

**ANNUAL PROCUREMENT PLAN  
OFFICE SUPPLIES  
C.Y. 2020**

**Municipality: CAMALANIUGAN**

PLAN/CONTROL #: _____		Planned Amount: <b>95,725.00</b>						Page ____ of ____ pages					
Department/Office: <b>GENERAL SERVICES OFFICE</b>		Regular: <b>36,530.00</b>			Contingency: <b>2,195.00</b>		Total: <b>38,725.00</b>		Date Submitted: <b>07/17/2019</b>				
Item No	Description	UNIT	Unit Cost	Qty	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1.	INSECTICIDE, aerosol type, net content: 600ml min	can	139.36	15	2,090.40	6	836.16	6	836.16	2	278.72	1	139.36
2.	ALCOHOL, ethyl68%-70%, scented, 500ml-(-ml)	bottle	43.99	150	6,598.80	40	1,759.68	40	1,759.68	40	1,759.68	30	1,319.76
3.	STAMP PAD INK, purple or violet	bottle	24.62	3	73.88	3	73.88	0	0	0	0	0	0
4.	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	70.72	12	848.64	6	424.32	3	212.16	3	212.16	0	0
5.	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	19.72	15	295.93	5	98.64	4	78.92	3	59.19	3	59.19
6.	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	19.5	8	156	3	58.5	2	39	2	39	1	19.5
7.	TAPE, ELECTRICAL, 18mm x 16 M min	roll	18.2	10	182	3	54.6	2	36.4	3	54.6	2	36.4
8.	TAPE, MASKING, width: 24mm (±1mm)	roll	55.12	8	440.96	2	110.24	2	110.24	2	110.24	2	110.24
9.	TAPE, PACKAGING, width: 48mm (±1mm)	roll	18.2	12	218.4	6	109.2	3	54.6	3	54.6	0	0
10.	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	9.1	12	109.2	3	27.3	3	27.3	3	27.3	3	27.3
11.	ELECTRIC FAN, STAND type, plastic blade	unit	1,006.38	2	2,012.77	2	2,012.77	0	0	0	0	0	0
12.	AIR FRESHENER, aerosol, 280ml/150g min	can	86.06	20	1,721.20	6	516.36	6	516.36	4	344.24	4	344.24
13.	BROOM, soft (Tambo)	piece	130	20	2,600.00	5	650	5	650	5	650	5	650

14.	BROOM, STICK (TING-TING), usable length: 760mm min	piece	30.57	50	1,528.80	15	458.64	15	458.64	10	305.76	10	305.76
15.	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	41.6	80	3,328.00	40	1,664.00	30	1,248.00	5	208	5	208
16.	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	122.98	45	5,534.10	15	1,844.70	15	1,844.70	10	1,229.80	5	614.9
17.	DUST PAN, non-rigid plastic, w/ detachable handle	piece	24.83	10	248.35	3	74.51	3	74.51	2	49.67	2	49.67
18.	FLOOR WAX, PASTE, RED	can	269.36	8	2,154.88	2	538.72	4	1,077.44	2	538.72	0	0
19.	FURNITURE CLEANER, aerosol type, 300ml min per can	can	87.36	25	2,184.00	8	698.88	8	698.88	6	524.16	3	262.08

20	RAGS, all cotton, 32 pieces per kilogram min	bundle	49.69	20	993.82	5	248.46	5	248.46	5	248.46	5	248.46
21	FLASH DRIVE, 16 GB capacity	piece	276.64	6	1,659.84	3	829.92	3	829.92	0	0	0	0
22	CORRECTION TAPE, film base type, UL 6m min	piece	17.55	40	702.21	12	210.66	12	210.66	10	175.55	6	105.33
23	FASTENER, METAL, 70mm between prongs	box	78.91	1	78.92	1	78.92	0	0	0	0	0	0
24	MARKER, whiteboard, black, felt tip, bullet type	piece	10.3	8	82.45	2	20.61	2	20.61	2	20.61	2	20.61
25	CUTTER BLADE, for heavy duty cutter	piece	11.77	10	117.73	2	23.55	2	23.55	2	23.55	4	47.09
26	CUTTER KNIFE, for general purpose	piece	27.4	8	219.23	2	54.81	2	54.81	2	54.81	2	54.81
27	STAPLE REMOVER, PLIER-TYPE	piece	18.17	10	181.79	5	90.9	0	0	5	90.9	0	0
28	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	55.82	2	111.65	2	111.65	0	0	0	0	0	0
29	INK CART, EPSON C13T664100 (T6641), Black	cart	254.8	9	2,293.20	3	764.4	3	764.4	2	509.6	1	254.8
30	INK CART, EPSON C13T664200 (T6642), Cyan	cart	254.8	3	764.4	2	509.6	1	254.8	0	0	0	0
31	INK CART, EPSON C13T664300 (T6643), Magenta	cart	254.8	3	764.4	2	509.6	1	254.8	0	0	0	0
32	INK CART, EPSON C13T664400 (T6644), Yellow	cart	254.8	3	764.4	2	509.6	1	254.8	0	0	0	0
33	CHAIR, MONOBLOC, beige, with backrest, w/o armrest	piece	262.6	40	10,504.00	40	10,504.00	0	0	0	0	0	0

34	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	1,326.00	3	3,978.00	3	3,978.00	0	0	0	0	0	0
35	Pentel Pen, Black (Pilot)	pcs	35	44	1,540.00	20	700	12	420	12	420	0	0
36	Ball pen, (HBW) black blue	pcs	12	40	480	15	180	10	120	10	120	5	60
37	Ball pen, My gel	pcs	35	4	140	2	70	0	0	2	70	0	0
38	Book paper S-20 Short	rms	170	15	2,550.00	5	850	5	850	3	510	2	340
39	Book paper S-20 Long	rms	180	8	1,440.00	4	720	2	360	1	180	1	180
40	Dishwashing Liquid (Joy),250ml	bots	70	50	3,500.00	20	1,400.00	20	1,400.00	10	700	0	0
41	Doormat, Rubber	pcs	60	40	2,400.00	10	600	10	600	10	600	10	600
42	Duster	pcs	20	4	80	1	20	1	20	1	20	1	20
43	Mop w/ plastic container, 360 rotate	pcs	550	8	4,400.00	4	2,200.00	2	1,100.00	1	550	1	550
44	Muriatic Acid, Industrial, 1liter	pcs	45	40	1,800.00	15	675	15	675	5	225	5	225
45	Mongol Pencil No. 1	box	6	8	48	2	12	2	12	2	12	2	12
46	Nescafe, 3 in 1,polybag @36x20g	bag	170	10	1,700.00	3	510	3	510	2	340	2	340
47	Soap, powder (Tide)	Sachez	6.5	150	975	50	325	50	325	40	260	10	65
48	Scissor(Big) Heavy duty	pcs	115	4	460	2	230	2	230	0	0	0	0
49	Soap Bar	bar	20	80	1,600.00	25	500	25	500	20	400	10	200
50	Tissue Paper, vinda, 2 ply	roll	20	100	2,000.00	30	600	30	600	20	400	20	400
51	Albatross big (content only)	pcs	60	75	4,500.00	25	1,500.00	20	1,200.00	20	1,200.00	10	600
52	Soft Broom, Long Handle	pcs	90	8	720	4	360	2	180	1	90	1	90
					TOTAL	85,875.36		41,907.78		21,741.80		13,666.32	85,589.50
					Contingencies	9,124.64							
					GRAND TOTAL	95,000.00							

Prepared by:

SGD.  
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General Services Officer

Approved by:

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