

**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality **ACCOUNTING OFFICE**  
Calasiao, Pangasinan

Plan Control No. _____				Planned Amount:						Page 1 of 3 pages			
Department Office: _____				Regular		Contingency		Total		Date Submitted			
Item No.	Description	unit cost	Quantity		Total Cost	DISTRIBUTION							
						1st quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	ACETATE (gauge #3)	969.88	roll	2	1,939.76	1	969.88					1	969.88
2	AIR FRESHENER	81.64	can	60	4,898.40	15	1,224.60	15	1,224.60	15	1,224.60	15	1,224.60
3	ALCOHOL, Ethyl, 500ml	47.85	bottle										
4	ALCOHOL, Ethyl 1gallon	330.55	gallon	120	39,666.00	30	9,916.50	30	9,916.50	30	9,916.50	30	9,916.50
5	BATTERY, "AAA"	18.34	pack	20	366.80	5	91.70	5	91.70	5	91.70	5	91.70
6	BATTERY, "AA"	20.49	pack										
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	12	1,634.88	3	408.72	3	408.72	3	408.72	3	408.72
10	BROOM, stick	22.78	piece										
11	CALCULATOR, compact	266.24	unit	20	5,324.80	5	1,331.20	5	1,331.20	5	1,331.20	5	1,331.20
12	CARBON FILM, legal	238.54	box	20	4,770.80	5	1,192.70	5	1,192.70	5	1,192.70	5	1,192.70
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle										
15	CLEANSER, scouring powder	23.92	can	40	956.80	10	239.20	10	239.20	10	239.20	10	239.20
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece	40	461.20	10	115.30	10	115.30	10	115.30	10	115.30
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece	40	3,088.00	10	772.00	10	772.00	10	772.00	10	772.00
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece	40	332.00	10	83.00	10	83.00	10	83.00	10	83.00
23	DETERGENT POWDER, 1kg.	54.08	pouch										
24	DISENFECTANT SPRAY	139.89	can	60	8,393.40	15	2,098.35	15	2,098.35	15	2,098.35	15	2,098.35
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece	12	331.68	3	82.92	3	82.92	3	82.92	3	82.92
27	ELECTRIC FAN, stand type	856.86	unit	4	3,427.44	2	1,713.72					2	1,713.72
28	ENVELOPE, documentary legal	980.72	box	15	14,710.80	5	4,903.60	5	4,903.60	5	4,903.60		
29	ENVELOPE, expanding legal	738.40	box										
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box										
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	8	22,339.20	2	5,584.80	2	5,584.80	2	5,584.80	2	5,584.80
33	FASTENER, metal	94.64	box	40	3,785.60	10	946.40	10	946.40	10	946.40	10	946.40
34	FILE ORGANIZER, expanding plastic	85.20	piece										
35	FLASH DRIVE 16GB	166.40	piece										
36	FOLDER WITH TAB, legal	33.26	pack	40	1,330.40	10	332.60	10	332.60	10	332.60	10	332.60
37	FOLDER PRESSBOARD	952.64	box										
38	FURNITURE CLEANER	120.12	can	40	4,804.80	10	1,201.20	10	1,201.20	10	1,201.20	10	1,201.20
39	GLUE, ALL purpose	70.72	jar	6	424.32	2	141.44			2	141.44	2	141.44
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart	8	12,812.80	2	3,203.20	2	3,203.20	2	3,203.20	2	3,203.20
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can										
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	80	6,468.00	20	1,617.00	20	1,617.00	20	1,617.00	20	1,617.00
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set										
48	MARKER , permanent (4color)	7.47	piece										
49	MONOBLOC CHAIR	347.92	piece										
50	MOP BUCKET, heavy duty	2,288.00	unit	8	18,304.00	2	4,576.00	2	4,576.00	2	4,576.00	2	4,576.00
51	MOUSE, OPTICAL	149.76	piece	12	1,797.12	6	898.56			6	898.56		
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box	40	551.20	10	137.80	10	137.80	10	137.80	10	137.80
55	PAPER MULTICOPY 80gsm legal	189.18	ream	80	15,134.40	20	3,783.60	20	3,783.60	20	3,783.60	20	3,783.60
56	PAPER MULTICOPY, 80gsm A4	165.65	ream										
57	PENCIL lead w/eraser	20.79	box										
58	PUNCHER, paper heavy duty	150.80	piece	17	2,563.60	5	754.00	5	754.00	4	603.20	3	452.40
59	RAGS, ALL cotton	53.14	bundle	20	1,062.80	5	265.70	5	265.70	5	265.70	5	265.70

60	RECORD BOOK 500 pages	104.00	book	20	2,080.00	5	520.00	5	520.00	5	520.00	5	520.00
61	RUBBER BAND #18	135.00	box	80	10,800.00	20	2,700.00	20	2,700.00	20	2,700.00	20	2,700.00
62	RULER PLASTIC	16.64	piece										
63	SCISSOR	33.37	pair										
64	SCOURING PAD	57.39	pack	40	2,295.60	10	573.90	10	573.90	10	573.90	10	573.90
65	SIGN PEN, black, red, blue	22.20	piece	240	5,328.00	60	1,332.00	60	1,332.00	60	1,332.00	60	1,332.00
66	STAMP PAD INK	28.91	bottle										
67	STAPLER REMOVER	27.87	piece										
68	STAPLER WIRE	23.76	box	40	950.40	10	237.60	10	237.60	10	237.60	10	237.60
69	STAPLER standard type	145.60	piece	20	2,912.00	5	728.00	5	728.00	5	728.00	5	728.00
70	TAPE, DISPENSER	72.80	unit										
71	TAPE, electrical	19.45	roll										
72	TAPE, MASKING 48mm	121.16	roll	40	4,846.40	10	1,211.60	10	1,211.60	10	1,211.60	10	1,211.60
73	TAPE, PACKAGING 48mm	22.36	roll										
74	TAPE, TRANSPARENT 48mm	22.57	roll										
75	TOILET TISSUE 2 ply	86.32	pack	40	3,452.80	10	863.20	10	863.20	10	863.20	10	863.20
76	TONER CART, BROTHER 3350 black	5,575.44	cart										
77	TONER CART, HP CE255A	6,942.00	cart										
78	TRASH BAG	144.04	pack	40	5,761.60	10	1,440.40	10	1,440.40	10	1,440.40	10	1,440.40
79	TWINE, plastic	66.62	roll										
80	WASTE BASKET, plastic	31.91	piece										
81	WRAPPING PAPER, kraft	161.20	pack										
	*****												
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price items)												
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES												
1	Journal Entry Voucher	850.00	reams	200	170,000.00	50	42,500.00	50	42,500.00	50	42,500.00	50	42,500.00
2	Accountant Advice	850.00	reams	120	102,000.00	30	25,500.00	30	25,500.00	30	25,500.00	30	25,500.00
3	RAAO	2,800.00	reams	16	44,800.00	5	14,000.00	5	14,000.00	5	14,000.00	1	2,800.00
4	General Ledger	1,200.00	reams	15	18,000.00	5	6,000.00	5	6,000.00	5	6,000.00		
5	Book paper legal	295.00	reams	80	23,600.00	20	5,900.00	20	5,900.00	20	5,900.00	20	5,900.00
6	Book paper short	275.00	reams	40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10	2,750.00
7	Ink Epson black	249.60	bottle	50	12,480.00	15	3,744.00	10	2,496.00	15	3,744.00	10	2,496.00
8	Ink Epson (3 set tri-colored)	249.60	bottle	75	18,720.00	20	4,992.00	20	4,992.00	20	4,992.00	15	3,744.00
9	Paper trimmer /cutting	9,297.60		1	9,297.60	1	9,297.60						
	*****												
<b>TOTAL</b>					<b>630,005.40</b>								

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

Prepared by:

  
**JESSE P. ZAMORANOS**  
 Municipal Accountant







60	RECORD BOOK 500 pages	104.00	book	16	1,664.00	4	416.00	4	416.00	4	416.00	4	416.00
61	RUBBER BAND #18	135.00	box										
62	RULER PLASTIC	16.64	piece										
63	SCISSOR	33.37	pair										
64	SCOURING PAD	57.39	pack										
65	SIGN PEN, black, red, blue	22.20	piece	96	2,131.20	24	532.80	24	532.80	24	532.80	24	532.80
66	STAMP PAD INK	28.91	bottle										
67	STAPLER REMOVER	27.87	piece										
68	STAPLER WIRE	23.76	box	17	403.92	5	118.80	4	95.04	4	95.04	4	95.04
69	STAPLER standard type	145.60	piece	12	1,747.20	3	436.80	3	436.80	3	436.80	3	436.80
70	TAPE, DISPENSER	72.80	unit										
71	TAPE, electrical	19.45	roll										
72	TAPE, MASKING 48mm	121.16	roll	8	969.28	2	242.32	2	242.32	2	242.32	2	242.32
73	TAPE, PACKAGING 48mm	22.36	roll										
74	TAPE, TRANSPARENT 48mm	22.57	roll	40	902.80	10	225.70	10	225.70	10	225.70	10	225.70
75	TOILET TISSUE 2 ply	86.32	pack	48	4,143.36	12	1,035.84	12	1,035.84	12	1,035.84	12	1,035.84
76	TONER CART, BROTHER 3350 black	5,575.44	cart										
77	TONER CART, HP CE255A	6,942.00	cart										
78	TRASH BAG	144.04	pack	80	11,523.20	20	2,880.80	20	2,880.80	20	2,880.80	20	2,880.80
79	TWINE, plastic	66.62	roll										
80	WASTE BASKET, plastic	31.91	piece										
81	WRAPPING PAPER, kraft	161.20	pack										
	*****												
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE(Please indicate price items)												
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES												
1	Ink Epon	1,395.00	sets	40	55,800.00	10	55,800.00	10	13,950.00	10	13,950.00	10	13,950.00
2	Book paper long	295.00	reams	40	11,800.00	10	11,800.00	10	2,950.00	10	2,950.00	10	2,950.00
3	Book paper short	275.00	reams	20	5,500.00	5	5,500.00	5	1,375.00	5	1,375.00	5	1,375.00
4	Ballpen pilot	595.00	box	12	7,140.00	3	7,140.00	3	1,785.00	3	1,785.00	3	1,785.00
5	Ballpen panda	295.00	box	12	3,540.00	3	3,540.00	3	885.00	3	885.00	3	885.00
6	Ink HP	495.00	cart	20	9,900.00	5	9,900.00	5	2,475.00	5	2,475.00	5	2,475.00
7	Letterhead w/logo long	1,200.00	reams	8	9,600.00	2	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00
8	Deskpad w/logo	950.00	pad	8	7,600.00	2	7,600.00	2	1,900.00	2	1,900.00	2	1,900.00
9	Letterhead w/logo short	1,000.00	reams	8	8,000.00	2	8,000.00	2	2,000.00	2	2,000.00	2	2,000.00
10	Business w/logo long	950.00	reams	8	7,600.00	2	7,600.00	2	1,900.00	2	1,900.00	2	1,900.00
11	Envelope mailing white	600.00	box	8	4,800.00	2	4,800.00	2	1,200.00	2	1,200.00	2	1,200.00
	*****												
<b>TOTAL</b>					<b>250,017.12</b>								

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

Prepared by:

  
**PATRICIA CARAMAT**  
 Head of Department/Office







**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**AGRICULTURE OFFICE**  
Calasiao, Pangasinan

Plan Control No. _____	Planned Amount:			Page 1 of 3 pages
Department Office: _____	Regular	Contingency	Total	Date Submitted

Item No.	Description	unit cost	Quantity	Total Cost	DISTRIBUTION								
					1st quarter		2nd Quarter		3rd Quarter		4th		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.		
1	ACETATE (gauge #3)	969.88	roll										
2	AIR FRESHENER	81.64	can	12	979.68	3	244.92	3	244.92	3	244.92	3	244.92
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	96	4,593.60	24	1,148.40	24	1,148.40	24	1,148.40	24	1,148.40
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	48	15,866.40	12	3,966.60	12	3,966.60	12	3,966.60	12	3,966.60
5	BATTERY, "AAA"	18.34	pack										
6	BATTERY, "AA"	20.49	pack										
7	BATTERY "D"	96.20	pack	40	3,848.00	10	962.00	10	962.00	10	962.00	10	962.00
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	8	1,089.92	2	272.48	2	272.48	2	272.48	2	272.48
10	BROOM, stick	22.78	piece	30	683.40	8	182.24	8	182.24	7	159.46	7	159.46
11	CALCULATOR, compact	266.24	unit	10	2,662.40	3	798.72	2	532.48	3	798.72	2	532.48
12	CARBON FILM, legal	238.54	box	4	954.16	1	238.54	1	238.54	1	238.54	1	238.54
13	CARTOLINA, assorted colors	83.72	pack	40	3,348.80	10	837.20	10	837.20	10	837.20	10	837.20
14	CLEANER, toilet and urinal	41.60	bottle	24	998.40	6	249.60	6	249.60	6	249.60	6	249.60
15	CLEANSER, scouring powder	23.92	can	32	765.44	8	191.36	8	191.36	8	191.36	8	191.36
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece	40	461.20	10	115.30	10	115.30	10	115.30	10	115.30
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece	40	3,088.00	10	772.00	10	772.00	10	772.00	10	772.00
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece										
23	DETERGENT POWDER, 1kg.	54.08	pouch	40	2,163.20	10	540.80	10	540.80	10	540.80	10	540.80
24	DISENFECTANT SPRAY	139.89	can	100	13,989.00	25	3,497.25	25	3,497.25	25	3,497.25	25	3,497.25
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece										
27	ELECTRIC FAN, stand type	856.86	unit	4	3,427.44	1	856.86	1	856.86	1	856.86	1	856.86
28	ENVELOPE, documentary legal	980.72	box	4	3,922.88	1	980.72	1	980.72	1	980.72	1	980.72
29	ENVELOPE, expanding legal	738.40	box	4	2,953.60	1	738.40	1	738.40	1	738.40	1	738.40
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box										
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	4	11,169.60	1	2,792.40	1	2,792.40	1	2,792.40	1	2,792.40
33	FASTENER, metal	94.64	box	12	1,135.68	3	283.92	3	283.92	3	283.92	3	283.92
34	FILE ORGANIZER, expanding plastic	85.20	piece										
35	FLASH DRIVE 16GB	166.40	piece	12	1,996.80	3	499.20	3	499.20	3	499.20	3	499.20
36	FOLDER WITH TAB, legal	33.26	pack	12	399.12	3	99.78	3	99.78	3	99.78	3	99.78
37	FOLDER PRESSBOARD	952.64	box										
38	FURNITURE CLEANER	120.12	can	16	1,921.92	4	480.48	4	480.48	4	480.48	4	480.48
39	GLUE, ALL purpose	70.72	jar	12	848.64	3	212.16	3	212.16	3	212.16	3	212.16
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart										
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can	60	8,361.60	15	2,090.40	15	2,090.40	15	2,090.40	15	2,090.40
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle										
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set	19	696.54	5	183.30	5	183.30	5	183.30	4	145.20
48	MARKER , permanent (4color)	7.47	piece										
49	MONOBLOC CHAIR	347.92	piece	40	13,916.80	10	3,479.20	10	3,479.20	10	3,479.20	10	3,479.20
50	MOP BUCKET, heavy duty	2,288.00	unit	4	9,152.00	1	2,288.00	1	2,288.00	1	2,288.00	1	2,288.00
51	MOUSE, OPTICAL	149.76	piece										
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box										
55	PAPER MUTICOPY 80gsm legal	189.18	ream	80	15,134.40	20	3,783.60	20	3,783.60	20	3,783.60	20	3,783.60
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	40	6,626.00	10	1,656.50	10	1,656.50	10	1,656.50	10	1,656.50
57	PENCIL lead w/eraser	20.79	box										
58	PUNCHER, paper heavy duty	150.80	piece										
59	RAGS, ALL cotton	53.14	bundle	12	637.68	3	159.42	3	159.42	3	159.42	3	159.42

60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3
61	RUBBER BAND #18	135.00	box	12	1,620.00	3	405.00	3	405.00	3	405.00	3
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair	20	667.40	5	166.85	5	166.85	5	166.85	5
64	SCOURING PAD	57.39	pack	40	2,295.60	10	573.90	10	573.90	10	573.90	10
65	SIGN PEN, black, red, blue	22.20	piece	120	2,664.00	30	666.00	30	666.00	30	666.00	30
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	20	475.20	5	118.80	5	118.80	5	118.80	5
69	STAPLER standard type	145.60	piece	8	1,164.80	2	291.20	2	291.20	2	291.20	2
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll	39	4,725.24	10	1,211.60	10	1,211.60	10	1,211.60	9
73	TAPE,PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll	20	451.40	5	112.85	5	112.85	5	112.85	5
75	TOILET TISSUE 2 ply	86.32	pack	32	2,762.24	8	690.56	8	690.56	8	690.56	8
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	120	17,284.80	30	4,321.20	30	4,321.20	30	4,321.20	30
79	TWINE, plastic	66.62	roll	24	1,598.88	6	399.72	6	399.72	6	399.72	6
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE(Please indicate price)											
	COMMON OFFICE SUPPLIES. EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	32	44,640.00	8	11,160.00	8	11,160.00	8	11,160.00	8
2	Ink HP black and colored	495.00	cart	32	15,840.00	8	3,960.00	8	3,960.00	8	3,960.00	8
3	Book paper long	295.00	ream	60	17,700.00	15	4,425.00	15	4,425.00	15	4,425.00	15
4	Book paper short	275.00	ream	40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10
5	Ballpen pilot	595.00	box	12	7,140.00	3	1,785.00	3	1,785.00	3	1,785.00	3
6	Ballpen	295.00	box	12	3,540.00	3	885.00	3	885.00	3	885.00	3
7	Table monobloc	1,800.00	piece	4	7,200.00	1	1,800.00	1	1,800.00	1	1,800.00	1
8	Deskpads w/logo	950.00	ream	4	3,800.00	1	950.00	1	950.00	1	950.00	1
9	Letterhead w/logo long	1,200.00	ream	4	4,800.00	1	1,200.00	1	1,200.00	1	1,200.00	1
10	Letterhead w/logo short	1,000.00	ream	4	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1
11	Folder tagboard legal	350.00	pack	8	2,800.00	2	700.00	2	700.00	2	700.00	2
12	Glass cleaner	350.00	bottle	8	2,800.00	2	700.00	2	700.00	2	700.00	2
	*****											
<b>TOTAL</b>					<b>300,009.86</b>							

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

Prepared by:

