

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : MAYOR'S OFFICE					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond Paper (Long)	1,550.00	22	box	34,100.00	6	9,300.00	5	7,750.00	5	7,750.00	6	9,300.00
2	Bond Paper (Short)	1,270.00	32	box	40,640.00	8	10,160.00	8	10,160.00	8	10,160.00	8	10,160.00
3	Brown Envelope (Short)	27.00	300	pcs	8,100.00								
4	Brown Envelope (Long)	27.00	400	pcs	10,800.00	100	2,700.00	100	2,700.00	100	2,700.00	100	2,700.00
5	Expanded Folder (long)	15.00	200	pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
6	Expanded Envelope (long)	15.00	200	pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
7	White Folder (Short)	23.00	300	pcs	6,900.00	75	1,725.00	75	1,725.00	75	1,725.00	75	1,725.00
8	White Folder (Long)	23.00	300	pcs	6,900.00	75	1,725.00	75	1,725.00	75	1,725.00	75	1,725.00
9	Mailing Envelope (500pcs/box)	331.80	2	box	663.60	1	331.80		-	1	331.80		-
10	Correction tape	24.00	80	pcs	1,920.00	20	480.00	20	480.00	20	480.00	20	480.00
11	Staple wire	35.00	30	box	1,050.00	8	280.00	7	245.00	7	245.00	8	280.00
12	Stapler	133.00	10	pcs	1,330.00	3	399.00	2	266.00	2	266.00	3	399.00
13	Paper Fastener (Plastic)	32.00	10	box	320.00	3	96.00	3	96.00	3	96.00	3	96.00
14	Paper Fastener (Metal)	87.00	10	box	870.00	3	261.00	3	261.00	2	174.00	2	174.00
15	Pencil (Mongol No. 2)	97.00	4	pcs	388.00	1	97.00	1	97.00	1	97.00	1	97.00
16	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	2	440.00	2	440.00	2	440.00	2	440.00
17	Pentel EnerGel Sign Pen (Black)	960.00	6	box	5,760.00	2	1,920.00	1	960.00	2	1,920.00	1	960.00
18	Rubber Band (Big)	192.00	2	pcs	384.00	1	192.00		-	1	192.00		-
19	Rubber Band (Small)	150.00	2	pcs	300.00	1	150.00		-	1	150.00		-
20	Lysol disinfectant spray	250.00	10	pcs	2,500.00	3	750.00	2	500.00	3	750.00	2	500.00
21	Tissue paper (2 ply, 12 piece/pack)	w	16	pack	#VALUE!	4	#VALUE!	4	#VALUE!	4	#VALUE!	4	#VALUE!
22	Air refreshener	293.00	10	pcs	2,930.00	3	879.00	2	586.00	3	879.00	2	586.00
23	3 Layer File organizer METAL	935.00	2	pcs	1,870.00	1	935.00	1	935.00		-		-
24	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
25	Alcohol	120.00	20	pcs	2,400.00	5	600.00	5	600.00	5	600.00	5	600.00
26	Tape dispenser	250.00	4	pcs	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
27	Transparent Tape	18.00	15	pcs	270.00	5	90.00	3	54.00	4	72.00	3	54.00
28	Masking Tape	90.00	12	pcs	1,080.00	3	270.00	3	270.00	3	270.00	3	270.00
29	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00

30	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00
31	Sticky notes	30.00	25	pcs	750.00	7	210.00	6	180.00	6	180.00	6	180.00
32	Puncher	130.00	4	pcs	520.00	2	260.00		-	2	260.00		-
33	Double Sided Tape	72.00	15	pcs	1,080.00	5	360.00	3	216.00	4	288.00	3	216.00
34	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00
35	Stamp pad INK	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
36	Marker (Pen)	20.00	24	pcs	480.00	8	160.00	4	80.00	8	160.00	4	80.00
37	Sticker Paper		12	pack	-	3		3		3		3	
38	Flourescent Marker (3pc/set)	37.59	4	set	150.36	1	37.59	1	37.59	1	37.59	1	37.59
39	Scissors	13.86	12	pcs	166.32	3	41.58	3	41.58	3	41.58	3	41.58
40	Glue (Roll on Type)	45.00	10	pcs	450.00	3	135.00	2	90.00	3	135.00	2	90.00
41	Clearbook (A4)		16	pcs	-	4		4		4		4	
42	Pad Paper Ruled	17.51	12	pad	210.12	3	52.53	3	52.53	3	52.53	3	52.53
43	Clearbook (Legal)	39.28	20	pcs	785.60	5	196.40	5	196.40	5	196.40	5	196.40
44	Data File Box	77.20	20	pcs	1,544.00	5	386.00	5	386.00	5	386.00	5	386.00
45	Record book	150.00	12	pcs	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00
TOTAL OFFICE SUPPLIES					#VALUE!		#VALUE!		#VALUE!		#VALUE!		#VALUE!
Machinery and Equipment													
	Optical Mouse (USB)	111.30	6	pcs	667.80	4	445.20	2	222.60				
	Printer		2										
	Xerox copier machine		1										
	Logo Seal		2										
Furniture and Fixtures													
	Conference Table		1										
	Foldabe Table		2										
	Office Table		2										
	Office Chairs		12										
	Steel filing Cabinet		1										
	Sofa Set												
TOTAL CAPITAL OUTLAY													

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

Prepared by:

(SGD) REX A. MANLAPAZ
Municipal Administrator

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : SB OFFICE					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	25	box	38,750.00	6	9,300.00	6	9,300.00	6	9,300.00	7	10,850.00
2	Bond Paper (Short)	1,270.00	25	box	31,750.00	6	7,620.00	6	7,620.00	6	7,620.00	7	8,890.00
3	Brown Envelope (Long)	27.00	200	pcs	5,400.00	50	1,350.00	50	1,350.00	50	1,350.00	50	1,350.00
4	Expanded Folder (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
5	Expanded Envelope (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
6	White Folder w/ Plastic Cover (Long)	23.00	160	pcs	3,680.00	40	920.00	40	920.00	40	920.00	40	920.00
7	Correction tape	24.00	40	pcs	960.00	10	240.00	10	240.00	10	240.00	10	240.00
8	Staple wire	35.00	20	box	700.00	5	175.00	5	175.00	5	175.00	5	175.00
9	Stapler	133.00	3	pcs	399.00	3	399.00		-		-		-
10	Paper Fastener (Plastic)	32.00	20	box	640.00	5	160.00	5	160.00	5	160.00	5	160.00
11	Scissor	150.00	3	pcs	450.00	3	450.00		-		-		-
12	Pencil (Mongol No. 2)	97.00	4	box	388.00	1	97.00	1	97.00	1	97.00	1	97.00
13	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
14	Pentel Energel Sign Pen (Black)	960.00	5	box	4,800.00	1	960.00	1	960.00	2	1,920.00	1	960.00
15	Photo Paper	69.30	8	pack	554.40	2	138.60	2	138.60	2	138.60	2	138.60
16	White Envelop (Large)	417.75	4	box	1,671.00	1	417.75	1	417.75	1	417.75	1	417.75
17	Lysol disinfectant spray	250.00	8	pcs	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
18	Tissue paper (2 ply, 12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
19	Air refreshener	293.00	8	pcs	2,344.00	2	586.00	2	586.00	2	586.00	2	586.00
20	3 Layer File organizer METAL	935.00	4	pcs	3,740.00	1	935.00	1	935.00	1	935.00	1	935.00
21	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
22	Alcohol	120.00	20	pcs	2,400.00	5	600.00	5	600.00	5	600.00	5	600.00
23	Tape dispenser	250.00	3	pcs	750.00	1	250.00	1	250.00	1	250.00	-	-
24	Transparent Tape	18.00	10	pcs	180.00	2	36.00	2	36.00	3	54.00	3	54.00
25	Masking Tape	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
26	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00
27	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00

28	Sticky notes	30.00	15	pcs	450.00	4	120.00	4	120.00	4	120.00	3	90.00
29	Heavy duty Puncher	130.00	3	pcs	390.00	1	130.00	1	130.00	-	-	1	130.00
30	Double Sided Tape	72.00	15	pcs	1,080.00	4	288.00	4	288.00	4	288.00	3	216.00
31	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00
32	Stamp pad INK	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
33	Hard bound Folder	231.00	20	PCS	4,620.00	20	4,620.00	-	-	-	-	-	-
34	Marker (Pen)	20.00	10	pcs	200.00	2	40.00	2	40.00	3	60.00	3	60.00
35	Glue (Roll on Type)	45.00	6	pcs	270.00	2	90.00	2	90.00	1	45.00	1	45.00
36	Calculator (BIG)	270.00	2	pcs	540.00	2	540.00		-		-		-
37	Record book	150.00	5	pcs	750.00	1	150.00	1	150.00	1	150.00	3	450.00
TOTAL OFFICE SUPPLIES					122,616.40		34,302.35		28,293.35		29,116.35		31,054.35
Information and Communication Technology Equipment													
1	Lap Top	30,000.00	3	pcs	90,000.00	3	90,000.00						
2	Printer with scanner	10,000.00	1	pcs	10,000.00	1	10,000.00						
3	Recorder	15,000.00	2	pcs	30,000.00	2	30,000.00						
							-						
Office Equipment													
1	Xerox copier machine	140,000.00	1	pcs	140,000.00	1	140,000.00						
Furnitures and Fixtures													
1	Executive chair	9,000.00	4	pcs	36,000.00	4	36,000.00						
2	Office table	10,000.00	1	pcs	10,000.00	1	10,000.00						
3	Hanging Cabinet	25,000.00	2	pcs			50,000.00						
							-						
TOTAL CAPITAL OUTLAY					316,000.00		366,000.00						

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

Prepared by:

(SGD) GEORGE M. CARINO
Municipal SB Secretary

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : MTO OFFICE					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond Paper (Long)	1,550.00	40	box	62,000.00	10	15,500.00	10	15,500.00	10	15,500.00	10	15,500.00
2	Bond Paper (Short)	1,270.00	20	box	25,400.00	5	6,350.00	5	6,350.00	5	6,350.00	5	6,350.00
3	Brown Envelope (Long)	27.00	200	pcs	5,400.00	50	1,350.00	50	1,350.00	50	1,350.00	50	1,350.00
4	Expanded Folder (long)	15.00	200	pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
5	Expanded Envelope (long)	15.00	200	pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
6	White Folder w/ Plastic Cover (Long)	23.00	120	pcs	2,760.00	30	690.00	30	690.00	30	690.00	30	690.00
7	Correction tape	24.00	80	pcs	1,920.00	20	480.00	20	480.00	20	480.00	20	480.00
8	Staple wire	35.00	40	box	1,400.00	10	350.00	10	350.00	10	350.00	10	350.00
9	Stapler	133.00	10	pcs	1,330.00	8	1,064.00	2	266.00	-	-	0	-
10	Paper Fastener (Plastic)	32.00	12	box	384.00	3	96.00	3	96.00	3	96.00	3	96.00
11	Paper Fastener (Metal)	87.00	12	box	1,044.00	3	261.00	3	261.00	3	261.00	3	261.00
12	Pencil (Mongol No. 2)	97.00	4	pcs	388.00	1	97.00	1	97.00	1	97.00	1	97.00
13	HBW Ballpen (Black) 0.5mm	220.00	20	box	4,400.00	5	1,100.00	5	1,100.00	5	1,100.00	5	1,100.00
14	Pentel Energel Sign Pen (Black)	960.00	8	box	7,680.00	2	1,920.00	2	1,920.00	2	1,920.00	2	1,920.00
15	Rubber Band (Big)	192.00	4	pcs	768.00	1	192.00	1	192.00	1	192.00	1	192.00
16	Rubber Band (Small)	150.00	24	pcs	3,600.00	6	900.00	6	900.00	6	900.00	6	900.00
17	Lysol disinfectant spray	250.00	12	pcs	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
18	Tissue paper (2 ply,12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
19	Air refreshener	293.00	12	pcs	3,516.00	3	879.00	3	879.00	3	879.00	3	879.00
20	3 Layer File organizer METAL	935.00	10	pcs	9,350.00	10	9,350.00	-	-	-	-	0	-
21	Trash Can	200.00	4	pcs	800.00	2	400.00	2	400.00		-		-
22	Alcohol	120.00	40	pcs	4,800.00	10	1,200.00	10	1,200.00	10	1,200.00	10	1,200.00
23	Tape dispenser	250.00	2	pcs	500.00	1	250.00		-	1	250.00		-

