

ANNUAL PROCUREMENT PLAN

FOR THE YEAR 2024

Province, City or Municipality of **Looc, Romblon**

Plan Control No. _____

Planned Amount

1,000,000.00

Page 1 of 7 pages

Department/ Office: **OFFICE OF THE MUN. TREASURER/COA/MPS**

Regular

Contingency

Date Submitted:

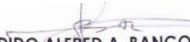
ITEM NO.	Description	UNIT COST	REGULAR		TOTAL COST	Total DISTRIBUTION			
			QUANTITY			1ST & 2ND QTR		3RD & 4TH QTR	
			NO.	Description		Qty.	Amount	Qty.	Amount
1	Air Freshner - Disinfectant - spray 250ml/ 340g	447	10	pcs	4,470.00	6	1,341	10	4,470.00
2	Air Freshner - spray (Strawberry) 250ml	269	10	pcs	2,690.00	6	1,614.00	10	2,690.00
3	Air Freshner - magic gel- 180gms (Lemon & Fresh Apple)	200	10	pcs	2,000.00	6	1,200.00	10	2,000.00
4	Ballpen - black - Matrix OG-5	7	50	pcs	350.00	50	350.00	50	350.00
5	Ballpen - black - 0.7 click mechanism	15	100	pcs	1,500.00	50	750.00	80	1,200.00
6	Binder Clip - 2" - Heavy Duty	11	30	pcs	330.00	30	330.00	30	330.00
7	Binder Clip - 1 1/2" - Heavy Duty	8	30	pcs	240.00	30	240.00	30	240.00
8	Brown envelope - long	3	500	pcs	1500	300	900.00	500	1,500.00
9	Cartolina - white	8	40	pcs	320.00	30	240.00	30	240.00
10	Cartolina - red	8	10	pcs	80.00	30	240.00	20	160.00
11	Certificate Holder (NOT with glass) Letter size	50	20	pcs	1000	20	1,000.00	20	1,000.00
12	Coupon Bond - A4 - S20 - 70gsm	213	125	ream	26,625.00	150	31,950.00	150	31,950.00
13	Coupon Bond - long - S20 - 70gsm	235	125	ream	29,375.00	180	42,300.00	150	35,250.00
14	Coupon Bond - short - s24	246	125	ream	30750	130	31,980.00	125	30,750.00
15	Coupon Bond - short - S20 - 70gsm	202	125	ream	25,250.00	150	30,300.00	125	25,250.00
16	Detergent Powder - 700gms.	129	20	pcs	2,580.00	30	3,870.00	30	3,870.00
17	Dishwashing liquid - 250ml - Good quality	100	20	pcs	2000	20	2,000.00	30	3,000.00
18	Dishwashing liquid - 500ml - Good quality	108	20	pcs	2160	20	2,160.00	25	2,700.00
19	Epson Ink - # 003 - Black - 70ml	392	60	pcs	23,520.00	50	19,600.00	60	23,520.00

20	Epson Ink - L100/L200/L350-T6641-70ml	392	30	pcs	11,760.00	30	11,760.00	30	11,760.00
21	Expandable Colored Envelope - long (green)	19	30	pcs	570.00	30	570.00	50	950.00
22	Expandable Colored Envelope-long (assorted)	19	30	pcs	570.00	30	570.00	50	950.00
23	External Hard Drive - 1TB -	4100	2	pcs	8,200.00	2	8,200.00	3	12,300.00
24	Fabric Conditioner -(12ml x 10's)	83	50	pcs	4,150.00	50	4,150.00	60	4,980.00
25	Flashdrive - 16GB - OTG Type C	420	6	pcs	2,520.00	5	2,100.00	5	2,100.00
26	Flashdrive - 32GB - OTG Type C	540	6	pcs	3,240.00	6	3,240.00	5	2,700.00
27	Folder - white - long - 14pts.	8	200	pcs	1,600.00	200	1,600.00	250	2,000.00
28	Folder - white - short - 14pts.	7	100	pcs	700.00	200	1,400.00	250	1,750.00
29	Folder expandable - long - green	19	100	pcs	1900	80	1,520.00	100	1,900.00
30	Garbage Bag-Black Plastic Bag-Large size	62	20	pcs	1240	20	1,240.00	25	1,550.00
31	Glue Stick - small	4	50	pcs	200	50	200.00	50	200.00
32	White board Marker - black - broad (Heavy Duty)	67	24	pcs	1,608.00	25	1,675.00	20	1,340.00
33	White Board Marker - black - fine (Heavy Duty)	67	24	pcs	1608	25	1,675.00	20	1,340.00
34	White Board Marker - blue - broad (Heavy Duty)	67	12	pcs	804	15	1,005.00	15	1,005.00
35	Post-it (3x3) - assorted light colors	34	50	pcs	1700	40	1,360.00	50	1,700.00
36	Sign Pen - black - Hi-Tech Point V5	67	12	pcs	804.00	12	804.00	12	804.00
37	Sign Pen - black - 0.5 Good Quality	73	12	pcs	876.00	12	876.00	11	803.00
38	Sign Pen - black - 0.5 G-Tech C	73	12	pcs	876	12	876.00	12	876.00
39	Sign Pen - black - 0.7 G-Tech C	67	12	pcs	804.00	12	804.00	12	804.00
40	Sign Pen - blue - 0.7 - G-Tech C	67	12	pcs	804	12	804.00	12	804.00
41	Staple Wire No. 35	67	20	pcs	1,340.00	25	1,675.00	30	2,010.00
42	Staple Wire Remover Plier (Heavy Duty)	106	5	pcs	530.00	5	530.00	6	636.00
43	Tissue Paper - 2 ply - 12's/bundle - Good Quality	151	30	pcs	4,530.00	50	7,550.00	50	7,550.00
44	Toilet Bowl Cleaner - 1 ltr.	258	10	pcs	2,580.00	12	3,096.00	12	3,096.00
45	Toilet Deodorizer (Albatros)	43	10	pcs	430.00	12	516.00	25	1,075.00
46	Walis Tambo	168	20	pcs	3,360.00	15	2,520.00	15	2,520.00
47	Sponge (Good Quality)	29.00	20	pcs	580.00	30	870.00	30	870.00
48	Scissors big	90.00	10	pcs	900.00	12	1,080.00	12	1,080.00