  
**DRA. MONETTE NOGUIT**  
*(Head of Department/Office)*

Quarter
Amount
244.92
1,148.40
3,966.60
962.00
272.48
159.46
532.48
238.54
837.20
249.60
191.36
115.30
772.00
540.80
3,497.25
856.86
980.72
738.40
2,792.40
283.92
499.20
99.78
480.48
212.16
2,090.40
146.64
3,479.20
2,288.00
3,783.60
1,656.50
159.42

312.00
405.00
166.85
573.90
666.00
118.80
291.20
1,090.44
112.85
690.56
4,321.20
399.72
e items)
11,160.00
3,960.00
4,425.00
2,750.00
1,785.00
885.00
1,800.00
950.00
1,200.00
1,000.00
700.00
700.00

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60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	96	2,131.20	24	532.80	24	532.80	24	532.80	24
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	14	332.64	4	95.04	3	71.28	4	95.04	3
69	STAPLER standard type	145.60	piece	6	873.60	3	436.80			3	436.80	
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll	32	722.24	8	180.56	8	180.56	8	180.56	8
75	TOILET TISSUE 2 ply	86.32	pack	32	2,762.24	8	690.56	8	690.56	8	690.56	8
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	20	2,880.80	5	720.20	5	720.20	5	720.20	5
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	<b>OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)</b>											
	<b>COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS &amp; JANITORIAL SUPPLIES</b>											
1	Ballpen	295.00	box	12	3,540.00	3	885.00	3	885.00	3	885.00	3
2	Tracing paper	250.00	roll	12	3,000.00	3	750.00	3	750.00	3	750.00	3
3	Book paper long	295.00	ream	80	23,600.00	20	5,900.00	20	5,900.00	20	5,900.00	20
4	Book paper short	275.00	ream	40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10
5	Tax declaration form	450.00	ream	40	18,000.00	10	4,500.00	10	4,500.00	10	4,500.00	10
6	FAAS form land	450.00	ream	20	9,000.00	5	2,250.00	5	2,250.00	5	2,250.00	5
7	FAAS form building	450.00	ream	20	9,000.00	5	2,250.00	5	2,250.00	5	2,250.00	5
8	Ink HP 703 black	350.00	cart	24	8,400.00	6	2,100.00	6	2,100.00	6	2,100.00	6
9	Ink HP 703 colored	350.00	cart	16	5,600.00	4	1,400.00	4	1,400.00	4	1,400.00	4
10	Ink Epson	1,395.00	sets	24	33,480.00	6	8,370.00	6	8,370.00	6	8,370.00	6
11	Magic Tape	245.00	roll	12	2,940.00	3	735.00	3	735.00	3	735.00	3
12	Book cover (tax declaration)	300.00	piece	80	24,000.00	20	6,000.00	20	6,000.00	20	6,000.00	20
	*****											
<b>TOTAL</b>					<b>200,001.12</b>							

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

Prepared by:

  
**FRANCISCO C. PARIS**  
*(Head of Department/Office)*

Quarter
Amount
244.92
1,148.40
408.72
477.08
115.30
699.45
189.28
952.64
418.08
37.35
3,783.60

312.00
532.80
71.28
180.56
690.56
720.20
ce items)
885.00
750.00
5,900.00
2,750.00
4,500.00
2,250.00
2,250.00
2,100.00
1,400.00
8,370.00
735.00
6,000.00

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60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	83	1,842.60	21	466.20	21	466.20	21	466.20	20
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece	12	1,747.20	3	436.80	3	436.80	3	436.80	3
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack									
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	20	2,880.80	5	720.20	5	720.20	5	720.20	5
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	<b>OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)</b>											
	<b>COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS &amp; JANITORIAL SUPPLIES</b>											
1	Ink Epson	1,395.00	sets	32	44,640.00	8	11,160.00	8	11,160.00	8	11,160.00	8
2	Book paper long	295.00	reams	40	11,800.00	10	2,950.00	10	2,950.00	10	2,950.00	10
3	Book paper short	275.00	reams	22	6,050.00	6	1,650.00	5	1,375.00	6	1,650.00	5
	*****											
<b>TOTAL</b>					<b>150,007.44</b>							

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

Prepared by:

  
**PATRICIA A. CARAMAT**  
 Head of Department/Office

Quarter
Amount
408.20
1,148.40
798.72
115.30
772.00
1,961.44
2,215.20
2,792.40
757.12
1,905.28
5,675.40
828.25

312.00
444.00
436.80
720.20
ce items)
11,160.00
2,950.00
1,375.00



**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**BUDGET OFFICE**  
Calasiao, Pangasinan

Plan Control No. \_\_\_\_\_ Planned Amount: \_\_\_\_\_ Page 1 of 3 pages  
Department Office: \_\_\_\_\_ Regular Contingency Total Date Submitted

Item No.	Description	unit cost	Quantity		Total Cost	DISTRIBUTION								
						1st quarter		2nd Quarter		3rd Quarter		4th		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	ACETATE (gauge #3)	969.88	roll	1	969.88	1	969.88							
2	AIR FRESHENER	81.64	can	12	979.68	3	244.92	3	244.92	3	244.92	3	244.92	3
3	ALCOHOL, Ethyl, 500ml	47.85	bottle											
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	24	7,933.20	6	1,983.30	6	1,983.30	6	1,983.30	6	1,983.30	6
5	BATTERY, "AAA"	18.34	pack	24	440.16	6	110.04	6	110.04	6	110.04	6	110.04	6
6	BATTERY, "AA"	20.49	pack	24	491.76	6	122.94	6	122.94	6	122.94	6	122.94	6
7	BATTERY "D"	96.20	pack											
8	BLADE/utility knife	14.82	tube											
9	BROOM, soft	136.24	piece	36	4,904.64	9	1,226.16	9	1,226.16	9	1,226.16	9	1,226.16	9
10	BROOM, stick	22.78	piece											
11	CALCULATOR, compact	266.24	unit	2	532.48	1	266.24			1	266.24			
12	CARBON FILM, legal	238.54	box											
13	CARTOLINA, assorted colors	83.72	pack											
14	CLEANER, toilet and urinal	41.60	bottle	20	832.00	5	208.00	5	208.00	5	208.00	5	208.00	5
15	CLEANSER, scouring powder	23.92	can	20	478.40	5	119.60	5	119.60	5	119.60	5	119.60	5
16	CLEARBOOK, legal	36.36	piece	30	1,090.80	15	545.40			15	545.40			
17	CLIP, backfold, 32mm	56.04	box											
18	CORRECTION TAPE	11.53	piece	24	276.72	12	138.36			12	138.36			
19	CUTTER/UTILITY KNIFE	33.43	piece											
20	DATA FILE BOX	77.20	piece	12	926.40	3	231.60	3	231.60	3	231.60	3	231.60	3
21	DATA FOLDER	68.64	piece											
22	DETERGENT BAR	8.30	piece											
23	DETERGENT POWDER, 1kg.	54.08	pouch	40	2,163.20	10	540.80	10	540.80	10	540.80	10	540.80	10
24	DISENFECTANT SPRAY	139.89	can	10	1,398.90	5	699.45			5	699.45			
25	DRUM CART, BROTHER black	6,947.20	cart											
26	DUST PAN, plastic	27.64	piece	3	82.92			3	82.92					
27	ELECTRIC FAN, stand type	856.86	unit	3	2,570.58			3	2,570.58					
28	ENVELOPE, documentary legal	980.72	box	1	980.72	1	980.72							
29	ENVELOPE, expanding legal	738.40	box	1	738.40			1	738.40					
30	ENVELOPE, expanding plastic	30.49	piece											
31	ENVELOPE, mailing white w/window	488.80	box	2	977.60					1	488.80			1
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	2	5,584.80	1	2,792.40			1	2,792.40			
33	FASTENER, metal	94.64	box	8	757.12	4	378.56							4
34	FILE ORGANIZER, expanding plastic	85.20	piece											
35	FLASH DRIVE 16GB	166.40	piece					6	998.40					
36	FOLDER WITH TAB, legal	33.26	pack											
37	FOLDER PRESSBOARD	952.64	box	4	3,810.56					2	1,905.28			2
38	FURNITURE CLEANER	120.12	can											
39	GLUE, ALL purpose	70.72	jar											
40	INDEX TAB	63.11	box											
41	INK CART, BROTHER black (3colored)	1,601.60	cart											
42	INK CART, EPSON black (3colored)	249.60	cart											
43	INK CARTIDGE, HP black (3colored)	852.80	cart											
44	INSECTICIDE, aerosol type	139.36	can											
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	40	3,234.00	10	808.50	10	808.50	10	808.50	10	808.50	10
46	LOOSELEAF COVER, legal	794.96	bundle											
47	MARKER FLOURSCENT	36.66	set											
48	MARKER , permanent (4color)	7.47	piece											
49	MONOBLOC CHAIR	347.92	piece											
50	MOP BUCKET, heavy duty	2,288.00	unit	1	2,288.00	1	2,288.00							
51	MOUSE, OPTICAL	149.76	piece											
52	NOTEPAD 3X3	52.00	pad	12	624.00	3	156.00	3	156.00	3	156.00	3	156.00	3
53	PAD PAPER, RULED	21.53	pad											
54	PAPER CLIP, 50mm	13.78	box											
55	PAPER MULTICOPY 80gsm legal	189.18	ream	40	7,567.20	10	1,891.80	10	1,891.80	10	1,891.80	10	1,891.80	10
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	8	1,325.20	2	331.30	2	331.30	2	331.30	2	331.30	2
57	PENCIL lead w/eraser	20.79	box											
58	PUNCHER, paper heavy duty	150.80	piece											
59	RAGS, ALL cotton	53.14	bundle	5	265.70			5	265.70					

60	RECORD BOOK 500 pages	104.00	book	5	520.00			5	520.00			
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack	12	688.68	3	172.17	3	172.17	3	172.17	3
65	SIGN PEN, black, red, blue	22.20	piece	24	532.80	6	133.20	6	133.20	6	133.20	6
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll	12	233.40	3	58.35	3	58.35	3	58.35	3
72	TAPE, MASKING 24mm	61.88	roll	12	742.56	3	185.64	3	185.64	3	185.64	3
73	TAPE,PACKAGING 24mm	22.36	roll	2	44.72			2	44.72			
74	TAPE, TRANSPARENT 24mm	22.57	roll	25	564.25	5	112.85			10	225.70	10
75	TOILET TISSUE 2 ply	86.32	pack	40	3,452.80	10	863.20	10	863.20	10	863.20	10
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	40	5,761.60	10	1,440.40	10	1,440.40	10	1,440.40	10
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE(Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Cover folder	85.00	pieces	85	7,225.00		0.00	50	4,250.00			35
2	Flash drive 32gb	520.00	pieces	6	3,120.00		0.00	6	3,120.00			
3	Ink Epson 220 black	310.00	cart	50	15,500.00	25	7,750.00					25
4	Ink Epson 220 colored	310.00	cart	36	11,160.00	9	2,790.00	9	2,790.00	9	2,790.00	9
5	Ink Epson 5190 black	310.00	cart	50	15,500.00	25	7,750.00		0.00		0.00	25
6	Ink Epson 5190 colored	310.00	cart	36	11,160.00	9	2,790.00	9	2,790.00	9	2,790.00	9
7	Ink Epson 565 black	315.00	cart	50	15,750.00	25	7,875.00					25
8	Ink Epson 565 colored	315.00	cart	36	11,340.00	9	2,835.00	9	2,835.00	9	2,835.00	9
9	SAOB Forms	4,100.00	ream	16	65,600.00	4	16,400.00	4	16,400.00	4	16,400.00	4
10	Tissue paper 3ply	350.00	pack	12	4,200.00	3	1,050.00	3	1,050.00	3	1,050.00	3
11	Columnar pad	120.00	ream	80	9,600.00	20	2,400.00	20	2,400.00	20	2,400.00	20
12	Deskpad w/logo	900.00	ream	5	4,500.00					5	4,500.00	
13	Book paper long	340.00	ream	5	1,700.00					5	1,700.00	
14	Book paper short	340.00	ream	40	13,600.00	10	3,400.00	10	3,400.00	10	3,400.00	10
15	Barangay Budget Review Form	1,300.00	ream	16	20,800.00	4	5,200.00	4	5,200.00	4	5,200.00	4
16	Data and Stamping Machine	453.96	piece	1	453.96	1	453.96					
20	Mop handle heavy duty	124.80	piece	4	499.20	1	124.80	1	124.80	1	124.80	1
21	Mop head	122.51	piece	9	1,102.59	3	367.53	3	367.53	3	367.53	
22	Pencil Sharpener	212.87	piece	2	425.74		0.00	2	425.74			
23	Letrhead w/logo	1,200.00	reams	5	6,000.00		0.00		0.00	5	6,000.00	
24	Paper multicopy short	250.00	reams	40	10,000.00	10	2,500.00	10	2,500.00	10	2,500.00	10
	*****											
<b>TOTAL</b>					<b>296,002.32</b>							

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

Prepared by:

  
**LETECIA D. GARCIA**  
 Municipal Budget Officer

Quarter
Amount
244.92
1,983.30
110.04
122.94
1,226.16
208.00
119.60
231.60
540.80
488.80
378.56
1,905.28
808.50
156.00
1,891.80
331.30

172.17
133.20
58.35
185.64
225.70
863.20
1,440.40
2,975.00
0.00
7,750.00
2,790.00
7,750.00
2,790.00
7,875.00
2,835.00
16,400.00
1,050.00
2,400.00
3,400.00
5,200.00
124.80
0.00
0.00
0.00
2,500.00

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63	SCISSOR	33.37	pair	3	100.11	3	100.11						
64	SCOURING PAD	57.39	pack	40	2,295.60	10	573.90	10	573.90	10	573.90	10	573.90
65	SIGN PEN, black, red, blue	22.20	piece	96	2,131.20	24	532.80	24	532.80	24	532.80	24	532.80
66	STAMP PAD INK	28.91	bottle										
67	STAPLER REMOVER	27.87	piece	25	696.75	10	278.70	5	139.35	5	139.35	5	139.35
68	STAPLER WIRE	23.76	box	40	950.40	10	237.60	10	237.60	10	237.60	10	237.60
69	STAPLER standard type	145.60	piece	24	3,494.40	6	873.60	6	873.60	6	873.60	6	873.60
70	TAPE, DISPENSER	72.80											
71	TAPE, electrical	19.45											
72	TAPE, MASKING 48mm	121.16	roll	8	969.28	2	242.32	2	242.32	2	242.32	2	242.32
73	TAPE,PACKAGING 48mm	22.36	roll	10	223.60	3	67.08	3	67.08	2	44.72	2	44.72
74	TAPE, TRANSPARENT 48mm	22.57	roll	20	451.40	5	112.85	5	112.85	5	112.85	5	112.85
75	TOILET TISSUE 2 ply	86.32	pack	56	4,833.92	14	1,208.48	14	1,208.48	14	1,208.48	14	1,208.48
76	TONER CART, BROTHER 3350 black	5,575.44	cart										
77	TONER CART, HP CE255A	6,942.00	cart										
78	TRASH BAG	144.04	pack										
79	TWINE, plastic	66.62	roll										
80	WASTE BASKET, plastic	31.91	piece										
81	WRAPPING PAPER, kraft	161.20	pack										
	*****												
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price items)												
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES												
1	Ink Epson	1,395.00	sets	40	55,800.00	10	13,950.00	10	13,950.00	10	13,950.00	10	13,950.00
2	Ink Brother	370.00	cart	20	7,400.00	5	1,850.00	5	1,850.00	5	1,850.00	5	1,850.00
3	Disinfectant (zonrox)	280.00	gal	40	11,200.00	10	2,800.00	10	2,800.00	10	2,800.00	10	2,800.00
4	Disinfectant (lysol) concentrate	570.00	bottle	12	6,840.00	3	1,710.00	3	1,710.00	3	1,710.00	3	1,710.00
5	Disinfectant alkyn	900.00	bottle	40	36,000.00	10	9,000.00	10	9,000.00	10	9,000.00	10	9,000.00
6	Brookstick w/handle	60.00	piece	70	4,200.00	10	600.00	20	1,200.00	20	1,200.00	20	1,200.00
7	Gloves	65.00	pair	40	2,600.00	10	650.00	10	650.00	10	650.00	10	650.00
8	Dishwashing liquid	199.00	bottle	8	1,592.00	2	398.00	2	398.00	2	398.00	2	398.00
9	Scrub sponge	960.00	piece	24	23,040.00	6	5,760.00	6	5,760.00	6	5,760.00	6	5,760.00
10	Glass cleaner	195.00	bottle	20	3,900.00	5	975.00	5	975.00	5	975.00	5	975.00
11	Dust pan aluminum big	65.00	piece	80	5,200.00	20	1,300.00	20	1,300.00	20	1,300.00	20	1,300.00
12	Wheel barrow	4,900.00	unit	4	19,600.00	2	9,800.00			2	9,800.00		
13	Garbage bag XXL (10,s box)	700.00	packs	51	35,700.00	12	8,400.00	15	10,500.00	12	8,400.00	12	8,400.00
14	Garbage bag XL (20 boxes)	650.00	packs	40	26,000.00	10	6,500.00	10	6,500.00	10	6,500.00	10	6,500.00
15	Sacks	10.00	pieces	220	2,200.00	100	1,000.00	100	1,000.00	10	100.00	10	100.00
16	Detergent powder 70gm	85.00	dozen	48	4,080.00	12	1,020.00	12	1,020.00	12	1,020.00	12	1,020.00
17	Bathroom soap	20.00	piece	120	2,400.00	30	600.00	30	600.00	30	600.00	30	600.00
18	Umbrella	200.00	piece	60	12,000.00			30	6,000.00	30	6,000.00		
19	Raincoats	450.00	sets	60	27,000.00			30	13,500.00	30	13,500.00		
20	Rainboots	450.00	pairs	60	27,000.00			30	13,500.00	30	13,500.00		
21	LED 18 watts =36w/irh balace	450.00	sets	70	31,500.00	25	11,250.00	25	11,250.00	10	4,500.00	10	4,500.00
22	LED 18 watts = 36tube	250.00	tube	40	10,000.00	10	2,500.00	10	2,500.00	10	2,500.00	10	2,500.00
23	Deskpad w/logo long	200.00	pad	4	800.00	1	200.00	1	200.00	1	200.00	1	200.00
24	Application form business	950.00	reams	15	14,250.00	5	4,750.00	4	3,800.00	3	2,850.00	3	2,850.00
25	Comparative assesment form	850.00	reams	9	7,650.00	3	2,550.00	2	1,700.00	2	1,700.00	2	1,700.00
26	Assesment slip business	850.00	reams	15	12,750.00	4	3,400.00	4	3,400.00	4	3,400.00	3	2,550.00
27	Table of contents per brgy.	950.00	reams	3	2,850.00	1	950.00			1	950.00	1	950.00
28	Assesment slip tricycle	950.00	reams	16	15,200.00	4	3,800.00	4	3,800.00	4	3,800.00	4	3,800.00
29	Checklist of Requirements	850.00	reams	9	7,650.00	3	2,550.00	2	1,700.00	2	1,700.00	2	1,700.00
30	Notice without business permit	850.00	reams	8	6,800.00	2	1,700.00	2	1,700.00	2	1,700.00	2	1,700.00
31	Notice of delinquency rental	850.00	reams	8	6,800.00	2	1,700.00	2	1,700.00	2	1,700.00	2	1,700.00
32	Index card business tricycle	7.00	pieces	2000	14,000.00	1000	7,000.00			1000	7,000.00		
33	Sticker weighing scale	9.00	pieces	600	5,400.00	300	2,700.00			300	2,700.00		
34	Motorized permit business	4,000.00	reams	15	60,000.00	5	20,000.00	4	16,000.00	3	12,000.00	3	12,000.00
35	Mayor's permit tricycle	3,000.00	reams	10	30,000.00	4	12,000.00	2	6,000.00	2	6,000.00	2	6,000.00
36	Book paper long	295.00	reams	100	29,500.00	25	7,375.00	25	7,375.00	25	7,375.00	25	7,375.00
37	Book paper short	275.00		40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10	2,750.00
	*****												
<b>TOTAL</b>					<b>680,011.06</b>								