24	Transparent Tape	18.00	12	pcs	216.00	3	54.00	3	54.00	3	54.00	3	54.00
25	Masking Tape	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
26	Paper clip (small)	20.00	80	box	1,600.00	20	400.00	20	400.00	20	400.00	20	400.00
27	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00
28	Sticky notes	30.00	20	pcs	600.00	5	150.00	5	150.00	5	150.00	5	150.00
29	Heavy duty Puncher	130.00	1	pcs	130.00	1	130.00	-	-	-	-	-	-
30	Double Sided Tape	72.00	12	pcs	864.00	3	216.00	3	216.00	3	216.00	3	216.00
31	Stamp pad	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
32	Stamp pad INK	20.00	12	pcs	240.00	3	60.00	3	60.00	3	60.00	3	60.00
33	Plastic Cover	70.00	20	yards	1,400.00	20	1,400.00	-	-	-	-	-	-
34	Marker (Pen)	20.00	12	pcs	240.00	3	60.00	3	60.00	3	60.00	3	60.00
35	Glue (Roll on Type)	45.00	8	pcs	360.00	2	90.00	2	90.00	2	90.00	2	90.00
36	Calulator Casio	600.00	6	pcs	3,600.00	3	1,800.00	1	600.00	1	600.00	1	600.00
37	Coin Envelope 8 1/2"	400.00	12	pcs	4,800.00	3	1,200.00	3	1,200.00	3	1,200.00	3	1,200.00
38	Record book	150.00	12	pcs	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00
39	Accountable form #51	120.00	2000	pcs	240,000.00	500	60,000.00	500	60,000.00	500	60,000.00	500	60,000.00
40	Accountable form #56	170.00	500	pcs	85,000.00	200	34,000.00	100	17,000.00	100	17,000.00	100	17,000.00
41	Accountable form #54	125.00	50	pcs	6,250.00	30	3,750.00	10	1,250.00	5	625.00	5	625.00
42	BIR #0016	66.00	500	pcs	33,000.00	300	19,800.00	100	6,600.00	50	3,300.00	50	3,300.00
43	BIR #0017	110.00	10	pcs	1,100.00	5	550.00	2	220.00	2	220.00	1	110.00
44	Journal notebook	35.00	160	pcs	5,600.00	40	1,400.00	40	1,400.00	40	1,400.00	40	1,400.00
45	Rain Coat Large	509.75	50	pcs	25,487.50	50	25,487.50		-		-		-
46	Reflective vest	399.75	50	pcs	19,987.50	50	19,987.50		-		-		-
47	Rain Boot	269.75	50	pcs	13,487.50	50	13,487.50		-		-		-
48	Umbrella	249.75	25	pcs	6,243.75	25	6,243.75		-		-		-
49	Flashlight	359.75	25	pcs	8,993.75	25	8,993.75		-		-		-
50	Photocopier toner (KYOCERA)	8,000.00	24	PCS	192,000.00	6	48,000.00	6	48,000.00	6	48,000.00	6	48,000.00
					-		-		-		-		-
TOTAL OFFICE SUPPLIES					805,520.00		293,909.00		173,551.00		169,210.00		168,850.00
Machinery and Equipment													
	Computer set (Desktop)		3	set									
	Printer		1	set									
	Photocopier (KYOCERA)		1	set									
Furniture and Fixtures													

Steel Cabinet		2											
VAULT		2											
TOTAL CAPITAL OUTLAY													

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

Prepared by:

(SGD) ROWEL P. MANIACUP
Municipal Treasurer

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : ASSESSOR'S OFFICE					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Air refreshener	293.00	12	pcs	3,516.00	3	879.00	3	879.00	3	879.00	3	879.00
2	Alcohol	120.00	20	pcs	2,400.00	5	600.00	5	600.00	5	600.00	5	600.00
3	Battery AAA (4pcs)	85.00	4	set	340.00	1	85.00	1	85.00	1	85.00	1	85.00
1	Bond Paper (Long)	1,550.00	28	box	43,400.00	7	10,850.00	7	10,850.00	7	10,850.00	7	10,850.00
2	Bond Paper (Short)	1,270.00	28	box	35,560.00	7	8,890.00	7	8,890.00	7	8,890.00	7	8,890.00
3	Book Cover (Tax Declaration)	500.00	100	set	50,000.00	100	50,000.00		-		-		-
4	Brown Envelope (Long)	27.00	200	pcs	5,400.00	50	1,350.00	50	1,350.00	50	1,350.00	50	1,350.00
5	Calculator Casio JV 220	735.00	2	pcs	1,470.00	2	1,470.00		-		-		-
6	Clear book Long	120.00	8	pcs	960.00	2	240.00	2	240.00	2	240.00	2	240.00
7	Clip Board	100.00	8	pcs	800.00	2	200.00	2	200.00	2	200.00	2	200.00
8	Commercial Envelope with plastic window mailing long (10pcs)	12.00	1700	set	20,400.00	425	5,100.00	425	5,100.00	425	5,100.00	425	5,100.00
9	Correction tape	24.00	60	pcs	1,440.00	15	360.00	15	360.00	15	360.00	15	360.00
10	Data File/Folder (long)	21.00	16	pcs	336.00	4	84.00	4	84.00	4	84.00	4	84.00
11	DONG-A MyGel (Black) 0.5mm	960.00	8	box	7,680.00	2	1,920.00	2	1,920.00	2	1,920.00	2	1,920.00
12	Double Sided Tape	72.00	4	pcs	288.00	1	72.00	1	72.00	1	72.00	1	72.00
13	Expanded Envelope (long)	15.00	120	pcs	1,800.00	30	450.00	30	450.00	30	450.00	30	450.00
14	Expanded Folder (long) Green	19.00	40	pcs	760.00	10	190.00	10	190.00	10	190.00	10	190.00
15	Expanded Folder (long) Red	19.00	40	pcs	760.00	10	190.00	10	190.00	10	190.00	10	190.00
16	Expanded Folder (long) Violet	19.00	40	pcs	760.00	10	190.00	10	190.00	10	190.00	10	190.00
17	File Folder (2 hole) File System	80.00	28	pcs	2,240.00	7	560.00	7	560.00	7	560.00	7	560.00
18	Flash Drive 4GB USB	250.00	8	pcs	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
19	Folder Black Clip 1" 4pcs	10	24	set	228.00	6	57.00	6	57.00	6	57.00	6	57.00
20	Folder Black Clip 1.1/4" 4pcs	12	24	set	282.00	6	70.50	6	70.50	6	70.50	6	70.50
21	Folder Black Clip 2" 2pcs	17	36	set	594.00	9	148.50	9	148.50	9	148.50	9	148.50
22	Glue (Roll on Type)	45.00	4	pcs	180.00	1	45.00	1	45.00	1	45.00	1	45.00
23	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00

24	Heavy duty Puncher 9780 Times	242.00	2	pcs	484.00	1	242.00		-	1	242.00		-
25	Lateral Filing Cabinet (SOHO)	14,300.00	2	unit	28,600.00	2	28,600.00		-		-		-
26	Letter Head Long (Assessor)	2,200	12	ream	26,400.00	3	6,600.00	3	6,600.00	3	6,600.00	3	6,600.00
27	Letter Head Short (Assessor)	2,200	24	ream	52,800.00	6	13,200.00	6	13,200.00	6	13,200.00	6	13,200.00
28	Lysol Disinfectant spray	250.00	12	pcs	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
29	Marker (Pen) Black	34.00	8	pcs	272.00	2	68.00	2	68.00	2	68.00	2	68.00
30	Marker (Pen) Blue	34.00	8	pcs	272.00	2	68.00	2	68.00	2	68.00	2	68.00
31	Marker (Pen) Red	34.00	8	pcs	272.00	2	68.00	2	68.00	2	68.00	2	68.00
32	Masking Tape 2inch	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
33	Packaging tape	89.00	4	pcs	356.00	1	89.00	1	89.00	1	89.00	1	89.00
34	Paper clip (big)	30.00	8	box	240.00	2	60.00	2	60.00	2	60.00	2	60.00
35	Paper clip (small)	25.00	8	box	200.00	2	50.00	2	50.00	2	50.00	2	50.00
36	Paper Fastener (Plastic)	75.00	8	box	600.00	2	150.00	2	150.00	2	150.00	2	150.00
37	Pencil (Mongol No. 2) 12pcs	97.00	4	box	388.00	1	97.00	1	97.00	1	97.00	1	97.00
38	Plastic Cover	70.00	20	yards	1,400.00	5	350.00	5	350.00	5	350.00	5	350.00
39	Record Book 300 pages	100.00	4		400.00	1	100.00	1	100.00	1	100.00	1	100.00
40	Record Book 500 pages	150.00	4	pcs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
41	Rubber Band (Big)	50.00	4	box	200.00	1	50.00	1	50.00	1	50.00	1	50.00
42	Scissor (IMax)	90.00	2	pcs	180.00	1	90.00		-	1	45.00		-
43	Scotch Tape (1inch)	24.00	8	pcs	192.00	2	48.00	2	48.00	2	48.00	2	48.00
44	Stabillo Assorted Marker	16.00	8	pcs	128.00	2	32.00	2	32.00	2	32.00	2	32.00
45	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00
46	Stamp pad INK (Violet/Blue)	20.00	4	pcs	80.00	1	20.00	1	20.00	1	20.00	1	20.00
47	Staple wire	35.00	4	box	140.00	1	35.00	1	35.00	1	35.00	1	35.00
48	Stapler (Big) with stapler remover	133.00	4	pcs	532.00	1	133.00	1	133.00	1	133.00	1	133.00
49	Sticky notes	30.00	12	pcs	360.00	3	90.00	3	90.00	3	90.00	3	90.00
50	Storage Box (Buffalo Skin Black)	333.00	16	pcs	5,328.00	4	1,332.00	4	1,332.00	4	1,332.00	4	1,332.00
51	Tape Dispenser ARCO	250.00	2	pcs	500.00	1	250.00		-	1	125.00		-
52	Tissue paper (2 ply, 12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
53	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
54	White Folder Long	23.00	160	pcs	3,680.00	40	920.00	40	920.00	40	920.00	40	920.00
55	Yellow Pad	35.00	4	pcs	140.00	1	35.00	1	35.00	1	35.00	1	35.00
TOTAL OFFICE SUPPLIES					318,238.00		139,903.00		59,251.00		59,663.00		59,251.00
Machinery and Equipment													
	Computer set (Desktop)	59,000.00	1	unit	59,000.00								
	Printer Epson	9,000.00	1	unit	9,000.00								
	Laptop	52,000.00	1	unit	52,000.00								
	Service Vehicle (Tax Mapping)												
Furniture and Fixtures													

