500.00	2 pcs	1,000.00	2	1,000.00				-		
19	Folder, A4	296.79	1 bndl	296.79	1	296.79				-		
20	Folder, Legal	291.20	1 bndl	291.20	1	291.20				-		
21	Marking Pen,bullet, permanent black	9.84	2 pcs	19.68	2	19.68				-		
22	Marking Pen, bullet, permanent blue	9.84	2 pcs	19.68	2	19.68				-		
23	Marking Pen, bullet, Whiteboard, Red	13.64	2 pcs	27.28	2	27.28				-		
24	Marking Pen, bullet, Whiteboard, Black	13.64	4 pcs	54.56	4	54.56				-		
25	Marking Pen, bullet, Whiteboard, Blue	13.64	4 pcs.	54.56	4	54.56				-		
26	Note Pad Stick On 3x4	60.42	10 pcs	604.20	5	302.10			5	302.10		
27	Record Book, 300 pages	72.08	5 books	360.40	3	216.24			2	144.16		
28	Record Book, 500 pages	103.88	4 books	415.52	2	207.76			2	207.76		
29	Scissors, symmetrical	41.34	1 pair	41.34	1	41.34				-		
30	Glue, all purpose	63.28	1 jar	63.28	1	63.28				-		
31	Sign Pen, Black	35.28	35 pcs	1,234.80	18	635.04			17	599.76		
32	Sign Pen, Blue	38.83	15 pcs	582.45	10	388.30			5	194.15		

33	Staple Wire # 35	22.96	5	box	114.90	5	114.90	-	-	-	-
34	Stapler	180.20	2	pcs	360.40	2	360.40	-	-	-	-
35	Soap,bathroom	23.00	10	pcs	230.00	5	115.00	-	5	115.00	-
36	Tape,transparent	17.37	5	pcs	86.85	3	52.11	-	2	34.74	-
37	Tape dispenser Handheld	29.10	1	pc	29.10	1	29.10	-	-	-	-
38	Tape dispenser Table Top	65.43	1	pc	65.43	1	65.43	-	-	-	-
39	Toilet,tissue	120.00	20	bags	2,400.00	10	1,200.00	-	10	1,200.00	-
40	Toner for xerox Machine	2,885.57	5	pack	14,427.85	2	5,771.14	1.00	2,885.57	1	2,885.57
41	Pad Paper, Ruled	31.27	10	pads	312.70	5	156.35	-	5	156.35	-
42	SB Stationery with Letterhead (Long)	2,500.00	5	reams	12,500.00	5	12,500.00	-	-	-	-
43	SB Stationery with Letterhead (Short)	2,000.00	5	reams	10,000.00	5	10,000.00	-	-	-	-
44	Stationery Envelope (Mailing)	5,000.00	1	box	5,000.00	1	5,000.00	-	-	-	-
45	Mophead	126.14	12	pcs	1,513.68	6	756.84	-	6	756.84	-
46	Mophandle	148.40	3	pcs	445.20	2	296.80	-	1	148.40	-
47	Paper Clip 32 m m	7.91	10	box	79.10	5	39.55	-	5	39.55	-
48	Paper Clip 48 m m	17.47	10	box	174.70	5	87.35	-	5	87.35	-
49	Trash bag	137.27	4	pack	549.08	4	549.08	-	-	-	-
50	Data File Box	78.68	10	pcs	786.80	5	393.40	-	5	393.40	-
51	Purchase of Table Name Plate	3,800.00	13	pcs	49,400.00	13	49,400.00	-	-	-	-
52					-		-	-	-	-	-
TOTAL					133,001.33		98,372.50		2,885.57	16,007.59	2,885.57
SEMI-EXP-MACHINERY & EQUIPMENT											
PURCHASE AND INSTALLATION OF AIRCONDITION		60,300.00	1	SET	60,000.00	1	60,000.00				
PURCHASE OF WINDOW BLINDS		80,300.00	1	SET	80,000.00	1	80,000.00				
PURCHASE AND INSTALLATION OF SOUND SYSTEM		55,300.00	1	SET	55,000.00	1	55,000.00				
TOTAL					195,000.00		195,000.00				

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

Prepared by:

CHERRY ANNE P. ANCHETA
Secretary to the Sanggunian