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

Prepared by:

**MA. VICTORIA P. DEL ROSARIO**  
(Head of Department/Office)



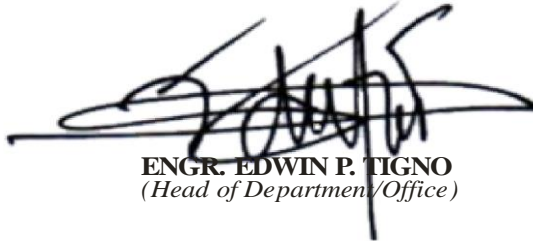




60	RECORD BOOK 500 pages	104.00	book	4	416.00	2	208.00			2	208.00	
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	120	2,664.00	30	666.00	30	666.00	30	666.00	30
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	12	285.12	3	71.28	3	71.28	3	71.28	3
69	STAPLER standard type	145.60	piece	8	1,164.80	2	291.20	2	291.20	2	291.20	2
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack	32	2,762.24	8	690.56	8	690.56	8	690.56	8
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	20	2,880.80	5	720.20	5	720.20	5	720.20	5
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Electrical permit forms	1,200.00	ream`	16	19,200.00	8	9,600.00			8	9,600.00	
2	Building permit forms	1,200.00	ream`	16	19,200.00			8	9,600.00			8
3	Sanitary permit forms	1,200.00	ream`	16	19,200.00	8	9,600.00		0.00	8	9,600.00	
4	Occupational permit forms	1,200.00	ream`	16	19,200.00			8	9,600.00			8
5	Ink Epson	1,400.00	set	20	28,000.00	5	7,000.00	5	7,000.00	5	7,000.00	5
6	Ballpen pilot	695.00	box	8	5,560.00	2	1,390.00	2	1,390.00	2	1,390.00	2
7	Book paper long	295.00	ream`	40	11,800.00	10	2,950.00	10	2,950.00	10	2,950.00	10
8	Book paper short	275.00	ream`	20	5,500.00	5	1,375.00	5	1,375.00	5	1,375.00	5
9	Calculator scientific	695.00	unit	12	8,340.00	3	2,085.00	3	2,085.00	3	2,085.00	3
10	Business envelope long	935.00	box	4	3,740.00	1	935.00	1	935.00	1	935.00	1
	*****											
<b>TOTAL</b>					<b>200,008.44</b>							

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

Prepared by:

  
**ENGR. EDWIN P. TIGNO**  
*(Head of Department/Office)*

Quarter
Amount
326.56
1,148.40
83.20
47.84
100.29
231.60
839.34
738.40
499.20
952.64
240.24
696.80
485.10
2,288.00
3,783.60

666.00
71.28
291.20
690.56
720.20
ce items)
9,600.00
9,600.00
7,000.00
1,390.00
2,950.00
1,375.00
2,085.00
935.00

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**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**HUMAN RESOURCE MANAGEMENT OFFICE**  
Calasiao, Pangasinan

Plan Control No. _____	Planned Amount:	Page 1 of 3 pages
Department Office: _____	Regular      Contingency      Total	Date Submitted

Item No.	Description	unit cost	Quantity		Total Cost	DISTRIBUTION								
						1st quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	ACETATE (gauge #3)	969.88	roll											
2	AIR FRESHENER	81.64	can	48	3,918.72	12	979.68	12	979.68	12	979.68	12	979.68	12
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	48	2,296.80	12	574.20	12	574.20	12	574.20	12	574.20	12
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	40	13,222.00	10	3,305.50	10	3,305.50	10	3,305.50	10	3,305.50	10
5	BATTERY, "AAA"	18.34	pack											
6	BATTERY, "AA"	20.49	pack	4	81.96	1	20.49	1	20.49	1	20.49	1	20.49	1
7	BATTERY "D"	96.20	pack											
8	BLADE/utility knife	14.82	tube											
9	BROOM, soft	136.24	piece	8	1,089.92	2	272.48	2	272.48	2	272.48	2	272.48	2
10	BROOM, stick	22.78	piece											
11	CALCULATOR, compact	266.24	unit	12	3,194.88	3	798.72	3	798.72	3	798.72	3	798.72	3
12	CARBON FILM, legal	238.54	box	8	1,908.32	2	477.08	2	477.08	2	477.08	2	477.08	2
13	CARTOLINA, assorted colors	83.72	pack											
14	CLEANER, toilet and urinal	41.60	bottle											
15	CLEANSER, scouring powder	23.92	can											
16	CLEARBOOK, legal	36.36	piece	100	3,636.00	25	909.00	25	909.00	25	909.00	25	909.00	25
17	CLIP, backfold, 32mm	56.04	box											
18	CORRECTION TAPE	11.53	piece	160	1,844.80	40	461.20	40	461.20	40	461.20	40	461.20	40
19	CUTTER/UTILITY KNIFE	33.43	piece											
20	DATA FILE BOX	77.20	piece	40	3,088.00	10	772.00	10	772.00	10	772.00	10	772.00	10
21	DATA FOLDER	68.64	piece											
22	DETERGENT BAR	8.30	piece											
23	DETERGENT POWDER, 1kg.	54.08	pouch											
24	DISENFECTANT SPRAY	139.89	can	12	1,678.68	3	419.67	3	419.67	3	419.67	3	419.67	3
25	DRUM CART, BROTHER black	6,947.20	cart											
26	DUST PAN, plastic	27.64	piece	8	221.12	2	55.28	2	55.28	2	55.28	2	55.28	2
27	ELECTRIC FAN, stand type	856.86	unit											
28	ENVELOPE, documentary legal	980.72	box	4	3,922.88	1	980.72	1	980.72	1	980.72	1	980.72	1
29	ENVELOPE, expanding legal	738.40	box											
30	ENVELOPE, expanding plastic	30.49	piece											
31	ENVELOPE, mailing white w/window	488.80	box											
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	2	5,584.80	1	2,792.40			1	2,792.40			
33	FASTENER, metal	94.64	box	16	1,514.24	4	378.56	4	378.56	4	378.56	4	378.56	4
34	FILE ORGANIZER, expanding plastic	85.20	piece											
35	FLASH DRIVE 16GB	166.40	piece	12	1,996.80	3	499.20	3	499.20	3	499.20	3	499.20	3
36	FOLDER WITH TAB, legal	33.26	pack											
37	FOLDER PRESSBOARD	952.64	box											
38	FURNITURE CLEANER	120.12	can	12	1,441.44	3	360.36	3	360.36	3	360.36	3	360.36	3
39	GLUE, ALL purpose	70.72	jar	12	848.64	3	212.16	3	212.16	3	212.16	3	212.16	3
40	INDEX TAB	63.11	box											
41	INK CART, BROTHER black (3colored)	1,601.60	cart											
42	INK CART, EPSON black (3colored)	249.60	cart											
43	INK CARTIDGE, HP black (3colored)	852.80	cart											
44	INSECTICIDE, aerosol type	139.36	can											
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle											
46	LOOSELEAF COVER, legal	794.96	bundle											
47	MARKER FLOURSCENT	36.66	set											
48	MARKER , permanent (4color)	7.47	piece	20	149.40	5	37.35	5	37.35	5	37.35	5	37.35	5
49	MONOBLOC CHAIR	347.92	piece											
50	MOP BUCKET, heavy duty	2,288.00	unit											
51	MOUSE, OPTICAL	149.76	piece											
52	NOTEPAD 3X3	52.00	pad											
53	PAD PAPER, RULED	21.53	pad											
54	PAPER CLIP, 50mm	13.78	box	20	275.60	5	68.90	5	68.90	5	68.90	5	68.90	5
55	PAPER MULTICOPY 80gsm legal	189.18	ream	150	28,377.00	40	7,567.20	35	6,621.30	40	7,567.20	35	6,621.30	35
56	PAPER MULTICOPY, 80gsm A4	165.65	ream											
57	PENCIL lead w/eraser	20.79	box	10	207.90	3	62.37	2	41.58	3	62.37	2	41.58	2
58	PUNCHER, paper heavy duty	150.80	piece	5	754.00	3	452.40			2	301.60			
59	RAGS, ALL cotton	53.14	bundle	8	425.12	2	106.28	2	106.28	2	106.28	2	106.28	2

60	RECORD BOOK 500 pages	104.00	book	20	2,080.00	5	520.00	5	520.00	5	520.00	5
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair	12	400.44	3	100.11	3	100.11	3	100.11	3
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	120	2,664.00	30	666.00	30	666.00	30	666.00	30
66	STAMP PAD INK	28.91	bottle	8	231.28	2	57.82	2	57.82	2	57.82	2
67	STAPLER REMOVER	27.87	piece	20	557.40	5	139.35	5	139.35	5	139.35	5
68	STAPLER WIRE	23.76	box	20	475.20	5	118.80	5	118.80	5	118.80	5
69	STAPLER standard type	145.60	piece	12	1,747.20	3	436.80	3	436.80	3	436.80	3
70	TAPE, DISPENSER	72.80	unit	8	582.40	2	145.60	2	145.60	2	145.60	2
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll	12	1,453.92	3	363.48	3	363.48	3	363.48	3
73	TAPE, PACKAGING 48mm	22.36	roll	12	268.32	3	67.08	3	67.08	3	67.08	3
74	TAPE, TRANSPARENT 48mm	22.57	roll	40	902.80	10	225.70	10	225.70	10	225.70	10
75	TOILET TISSUE 2 ply	86.32	pack	48	4,143.36	12	1,035.84	12	1,035.84	12	1,035.84	12
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	20	2,880.80	5	720.20	5	720.20	5	720.20	5
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	48	66,960.00	12	16,740.00	12	16,740.00	12	16,740.00	12
2	Service Record Index card	10.50	pieces	900	9,450.00	300	3,150.00	200	2,100.00	200	2,100.00	200
3	Bookm paper long	295.00	ream	40	11,800.00	10	2,950.00	10	2,950.00	10	2,950.00	10
4	Book paper short	275.00	reams	20	5,500.00	5	1,375.00	5	1,375.00	5	1,375.00	5
5	Leave card long	11.50	pieces	650	7,475.00	175	2,012.50	150	1,725.00	175	2,012.50	150
6	Ballpen pilot	595.00	box	4	2,380.00	1	595.00	1	595.00	1	595.00	1
	*****											
<b>TOTAL</b>					<b>203,631.14</b>							

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

Prepared by:

  
**ENGR. EVELYN C. SIAPNO**  
*HR-Designate*

Quarter
Amount
979.68
574.20
3,305.50
20.49
272.48
798.72
477.08
909.00
461.20
772.00
419.67
55.28
980.72
378.56
499.20
360.36
212.16
37.35
68.90
6,621.30
41.58
106.28

520.00
100.11
666.00
57.82
139.35
118.80
436.80
145.60
363.48
67.08
225.70
1,035.84
720.20
e items)
16,740.00
2,100.00
2,950.00
1,375.00
1,725.00
595.00

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60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	48	1,065.60	12	266.40	12	266.40	12	266.40	12
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	20	475.20	5	118.80	5	118.80	5	118.80	5
69	STAPLER standard type	145.60	piece	8	1,164.80	2	291.20	2	291.20	2	291.20	2
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack	12	1,035.84	3	258.96	3	258.96	3	258.96	3
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	4	576.16	1	144.04	1	144.04	1	144.04	1
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	8	11,160.00	2	2,790.00	2	2,790.00	2	2,790.00	2
2	Accession Book	981.00	book	8	7,848.00	2	1,962.00	2	1,962.00	2	1,962.00	2
3	Ballpen	295.00	box	8	2,360.00	2	590.00	2	590.00	2	590.00	2
4	Folder tagboard legal	350.00	pack	8	2,800.00	2	700.00	2	700.00	2	700.00	2
	*****											
<b>TOTAL</b>					<b>60,003.92</b>							

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

Prepared by:

**LUISITO A. VALLO**  
(Head of Department/Office)

Quarter
Amount
478.50
266.24
69.18
231.60
279.78
980.72
426.00
952.64
404.25
1,513.44
828.25

312.00
266.40
118.80
291.20
258.96
144.04
ce items)
2,790.00
1,962.00
590.00
700.00





**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**MAYOR'S OFFICE**  
Calasiao, Pangasinan

Plan Control No. _____					Planned Amount:					Page 1 of 3 pages			
Department Office: _____					Regular	Contingency		Total	Date Submitted				
Item No.	Description	unit cost	Quantity		Total Cost	DISTRIBUTION							
						1st quarter		2nd Quarter		3rd Quarter		4th	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	ACETATE (gauge #3)	969.88	roll	4	3,879.52	1	969.88	1	969.88	1	969.88	1	969.88
2	AIR FRESHENER	81.64	can	40	3,265.60	10	816.40	10	816.40	10	816.40	10	816.40
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	144	6,890.40	36	1,722.60	36	1,722.60	36	1,722.60	36	1,722.60
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	80	26,444.00	20	6,611.00	20	6,611.00	20	6,611.00	20	6,611.00
5	BATTERY, "AAA"	18.34	pack										
6	BATTERY, "AA"	20.49	pack	40	819.60	10	204.90	10	204.90	10	204.90	10	204.90
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	40	5,449.60	10	1,362.40	10	1,362.40	10	1,362.40	10	1,362.40
10	BROOM, stick	22.78	piece	200	4,556.00	50	1,139.00	50	1,139.00	50	1,139.00	50	1,139.00
11	CALCULATOR, compact	266.24	unit	20	5,324.80	5	1,331.20	5	1,331.20	5	1,331.20	5	1,331.20
12	CARBON FILM, legal	238.54	box										
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle	96	3,993.60	24	998.40	24	998.40	24	998.40	24	998.40
15	CLEANSER, scouring powder	23.92	can	48	1,148.16	12	287.04	12	287.04	12	287.04	12	287.04
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece	48	553.44	12	138.36	12	138.36	12	138.36	12	138.36
19	CUTTER/UTILITY KNIFE	33.43	piece	26	869.18	8	267.44	6	200.58	6	200.58	6	200.58
20	DATA FILE BOX	77.20	piece	24	1,852.80	6	463.20	6	463.20	6	463.20	6	463.20
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece	60	498.00	15	124.50	15	124.50	15	124.50	15	124.50
23	DETERGENT POWDER, 1kg.	54.08	pouch	40	2,163.20	10	540.80	10	540.80	10	540.80	10	540.80
24	DISENFECTANT SPRAY	139.89	can	80	11,191.20	20	2,797.80	20	2,797.80	20	2,797.80	20	2,797.80
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece	48	1,326.72	12	331.68	12	331.68	12	331.68	12	331.68
27	ELECTRIC FAN, stand type	856.86	unit										
28	ENVELOPE, documentary legal	980.72	box	8	7,845.76	2	1,961.44	2	1,961.44	2	1,961.44	2	1,961.44
29	ENVELOPE, expanding legal	738.40	box	8	5,907.20	2	1,476.80	2	1,476.80	2	1,476.80	2	1,476.80
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box	12	5,865.60	3	1,466.40	3	1,466.40	3	1,466.40	3	1,466.40
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	4	11,169.60	1	2,792.40	1	2,792.40	1	2,792.40	1	2,792.40
33	FASTENER, metal	94.64	box	12	1,135.68	3	283.92	3	283.92	3	283.92	3	283.92
34	FILE ORGANIZER, expanding plastic	85.20	piece										
35	FLASH DRIVE 16GB	166.40	piece										
36	FOLDER WITH TAB, legal	33.26	pack										
37	FOLDER PRESSBOARD	952.64	box	8	7,621.12	2	1,905.28	2	1,905.28	2	1,905.28	2	1,905.28
38	FURNITURE CLEANER	120.12	can	32	3,843.84	8	960.96	8	960.96	8	960.96	8	960.96
39	GLUE, ALL purpose	70.72	jar										
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart										
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can										
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	80	6,468.00	20	1,617.00	20	1,617.00	20	1,617.00	20	1,617.00
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set										
48	MARKER , permanent (4color)	7.47	piece										
49	MONOBLOC CHAIR	347.92	piece										
50	MOP BUCKET, heavy duty	2,288.00	unit	8	18,304.00	2	4,576.00	2	4,576.00	2	4,576.00	2	4,576.00
51	MOUSE, OPTICAL	149.76	piece										
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box										
55	PAPER MUTICOPY 80gsm legal	189.18	ream	100	18,918.00	25	4,729.50	25	4,729.50	25	4,729.50	25	4,729.50
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	40	6,626.00	10	1,656.50	10	1,656.50	10	1,656.50	10	1,656.50
57	PENCIL lead w/eraser	20.79	box										
58	PUNCHER, paper heavy duty	150.80	piece										
59	RAGS, ALL cotton	53.14	bundle	60	3,188.40	15	797.10	15	797.10	15	797.10	15	797.10