	Lateral Filing Cabinet (SOHO)	14,300.00	2	unit	28,600.00							
	Office Chair	2,000.00	4	unit	8,000.00							
	Office Table	6,000.00	2	unit	12,000.00							
	TOTAL CAPITAL OUTLAY				168,600.00							

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

Prepared by:

(SGD) MICHAEL JAYSON C. CARLOS
Municipal Assessor

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON													
Department/Office : BUDGET OFFICE					PLANNED AMOUNT							Date Submitted:	
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	25	box	38,750.00	6	9,300.00	6	9,300.00	6	9,300.00	7	10,850.00
2	Bond Paper (Short)	1,270.00	25	box	31,750.00	6	7,620.00	6	7,620.00	6	7,620.00	7	8,890.00
3	Brown Envelope (Long)	27.00	200	pcs	5,400.00	50	1,350.00	50	1,350.00	50	1,350.00	50	1,350.00
4	Expanded Folder (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
5	Expanded Envelope (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
6	White Folder w/ Plastic Cover (Long)	23.00	160	pcs	3,680.00	40	920.00	40	920.00	40	920.00	40	920.00
7	Correction tape	24.00	60	pcs	1,440.00	15	360.00	15	360.00	15	360.00	15	360.00
8	Staple wire	35.00	20	box	700.00	5	175.00	5	175.00	5	175.00	5	175.00
9	Stapler	133.00	5	pcs	665.00	2	266.00	1	133.00	1	133.00	1	133.00
10	Paper Fastener (Plastic)	32.00	20	box	640.00	5	160.00	5	160.00	5	160.00	5	160.00
11	Paper Fastener (Metal)	87.00	20	box	1,740.00	5	435.00	5	435.00	5	435.00	5	435.00
12	Pencil (Mongol No. 2)	97.00	4	box	388.00	1	97.00	1	97.00	1	97.00	1	97.00
13	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
14	Pentel Energel Sign Pen (Black)	960.00	5	box	4,800.00	1	960.00	1	960.00	2	1,920.00	1	960.00
15	Rubber Band (Big)	192.00	3	pcs	576.00	1	192.00	1	192.00	1	192.00	0	-
16	Rubber Band (Small)	150.00	3	pcs	450.00	1	150.00	1	150.00	1	150.00	0	-
17	Lysol disinfectant spray	250.00	8	pcs	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
18	Tissue paper (2 ply, 12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
19	Air refreshener	293.00	8	pcs	2,344.00	2	586.00	2	586.00	2	586.00	2	586.00
20	3 Layer File organizer METAL	935.00	4	pcs	3,740.00	1	935.00	1	935.00	1	935.00	1	935.00
21	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
22	Alcohol	120.00	20	pcs	2,400.00	5	600.00	5	600.00	5	600.00	5	600.00
23	Tape dispenser	250.00	3	pcs	750.00	1	250.00	1	250.00	1	250.00	-	-
24	Transparent Tape	18.00	10	pcs	180.00	2	36.00	2	36.00	3	54.00	3	54.00
25	Masking Tape	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
26	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00
27	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00
28	Sticky notes	30.00	15	pcs	450.00	4	120.00	4	120.00	4	120.00	3	90.00
29	Heavy duty Puncher	130.00	3	pcs	390.00	1	130.00	1	130.00	-	-	1	130.00
30	Double Sided Tape	72.00	15	pcs	1,080.00	4	288.00	4	288.00	4	288.00	3	216.00
31	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00

32	Stamp pad INK	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
33	Plastic Cover	70.00	20	yards	1,400.00	20	1,400.00	-	-	-	-	-	-
34	Marker (Pen)	20.00	10	pcs	200.00	2	40.00	2	40.00	3	60.00	3	60.00
35	Glue (Roll on Type)	45.00	6	pcs	270.00	2	90.00	2	90.00	1	45.00	1	45.00
36	Calculator (BIG)	270.00	4	pcs	1,080.00	1	270.00	1	270.00	1	270.00	1	270.00
37	Record book	150.00	5	pcs	750.00	1	150.00	1	150.00	1	150.00	2	300.00
TOTAL OFFICE SUPPLIES					120,773.00		30,570.00		29,037.00		29,860.00		31,306.00
Information and Communication Technology Equipment													
1	Computer set (Desktop) with accessories	45,000.00	5	pcs	225,000.00	5	225,000.00						
2	Printer	8,000.00	5	pcs	40,000.00	5	40,000.00						
3	UPS	3,000.00	5	pcs	15,000.00	5	15,000.00						
4	OTG USB FLASH DRIVE	600.00	5		3,000.00								
5	1 TERA BYTE EXTERNAL HARD DRIVE	1,757.00	1		1,757.00								
							-						
	Office Equipment						-						
1	Xerox copier machine	140,000.00	1	pcs	140,000.00	1	140,000.00						
2	Aircon	40,000.00	1	pcs	40,000.00	1	40,000.00						
3	Steel Rack	12,000.00	2	pcs	24,000.00	2	24,000.00						
4	Steel Cabinet with Key	9,000.00	2	pcs	18,000.00	2	18,000.00						
5	Split type aircon	25,000.00	1	pc	25,000.00		25,000.00						
							-						
	Furnitures and Fixtures						-						
1	Executive chair	9,000.00	5	pcs	45,000.00	5	45,000.00						
2	Office table	10,000.00	5	pcs	50,000.00	5	50,000.00						
4	Hanging Cabinet	25,000.00	1		25,000.00		25,000.00						
							-						
TOTAL CAPITAL OUTLAY					651,757.00		647,000.00						