49	Marker Assorted Color	516.00	3	pcs	1,548.00	5	2,580.00	5	2,580.00
50	ID Cutter	2,400.00	1	pcs	2,400.00	1	2,400.00	1	2,400.00
51	Detergent Bar	29.00	5	pcs	145.00	5	145.00	5	145.00
52	Trash Can Small (orange color)	150.00	6	pcs	900.00	5	750.00	5	750.00
53	Garbage bag (medium)	45.00	10	pcs	450.00	12	540.00	10	450.00
54	Spin Mop	728.00	5	pcs	3,640.00	5	3,640.00	5	3,640.00
55	Anti-Virus (3in1)	1,800.00	5	pcs	9,000.00	5	9,000.00	5	9,000.00
56	Filling Box Organizer Single	157.00	10	pcs	1,570.00	10	1,570.00	10	1,570.00
57	Filling Box Organizer Double	15.00	10	pcs	150.00	10	150.00	5	75.00
58	Document Tray 2 Tier	538.00	5	pcs	2,690.00	6	3,228.00	5	2,690.00
59	Document Tray 3 Tier	750.00	5	pcs	3,750.00	6	4,500.00	5	3,750.00
60	Document Tray 4 Tier	850.00	5	pcs	4,250.00	3	2,550.00	3	2,550.00
61	Manila Paper	56.00	5	pcs	280.00	5	280.00	6	336.00
62	Expanded Folder Yellow	19.00	100	pcs	1,900.00	80	1,520.00	80	1,520.00
63	Expanded Folder Red	19.00	100	pcs	1,900.00	80	1,520.00	80	1,520.00
64	Expanded Folder Orange	19.00	100	pcs	1,900.00	80	1,520.00	80	1,520.00
65	Epson Ink - # 003 - Yellow - 70ml	392.00	50	pcs	19,600.00	50	19,600.00	50	19,600.00
66	Continuous Form (11x 9-1/2, 3 ply) BND 48	1,600.00	10	pcs	16,000.00	10	16,000.00	10	16,000.00
67	Storage Box 60 L (black)	560.00	10	pcs	5,600.00	6	3,360.00	6	3,360.00
68	Sign Pen My Gel gel ink Blue	336.00	10	pcs	3,360.00	10	3,360.00	10	3,360.00
69	Sign Pen My Gel gel ink Pink	336.00	3	pcs	1,008.00	3	1,008.00	10	3,360.00
70	Sign Pen My Gel gel ink Violet	336.00	3	pcs	1,008.00	3	1,008.00	10	3,360.00
71	Sign Pen My Gel gel ink Green	336.00	3	pcs	1,008.00	3	1,008.00	10	3,360.00
72	Cutter (small)	22.00	10	pcs	220.00	10	220.00	10	220.00
73	Dust Pan	56.00	10	pcs	560.00	6	336.00	5	280.00
74	Doormat - rubber	202.00	15	pcs	3,030.00	10	2,020.00	10	2,020.00
75	doormat - absorbent	67.00	15	pcs	1,005.00	10	670.00	10	670.00
76	Mosquito Killer Spray/ Repellant	342.00	10	pcs	3,420.00	10	3,420.00	10	3,420.00
77	Pail (green/ orange)	336.00	10	pcs	3,360.00	6	2,016.00	6	2,016.00

78	Tabo	45.00	10	pcs	450.00	6	270.00	6	270.00
79	Stapler Big max HD-50R	560.00	5	pcs	2,800.00	3	1,680.00	3	1,680.00
80	Epson WF - 100 Ink T 290 Black	392.00	4	pcs	1,568.00	5	1,960.00	6	2,352.00
81	Epson WF - 100 Ink T 289 Colored	392.00	4	pcs	1,568.00	5	1,960.00	6	2,352.00
82	PVC Card Puncher	548.00	2	pcs	1,096.00	3	1,644.00	2	1,096.00
83	SUB-TOTAL				320,658.00		334,064.00		345,195.00
	PROVISION FOR EMERGENCY PURCHASE								
	GRAND TOTAL OF OFFICE SUPPLIES				999,917.00				

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


CANDIDO ALFRED A. BANCORO II
 BAC Chairman


RONALD P. ESTALSANA
 BAC Vice Chairman


CESAR A. MARTINEZ JR., REA
 Municipal Assessor/BAC Member


NICOLAE R. GADAONI
 BAC Member


MARLYN M. DACARA
 BAC Member


SUSAN S. NOCHE
 BAC Member

Approved:


ATTY. LISETTE MEDINA ARBOLEDA
 Municipal Mayor