60	RECORD BOOK 500 pages	104.00	book	20	2,080.00	5	520.00	5	520.00	5	520.00	5
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack	48	2,754.72	12	688.68	12	688.68	12	688.68	12
65	SIGN PEN, black, red, blue	22.20	piece	144	3,196.80	36	799.20	36	799.20	36	799.20	36
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	20	475.20	5	118.80	5	118.80	5	118.80	5
69	STAPLER standard type	145.60	piece	12	1,747.20	3	436.80	3	436.80	3	436.80	3
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll	48	5,815.68	12	1,453.92	12	1,453.92	12	1,453.92	12
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll	48	1,083.36	12	270.84	12	270.84	12	270.84	12
75	TOILET TISSUE 2 ply	86.32	pack	60	5,179.20	15	1,294.80	15	1,294.80	15	1,294.80	15
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	400	57,616.00	100	14,404.00	100	14,404.00	100	14,404.00	100
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	<b>OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)</b>											
	<b>COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS &amp; JANITORIAL SUPPLIES</b>											
1	Ink Epson	1,395.00	sets	48	66,960.00	12	16,740.00	12	16,740.00	12	16,740.00	12
2	Book paper long	295.00	reams	80	23,600.00	20	5,900.00	20	5,900.00	20	5,900.00	20
3	Book paper short	275.00	reams	40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10
4	Letterhead w/logo long	1,200.00	reams	32	38,400.00	8	9,600.00	8	9,600.00	8	9,600.00	8
5	Letterhead w/logo short	1,000.00	reams	24	24,000.00	6	6,000.00	6	6,000.00	6	6,000.00	6
6	Business envelope w/logo	950.00	box	20	19,000.00	5	4,750.00	5	4,750.00	5	4,750.00	5
7	Desk pad w/logo	950.00	box	19	18,050.00	5	4,750.00	5	4,750.00	5	4,750.00	4
8	Ballpen pilot	595.00	box	16	9,520.00	4	2,380.00	4	2,380.00	4	2,380.00	4
9	Ballpen panda	295.00	box	16	4,720.00	4	1,180.00	4	1,180.00	4	1,180.00	4
10	Broom stick w/handle	65.00	pieces	400	26,000.00	100	6,500.00	100	6,500.00	100	6,500.00	100
11	Trash bag plastic (big)	320.00	roll	200	64,000.00	50	16,000.00	50	16,000.00	50	16,000.00	50
12	Downy Fabric conditioner	285.00	bottle	80	22,800.00	20	5,700.00	20	5,700.00	20	5,700.00	20
13	Zonrox strain remover	275.00	bottle	48	13,200.00	12	3,300.00	12	3,300.00	12	3,300.00	12
14	Muriatic Acid	195.00	gallon	40	7,800.00	10	1,950.00	10	1,950.00	10	1,950.00	10
15	Disinfectant bleach	395.00	bottle	80	31,600.00	20	7,900.00	20	7,900.00	20	7,900.00	20
16	Deodorizer odor eliminator	2,195.00	box	40	87,800.00	10	21,950.00	10	21,950.00	10	21,950.00	10
17	Toilet deodorant cake	115.00	box	100	11,500.00	25	2,875.00	25	2,875.00	25	2,875.00	25
18	Ink HP black and colored	495.00	cart	40	19,800.00	10	4,950.00	10	4,950.00	10	4,950.00	10
19	Empty Sacks	10.00	pieces	400	4,000.00	100	1,000.00	100	1,000.00	100	1,000.00	100
20	Folder tagbaard legal	350.00	packs	24	8,400.00	6	2,100.00	6	2,100.00	6	2,100.00	6
21	Ink Kyocera	6,500.00	toner	12	78,000.00	3	19,500.00	3	19,500.00	3	19,500.00	3
22	Working permit forms	1,200.00	reams	44	52,800.00	12	14,400.00	10	12,000.00	10	12,000.00	12
23	Business plate				<b>500,000.00</b>							
24	Stickers for Business and Tricycle				<b>200,000.00</b>							
	*****											
<b>TOTAL</b>					<b>1,600,017.18</b>							

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

Prepared by:

  
**HON. MAMILYN B. AGUSTIN-CARAMAT**  
Municipal Mayor

Quarter
Amount
969.88
816.40
1,722.60
6,611.00
204.90
1,362.40
1,139.00
1,331.20
998.40
287.04
138.36
200.58
463.20
124.50
540.80
2,797.80
331.68
1,961.44
1,476.80
1,466.40
2,792.40
283.92
1,905.28
960.96
1,617.00
4,576.00
4,729.50
1,656.50
797.10

520.00
688.68
799.20
118.80
436.80
1,453.92
270.84
1,294.80
14,404.00
ce items)
16,740.00
5,900.00
2,750.00
9,600.00
6,000.00
4,750.00
3,800.00
2,380.00
1,180.00
6,500.00
16,000.00
5,700.00
3,300.00
1,950.00
7,900.00
21,950.00
2,875.00
4,950.00
1,000.00
2,100.00
19,500.00
14,400.00

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**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**MCR OFFICE**  
Calasiao, Pangasinan

Plan Control No. _____	Planned Amount:	Page 1 of 3 pages
Department Office: _____	Regular      Contingency      Total	Date Submitted

Item No.	Description	unit cost	Quantity	Total Cost	DISTRIBUTION								
					1st quarter		2nd Quarter		3rd Quarter		4th		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	ACETATE (gauge #3)	969.88	roll										
2	AIR FRESHENER	81.64	can	12	979.68	3	244.92	3	244.92	3	244.92	3	244.92
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	120	5,742.00	30	1,435.50	30	1,435.50	30	1,435.50	30	1,435.50
4	ALCOHOL, Ethyle 1gallon	330.55	gallon										
5	BATTERY, "AAA"	18.34	pack										
6	BATTERY, "AA"	20.49	pack										
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	8	1,089.92	2	272.48	2	272.48	2	272.48	2	272.48
10	BROOM, stick	22.78	piece										
11	CALCULATOR, compact	266.24	unit	12	3,194.88	3	798.72	3	798.72	3	798.72	3	798.72
12	CARBON FILM, legal	238.54	box	8	1,908.32	2	477.08	2	477.08	2	477.08	2	477.08
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle										
15	CLEANSER, scouring powder	23.92	can										
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece	48	553.44	12	138.36	12	138.36	12	138.36	12	138.36
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece	12	926.40	3	231.60	3	231.60	3	231.60	3	231.60
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece										
23	DETERGENT POWDER, 1kg.	54.08	pouch										
24	DISENFECTANT SPRAY	139.89	can	12	1,678.68	3	419.67	3	419.67	3	419.67	3	419.67
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece										
27	ELECTRIC FAN, stand type	856.86	unit										
28	ENVELOPE, documentary legal	980.72	box	4	3,922.88	1	980.72	1	980.72	1	980.72	1	980.72
29	ENVELOPE, expanding legal	738.40	box	4	2,953.60	1	738.40	1	738.40	1	738.40	1	738.40
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box										
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	4	11,169.60	1	2,792.40	1	2,792.40	1	2,792.40	1	2,792.40
33	FASTENER, metal	94.64	box	20	1,892.80	5	473.20	5	473.20	5	473.20	5	473.20
34	FILE ORGANIZER, expanding plastic	85.20	piece										
35	FLASH DRIVE 16GB	166.40	piece	8	1,331.20	2	332.80	2	332.80	2	332.80	2	332.80
36	FOLDER WITH TAB, legal	33.26	pack										
37	FOLDER PRESSBOARD	952.64	box										
38	FURNITURE CLEANER	120.12	can	12	1,441.44	3	360.36	3	360.36	3	360.36	3	360.36
39	GLUE, ALL purpose	70.72	jar	12	848.64	3	212.16	3	212.16	3	212.16	3	212.16
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart										
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can										
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle										
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set										
48	MARKER , permanent (4color)	7.47	piece										
49	MONOBLOC CHAIR	347.92	piece										
50	MOP BUCKET, heavy duty	2,288.00	unit	2	4,576.00	1	2,288.00		0.00	1	2,288.00		
51	MOUSE, OPTICAL	149.76	piece										
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box										
55	PAPER MUTICOPY 80gsm legal	189.18	ream	140	26,485.20	35	6,621.30	35	6,621.30	35	6,621.30	35	6,621.30
56	PAPER MULTIPURPOSE, legal	178.93	ream	140	25,050.20	35	6,262.55	35	6,262.55	35	6,262.55	35	6,262.55
57	PENCIL lead w/eraser	20.79	box	21	436.59	6	124.74	5	103.95	5	103.95	5	103.95
58	PUNCHER, paper heavy duty	150.80	piece	4	603.20	2	301.60			2	301.60		
59	RAGS, ALL cotton	53.14	bundle	12	637.68	3	159.42	3	159.42	3	159.42	3	159.42

60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	144	3,196.80	36	799.20	36	799.20	36	799.20	36
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece	12	1,747.20	3	436.80	3	436.80	3	436.80	3
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack	48	4,143.36	12	1,035.84	12	1,035.84	12	1,035.84	12
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	12	1,728.48	3	432.12	3	432.12	3	432.12	3
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epon	1,395.00	sets	40	55,800.00	10	13,950.00	10	13,950.00	10	13,950.00	10
2	Data folde w/finger ringer	250.00	pieces	80	20,000.00	20	5,000.00	20	5,000.00	20	5,000.00	20
3	Business envelope w/logo	950.00	box	4	3,800.00	1	950.00	1	950.00	1	950.00	1
4	Deskpad w/logo	950.00	box	4	3,800.00	1	950.00	1	950.00	1	950.00	1
5	Ballpen	295.00	box	8	2,360.00	2	590.00	2	590.00	2	590.00	2
6	Ballpen pilot	595.00	box	8	4,760.00	2	1,190.00	2	1,190.00	2	1,190.00	2
7	Certificate of live birth	375.00	reams	32	12,000.00	8	3,000.00	8	3,000.00	8	3,000.00	8
8	Certificate of Death	375.00	reams	32	12,000.00	8	3,000.00	8	3,000.00	8	3,000.00	8
9	Certificate of Marriage	375.00	reams	32	12,000.00	8	3,000.00	8	3,000.00	8	3,000.00	8
10	Certificate of Fetal Death	350.00	reams	8	2,800.00	2	700.00	2	700.00	2	700.00	2
11	Application of Marriage Licenses	350.00	reams	32	11,200.00	8	2,800.00	8	2,800.00	8	2,800.00	8
	*****											
<b>TOTAL</b>					<b>250,006.19</b>							

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

Prepared by:

  
**JUVETA A. ESTEVES**  
 (Head of Department/Office)

Quarter
Amount
244.92
1,435.50
272.48
798.72
477.08
138.36
231.60
419.67
980.72
738.40
2,792.40
473.20
332.80
360.36
212.16
0.00
6,621.30
6,262.55
103.95
159.42

312.00
799.20
436.80
1,035.84
432.12
(e items)
13,950.00
5,000.00
950.00
950.00
590.00
1,190.00
3,000.00
3,000.00
3,000.00
700.00
2,800.00

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**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**MDRRMO**  
Calasiao, Pangasinan

Plan Control No. _____					Planned Amount:					Page 1 of 3 pages			
Department Office: _____					Regular	Contingency		Total		Date Submitted			
Item No.	Description	unit cost	Quantity		Total Cost	DISTRIBUTION							
						1st quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	ACETATE (gauge #3)	969.88	roll	4	3,879.52	1	969.88	1	969.88	1	969.88	1	969.88
2	AIR FRESHENER	81.64	can										
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	96	4,593.60	24	1,148.40	24	1,148.40	24	1,148.40	24	1,148.40
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	24	7,933.20	6	1,983.30	6	1,983.30	6	1,983.30	6	1,983.30
5	BATTERY, "AAA"	18.34	pack										
6	BATTERY, "AA"	20.49	pack	40	819.60	10	204.90	10	204.90	10	204.90	10	204.90
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	6	817.44	2	272.48	1	136.24	2	272.48	1	136.24
10	BROOM, stick	22.78	piece										
11	CALCULATOR, compact	266.24	unit										
12	CARBON FILM, legal	238.54	box										
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle	40	1,664.00	10	416.00	10	416.00	10	416.00	10	416.00
15	CLEANSER, scouring powder	23.92	can										
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece	28	322.84	8	92.24	6	69.18	8	92.24	6	69.18
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece										
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece										
23	DETERGENT POWDER, 1kg.	54.08	pouch	40	2,163.20	10	540.80	10	540.80	10	540.80	10	540.80
24	DISENFECTANT SPRAY	139.89	can	57	7,973.73	15	2,098.35	12	15.00	15	2,098.35	15	2,098.35
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece										
27	ELECTRIC FAN, stand type	856.86	unit										
28	ENVELOPE, documentary legal	980.72	box	4	3,922.88	1	980.72	1	980.72	1	980.72	1	980.72
29	ENVELOPE, expanding legal	738.40	box										
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box										
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	2	5,584.80	1	2,792.40		0.00	1	2,792.40		0.00
33	FASTENER, metal	94.64	box										
34	FILE ORGANIZER, expanding plastic	85.20	piece										
35	FLASH DRIVE 16GB	166.40	piece										
36	FOLDER WITH TAB, legal	33.26	pack										
37	FOLDER PRESSBOARD	952.64	box	4	3,810.56	1	952.64	1	952.64	1	952.64	1	952.64
38	FURNITURE CLEANER	120.12	can	20	2,402.40	5	600.60	5	600.60	5	600.60	5	600.60
39	GLUE, ALL purpose	70.72	jar										
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart										
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can	40	5,574.40	10	1,393.60	10	1,393.60	10	1,393.60	10	1,393.60
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	40	3,234.00	10	808.50	10	808.50	10	808.50	10	808.50
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set										
48	MARKER , permanent (4color)	7.47	piece										
49	MONOBLOC CHAIR	347.92	piece										
50	MOP BUCKET, heavy duty	2,288.00	unit	2	4,576.00	1	2,288.00			1	2,288.00		
51	MOUSE, OPTICAL	149.76	piece										
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box										
55	PAPER MULTICOPY 80gsm legal	189.18	ream	20	3,783.60	5	945.90	5	945.90	5	945.90	5	945.90
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	12	1,987.80	3	496.95	3	496.95	3	496.95	3	496.95
57	PENCIL lead w/eraser	20.79	box										
58	PUNCHER, paper heavy duty	150.80	piece										
59	RAGS, ALL cotton	53.14	bundle	48	2,550.72	12	637.68	12	637.68	12	637.68	12	637.68

60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3	312.00
61	RUBBER BAND #18	135.00	box										
62	RULER PLASTIC	16.64	piece										
63	SCISSOR	33.37	pair										
64	SCOURING PAD	57.39	pack	24	1,377.36	6	344.34	6	344.34	6	344.34	6	344.34
65	SIGN PEN, black, red, blue	22.20	piece	60	1,332.00	15	333.00	15	333.00	15	333.00	15	333.00
66	STAMP PAD INK	28.91	bottle										
67	STAPLER REMOVER	27.87	piece										
68	STAPLER WIRE	23.76	box										
69	STAPLER standard type	145.60	piece										
70	TAPE, DISPENSER	72.80	unit										
71	TAPE, electrical	19.45	roll										
72	TAPE, MASKING 48mm	121.16	roll	80	9,692.80	20	2,423.20	20	2,423.20	20	2,423.20	20	2,423.20
73	TAPE,PACKAGING 48mm	22.36	roll										
74	TAPE, TRANSPARENT 48mm	22.57	roll	40	902.80	10	225.70	10	225.70	10	225.70	10	225.70
75	TOILET TISSUE 2 ply	86.32	pack	32	2,762.24	8	690.56	8	690.56	8	690.56	8	690.56
76	TONER CART, BROTHER 3350 black	5,575.44	cart										
77	TONER CART, HP CE255A	6,942.00	cart										
78	TRASH BAG	144.04	pack	48	6,913.92	12	1,728.48	12	1,728.48	12	1,728.48	12	1,728.48
79	TWINE, plastic	66.62	roll										
80	WASTE BASKET, plastic	31.91	piece										
81	WRAPPING PAPER, kraft	161.20	pack										
	*****												
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE(Please indicate price items)												
	COMMON OFFICE SUPPLIES. EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES												
1	Ink Epson	1,395.00	sets	12	16,740.00	3	4,185.00	3	4,185.00	3	4,185.00	3	4,185.00
2	Ballpen pilot '24	595.00	box	8	4,760.00	2	1,190.00	2	1,190.00	2	1,190.00	2	1,190.00
3	Ballpen panda	350.00	box	4	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
4	Gauze pad 4x4	250.00	packs	60	15,000.00	15	3,750.00	15	3,750.00	15	3,750.00	15	3,750.00
5	Gloves	225.00	box	60	13,500.00	15	3,375.00	15	3,375.00	15	3,375.00	15	3,375.00
6	Bandage elastic "4	26.00	pcs	48	1,248.00	12	312.00	12	312.00	12	312.00	12	312.00
7	Nassal Canula-adults	75.00	packs	48	3,600.00	12	900.00	12	900.00	12	900.00	12	900.00
8	Wipe antibacterial	75.00	boxes	20	1,500.00	5	375.00	5	375.00	5	375.00	5	375.00
9	Liquid hand soap antibacterial (protex)	2,160.00	boxes	16	34,560.00	4	8,640.00	4	8,640.00	4	8,640.00	4	8,640.00
10	Detergent powder	350.00	bag	24	8,400.00	6	2,100.00	6	2,100.00	6	2,100.00	6	2,100.00
11	Clorox antibacterials	375.00	gal.	20	7,500.00	5	1,875.00	5	1,875.00	5	1,875.00	5	1,875.00
	*****												
<b>TOTAL</b>					<b>200,031.41</b>								

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

Prepared by:

  
**FREDDIE D. VILLACORTA**  
MDRRMO





**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**MUN. ENVIRONMENTAL AND NATURAL RESOURCES**  
Calasiao, Pangasinan

Plan Control No. _____	Planned Amount:	Page 1 of 3 pages
Department Office: _____	Regular	Date Submitted
	Contingency	
	Total	