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

Prepared by:

(SGD) JACQUELINE P. ALFARO
Municipal Budget Officer

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON													
Department/Office : ACCOUNTING OFFICE					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total		September 09, 2020		
DISTRIBUTION													
Item No	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond Paper (Long)	1,550.00	30	box	46,500.00	8	12,400.00	7	10,850.00	7	10,850.00	8	12,400.00
2	Bond Paper (Short)	1,270.00	30	box	38,100.00	8	10,160.00	7	8,890.00	7	8,890.00	8	10,160.00
3	Brown Envelope (Long)	27.00	200	pcs	5,400.00	50	1,350.00	50	1,350.00	50	1,350.00	50	1,350.00
4	Expanded Folder (long)	15.00	200	pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
5	Expanded Envelope (long)	15.00	200	pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
6	White Folder w/ Plastic Cover (Long)	23.00	50	pcs	1,150.00	13	299.00	12	276.00	12	276.00	13	299.00
7	Correction tape	24.00	100	pcs	2,400.00	25	600.00	25	600.00	25	600.00	25	600.00
8	Staple wire	35.00	30	box	1,050.00	8	280.00	7	245.00	7	245.00	8	280.00
9	Stapler	133.00	5	pcs	665.00	2	266.00	1	133.00	1	133.00	1	133.00
10	Paper Fastener (Plastic)	32.00	20	box	640.00	5	160.00	5	160.00	5	160.00	5	160.00
11	Paper Fastener (Metal)	87.00	40	box	3,480.00	10	870.00	10	870.00	10	870.00	10	870.00
12	Pencil (Mongol No. 2)	97.00	5	pcs	485.00	2	194.00	1	97.00	1	97.00	1	97.00
13	HBW Ballpen (Black) 0.5mm	220.00	5	box	1,100.00	2	440.00	1	220.00	1	220.00	1	220.00
14	Pentel Energel Sign Pen (Black)	960.00	20	box	19,200.00	5	4,800.00	5	4,800.00	5	4,800.00	5	4,800.00
15	Rubber Band (Big)	192.00	3	pcs	576.00	1	192.00	1	192.00	1	192.00	0	-
16	Rubber Band (Small)	150.00	10	pcs	1,500.00	3	450.00	2	300.00	2	300.00	3	450.00
17	Lysol disinfectant spray	250.00	5	pcs	1,250.00	2	500.00	1	250.00	1	250.00	1	250.00
18	Tissue paper (2 ply, 12 piece/pack)	345.00	50	pack	17,250.00	20	6,900.00	10	3,450.00	10	3,450.00	10	3,450.00
19	3 Layer File organizer METAL	935.00	2	pcs	1,870.00	1	935.00	1	935.00		-		-
20	Trash Can	200.00	4	pcs	800.00	4	800.00	-	-	-	-	0	-
21	Alcohol	120.00	50	pcs	6,000.00	20	2,400.00	10	1,200.00	10	1,200.00	10	1,200.00
22	Tape dispenser	250.00	4	pcs	1,000.00	4	1,000.00	-	-	-	-	0	-
23	Transparent Tape	18.00	20	pcs	360.00	5	90.00	5	90.00	5	90.00	5	90.00
24	Masking Tape	90.00	10	pcs	900.00	3	270.00	2	180.00	2	180.00	3	270.00
25	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00
26	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00
27	Sticky notes	30.00	100	pcs	3,000.00	25	750.00	25	750.00	25	750.00	25	750.00
28	Heavy duty Puncher	130.00	5	pcs	650.00	5	650.00	-	-	-	-	0	-
29	Double Sided Tape	72.00	15	pcs	1,080.00	5	360.00	4	288.00	3	216.00	3	216.00
30	Stamp pad	90.00	5	pcs	450.00	5	450.00	-	-	-	-	0	-
31	Stamp pad INK	20.00	10	pcs	200.00	3	60.00	2	40.00	2	40.00	3	60.00

