INDICATIVE ANNUAL PROCUREMENT PLAN FOR THE YEAR 2021

Province, City or Municipality: Sogod, Cebu

Plan Contr	ol No			Planned Amount					Page1of5 pages					
	nt/ Office:LGU SOGOD			Regular	Contingency	у	Total		Date Submit					
								DISTR	BUTION					
Item No.	Description	Quantity	Units	Total Cost		Quarter		Quarter		Quarter		uarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
	Bondpaper- Long	1000	Reams	226,000.00										
	Bondpaper- Short	1000	Reams	191,000.00										
	Bondpaper -A4	150	Reams	30,600.00										
4	Bondpaper-A3	100	Reams	20,000.00										
5	Bondpaper - Colored	100	Reams	20,000.00										
6	Folder - Long	6700	Pieces	30,150.00										
7	Folder - Short	6600	Pieces	26,400.00										
8	Brown Envelope - Long	4200	Pieces	16,800.00										
9	Brown Envelope - Short	3000	Pieces	6,000.00										
10	Plastic Envelope (long and short)	80	Dozens	7,040.00										
11	Paper Clip - Small	100	Boxes	1,000.00										
12	Paper Clip - big	100	Boxes	2,000.00										
13	Pencil - Mongol	150	Boxes	13,650.00										
14	Eraser	50	Pieces	250.00										
15	Scissor	100	Pieces	4,350.00										
16	Correction Tape	350	Pieces	7,000.00										
17	Correction Tape - Refill	20	Boxes	15,120.00										
18	Stapler-35	25	Pieces	6,250.00										
19	Staple - Wire #35	400	Boxes	19,800.00										
20	Stapler-#10	20	Pieces	900.00										
21	Staple Wire-#10	250	Boxes	39,750.00										
22	Calculator	100	Pieces	79,500.00										
23	Fastener - Plastic	350	Boxes	11,375.00										
24	Ballpen	300	Dozens	86,700.00										
25	Sign Pen-My Gel	300	Dozens	75,600.00										
26	Pentilpen - Black, Blue & Red	720	Pieces	25,920.00										
	Pentel Pen Ink Refill	50	Bottles	1,500.00										
28	Stamping Pad	50	Pieces	1,750.00										
	Stamping Pad ink	80	Bottles	2,640.00										
30	Ordinary mailing Envelope Short	1600	Pieces	1,120.00				_						

31	Ordinary mailing Envelope Long	2800	Pieces	2,240.00				
32	Stabelu	250	Pieces	6,250.00				

INDICATIVE ANNUAL PROCUREMENT PLAN FOR THE YEAR 2021

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Plan Contr	ol No			Planned Amount					Page2of5 pages					
Departmen	nt/ Office:LGU SOGOD			Regular	Contingency	7	Total		Date Submi	tted:				
									BUTION					
Item No.	Description	Quantity	Units	Total Cost		Quarter		Quarter	1	Quarter		Quarter		
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount		
	Record Books	600	Pieces	49,800.00					1					
	Numbering Machine	5	Pieces	350.00										
	Numbering Machine Ink	10	Bottles	590.00										
	Mimeo Paper-Long	150	Reams	19,500.00										
	Mimeo Paper-Short	150	Reams	18,750.00										
38	Yellow Pad	220	Pads	4,840.00										
39	Sticky Note- assorted color	300	Pads	3,000.00										
40	Cartolina (assorted colors)	100	dozens	800.00										
41	Glue	200	Pieces	9,400.00										
42	Paste	20	Pieces	760.00										
43	Puncher	30	Pieces	9,450.00										
44	Tape Dispenser	30	Pieces	2,610.00										
45	Typewriter	5	Pieces	75,000.00										
46	Typewriter Ribbon	150	Boxes	3,450.00										
47	Plastofoil Carbon-Paper	80	Boxes	43,040.00										
48	White Board Marker	25	Pieces	50,000.00										
49	Corkbboard	25	Pieces	4,900.00										
50	Fax Paper	100	Pieces	12,000.00										
51	Push Pin	80	Boxes	2,800.00										
52	Index Card	1000	Packs	90,000.00										
53	Expanded Envelope	150	Pieces	3,000.00										
54	White Board with Stand	5	Pieces	10,500.00										
55	Faber-Castel Text Liner Refill	10	Pieces	1,500.00										
56	Pencil Sharpener	20	Pieces	6,000.00										
	Specialty Paper (non-scented)	100	Packs	12,400.00										
58	Specialty Paper (scented)	100	Packs	12,400.00										
59	Manila Paper	100	Pieces	1,000.00										

60	Notebook	25	Pieces	300.00				
61	Crayons	25	Pieces	500.00				
62	Correction Pen	50	Pieces	1,250.00				
63	Correction Pen Refill	50	Pieces	2,000.00				