Item No.	Description	unit cost	Quantity	Total Cost	DISTRIBUTION								
					1st quarter		2nd Quarter		3rd Quarter		4th		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	ACETATE (gauge #3)	969.88	roll										
2	AIR FRESHENER	81.64	can										
3	ALCOHOL, Ethyl, 500ml	47.85	bottle										
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	28	9,255.40	7	2,313.85	7	2,313.85	7	2,313.85	7	
5	BATTERY, "AAA"	18.34	pack	4	73.36	1	18.34	1	18.34	1	18.34	1	
6	BATTERY, "AA"	20.49	pack										
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	8	1,089.92	2	272.48	2	272.48	2	272.48	2	
10	BROOM, stick	22.78	piece	32	728.96	8	182.24	8	182.24	8	182.24	8	
11	CALCULATOR, compact	266.24	unit	4	1,064.96	1	266.24	1	266.24	1	266.24	1	
12	CARBON FILM, legal	238.54	box	1	238.54	1	238.54						
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle	20	832.00	5	208.00	5	208.00	5	208.00	5	
15	CLEANSER, scouring powder	23.92	can										
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece	16	184.48	4	46.12	4	46.12	4	46.12	4	
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece										
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece	48	398.40	12	99.60	12	99.60	12	99.60	12	
23	DETERGENT POWDER, 1kg.	54.08	pouch										
24	DISENFECTANT SPRAY	139.89	can										
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece										
27	ELECTRIC FAN, stand type	856.86	unit										
28	ENVELOPE, documentary legal	980.72	box	2	1,961.44	1	980.72			1	980.72		
29	ENVELOPE, expanding legal	738.40	box	2	1,476.80			1	738.40				1
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box										
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit										
33	FASTENER, metal	94.64	box	8	757.12	2	189.28	2	189.28	2	189.28	2	
34	FILE ORGANIZER, expanding plastic	85.20	piece										
35	FLASH DRIVE 16GB	166.40	piece	1	166.40			1	166.40				
36	FOLDER WITH TAB, legal	33.26	pack										
37	FOLDER PRESSBOARD	952.64	box	4	3,810.56	1	952.64	1	952.64	1	952.64	1	
38	FURNITURE CLEANER	120.12	can										
39	GLUE, ALL purpose	70.72	jar										
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart	12	19,219.20	3	4,804.80	3	4,804.80	3	4,804.80	3	
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can	24	3,344.64	6	836.16	6	836.16	6	836.16	6	
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle										
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set										
48	MARKER , permanent (4color)	7.47	piece	20	149.40	5	37.35	5	37.35	5	37.35	5	
49	MONOBLOC CHAIR	347.92	piece										
50	MOP BUCKET, heavy duty	2,288.00	unit	1	2,288.00	1	2,288.00						
51	MOUSE, OPTICAL	149.76	piece										
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box	12	165.36	3	41.34	3	41.34	3	41.34	3	
55	PAPER MULTICOPY 80gsm legal	189.18	ream	24	4,540.32	6	1,135.08	6	1,135.08	6	1,135.08	6	
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	20	3,313.00	5	828.25	5	828.25	5	828.25	5	
57	PENCIL lead w/eraser	20.79	box	20	415.80	5	103.95	5	103.95	5	103.95	5	
58	PUNCHER, paper heavy duty	150.80	piece	4	603.20	1	150.80	1	150.80	1	150.80	1	
59	RAGS, ALL cotton	53.14	bundle	12	637.68	3	159.42	3	159.42	3	159.42	3	

60	RECORD BOOK 500 pages	104.00	book	6	624.00	3	312.00			3	312.00	
61	RUBBER BAND #18	135.00	box	8	1,080.00	2	270.00	2	270.00	2	270.00	2
62	RULER PLASTIC	16.64	piece	12	199.68	3	49.92	3	49.92	3	49.92	3
63	SCISSOR	33.37	pair	8	266.96	4	133.48		0.00	4	133.48	
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	32	710.40	8	177.60	8	177.60	8	177.60	8
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	20	475.20	5	118.80	5	118.80	5	118.80	5
69	STAPLER standard type	145.60	piece	4	582.40	1	145.60	1	145.60	1	145.60	1
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll	16	311.20	4	77.80	4	77.80	4	77.80	4
72	TAPE, MASKING 48mm	121.16	roll	8	969.28	2	242.32	2	242.32	2	242.32	2
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll	22	496.54	6	135.42	5	112.85	6	135.42	5
75	TOILET TISSUE 2 ply	86.32	pack	20	1,726.40	5	431.60	5	431.60	5	431.60	5
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	22	3,168.88	6	864.24	5	720.20	6	864.24	5
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epon	1,395.00	sets	4	5,580.00	1	1,395.00	1	1,395.00	1	1,395.00	1
2	Rain coats	450.00	sets	20	9,000.00			20	9,000.00			
3	Rain boots	450.00	pairs	20	9,000.00			20	9,000.00			
4	Face mask	100.00	box	40	4,000.00	10	1,000.00	10	1,000.00	10	1,000.00	10
5	Rake	350.00	pieces	10	3,500.00	5	1,750.00			5	1,750.00	
6	Gloves	180.00	box	80	14,400.00	20	3,600.00	20	3,600.00	20	3,600.00	20
7	Mineral water	25.00	gal	40	1,000.00	10	250.00	10	250.00	10	250.00	10
8	Shovel	400.00	pieces	12	4,800.00	6	2,400.00			6	2,400.00	
9	Saw Dust	195.00	sacks	120	23,400.00	30	5,850.00	30	5,850.00	30	5,850.00	30
10	Empty sacks	10.00	pieces	800	8,000.00	200	2,000.00	200	2,000.00	200	2,000.00	200
	*****											
<b>TOTAL</b>					<b>150,005.88</b>							

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

Prepared by:

  
**MARK PAOLO H. CASPILLAN**  
*(Head of Department/Office)*

Quarter
Amount
2,313.85
18.34
272.48
182.24
266.24
208.00
46.12
99.60
738.40
189.28
952.64
4,804.80
836.16
37.35
41.34
1,135.08
828.25
103.95
150.80
159.42

270.00
49.92
0.00
177.60
118.80
145.60
77.80
242.32
112.85
431.60
720.20
ce items)
1,395.00
1,000.00
3,600.00
250.00
5,850.00
2,000.00

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**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**MUNICIPAL HEALTH OFFICE**  
Calasiao, Pangasinan

Plan Control No. \_\_\_\_\_ Planned Amount: \_\_\_\_\_ Page 1 of 3 pages  
Department Office: \_\_\_\_\_ Regular Contingency Total Date Submitted

Item No.	Description	unit cost	Quantity		Total Cost	DISTRIBUTION							
						1st quarter		2nd Quarter		3rd Quarter		4th	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	ACETATE (gauge #3)	969.88	roll	4	3,879.52	1	969.88	1	969.88	1	969.88	1	
2	AIR FRESHENER	81.64	can										
3	ALCOHOL, Ethyl, 500ml	47.85	bottle										
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	20	6,611.00	5	1,652.75	5	1,652.75	5	1,652.75	5	
5	BATTERY, "AAA"	18.34	pack										
6	BATTERY, "AA"	20.49	pack										
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	60	8,174.40	15	2,043.60	15	2,043.60	15	2,043.60	15	
10	BROOM, stick	22.78	piece	20	455.60	5	113.90	5	113.90	5	113.90	5	
11	CALCULATOR, compact	266.24	unit										
12	CARBON FILM, legal	238.54	box										
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle	60	2,496.00	15	624.00	15	624.00	15	624.00	15	
15	CLEANSER, scouring powder	23.92	can										
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece	400	4,612.00	100	1,153.00	100	1,153.00	100	1,153.00	100	
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece										
21	DATA FOLDER	68.64	piece	80	5,491.20	20	1,372.80	20	1,372.80	20	1,372.80	20	
22	DETERGENT BAR	8.30	piece										
23	DETERGENT POWDER, 1kg.	54.08	pouch	120	6,489.60	30	1,622.40	30	1,622.40	30	1,622.40	30	
24	DISENFECTANT SPRAY	139.89	can										
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece	12	331.68	3	82.92	3	82.92	3	82.92	3	
27	ELECTRIC FAN, stand type	856.86	unit										
28	ENVELOPE, documentary legal	980.72	box										
29	ENVELOPE, expanding legal	738.40	box										
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box										
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit										
33	FASTENER, metal	94.64	box										
34	FILE ORGANIZER, expanding plastic	85.20	piece										
35	FLASH DRIVE 16GB	166.40	piece										
36	FOLDER WITH TAB, legal	33.26	pack										
37	FOLDER PRESSBOARD	952.64	box										
38	FURNITURE CLEANER	120.12	can										
39	GLUE, ALL purpose	70.72	jar										
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart										
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can										
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	20	1,617.00	5	404.25	5	404.25	5	404.25	5	
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set										
48	MARKER , permanent (4color)	7.47	piece										
49	MONOBLOC CHAIR	347.92	piece										
50	MOP BUCKET, heavy duty	2,288.00	unit										
51	MOUSE, OPTICAL	149.76	piece										
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box										
55	PAPER MULTICOPY 80gsm legal	189.18	ream										
56	PAPER MULTICOPY, 80gsm A4	165.65	ream										
57	PENCIL lead w/eraser	20.79	box										
58	PUNCHER, paper heavy duty	150.80	piece										
59	RAGS, ALL cotton	53.14	bundle	56	2,975.84	15	797.10	15	797.10	15	797.10	11	

60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	300	6,660.00	150	3,330.00			150	3,330.00	
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	200	4,752.00	50	1,188.00	50	1,188.00	50	1,188.00	50
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll	400	48,464.00	100	12,116.00	100	12,116.00	100	12,116.00	100
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack									
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	40	5,761.60	10	1,440.40	10	1,440.40	10	1,440.40	10
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	32	44,640.00	8	11,160.00	8	11,160.00	8	11,160.00	8
2	Ink HP black	450.00	cart	22	9,900.00	6	2,700.00	5	2,250.00	6	2,700.00	5
3	Ink HP tri-color	450.00	cart	22	9,900.00	6	2,700.00	5	2,250.00	6	2,700.00	5
4	Ink Kyocera	6,700.00	toner	4	26,800.00	1	6,700.00	1	6,700.00	1	6,700.00	1
	*****											
<b>TOTAL</b>					<b>200,011.44</b>							

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

Prepared by:

  
**DRA. GEMMA I. RODRIGO**  
 (Head of Department/Office)



1,188.00
12,116.00
1,440.40
ce items)
11,160.00
2,250.00
2,250.00
6,700.00

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60	RECORD BOOK 500 pages	104.00	book	11	1,144.00	3	312.00	3	312.00	3	312.00	2
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	96	2,131.20	24	532.80	24	532.80	24	532.80	24
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack	40	3,452.80	10	863.20	10	863.20	10	863.20	10
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	20	2,880.80	5	720.20	5	720.20	5	720.20	5
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	32	44,640.00	8	11,160.00	8	11,160.00	8	11,160.00	8
2	Ink Brother	2,850.00	toner	12	34,200.00	3	8,550.00	3	8,550.00	3	8,550.00	3
3	Book paper long	295.00	ream	80	23,600.00	20	5,900.00	20	5,900.00	20	5,900.00	20
4	Book paper short	275.00	ream	20	5,500.00	5	1,375.00	5	1,375.00	5	1,375.00	5
5	Ballpen pilot	595.00	box	8	4,760.00	2	1,190.00	2	1,190.00	2	1,190.00	2
	*****											
<b>TOTAL</b>					<b>203,011.04</b>							

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

Prepared by:

  
**ENGR. EVELYN C. SIAPNO**  
 (Head of Department/Office)

Quarter
Amount
2,871.00
798.72
115.30
772.00
1,119.12
980.72
1,476.80
2,792.40
952.64
360.36
557.44
794.96
3,783.60
1,656.50

208.00
532.80
863.20
720.20
(e items)
11,160.00
8,550.00
5,900.00
1,375.00
1,190.00

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60	RECORD BOOK 500 pages	104.00	book	20	2,080.00	5	520.00	5	520.00	5	520.00	5
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair	26	867.62	8	266.96	6	200.22	6	200.22	6
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	83	1,842.60	23	510.60	20	444.00	20	444.00	20
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	12	285.12	3	71.28	3	71.28	3	71.28	3
69	STAPLER standard type	145.60	piece	4	582.40	1	145.60	1	145.60	1	145.60	1
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll	24	541.68	6	135.42	6	135.42	6	135.42	6
75	TOILET TISSUE 2 ply	86.32	pack	32	2,762.24	8	690.56	8	690.56	8	690.56	8
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	40	5,761.60	10	1,440.40	10	1,440.40	10	1,440.40	10
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epon	1,395.00	sets	40	55,800.00	10	13,950.00	10	13,950.00	10	13,950.00	10
2	Book paper long	295.00	reams	60	17,700.00	15	4,425.00	15	4,425.00	15	4,425.00	15
3	Book paper short	275.00	reams	40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10
4	Ink HP	495.00	cart	24	11,880.00	6	2,970.00	6	2,970.00	6	2,970.00	6
5	Ballpen	295.00	box	24	7,080.00	6	1,770.00	6	1,770.00	6	1,770.00	6
6	Ballpen pilot	595.00	box	12	7,140.00	3	1,785.00	3	1,785.00	3	1,785.00	3
7	Business envelope	950.00	reams	4	3,800.00	1	950.00	1	950.00	1	950.00	1
8	Deskpad w/logo long	950.00	reams	4	3,800.00	1	950.00	1	950.00	1	950.00	1
	*****											
<b>TOTAL</b>					<b>200,000.26</b>							

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

Prepared by:

  
**EDITHA B. GOROSPE**  
 (Head of Department/Office)

Quarter
Amount
244.92
3,305.50
204.90
408.72
113.90
532.48
416.00
239.20
115.30
772.00
1,398.90
980.72
738.40
170.40
360.36
212.16
696.80
74.70
1,891.80
828.25

520.00
200.22
444.00
71.28
145.60
135.42
690.56
1,440.40
ce items)
13,950.00
4,425.00
2,750.00
2,970.00
1,770.00
1,785.00
950.00
950.00

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60	RECORD BOOK 500 pages	104.00	book	4	416.00	1	104.00	1	104.00	1	104.00	1
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	20	444.00	5	111.00	5	111.00	5	111.00	5
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	4	95.04	1	23.76	1	23.76	1	23.76	1
69	STAPLER standard type	145.60	piece	4	582.40	1	145.60	1	145.60	1	145.60	1
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE,PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll	12	270.84	3	67.71	3	67.71	3	67.71	3
75	TOILET TISSUE 2 ply	86.32	pack	12	1,035.84	3	258.96	3	258.96	3	258.96	3
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack									
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	OFT forms	1,000.00	ream	6	6,000.00	3	3,000.00		0.00	3	3,000.00	
2	BNS forms	1,000.00		6	6,000.00	3	3,000.00		0.00	3	3,000.00	
3	MNHP forms	1,000.00		6	6,000.00			3	3,000.00			3
4	PPAN forms	1,000.00		6	6,000.00			3	3,000.00			3
5	Ballpen	295.00		8	2,360.00	2	590.00	2	590.00	2	590.00	2
6	Ink Epson	1,395.00		4	5,580.00	1	1,395.00	1	1,395.00	1	1,395.00	1
	*****											
<b>TOTAL</b>					<b>40,008.22</b>							

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

Prepared by:

  
**EDITHA B. GOROSPE**  
 (Head of Department/Office)



104.00
111.00
23.76
145.60
67.71
258.96
ce items)
0.00
0.00
3,000.00
3,000.00
590.00
1,395.00

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**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**PUBLIC EMPLOYMENT SERVICE OFFICE**  
Calasiao, Pangasinan

Plan Control No. _____	Planned Amount:	Page 1 of 3 pages
Department Office: _____	Regular	Date Submitted
	Contingency	
	Total	

Item No.	Description	unit cost	Quantity	Total Cost	DISTRIBUTION								
					1st quarter		2nd Quarter		3rd Quarter		4th		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
1	ACETATE (gauge #3)	969.88	roll										
2	AIR FRESHENER	81.64	can	24	1,959.36	6	489.84	6	489.84	6	489.84	6	489.84
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	40	1,914.00	10	478.50	10	478.50	10	478.50	10	478.50
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	24	7,933.20	6	1,983.30	6	1,983.30	6	1,983.30	6	1,983.30
5	BATTERY, "AAA"	18.34	pack	16	293.44	4	73.36	4	73.36	4	73.36	4	73.36
6	BATTERY, "AA"	20.49	pack	8	163.92	2	40.98	2	40.98	2	40.98	2	40.98
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube	4	59.28	1	14.82	1	14.82	1	14.82	1	14.82
9	BROOM, soft	136.24	piece	4	544.96	1	136.24	1	136.24	1	136.24	1	136.24
10	BROOM, stick	22.78	piece										
11	CALCULATOR, compact	266.24	unit	4	1,064.96	2	532.48			2	532.48		
12	CARBON FILM, legal	238.54	box	2	477.08		0.00	1	238.54		0.00		1
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle										
15	CLEANSER, scouring powder	23.92	can										
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box	12	672.48	3	168.12	3	168.12	3	168.12	3	168.12
18	CORRECTION TAPE	11.53	piece	24	276.72	6	69.18	6	69.18	6	69.18	6	69.18
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece	20	1,544.00	5	386.00	5	386.00	5	386.00	5	386.00
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece										
23	DETERGENT POWDER, 1kg.	54.08	pouch	24	1,297.92	6	324.48	6	324.48	6	324.48	6	324.48
24	DISENFECTANT SPRAY	139.89	can	24	3,357.36	6	839.34	6	839.34	6	839.34	6	839.34
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece										
27	ELECTRIC FAN, stand type	856.86	unit	2	1,713.72			2	1,713.72				
28	ENVELOPE, documentary legal	980.72	box	4	3,922.88	1	980.72	1	980.72	1	980.72	1	980.72
29	ENVELOPE, expanding legal	738.40	box	4	2,953.60	1	738.40	1	738.40	1	738.40	1	738.40
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box										
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit										
33	FASTENER, metal	94.64	box										
34	FILE ORGANIZER, expanding plastic	85.20	piece	8	681.60	2	170.40	2	170.40	2	170.40	2	170.40
35	FLASH DRIVE 16GB	166.40	piece										
36	FOLDER WITH TAB, legal	33.26	pack										
37	FOLDER PRESSBOARD	952.64	box	4	3,810.56	1	952.64	1	952.64	1	952.64	1	952.64
38	FURNITURE CLEANER	120.12	can	12	1,441.44	3	360.36	3	360.36	3	360.36	3	360.36
39	GLUE, ALL purpose	70.72	jar										
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart	12	19,219.20	3	4,804.80	3	4,804.80	3	4,804.80	3	4,804.80
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can	12	1,672.32	3	418.08	3	418.08	3	418.08	3	418.08
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	24	1,940.40	6	485.10	6	485.10	6	485.10	6	485.10
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set	12	439.92	3	109.98	3	109.98	3	109.98	3	109.98
48	MARKER , permanent (4color)	7.47	piece										
49	MONOBLOC CHAIR	347.92	piece	50	17,396.00			25	8,698.00				25
50	MOP BUCKET, heavy duty	2,288.00	unit	1	2,288.00	1	2,288.00						
51	MOUSE, OPTICAL	149.76	piece	2	299.52	2	299.52						
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box	20	275.60	5	68.90	5	68.90	5	68.90	5	68.90
55	PAPER MULTICOPY 80gsm legal	189.18	ream	120	22,701.60	30	5,675.40	30	5,675.40	30	5,675.40	30	5,675.40
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	96	15,902.40	24	3,975.60	24	3,975.60	24	3,975.60	24	3,975.60
57	PENCIL lead w/eraser	20.79	box										
58	PUNCHER, paper heavy duty	150.80	piece										
59	RAGS, ALL cotton	53.14	bundle	12	637.68	3	159.42	3	159.42	3	159.42	3	159.42