INDICATIVE ANNUAL PROCUREMENT PLAN FOR THE YEAR 2021

Province, City or Municipality : Sogod, Cebu

Plan Contr	ol No		Planned Amount					Page3of5 pages					
Departmen	nt/ Office:LGU SOGOD			Regular	Contingency	У	Total		Date Submi	tted:			
							1		BUTION		•		
Item No.	Description	Quantuty	Units	Total Cost		Quarter		Quarter		Quarter		Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
	Bondpaper with Letterhead (short & long)	350	Reams	87,500.00								<u> </u>	
	Folder with Logo (short and long)	300	Pieces	3,000.00								<u> </u>	
	Stapler Remover	20	Pieces	3,250.00									
	Spiral Notepad	10	Pieces	450.00									
68	White Board Ink	10	Bottles	1,120.00								<u> </u>	
69	Ruler	50	Pieces	250.00								<u> </u>	
70	Cutter Blade	50	Pieces	750.00									
71	Rubber Stamp	10	Pieces	350.00									
72	DTR	150	Pads	500.00									
73	OBR	100	Pads	30,000.00									
74	Disbursment Voucher	100	Pads	30,000.00									
75	Columnar Pad-4, 6, 8, 12, 24 columns	200	Pads	16,200.00									
76	Scotch Tape	300	Rolls	5,400.00									
77	Masking Tape	50	Rolls	750.00									
78	Packaging Tape	50	Rolls	1,250.00									
79	Duct Tape	40	Rolls	2,040.00									
80	Double Sided Tape	30	Rolls	690.00									
81	Rubber Band	30	Boxes	4,350.00									
82	Mimeographing Paper White Wove (short & long)	100	Reams	15,000.00									
	Photo Paper	50	Packs	3,750.00									
84	G-TEC Ballpen	30	Boxes	6,000.00									
85	G-TEC Ballpen Refill	20	Boxes	2,000.00									
	Computer Ink-Brother (Colored and Black)	80	Bottles	15,600.00									
87	HP Ink 704 (Colored and Black)	100	Pieces	37,000.00									
	HP Ink 6615 (Colored and Black)	20	Pieces	3,000.00									

89	Epson Ink 6642 (Colored and Black)	65	Pieces	9,750.00				
90	Epson Ink 644 (Colored and Black)	65	Pieces	9,750.00				
91	Face Mask	300	Booxes	15,000.00				
92	Face Shield	400	Pieces	10,000.00				
93	Alcohol	168	Gallons	100,800.00				
94	Sanitizer	168	Bottles	33,600.00				

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Plan Contr	rol No		Planned Amount					Page4of5 pages					
Departme	nt/ Office:LGU SOGOD			Regular	Contingency	7	Total		Date Submi	tted:			
							•		IBUTION		•		
Item No.	Description	Quantuty	Units	Total Cost	-	Quarter		Quarter		Quarter		Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
95	Computer Ink Epson L220 (Colored and Black)	30	Pieces	4,350.00									
96	Dye Ink	30	Pieces	7,500.00									
97	Pantum Toner	24	Pieces	120,000.00									
98	Epson Ribbon LX-300	220	Pieces	4,400.00									
99	Computer Ink 678 (Colored and Black)	110	Boxes	52,800.00									
100	Computer	10	Sets	420,000.00									
101	Printer	20	Units	180,000.00									
102	Flash Drive	10	Pieces	7,000.00									
103	External Hard Drive	5	Units	1,600.00									
104	Mouse	5	Pieces	1,125.00									
105	Projector	2	Pieces	70,000.00									
106	Ring Binder	10	Bundles	500.00									
107	Router	3	Pieces	9,000.00									
108	Lambo	170	Rolls	15,300.00									
109	Forms (Fencing, Electrical, Plumbing and Building)	10	Reams										
110	Camera	2	Pieces	42,000.00									
111	Real Property Tax Account Register (RPTAR)	1000	Pieces										
112	Accountable Form No.51	1000	Stubs										
113	Accountable Form No.52	50	Stubs										
114	Accountable Form No.53	50	Stubs										
115	Accountable Form No.54	50	Stubs										
116	Accountable Form No.56	1000	Stubs										
117	Accountable Form No.58	50	Stubs										
118	BIR Form 0016	1000	Stubs										
119	BIR Form 907	20	Stubs	Í			I			ĺ			

120	Cash Tickets @1.00 @2.00 @5.00	150	Stubs					
121	Cert. Of Live Birth (Mun. Form 102)	50	Pads					
122	Cert. Of Death (Mun. Form 1020)	50	Pads					
123	Cert. Of Marriage	50	Pads					
124	Application for Marriage License	50	Pads					
125	Cash Book 4 Columns	15	Pieces					
126	Municipal Payroll Prov'l Form 38A	5000	Sheets					

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Province, City or Municipality : Sogod, Cebu

	rol No		Planned Amount					Page5of5 pages					
Departme	nt/ Office:LGU SOGOD			Regular	Contingency	7	Total		Date Submi	tted:			
								DISTRI	BUTION				
Item No.	Description	Quantuty	Units	Total Cost		Quarter		Quarter		Quarter		Quarter	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
127	Frames and Plaque	200	Pieces	140,000.00									
128	Filling Racks	50	Pieces	29,000.00								ĺ	
129	Steel Cabinet	10	Pieces	89,000.00									
130	Storage Box	50	Pieces	23,500.00									
131	Office Tables	10	Pieces	78,000.00									
132	Computer Table	10	Pieces	37,000.00									
133	Office Chairs	20	Pieces	68,000.00									
134	Billing Booklet	1500	Pieces	7,500.00									
135	Book Binder	100	Pieces	25,000.00									
136	Electric Fan	10	Pieces	10,000.00									
137	Television	2	Pieces	30,000.00									
138	Tents	10	Pieces	250,000.00									
139	Tarpaulin	500	Pieces	50,000.00									
140	Airconditioned	5	Pieces	150,000.00									
141	Cellphone	5	Pieces	50,000.00									

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

MARILYN P. DURAN

Admin Aide 1/BAC Secretariat

(Head of Department/Office)

Approved by: RICHARD B. STREEGAN

Municipal Mayor