60	RECORD BOOK 500 pages	104.00	book	4	416.00	2	208.00			2	208.00	
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece	2	33.28	2	33.28					
63	SCISSOR	33.37	pair	6	200.22			3	100.11			3
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	96	2,131.20	24	532.80	24	532.80	24	532.80	24
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	48	1,140.48	12	285.12	12	285.12	12	285.12	12
69	STAPLER standard type	145.60	piece	8	1,164.80	2	291.20	2	291.20	2	291.20	2
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll	9	203.13	3	67.71	2	45.14	2	45.14	2
75	TOILET TISSUE 2 ply	86.32	pack	24	2,071.68	6	517.92	6	517.92	6	517.92	6
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	48	6,913.92	12	1,728.48	12	1,728.48	12	1,728.48	12
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece	6	191.46			3	95.73			3
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink brother black	795.00	cart	24	19,080.00	6	4,770.00	6	4,770.00	6	4,770.00	6
2	Ink Epson	1,395.00	sets	24	33,480.00	6	8,370.00	6	8,370.00	6	8,370.00	6
3	Book paper long	295.00	reams	40	11,800.00	10	2,950.00	10	2,950.00	10	2,950.00	10
4	Envelope documentary A4	775.00	box	3	2,325.00	1	775.00	1	775.00	1	775.00	
	*****											
<b>TOTAL</b>					<b>200,006.29</b>							

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

Prepared by:

  
**ROGELIO P. MONTOYA II**  
 (Head of Department/Office)

Quarter
Amount
489.84
478.50
1,983.30
73.36
40.98
14.82
136.24
238.54
168.12
69.18
386.00
324.48
839.34
980.72
738.40
170.40
952.64
360.36
4,804.80
418.08
485.10
109.98
8,698.00
68.90
5,675.40
3,975.60
159.42

100.11
532.80
285.12
291.20
45.14
517.92
1,728.48
95.73
ce items)
4,770.00
8,370.00
2,950.00

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60	RECORD BOOK 500 pages	104.00	book	20	2,080.00	5	520.00	5	520.00	5	520.00	5	520.00
61	RUBBER BAND #18	135.00	box										
62	RULER PLASTIC	16.64	piece										
63	SCISSOR	33.37	pair										
64	SCOURING PAD	57.39	pack	24	1,377.36	6	344.34	6	344.34	6	344.34	6	344.34
65	SIGN PEN, black, red, blue	22.20	piece	80	1,776.00	20	444.00	20	444.00	20	444.00	20	444.00
66	STAMP PAD INK	28.91	bottle										
67	STAPLER REMOVER	27.87	piece										
68	STAPLER WIRE	23.76	box										
69	STAPLER standard type	145.60	piece										
70	TAPE, DISPENSER	72.80	unit										
71	TAPE, electrical	19.45	roll										
72	TAPE, MASKING 48mm	121.16	roll	20	2,423.20	5	605.80	5	605.80	5	605.80	5	605.80
73	TAPE, PACKAGING 48mm	22.36	roll										
74	TAPE, TRANSPARENT 48mm	22.57	roll										
75	TOILET TISSUE 2 ply	86.32	pack	20	1,726.40	5	431.60	5	431.60	5	431.60	5	431.60
76	TONER CART, BROTHER 3350 black	5,575.44	cart										
77	TONER CART, HP CE255A	6,942.00	cart										
78	TRASH BAG	144.04	pack	20	2,880.80	5	720.20	5	720.20	5	720.20	5	720.20
79	TWINE, plastic	66.62	roll										
80	WASTE BASKET, plastic	31.91	piece										
81	WRAPPING PAPER, kraft	161.20	pack										
	*****												
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price items)												
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES												
1	Ink Epon	1,395.00	sets	4	5,580.00	1	1,395.00	1	1,395.00	1	1,395.00	1	1,395.00
2	Caps	250.00	pieces	80	20,000.00	40	10,000.00			40	10,000.00		
3	Rainboots	495.00	pieces	40	19,800.00			40	19,800.00				
4	Raincoats w/pants	495.00	sets	40	19,800.00					40	19,800.00		
5	Ballpen pilot	695.00	box	4	2,780.00	1	695.00	1	695.00	1	695.00	1	695.00
6	Ballpen	295.00	box	8	2,360.00	2	590.00	2	590.00	2	590.00	2	590.00
7	Rope (thick)	60.00	mts.	20	1,200.00	20	1,200.00						
8	Belt	200.00	pieces	40	8,000.00	40	8,000.00						
9	Styro Board	750.00	pieces	1	750.00			1	750.00				
	*****												
<b>TOTAL</b>					<b>125,005.44</b>								

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

Prepared by:

  
**PATRICIA CARAMAT**  
 Head of Department/Office










60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	96	2,131.20	24	532.80	24	532.80	24	532.80	24
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	12	285.12	3	71.28	3	71.28	3	71.28	3
69	STAPLER standard type	145.60	piece	8	1,164.80	2	291.20	2	291.20	2	291.20	2
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack	32	2,762.24	8	690.56	8	690.56	8	690.56	8
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	20	2,880.80	5	720.20	5	720.20	5	720.20	5
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	40	55,800.00	10	13,950.00	10	13,950.00	10	13,950.00	10
2	Ink HP black and colored	495.00	cart	24	11,880.00	6	2,970.00	6	2,970.00	6	2,970.00	6
3	Book paper long	295.00	ream	40	11,800.00	10	2,950.00	10	2,950.00	10	2,950.00	10
4	Book paper short	275.00	ream	20	5,500.00	5	1,375.00	5	1,375.00	5	1,375.00	5
5	Data file w/finger ring	275.00	pieces	12	3,300.00	3	825.00	3	825.00	3	825.00	3
6	Folder tagboard legal	350.00	ream	20	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5
7	Glass cleaner	266.00	bottle	16	4,256.00	4	1,064.00	4	1,064.00	4	1,064.00	4
	*****											
<b>TOTAL</b>					<b>180,010.00</b>							

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

Prepared by:

  
**BRYAN B. CALAUNAN**  
*Secretary to the Sangguniang Bayan*

Quarter
Amount
1,722.60
408.72
238.54
249.60
115.30
617.60
1,119.12
980.72
738.40
2,792.40
283.92
952.64
696.80
3,783.60
1,656.50

312.00
532.80
71.28
291.20
690.56
720.20
ce items)
13,950.00
2,970.00
2,950.00
1,375.00
825.00
1,750.00
1,064.00

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**ANNUAL PROCUREMENT PLAN 2023**  
**FOR COMMON - USE SUPPLIES AND EQUIPMENT**

Province, City or Municipality

**SENIOR CITIZENS AFFAIRS OFFICE**  
 Calasiao, Pangasinan

Plan Control No. _____				Planned Amount:						Page 1 of 3 pages		
Department Office: _____				Regular	Contingency		Total		Date Submitted			
Item No.	Description	unit cost	Quantity	Total Cost	DISTRIBUTION							
					1st quarter		2nd Quarter		3rd Quarter		4th	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	
1	ACETATE (gauge #3)	969.88	roll	0	0.00							
2	AIR FRESHENER	81.64	can	12	979.68	3	244.92	3	244.92	3	244.92	3
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	60	2,871.00	15	717.75	15	717.75	15	717.75	15
4	ALCOHOL, Ethyle 1gallon	330.55	gallon									
5	BATTERY, "AAA"	18.34	pack									
6	BATTERY, "AA"	20.49	pack									
7	BATTERY "D"	96.20	pack									
8	BLADE/utility knife	14.82	tube									
9	BROOM, soft	136.24	piece	8	1,089.92	2	272.48	2	272.48	2	272.48	2
10	BROOM, stick	22.78	piece	12	273.36	3	68.34	3	68.34	3	68.34	3
11	CALCULATOR, compact	266.24	unit									
12	CARBON FILM, legal	238.54	box									
13	CARTOLINA, assorted colors	83.72	pack									
14	CLEANER, toilet and urinal	41.60	bottle	20	832.00	5	208.00	5	208.00	5	208.00	5
15	CLEANSER, scouring powder	23.92	can	20	478.40	5	119.60	5	119.60	5	119.60	5
16	CLEARBOOK, legal	36.36	piece									
17	CLIP, backfold, 32mm	56.04	box									
18	CORRECTION TAPE	11.53	piece	24	276.72	6	69.18	6	69.18	6	69.18	6
19	CUTTER/UTILITY KNIFE	33.43	piece									
20	DATA FILE BOX	77.20	piece									
21	DATA FOLDER	68.64	piece									
22	DETERGENT BAR	8.30	piece									
23	DETERGENT POWDER, 1kg.	54.08	pouch									
24	DISENFECTANT SPRAY	139.89	can	20	2,797.80	5	699.45	5	699.45	5	699.45	5
25	DRUM CART, BROTHER black	6,947.20	cart									
26	DUST PAN, plastic	27.64	piece									
27	ELECTRIC FAN, stand type	856.86	unit									
28	ENVELOPE, documentary legal	980.72	box	4	3,922.88	1	980.72	1	980.72	1	980.72	1
29	ENVELOPE, expanding legal	738.40	box									
30	ENVELOPE, expanding plastic	30.49	piece									
31	ENVELOPE, mailing white w/window	488.80	box									
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit									
33	FASTENER, metal	94.64	box									
34	FILE ORGANIZER, expanding plastic	85.20	piece									
35	FLASH DRIVE 16GB	166.40	piece									
36	FOLDER WITH TAB, legal	33.26	pack									
37	FOLDER PRESSBOARD	952.64	box									
38	FURNITURE CLEANER	120.12	can	12	1,441.44	3	360.36	3	360.36	3	360.36	3
39	GLUE, ALL purpose	70.72	jar									
40	INDEX TAB	63.11	box									
41	INK CART, BROTHER black (3colored)	1,601.60	cart									
42	INK CART, EPSON black (3colored)	249.60	cart									
43	INK CARTIDGE, HP black (3colored)	852.80	cart									
44	INSECTICIDE, aerosol type	139.36	can	16	2,229.76	4	557.44	4	557.44	4	557.44	4
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle									
46	LOOSELEAF COVER, legal	794.96	bundle									
47	MARKER FLOURSCENT	36.66	set									
48	MARKER , permanent (4color)	7.47	piece									
49	MONOBLOC CHAIR	347.92	piece									
50	MOP BUCKET, heavy duty	2,288.00	unit	2	4,576.00	1	2,288.00			1	2,288.00	
51	MOUSE, OPTICAL	149.76	piece									
52	NOTEPAD 3X3	52.00	pad									
53	PAD PAPER, RULED	21.53	pad									
54	PAPER CLIP, 50mm	13.78	box									
55	PAPER MULTICOPY 80gsm legal	189.18	ream	20	3,783.60	5	945.90	5	945.90	5	945.90	5
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	12	1,987.80	3	496.95	3	496.95	3	496.95	3
57	PENCIL lead w/eraser	20.79	box									
58	PUNCHER, paper heavy duty	150.80	piece									
59	RAGS, ALL cotton	53.14	bundle	18	956.52	5	265.70	4	212.56	5	265.70	4

60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	48	1,065.60	12	266.40	12	266.40	12	266.40	12
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack	20	1,726.40	5	431.60	5	431.60	5	431.60	5
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	8	1,152.32	2	288.08	2	288.08	2	288.08	2
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	cart	4	5,580.00	1	1,395.00	1	1,395.00	1	1,395.00	1
2	Senior Citizen purchase booklte	65.00	book	800	52,000.00	200	13,000.00	200	13,000.00	200	13,000.00	200
3	Senior Citizen purchase slip	6.00	piece	800	4,800.00	200	1,200.00	200	1,200.00	200	1,200.00	200
4	Senior Citizen ID Form	5.00	piece	800	4,000.00	200	1,000.00	200	1,000.00	200	1,000.00	200
5	Ballpen	295.00	box	4	1,180.00	1	295.00	1	295.00	1	295.00	1
	*****											
<b>TOTAL</b>					<b>100,001.20</b>							

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

Prepared by:

**MADELAIN T. VALLO**  
(Head of Department/Office)

Quarter
Amount
0.00
244.92
717.75
272.48
68.34
208.00
119.60
69.18
699.45
980.72
360.36
557.44
945.90
496.95
212.56

266.40
431.60
288.08
e items)
1,395.00
13,000.00
1,200.00
1,000.00
295.00

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60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	96	2,131.20	24	532.80	24	532.80	24	532.80	24
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	22	522.72	7	166.32	5	118.80	5	118.80	5
69	STAPLER standard type	145.60	piece	12	1,747.20	3	436.80	3	436.80	3	436.80	3
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack	40	3,452.80	10	863.20	10	863.20	10	863.20	10
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	20	2,880.80	5	720.20	5	720.20	5	720.20	5
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	40	55,800.00	10	13,950.00	10	13,950.00	10	13,950.00	10
2	Book paper long	295.00	ream	80	23,600.00	20	5,900.00	20	5,900.00	20	5,900.00	20
3	Book paper short	275.00	ream	40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10
4	Ballpen pilot	595.00	box	8	4,760.00	2	1,190.00	2	1,190.00	2	1,190.00	2
5	Cash box	1,000.00	box	4	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1
6	Abstract of Collection & Deposit	500.00	pad	20	10,000.00	5	2,500.00	5	2,500.00	5	2,500.00	5
7	Report of Collection & Deposit	500.00	pad	40	20,000.00	10	5,000.00	10	5,000.00	10	5,000.00	10
8	Real Property Tax Acct. Record ledger	9.75	pcs.	7000	68,250.00	2000	19,500.00	1,500	14,625.00	2000	19,500.00	1,500
9	Cedula Application form	450.00	pad	24	10,800.00	6	2,700.00	6	2,700.00	6	2,700.00	6
10	Notice of Delinquency	500.00	pad	24	12,000.00	6	3,000.00	6	3,000.00	6	3,000.00	6
11	Report of Disbursement	500.00	pad	20	10,000.00	5	2,500.00	5	2,500.00	5	2,500.00	5
12	Report of Check Disbursement	500.00	pad	20	10,000.00	5	2,500.00	5	2,500.00	5	2,500.00	5
13	Cash book registry	800.00	book	28	22,400.00	8	6,400.00	6	4,800.00	8	6,400.00	6
14	Abstract lines	500.00	pad	24	12,000.00	6	3,000.00	6	3,000.00	6	3,000.00	6
15	Tax clearance forms	500.00	pad	20	10,000.00	5	2,500.00	5	2,500.00	5	2,500.00	5
16	Report of Acctability for Acctable forms	500.00	pad	16	8,000.00	4	2,000.00	4	2,000.00	4	2,000.00	4
17	PPE Inventory Tag/Stickers	9.75	pcs.	800	7,800.00	200	1,950.00	200	1,950.00	200	1,950.00	200
18	Property plants & Eqpt. Ledger	9.75	pcs.	800	7,800.00	200	1,950.00	200	1,950.00	200	1,950.00	200
19	Raincoats w/pants	475.00	sets	20	9,500.00			20	9,500.00			
20	Rain boots	475.00	pcs.	20	9,500.00			20	9,500.00			
21	Accountable Forms				200,000.00							
	*****											
<b>TOTAL</b>					<b>600,002.70</b>							

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

Prepared by:

  
**CHERMEL L. POSERIO**  
 (Head of Department/Office)

Quarter
Amount
1,722.60
544.96
798.72
115.30
463.20
2,792.40
952.64
696.80
4,729.50
828.25

312.00
532.80
118.80
436.80
863.20
720.20
ce items)
13,950.00
5,900.00
2,750.00
1,190.00
1,000.00
2,500.00
5,000.00
14,625.00
2,700.00
3,000.00
2,500.00
2,500.00
4,800.00
3,000.00
2,500.00
2,000.00
1,950.00
1,950.00

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**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**VICE MAYOR'S OFFICE**  
Calasiao, Pangasinan

Plan Control No. _____				Planned Amount:						Page 1 of 3 pages			
Department Office: _____				Regular	Contingency		Total		Date Submitted				
Item No.	Description	unit cost	Quantity	Total Cost	DISTRIBUTION								
					1st quarter		2nd Quarter		3rd Quarter		4th		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.		
1	ACETATE (gauge #3)	969.88	roll										
2	AIR FRESHENER	81.64	can	24	1,959.36	6	489.84	6	489.84	6	489.84	6	489.84
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	300	14,355.00	75	3,588.75	75	3,588.75	75	3,588.75	75	3,588.75
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	24	7,933.20	6	1,983.30	6	1,983.30	6	1,983.30	6	1,983.30
5	BATTERY, "AAA"	18.34	pack										
6	BATTERY, "AA"	20.49	pack	40	819.60	10	204.90	10	204.90	10	204.90	10	204.90
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	12	1,634.88	3	408.72	3	408.72	3	408.72	3	408.72
10	BROOM, stick	22.78	piece										
11	CALCULATOR, compact	266.24	unit	12	3,194.88	3	798.72	3	798.72	3	798.72	3	798.72
12	CARBON FILM, legal	238.54	box										
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle	40	1,664.00	10	416.00	10	416.00	10	416.00	10	416.00
15	CLEANSER, scouring powder	23.92	can										
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece	60	691.80	15	172.95	15	172.95	15	172.95	15	172.95
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece	40	3,088.00	10	772.00	10	772.00	10	772.00	10	772.00
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece										
23	DETERGENT POWDER, 1kg.	54.08	pouch	40	2,163.20	10	540.80	10	540.80	10	540.80	10	540.80
24	DISENFECTANT SPRAY	139.89	can	48	6,714.72	12	1,678.68	12	1,678.68	12	1,678.68	12	1,678.68
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece										
27	ELECTRIC FAN, stand type	856.86	unit										
28	ENVELOPE, documentary legal	980.72	box	12	11,768.64	3	2,942.16	3	2,942.16	3	2,942.16	3	2,942.16
29	ENVELOPE, expanding legal	738.40	box	12	8,860.80	3	2,215.20	3	2,215.20	3	2,215.20	3	2,215.20
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box	12	5,865.60	3	1,466.40	3	1,466.40	3	1,466.40	3	1,466.40
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	4	11,169.60	1	2,792.40	1	2,792.40	1	2,792.40	1	2,792.40
33	FASTENER, metal	94.64	box										
34	FILE ORGANIZER, expanding plastic	85.20	piece	8	681.60	2	170.40	2	170.40	2	170.40	2	170.40
35	FLASH DRIVE 16GB	166.40	piece										
36	FOLDER WITH TAB, legal	33.26	pack	16	532.16	4	133.04	4	133.04	4	133.04	4	133.04
37	FOLDER PRESSBOARD	952.64	box	4	3,810.56	1	952.64	1	952.64	1	952.64	1	952.64
38	FURNITURE CLEANER	120.12	can	4	480.48	1	120.12	1	120.12	1	120.12	1	120.12
39	GLUE, ALL purpose	70.72	jar										
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart										
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can	24	3,344.64	6	836.16	6	836.16	6	836.16	6	836.16
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	40	3,234.00	10	808.50	10	808.50	10	808.50	10	808.50
46	LOOSELEAF COVER, legal	794.96	bundle	8	6,359.68	2	1,589.92	2	1,589.92	2	1,589.92	2	1,589.92
47	MARKER FLOURSCENT	36.66	set										
48	MARKER , permanent (4color)	7.47	piece	12	89.64	3	22.41	3	22.41	3	22.41	3	22.41
49	MONOBLOC CHAIR	347.92	piece										
50	MOP BUCKET, heavy duty	2,288.00	unit	12	27,456.00	3	6,864.00	3	6,864.00	3	6,864.00	3	6,864.00
51	MOUSE, OPTICAL	149.76	piece										
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box										
55	PAPER MUTICOPY 80gsm legal	189.18	ream	120	22,701.60	30	5,675.40	30	5,675.40	30	5,675.40	30	5,675.40
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	80	13,252.00	20	3,313.00	20	3,313.00	20	3,313.00	20	3,313.00
57	PENCIL lead w/eraser	20.79	box										
58	PUNCHER, paper heavy duty	150.80	piece	8	1,206.40	2	301.60	2	301.60	2	301.60	2	301.60
59	RAGS, ALL cotton	53.14	bundle	40	2,125.60	10	531.40	10	531.40	10	531.40	10	531.40

60	RECORD BOOK 500 pages	104.00	book	20	2,080.00	5	520.00	5	520.00	5	520.00	5
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair	20	667.40	5	166.85	5	166.85	5	166.85	5
64	SCOURING PAD	57.39	pack	40	2,295.60	10	573.90	10	573.90	10	573.90	10
65	SIGN PEN, black, red, blue	22.20	piece	200	4,440.00	50	1,110.00	50	1,110.00	50	1,110.00	50
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box	12	285.12	3	71.28	3	71.28	3	71.28	3
69	STAPLER standard type	145.60	piece	11	1,601.60	3	436.80	3	436.80	2	291.20	3
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll	40	902.80	10	225.70	10	225.70	10	225.70	10
75	TOILET TISSUE 2 ply	86.32	pack	40	3,452.80	10	863.20	10	863.20	10	863.20	10
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart	4	27,768.00	1	6,942.00	1	6,942.00	1	6,942.00	1
78	TRASH BAG	144.04	pack	275	39,611.00	70	10,082.80	70	10,082.80	70	10,082.80	65
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	48	66,960.00	12	16,740.00	12	16,740.00	12	16,740.00	12
2	Letterhead w/logo long	1,200.00	reams	24	28,800.00	6	7,200.00	6	7,200.00	6	7,200.00	6
3	Letterhead w/logo short	1,000.00	reams	20	20,000.00	5	5,000.00	5	5,000.00	5	5,000.00	5
4	Deskpad w/logo	950.00	reams	20	19,000.00	5	4,750.00	5	4,750.00	5	4,750.00	5
5	Business envelope w/logo	950.00	reams	20	19,000.00	5	4,750.00	5	4,750.00	5	4,750.00	5
6	Ink brother	3,500.00	toner	16	56,000.00	4	14,000.00	4	14,000.00	4	14,000.00	4
7	Book paper long	295.00	reams	80	23,600.00	20	5,900.00	20	5,900.00	20	5,900.00	20
8	Book paper short	275.00	reams	60	16,500.00	15	4,125.00	15	4,125.00	15	4,125.00	15
9	Ballpen pilot	595.00	box	20	11,900.00	5	2,975.00	5	2,975.00	5	2,975.00	5
10	Ballpen panda	295.00	box	20	5,900.00	5	1,475.00	5	1,475.00	5	1,475.00	5
11	Doormat rubberized	750.00	piece	12	9,000.00	3	2,250.00	3	2,250.00	3	2,250.00	3
12	Bathroom soap	150.00	box	60	9,000.00	15	2,250.00	15	2,250.00	15	2,250.00	15
13	Downy fabric conditioner	280.00	bottle	40	11,200.00	10	2,800.00	10	2,800.00	10	2,800.00	10
14	Zonrox strain remover	285.00	bottle	40	11,400.00	10	2,850.00	10	2,850.00	10	2,850.00	10
15	Trash bin	375.00	piece	20	7,500.00	5	1,875.00	5	1,875.00	5	1,875.00	5
16	Disinfectant deodorizer odor eliminator	1,900.00	boxes	12	22,800.00	3	5,700.00	3	5,700.00	3	5,700.00	3
17	Folder tagboard legal	350.00	packs	32	11,200.00	8	2,800.00	8	2,800.00	8	2,800.00	8
	*****											
<b>TOTAL</b>					<b>600,021.96</b>							

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

Prepared by:

  
**HON. KEVIN ROY Q. MACANLALAY**  
*(Head of Department/Office)*

Quarter
Amount
489.84
3,588.75
1,983.30
204.90
408.72
798.72
416.00
172.95
772.00
540.80
1,678.68
2,942.16
2,215.20
1,466.40
2,792.40
170.40
133.04
952.64
120.12
836.16
808.50
1,589.92
22.41
6,864.00
5,675.40
3,313.00
301.60
531.40

520.00
166.85
573.90
1,110.00
71.28
436.80
225.70
863.20
6,942.00
9,362.60
ce items)
16,740.00
7,200.00
5,000.00
4,750.00
4,750.00
14,000.00
5,900.00
4,125.00
2,975.00
1,475.00
2,250.00
2,250.00
2,800.00
2,850.00
1,875.00
5,700.00
2,800.00

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**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

**PARKS AND PLAZA SECTION**  
Calasiao, Pangasinan

Plan Control No. _____					Planned Amount:					Page 1 of 3 pages			
Department Office: _____					Regular	Contingency		Total	Date Submitted				
Item No.	Description	unit cost	Quantity		Total Cost	DISTRIBUTION							
						1st quarter		2nd Quarter		3rd Quarter		4th	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	
1	ACETATE (gauge #3)	969.88	roll	0	0.00		0.00		0.00		0.00		
2	AIR FRESHENER	81.64	can										
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	240	11,484.00	60	2,871.00	60	2,871.00	60	2,871.00	60	
4	ALCOHOL, Ethyl 1gallon	330.55	gallon										
5	BATTERY, "AAA"	18.34	pack										
6	BATTERY, "AA"	20.49	pack										
7	BATTERY "D"	96.20	pack										
8	BLADE/utility knife	14.82	tube										
9	BROOM, soft	136.24	piece	40	5,449.60	10	1,362.40	10	1,362.40	10	1,362.40	10	
10	BROOM, stick	22.78	piece	240	5,467.20	60	1,366.80	60	1,366.80	60	1,366.80	60	
11	CALCULATOR, compact	266.24	unit										
12	CARBON FILM, legal	238.54	box										
13	CARTOLINA, assorted colors	83.72	pack										
14	CLEANER, toilet and urinal	41.60	bottle	80	3,328.00	20	832.00	20	832.00	20	832.00	20	
15	CLEANSER, scouring powder	23.92	can	80	1,913.60	20	478.40	20	478.40	20	478.40	20	
16	CLEARBOOK, legal	36.36	piece										
17	CLIP, backfold, 32mm	56.04	box										
18	CORRECTION TAPE	11.53	piece										
19	CUTTER/UTILITY KNIFE	33.43	piece										
20	DATA FILE BOX	77.20	piece										
21	DATA FOLDER	68.64	piece										
22	DETERGENT BAR	8.30	piece										
23	DETERGENT POWDER, 1kg.	54.08	pouch	60	3,244.80	15	811.20	15	811.20	15	811.20	15	
24	DISENFECTANT SPRAY	139.89	can	60	8,393.40	15	2,098.35	15	2,098.35	15	2,098.35	15	
25	DRUM CART, BROTHER black	6,947.20	cart										
26	DUST PAN, plastic	27.64	piece										
27	ELECTRIC FAN, stand type	856.86	unit										
28	ENVELOPE, documentary legal	980.72	box										
29	ENVELOPE, expanding legal	738.40	box										
30	ENVELOPE, expanding plastic	30.49	piece										
31	ENVELOPE, mailing white w/window	488.80	box										
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit										
33	FASTENER, metal	94.64	box										
34	FILE ORGANIZER, expanding plastic	85.20	piece										
35	FLASH DRIVE 16GB	166.40	piece										
36	FOLDER WITH TAB, legal	33.26	pack										
37	FOLDER PRESSBOARD	952.64	box										
38	FURNITURE CLEANER	120.12	can										
39	GLUE, ALL purpose	70.72	jar										
40	INDEX TAB	63.11	box										
41	INK CART, BROTHER black (3colored)	1,601.60	cart										
42	INK CART, EPSON black (3colored)	249.60	cart										
43	INK CARTIDGE, HP black (3colored)	852.80	cart										
44	INSECTICIDE, aerosol type	139.36	can	40	5,574.40	10	1,393.60	10	1,393.60	10	1,393.60	10	
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	40	3,234.00	10	808.50	10	808.50	10	808.50	10	
46	LOOSELEAF COVER, legal	794.96	bundle										
47	MARKER FLOURSCENT	36.66	set										
48	MARKER , permanent (4color)	7.47	piece										
49	MONOBLOC CHAIR	347.92	piece										
50	MOP BUCKET, heavy duty	2,288.00	unit	2	4,576.00	1	2,288.00		0.00	1	2,288.00		
51	MOUSE, OPTICAL	149.76	piece										
52	NOTEPAD 3X3	52.00	pad										
53	PAD PAPER, RULED	21.53	pad										
54	PAPER CLIP, 50mm	13.78	box										
55	PAPER MUTICOPY 80gsm legal	189.18	ream										
56	PAPER MULTICOPY, 80gsm A4	165.65	ream										
57	PENCIL lead w/eraser	20.79	box										
58	PUNCHER, paper heavy duty	150.80	piece										
59	RAGS, ALL cotton	53.14	bundle	40	2,125.60	10	531.40	10	531.40	10	531.40	10	

60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack	36	2,066.04	10	573.90	8	459.12	10	573.90	8
65	SIGN PEN, black, red, blue	22.20	piece									
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack									
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	800	115,232.00	200	28,808.00	200	28,808.00	200	28,808.00	200
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Broom stick w/handle	65.00	piece	282	18,330.00	75	4,875.00	75	4,875.00	75	4,875.00	57
2	Sacks	10.00	piece	400	4,000.00	100	1,000.00	100	1,000.00	100	1,000.00	100
3	Dust pan heavy duty	70.00	piece	80	5,600.00	20	1,400.00	20	1,400.00	20	1,400.00	20
	*****											
<b>TOTAL</b>					<b>200,018.64</b>							

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

Prepared by:

  
**PATRICIA CARAMAT**  
*Head of Department/Office*



459.12
28,808.00
ce items)
3,705.00
1,000.00
1,400.00

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60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	20	444.00	5	111.00	5	111.00	5	111.00	5
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack									
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack									
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	4	5,580.00	1	1,395.00	1	1,395.00	1	1,395.00	1
2	Ballpen	295.00	box	4	1,180.00	1	295.00	1	295.00	1	295.00	1
	*****											
<b>TOTAL</b>					<b>12,048.60</b>							

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

Prepared by:

**SFO4 RODOLFO S. DELOS SANTOS**  
(Head of Department/Office)









60	RECORD BOOK 500 pages	104.00	book										
61	RUBBER BAND #18	135.00	box										
62	RULER PLASTIC	16.64	piece										
63	SCISSOR	33.37	pair										
64	SCOURING PAD	57.39	pack										
65	SIGN PEN, black, red, blue	22.20	piece	80	1,776.00	20	444.00	20	444.00	20	444.00	20	
66	STAMP PAD INK	28.91	bottle										
67	STAPLER REMOVER	27.87	piece										
68	STAPLER WIRE	23.76	box	16	380.16	4	95.04	4	95.04	4	95.04	4	
69	STAPLER standard type	145.60	piece	8	1,164.80	2	291.20	2	291.20	2	291.20	2	
70	TAPE, DISPENSER	72.80	unit										
71	TAPE, electrical	19.45	roll										
72	TAPE, MASKING 48mm	121.16	roll	20	2,423.20	5	605.80	5	605.80	5	605.80	5	
73	TAPE,PACKAGING 48mm	22.36	roll										
74	TAPE, TRANSPARENT 48mm	22.57	roll										
75	TOILET TISSUE 2 ply	86.32	pack	12	1,035.84	3	258.96	3	258.96	3	258.96	3	
76	TONER CART, BROTHER 3350 black	5,575.44	cart										
77	TONER CART, HP CE255A	6,942.00	cart										
78	TRASH BAG	144.04	pack										
79	TWINE, plastic	66.62	roll										
80	WASTE BASKET, plastic	31.91	piece										
81	WRAPPING PAPER, kraft	161.20	pack										
	*****												
<b>B.</b>	<b>OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE(Please indicate price)</b>												
	<b>COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS &amp; JANITORIAL SUPPLIES</b>												
1	Ink Epson	1,395.00	sets	12	16,740.00	3	4,185.00	3	4,185.00	3	4,185.00	3	
2	Book paper long	295.00	reams	40	11,800.00	10	2,950.00	10	2,950.00	10	2,950.00	10	
3	Book paper short	275.00	reams	20	5,500.00	5	1,375.00	5	1,375.00	5	1,375.00	5	
4	Ink Brother	1,465.00	sets	12	17,580.00	3	4,395.00	3	4,395.00	3	4,395.00	3	
5	Ballpen	295.00	box	8	2,360.00	2	590.00	2	590.00	2	590.00	2	
	*****												
<b>TOTAL</b>					<b>100,049.48</b>								

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

Prepared by:

**JEREMIAS C. MENCAS**  
(Head of Department/Office)







60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box	24	3,240.00	6	810.00	6	810.00	6	810.00	6
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	118	2,619.60	30	666.00	30	666.00	30	666.00	28
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll	40	4,846.40	10	1,211.60	10	1,211.60	10	1,211.60	10
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack	20	1,726.40	5	431.60	5	431.60	5	431.60	5
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack	24	3,456.96	6	864.24	6	864.24	6	864.24	6
79	TWINE, plastic	66.62	roll	20	1,332.40	5	333.10	5	333.10	5	333.10	5
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	40	55,800.00	10	13,950.00	10	13,950.00	10	13,950.00	10
2	Ink Brother	3,500.00	toner	8	28,000.00	2	7,000.00	2	7,000.00	2	7,000.00	2
3	Storage box	1,500.00	each	16	24,000.00	4	6,000.00	4	6,000.00	4	6,000.00	4
4	Book paper short	275.00	reams	40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10
5	Book paper long	295.00	reams	80	23,600.00	20	5,900.00	20	5,900.00	20	5,900.00	20
6	Ballpen pilot	595.00	box	8	4,760.00	2	1,190.00	2	1,190.00	2	1,190.00	2
7	Folder tagboard legal	350.00	pack	12	4,200.00	3	1,050.00	3	1,050.00	3	1,050.00	3
	*****											
<b>TOTAL</b>					<b>250,011.20</b>							

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

Prepared by:

**JESSIE B. FERRER**  
(Head of Department/Office)

Quarter
Amount
969.88
489.84
1,722.60
798.72
1,681.20
115.30
617.60
1,398.90
980.72
738.40
2,792.40
473.20
952.64
1,114.88
3,783.60
1,656.50

810.00
621.60
1,211.60
431.60
864.24
333.10
ce items)
13,950.00
7,000.00
6,000.00
2,750.00
5,900.00
1,190.00
1,050.00

|





60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	48	1,065.60	12	266.40	12	266.40	12	266.40	12
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack									
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack									
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	1											
1	Ink Epson	1,395.00	sets	12	16,740.00	3	4,185.00	3	4,185.00	3	4,185.00	3
	*****											
<b>TOTAL</b>					<b>50,086.80</b>							

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

Prepared by:

**PLT. COL. JUNMAR C. GONZALES**  
(Head of Department/Office)







60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	12	266.40	3	66.60	3	66.60	3	66.60	3
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack									
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack									
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	4	5,580.00	1	1,395.00	1	1,395.00	1	1,395.00	1
2	Mongol pencil	120.00	box	4	480.00	1	120.00	1	120.00	1	120.00	1
3	Ballpen	295.00	box	4	1,180.00	1	295.00	1	295.00	1	295.00	1
4	Parchment paper	330.00	pad	4	1,320.00	1	330.00	1	330.00	1	330.00	1
5	Book paper long	295.00	reams	8	2,360.00	2	590.00	2	590.00	2	590.00	2
6	Book paper short	275.00	reams	4	1,100.00	1	275.00	1	275.00	1	275.00	1
7	Plastic envelope	40.00	pieces	160	6,400.00	40	1,600.00	40	1,600.00	40	1,600.00	40
	*****											
<b>TOTAL</b>					<b>25,017.08</b>							

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

Prepared by:

**VEVERLY ROSE VALLO**  
(Head of Department/Office)










60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	48	1,065.60	12	266.40	12	266.40	12	266.40	12
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack									
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack									
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	8	11,160.00	2	2,790.00	2	2,790.00	2	2,790.00	2
2	Book paper long	295.00	reams	40	11,800.00	10	2,950.00	10	2,950.00	10	2,950.00	10
3	Book paper short	275.00	reams	20	5,500.00	5	1,375.00	5	1,375.00	5	1,375.00	5
4	Ballpen	295.00	box	4	1,180.00	1	295.00	1	295.00	1	295.00	1
	*****											
<b>TOTAL</b>					<b>60,018.64</b>							

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

Prepared by:

  
**HON. MARI LOU B. GESLANI**  
 (Head of Department/Office)







60	RECORD BOOK 500 pages	104.00	book										
61	RUBBER BAND #18	135.00	box										
62	RULER PLASTIC	16.64	piece										
63	SCISSOR	33.37	pair										
64	SCOURING PAD	57.39	pack										
65	SIGN PEN, black, red, blue	22.20	piece	16	355.20	4	88.80	4	88.80	4	88.80	4	
66	STAMP PAD INK	28.91	bottle										
67	STAPLER REMOVER	27.87	piece										
68	STAPLER WIRE	23.76	box										
69	STAPLER standard type	145.60	piece										
70	TAPE, DISPENSER	72.80	unit										
71	TAPE, electrical	19.45	roll										
72	TAPE, MASKING 48mm	121.16	roll										
73	TAPE, PACKAGING 48mm	22.36	roll										
74	TAPE, TRANSPARENT 48mm	22.57	roll										
75	TOILET TISSUE 2 ply	86.32	pack	4	345.28	1	86.32	1	86.32	1	86.32	1	
76	TONER CART, BROTHER 3350 black	5,575.44	cart										
77	TONER CART, HP CE255A	6,942.00	cart										
78	TRASH BAG	144.04	pack										
79	TWINE, plastic	66.62	roll	2	133.24	1	66.62			1	66.62		
80	WASTE BASKET, plastic	31.91	piece										
81	WRAPPING PAPER, kraft	161.20	pack										
	*****												
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)												
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES												
1													
	*****												
<b>TOTAL</b>					<b>7,011.40</b>								

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

Prepared by:

**HON. LORDALIZA R. MABBORANG**  
(Head of Department/Office)

Quarter
Amount
0.00
239.25
136.24
41.60
57.65
54.08
189.28
70.72
22.41
567.54
165.65







60	RECORD BOOK 500 pages	104.00	book									
61	RUBBER BAND #18	135.00	box									
62	RULER PLASTIC	16.64	piece									
63	SCISSOR	33.37	pair									
64	SCOURING PAD	57.39	pack									
65	SIGN PEN, black, red, blue	22.20	piece	320	7,104.00	80	1,776.00	80	1,776.00	80	1,776.00	80
66	STAMP PAD INK	28.91	bottle									
67	STAPLER REMOVER	27.87	piece									
68	STAPLER WIRE	23.76	box									
69	STAPLER standard type	145.60	piece									
70	TAPE, DISPENSER	72.80	unit									
71	TAPE, electrical	19.45	roll									
72	TAPE, MASKING 48mm	121.16	roll									
73	TAPE, PACKAGING 48mm	22.36	roll									
74	TAPE, TRANSPARENT 48mm	22.57	roll									
75	TOILET TISSUE 2 ply	86.32	pack									
76	TONER CART, BROTHER 3350 black	5,575.44	cart									
77	TONER CART, HP CE255A	6,942.00	cart									
78	TRASH BAG	144.04	pack									
79	TWINE, plastic	66.62	roll									
80	WASTE BASKET, plastic	31.91	piece									
81	WRAPPING PAPER, kraft	161.20	pack									
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE(Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Business envelope w/logo	950.00	box	100	95,000.00	20	19,000.00	20	19,000.00	20	19,000.00	20
2	Letterhead w/logo long	1,200.00	reams	100	120,000.00	20	24,000.00	20	24,000.00	20	24,000.00	20
3	Letterhead w/logo short	1,000.00	reams	120	120,000.00	20	20,000.00	20	20,000.00	20	20,000.00	20
4	Ink Epson	1,395.00	sets	100	139,500.00	20	27,900.00	20	27,900.00	20	27,900.00	20
5	Desk pad w/logo	950.00	pad	100	95,000.00	20	19,000.00	20	19,000.00	20	19,000.00	20
6	Book paper long	295.00	reams	180	53,100.00	40	11,800.00	40	11,800.00	40	11,800.00	40
7	Ballpen	295.00	box	60	17,700.00	10	2,950.00	10	2,950.00	20	5,900.00	20
8	Book paper short	275.00	reams	80	22,000.00	20	5,500.00	20	5,500.00	20	5,500.00	20
9	Paper ruled pad	20.00	pad	80	1,600.00	20	400.00	20	400.00	20	400.00	20
	*****											
<b>TOTAL</b>					<b>1,001,316.40</b>							

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

Prepared by:











60	RECORD BOOK 500 pages	104.00	book	2	208.00	1	104.00			1	104.00		
61	RUBBER BAND #18	135.00	box										
62	RULER PLASTIC	16.64	piece										
63	SCISSOR	33.37	pair										
64	SCOURING PAD	57.39	pack										
65	SIGN PEN, black, red, blue	22.20	piece	24	532.80	6	133.20	6	133.20	6	133.20	6	133.20
66	STAMP PAD INK	28.91	bottle										
67	STAPLER REMOVER	27.87	piece	12	334.44	3	83.61	3	83.61	3	83.61	3	83.61
68	STAPLER WIRE	23.76	box										
69	STAPLER standard type	145.60	piece										
70	TAPE, DISPENSER	72.80	unit										
71	TAPE, electrical	19.45	roll										
72	TAPE, MASKING 48mm	121.16	roll										
73	TAPE, PACKAGING 48mm	22.36	roll										
74	TAPE, TRANSPARENT 48mm	22.57	roll										
75	TOILET TISSUE 2 ply	86.32	pack	8	690.56	2	172.64	2	172.64	2	172.64	2	172.64
76	TONER CART, BROTHER 3350 black	5,575.44	cart										
77	TONER CART, HP CE255A	6,942.00	cart										
78	TRASH BAG	144.04	pack	8	1,152.32	2	288.08	2	288.08	2	288.08	2	288.08
79	TWINE, plastic	66.62	roll										
80	WASTE BASKET, plastic	31.91	piece										
81	WRAPPING PAPER, kraft	161.20	pack										
	*****												
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price items)												
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES												
1	Ink Epson	1,395.00	sets	4	5,580.00	1	1,395.00	1	1,395.00	1	1,395.00	1	1,395.00
2	Book paper short	275.00	reams	12	3,300.00	3	825.00	3	825.00	3	825.00	3	825.00
	*****												
<b>TOTAL</b>					<b>25,016.94</b>								

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

Prepared by:

(Head of Department/Office)







**ANNUAL PROCUREMENT PLAN 2023**  
FOR COMMON - USE SUPPLIES AND EQUIPMENT

Province, City or Municipality

Calasiao, Pangasinan

Plan Control No. _____	Planned Amount:	Page 1 of 3 pages
Department Office: _____	Regular	Date Submitted
	Contingency	
	Total	

Item No.	Description	unit cost	Quantity		Total Cost	DISTRIBUTION							
						1st quarter		2nd Quarter		3rd Quarter		4th	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	ACETATE (gauge #3)	969.88	roll	4	3,879.52	1	969.88	1	969.88	1	969.88	1	969.88
2	AIR FRESHENER	81.64	can	12	979.68	3	244.92	3	244.92	3	244.92	3	244.92
3	ALCOHOL, Ethyl, 500ml	47.85	bottle	0	0.00		0.00		0.00		0.00		0.00
4	ALCOHOL, Ethyle 1gallon	330.55	gallon	60	19,833.00	15	4,958.25	15	4,958.25	15	4,958.25	15	4,958.25
5	BATTERY, "AAA"	18.34	pack	0	0.00		0.00		0.00		0.00		0.00
6	BATTERY, "AA"	20.49	pack	0	0.00		0.00		0.00		0.00		0.00
7	BATTERY "D"	96.20	pack	0	0.00		0.00		0.00		0.00		0.00
8	BLADE/utility knife	14.82	tube	0	0.00		0.00		0.00		0.00		0.00
9	BROOM, soft	136.24	piece	8	1,089.92	2	272.48	2	272.48	2	272.48	2	272.48
10	BROOM, stick	22.78	piece	30	683.40	8	182.24	8	182.24	7	159.46	7	159.46
11	CALCULATOR, compact	266.24	unit	10	2,662.40	3	798.72	2	532.48	3	798.72	2	532.48
12	CARBON FILM, legal	238.54	box	4	954.16	1	238.54	1	238.54	1	238.54	1	238.54
13	CARTOLINA, assorted colors	83.72	pack	0	0.00		0.00		0.00		0.00		0.00
14	CLEANER, toilet and urinal	41.60	bottle	24	998.40	6	249.60	6	249.60	6	249.60	6	249.60
15	CLEANSER, scouring powder	23.92	can	32	765.44	8	191.36	8	191.36	8	191.36	8	191.36
16	CLEARBOOK, legal	36.36	piece	0	0.00		0.00		0.00		0.00		0.00
17	CLIP, backfold, 32mm	56.04	box	0	0.00		0.00		0.00		0.00		0.00
18	CORRECTION TAPE	11.53	piece	40	461.20	10	115.30	10	115.30	10	115.30	10	115.30
19	CUTTER/UTILITY KNIFE	33.43	piece	20	668.60	5	167.15	5	167.15	5	167.15	5	167.15
20	DATA FILE BOX	77.20	piece	20	1,544.00	5	386.00	5	386.00	5	386.00	5	386.00
21	DATA FOLDER	68.64	piece	0	0.00		0.00		0.00		0.00		0.00
22	DETERGENT BAR	8.30	piece	12	99.60	3	24.90	3	24.90	3	24.90	3	24.90
23	DETERGENT POWDER, 1kg.	54.08	pouch	8	432.64	2	108.16	2	108.16	2	108.16	2	108.16
24	DISENFECTANT SPRAY	139.89	can	80	11,191.20	20	2,797.80	20	2,797.80	20	2,797.80	20	2,797.80
25	DRUM CART, BROTHER black	6,947.20	cart	0	0.00		0.00		0.00		0.00		0.00
26	DUST PAN, plastic	27.64	piece	12	331.68	3	82.92	3	82.92	3	82.92	3	82.92
27	ELECTRIC FAN, stand type	856.86	unit	4	3,427.44	1	856.86	1	856.86	1	856.86	1	856.86
28	ENVELOPE, documentary legal	980.72	box	4	3,922.88	1	980.72	1	980.72	1	980.72	1	980.72
29	ENVELOPE, expanding legal	738.40	box	4	2,953.60	1	738.40	1	738.40	1	738.40	1	738.40
30	ENVELOPE, expanding plastic	30.49	piece	0	0.00		0.00		0.00		0.00		0.00
31	ENVELOPE, mailing white w/window	488.80	box	0	0.00		0.00		0.00		0.00		0.00
32	EXTERNAL HARDDRIVE 1TB	2,792.40	unit	4	11,169.60	1	2,792.40	1	2,792.40	1	2,792.40	1	2,792.40
33	FASTENER, metal	94.64	box	4	378.56	1	94.64	1	94.64	1	94.64	1	94.64
34	FILE ORGANIZER, expanding plastic	85.20	piece	0	0.00		0.00		0.00		0.00		0.00
35	FLASH DRIVE 16GB	166.40	piece	4	665.60	1	166.40	1	166.40	1	166.40	1	166.40
36	FOLDER WITH TAB, legal	33.26	pack	12	399.12	3	99.78	3	99.78	3	99.78	3	99.78
37	FOLDER PRESSBOARD	952.64	box	0	0.00		0.00		0.00		0.00		0.00
38	FURNITURE CLEANER	120.12	can	16	1,921.92	4	480.48	4	480.48	4	480.48	4	480.48
39	GLUE, ALL purpose	70.72	jar	8	565.76	2	141.44	2	141.44	2	141.44	2	141.44
40	INDEX TAB	63.11	box	0	0.00		0.00		0.00		0.00		0.00
41	INK CART, BROTHER black (3colored)	1,601.60	cart	0	0.00		0.00		0.00		0.00		0.00
42	INK CART, EPSON black (3colored)	249.60	cart	0	0.00		0.00		0.00		0.00		0.00
43	INK CARTIDGE, HP black (3colored)	852.80	cart	0	0.00		0.00		0.00		0.00		0.00
44	INSECTICIDE, aerosol type	139.36	can	60	8,361.60	15	2,090.40	15	2,090.40	15	2,090.40	15	2,090.40
45	LIQUID HAND SANITIZER, 500ml	80.85	bottle	0	0.00		0.00		0.00		0.00		0.00
46	LOOSELEAF COVER, legal	794.96	bundle	0	0.00		0.00		0.00		0.00		0.00
47	MARKER FLOURSCENT	36.66	set	19	696.54	5	183.30	5	183.30	5	183.30	4	183.30
48	MARKER , permanent (4color)	7.47	piece	0	0.00		0.00		0.00		0.00		0.00
49	MONOBLOC CHAIR	347.92	piece	0	0.00		0.00		0.00		0.00		0.00
50	MOP BUCKET, heavy duty	2,288.00	unit	4	9,152.00	1	2,288.00	1	2,288.00	1	2,288.00	1	2,288.00
51	MOUSE, OPTICAL	149.76	piece	0	0.00		0.00		0.00		0.00		0.00
52	NOTEPAD 3X3	52.00	pad	0	0.00		0.00		0.00		0.00		0.00
53	PAD PAPER, RULED	21.53	pad	0	0.00		0.00		0.00		0.00		0.00
54	PAPER CLIP, 50mm	13.78	box	4	55.12	1	13.78	1	13.78	1	13.78	1	13.78
55	PAPER MULTICOPY 80gsm legal	189.18	ream	80	15,134.40	20	3,783.60	20	3,783.60	20	3,783.60	20	3,783.60
56	PAPER MULTICOPY, 80gsm A4	165.65	ream	40	6,626.00	10	1,656.50	10	1,656.50	10	1,656.50	10	1,656.50
57	PENCIL lead w/eraser	20.79	box	20	415.80	5	103.95	5	103.95	5	103.95	5	103.95
58	PUNCHER, paper heavy duty	150.80	piece	4	603.20	1	150.80	1	150.80	1	150.80	1	150.80
59	RAGS, ALL cotton	53.14	bundle	12	637.68	3	159.42	3	159.42	3	159.42	3	159.42

60	RECORD BOOK 500 pages	104.00	book	12	1,248.00	3	312.00	3	312.00	3	312.00	3
61	RUBBER BAND #18	135.00	box	4	540.00	1	135.00	1	135.00	1	135.00	1
62	RULER PLASTIC	16.64	piece	6	99.84	3	49.92		0.00	3	49.92	
63	SCISSOR	33.37	pair	20	667.40	5	166.85	5	166.85	5	166.85	5
64	SCOURING PAD	57.39	pack	0	0.00		0.00		0.00		0.00	
65	SIGN PEN, black, red, blue	22.20	piece	120	2,664.00	30	666.00	30	666.00	30	666.00	30
66	STAMP PAD INK	28.91	bottle	4	115.64	1	28.91	1	28.91	1	28.91	1
67	STAPLER REMOVER	27.87	piece	2	55.74	2	55.74		0.00		0.00	
68	STAPLER WIRE	23.76	box	12	285.12	3	71.28	3	71.28	3	71.28	3
69	STAPLER standard type	145.60	piece	4	582.40	1	145.60	1	145.60	1	145.60	1
70	TAPE, DISPENSER	72.80	unit	2	145.60	1	72.80		0.00	1	72.80	
71	TAPE, electrical	19.45	roll	0	0.00		0.00		0.00		0.00	
72	TAPE, MASKING 48mm	121.16	roll	6	726.96	3	363.48		0.00	3	363.48	
73	TAPE, PACKAGING 48mm	22.36	roll	6	134.16	3	67.08		0.00	3	67.08	
74	TAPE, TRANSPARENT 48mm	22.57	roll	20	451.40	5	112.85	5	112.85	5	112.85	5
75	TOILET TISSUE 2 ply	86.32	pack	32	2,762.24	8	690.56	8	690.56	8	690.56	8
76	TONER CART, BROTHER 3350 black	5,575.44	cart	0	0.00		0.00		0.00		0.00	
77	TONER CART, HP CE255A	6,942.00	cart	0	0.00		0.00		0.00		0.00	
78	TRASH BAG	144.04	pack	40	5,761.60	10	1,440.40	10	1,440.40	10	1,440.40	10
79	TWINE, plastic	66.62	roll	0	0.00		0.00		0.00		0.00	
80	WASTE BASKET, plastic	31.91	piece	2	63.82	1	31.91		0.00	1	31.91	
81	WRAPPING PAPER, kraft	161.20	pack	0	0.00		0.00		0.00		0.00	
	*****											
B.	OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE BUT REGULARLY PURCHASED FROM OTHER SOURCE (Please indicate price)											
	COMMON OFFICE SUPPLIES, EQUIPMENT, I.T. PRINTED FORMS & JANITORIAL SUPPLIES											
1	Ink Epson	1,395.00	sets	32	44,640.00	8	11,160.00	8	11,160.00	8	11,160.00	8
2	Ink HP black and colored	495.00	cart	32	15,840.00	8	3,960.00	8	3,960.00	8	3,960.00	8
3	Book paper long	295.00	ream	60	17,700.00	15	4,425.00	15	4,425.00	15	4,425.00	15
4	Book paper short	275.00	ream	40	11,000.00	10	2,750.00	10	2,750.00	10	2,750.00	10
5	Ballpen pilot	595.00	box	12	7,140.00	3	1,785.00	3	1,785.00	3	1,785.00	3
6	Ballpen	295.00	box	16	4,720.00	4	1,180.00	4	1,180.00	4	1,180.00	4
7	Table monobloc	1,800.00	piece	2	3,600.00	1	1,800.00		0.00	1	1,800.00	
8	Deskpad w/logo	950.00	ream	4	3,800.00	1	950.00	1	950.00	1	950.00	1
9	Letterhead w/logo long	1,200.00	ream	4	4,800.00	1	1,200.00	1	1,200.00	1	1,200.00	1
10	Letterhead w/logo short	1,000.00	ream	4	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1
11	Folder tagboard legal	350.00	pack	8	2,800.00	2	700.00	2	700.00	2	700.00	2
12				0	0.00		0.00		0.00		0.00	
13				0	0.00		0.00		0.00		0.00	
14				0	0.00		0.00		0.00		0.00	
15				0	0.00		0.00		0.00		0.00	
16				0	0.00		0.00		0.00		0.00	
17				0	0.00		0.00		0.00		0.00	
18				0	0.00		0.00		0.00		0.00	
19				0	0.00		0.00		0.00		0.00	
20												
21												
22												
23												
24												
	*****											
<b>TOTAL</b>					<b>250,005.58</b>							

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

Prepared by:

**MONETTE I. NOGUIT, DVM**  
(Head of Department/Office)

Quarter
Amount
969.88
244.92
0.00
4,958.25
0.00
0.00
0.00
0.00
272.48
159.46
532.48
238.54
0.00
249.60
191.36
0.00
0.00
115.30
167.15
386.00
0.00
24.90
108.16
2,797.80
0.00
82.92
856.86
980.72
738.40
0.00
0.00
2,792.40
94.64
0.00
166.40
99.78
0.00
480.48
141.44
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2,090.40
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146.64
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2,288.00
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0.00
0.00
13.78
3,783.60
1,656.50
103.95
150.80
159.42

312.00
135.00
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666.00
28.91
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71.28
145.60
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112.85
690.56
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1,440.40
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e items)
11,160.00
3,960.00
4,425.00
2,750.00
1,785.00
1,180.00
0.00
950.00
1,200.00
1,000.00
700.00
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