32	Marker (Pen)	20.00	10	pcs	200.00	3	60.00	2	40.00	2	40.00	3	60.00
33	Glue (Roll on Type)	45.00	10	pcs	450.00	3	135.00	2	90.00	2	90.00	3	135.00
34	Calculator (BIG)	270.00	2	pcs	540.00	2	540.00		-		-		-
35	Record book	150.00	5	pcs	750.00	2	300.00	1	150.00	1	150.00	1	150.00
36	Notebook	50.00	10	pcs	500.00	3	150.00	2	100.00	2	100.00	3	150.00
37	Finger Moistener	50.00	12	pcs	600.00	3	150.00	3	150.00	3	150.00	3	150.00
38	Hard Plastic Folder	200.00	300	pcs	60,000.00	80	16,000.00	70	14,000.00	70	14,000.00	80	16,000.00
39	MyGel Ballpen (Black)	150.00	20	box	3,000.00	5	750.00	5	750.00	5	750.00	5	750.00
40	Mouse pad	100.00	5	pcs	500.00	5	500.00		-		-		-
41	Sitcker Paper	100.00	100	pad	10,000.00	25	2,500.00	25	2,500.00	25	2,500.00	25	2,500.00
42	Photo Paper	150.00	5	pad	750.00	5	750.00		-		-		-
43	Hand Sanitizer	200.00	15	pcs	3,000.00	4	800.00	4	800.00	4	800.00	3	600.00
43	White Board Marker (Black)	100.00	10	pcs	1,000.00	3	300.00	2	200.00	2	200.00	3	300.00
44	White Board Marker (Red)	100.00	10	pcs	1,000.00	3	300.00	2	200.00	2	200.00	3	300.00
	TOTAL OFFICE SUPPLIES		1782		165,896.00	364.00	50,386.00	309.00	38,171.00	307.00	37,164.00	315.00	40,175.00
	Information and Communication Technology Equipment												
	Computer set (Desktop) with accessori	45,000.00	1	unit	45,000.00	1	45,000.00		-		-		-
	Photocopier Machine	140,000.00	1	unit	140,000.00	1	140,000.00		-		-		-
	UPS	3,000.00	2	unit	6,000.00	2	6,000.00		-		-		-
	Furniture and Fixtures												
	Steel Cabinet	9,000.00	5	pcs	45,000.00	5	45,000.00		-		-		-
	Hanging Cabinet	6,000.00	5		30,000.00	5	30,000.00		-		-		-
	Steel Rack	6,000.00	2	pcs	12,000.00	2	12,000.00		-		-		-
	Aircon	40,000.00	1	unit	40,000.00	1	40,000.00		-		-		-
	Office Equipment												
	Executive Chair	9,000.00	1	pcs	9,000.00	1	9,000.00		-		-		-
	Office Chair	7,000.00	4	pcs	28,000.00	4	28,000.00		-		-		-
	Office Table	10,000.00	6	pcs	60,000.00	6	60,000.00		-		-		-
	White Board	5,000.00	1	pcs	5,000.00	1	5,000.00		-		-		-
	TOTAL CAPITAL OUTLAY				420,000.00		420,000.00		-		-		-

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

Prepared by:

JOHN WILSEN U. PEREZ
Accounting Clerk II

Noted By:

NALDY S. LUBO
Municipal Accountant

Approved by:

HON. ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : MUNICIPAL CIVIL REGISTRAR OFFICE					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Ballpen Black (HBW)	220.00	3	boxes	660.00	3							
2	Ballpen red	220.00	1	boxes	220.00	1							
3	Stapler with remover	28.64	6	pcs	171.84								
4	Staple wire	25.93	6	boxes	155.58	2		2		2			
5	Sciissors	17.94	6	pcs.	107.64	2		2		2			
6	Calculator	155.48	1	unit	155.48	1							
7	Pentelpen black	10.33	2	boxes	20.66	1		1		1			
8	Correction tape	16.12	20	pcs	322.40	5		5		5		5	
9	Folder short	215.14	2	packs	430.28	1				1			
10	Folder long	279.73	2	packs	559.46	1		1					
11	Paper Clip big (coated)	16.15	5	boxes	80.75	2		1		1		1	
12	Brown envelope short	774.05	4	box	3,096.20	2		2					
13	Brown envelope long	1,066.23	4	box	4,264.92	2		2					
14	Paste (small)	87.00	4	bots.	348.00	2		2					
15	Scotch tape big	49.00	8	pcs	392.00	2		2		2		2	
16	Sticker paper	45.00	6	plastic	270.00	2		2		2			
17	Stabilo (highlighter)	35.00	20	pcs	700.00	4		4		4		4	
18	Sticky notes	30.00	20	pcs	600.00	5		5		5		5	
19	Business envelope	416.81	5	boxes	2,084.05	2		2		1			
20	Bookbinder clip bag		12	pcs	-	3		3		3		3	
21	Magazine box	76.48	20	pcs	1,529.60	5		5		5		5	
22	Certificate of Live birth (PSA)		30	pads	-								
23	Certificate of Marriage (PSA)		30	pads	-								
24	Certificate of Death (PSA)		15	pads	-								
25	Marriage Application (PSA)		20	pads	-								
26	Typewriter ribbon	220.00	20	pcs	4,400.00	5		5		5		5	

27	Stamp pad big	39.25	2	pcs.	78.50							
28	Stamp pad ink (blue & black)	35.42	4	bots.	141.68	2		2				
29	Sign pen black	39.80	60	piece	2,388.00	2				2		
30	Correction pen (dong=a)	213.00	30	piece	6,390.00							
31	Plastic cover		20	yards	-							
32	Paper tissue 2 ply , 12 pc per pack)	345.00	12	packs	4,140.00	3		3		3		3
33	Air freshener	293.00	8	packs	2,344.00	2		2		2		2
34	Trash can	200.00	5	pcs.	1,000.00							
35	Masking tape	90.00	8	pcs	720.00	2		2		2		2
36	Alcohol	120.00	20	pcs	2,400.00	5		5		5		5
37	Record book	150.00	5	pcs	750.00	3		2				
38					-							
TOTAL OFFICE SUPPLIES					40,921.04			-		-		-
Machinery and Equipment												
	Computer set (Desktop)	45,000.00										
	Printer	8,000.00										
	Xerox copier machine	140,000.00	1	unit								
	Laptop											
Furniture and Fixtures												
	Steel Cabinet	9,000.00	2									
	Executive Chair	9,000.00	1									
	Office Table	10,000.00	2									
TOTAL CAPITAL OUTLAY		221,000.00										

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

Prepared By:

(SGD) JEAN PAUL C. MALONZO
Municipal Civil Registrar

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality : San Simon													
Department/ Office : RHU					PLANNED AMOUNT					Date Submitted :			
					Regular	Contingency		Total					
Item No.	Description	Unit Cost	Qty.	Unit	Total Cost	DISTRIBUTION							
						1ST Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Bond Paper (Long)	1,550.00	200	box	310,000.00	50.00	77,500.00	50.00	77,500.00	50.00	77,500.00	50.00	77,500.00
2	Bond Paper (Short)	1,270.00	100	box	127,000.00	25.00	31,750.00	25.00	31,750.00	25.00	31,750.00	25.00	31,750.00
3	Brown Envelope (Long)	27.00	1000	pcs	27,000.00	250.00	6,750.00	250.00	6,750.00	250.00	6,750.00	250.00	6,750.00
4	Expanded Folder (Long)	15.00	100	pcs	1,500.00	25.00	375.00	25.00	375.00	25.00	375.00	25.00	375.00
5	Expanded Envelope (Long)	15.00	100	pcs	1,500.00	25.00	375.00	25.00	375.00	25.00	375.00	25.00	375.00
6	White Folder w/ Plastic Cover Long	23.00	100	pcs	2,300.00	25.00	575.00	25.00	575.00	25.00	575.00	25.00	575.00
7	Correction Tape	24.00	100	pcs	2,400.00	25.00	600.00	25.00	600.00	25.00	600.00	25.00	600.00
8	Stapple Wire	35.00	200	box	7,000.00	50.00	1,750.00	50.00	1,750.00	50.00	1,750.00	50.00	1,750.00
9	Stapler	133.00	20	pcs	2,660.00	20.00	2,660.00	-	-	-	-	-	-
10	Paper Fastener (Plastic)	32.00	20	box	640.00	20.00	640.00	-	-	-	-	-	-
11	Paper Fastener (Metal)	87.00	0	box	-	-	-	-	-	-	-	-	-
12	Pencil (Mongol No.2)	97.00	600	box	58,200.00	300.00	29,100.00	-	-	300.00	29,100.00	-	-
13	HBW Ballpen (Black) 0.5mm	220.00	100	box	22,100.00	25.00	5,500.00	25.00	5,500.00	25.00	5,500.00	25.00	5,500.00
14	Pentel Energel Sign Pen (Black)	960.00	100	box	96,000.00	25.00	24,000.00	25.00	24,000.00	25.00	24,000.00	25.00	24,000.00
15	Rubber Band (Big)	192.00	0	pcs	-	-	-	-	-	-	-	-	-
16	Rubber Band (Small)	150.00	0	pcs	-	-	-	-	-	-	-	-	-
17	Lysol Disinfectant Spray	250.00	200	pcs	50,000.00	50.00	12,500.00	50.00	12,500.00	50.00	12,500.00	50.00	12,500.00
18	Tissue paper (2 ply, 12 piece/pack)	345.00	100	pack	34,500.00	25.00	8,625.00	25.00	8,625.00	25.00	8,625.00	25.00	8,625.00
19	Air Freshener	293.00	200	pcs	58,600.00	50.00	14,650.00	50.00	14,650.00	50.00	14,650.00	50.00	14,650.00
20	3 Layer File Organizer Metal	935.00	20	pcs	18,700.00	20.00	18,700.00	-	-	-	-	-	-
21	Trash Can	200.00	50	pcs	10,000.00	50.00	10,000.00	-	-	-	-	-	-
22	Alcohol	120.00	200	pcs	24,000.00	50.00	6,000.00	50.00	6,000.00	50.00	6,000.00	50.00	6,000.00
23	Tape Dispenser	250.00	20	pcs	5,000.00	20.00	5,000.00	-	-	-	-	-	-
24	Transparent Tape	18.00	200	pcs	3,600.00	50.00	900.00	50.00	900.00	50.00	900.00	50.00	900.00
25	Masking Tape	90.00	20	pcs	1,800.00	20.00	1,800.00	-	-	-	-	-	-
26	Paper Clip (Small)	20.00	0	box	-	-	-	-	-	-	-	-	-
27	Paper Clip (Big)	25.00	20	box	500.00	20.00	500.00	-	-	-	-	-	-
28	Sticky Notes	30.00	20	pcs	600.00	20.00	600.00	-	-	-	-	-	-
29	Heavy duty Puncher	130.00	20	pcs	2,600.00	20.00	2,600.00	-	-	-	-	-	-
30	Double Sided Tape	72.00	20	pcs	1,440.00	20.00	1,440.00	-	-	-	-	-	-
31	Stamp Pad	90.00	20	pcs	1,800.00	20.00	1,800.00	-	-	-	-	-	-
32	Stamp Pad Ink	20.00	100	pcs	2,000.00	25.00	500.00	25.00	500.00	25.00	500.00	25.00	500.00
33	Plastic Cover	70.00	200	yards	14,000.00	50.00	3,500.00	50.00	3,500.00	50.00	3,500.00	50.00	3,500.00

34	Marker (Pen)	20.00	100	pcs	2,000.00	25.00	500.00	25.00	500.00	25.00	500.00	25.00	500.00
35	Glue (Roll on Type)	45.00	20	pcs	900.00	20.00	900.00	-	-	-	-	-	-
36	Cellphone (Keypad)	1,000.00	20	pcs	20,000.00	20.00	20,000.00	-	-	-	-	-	-
37	Calculator (Big)	270.00	20	pcs	5,400.00	20.00	5,400.00	-	-	-	-	-	-
38	Record Book	150.00	200	pcs	30,000.00	200.00	30,000.00	-	-	-	-	-	-
TOTAL OFFICE SUPPLIES					945,740.00		327,490.00		196,350.00				
Information and Communication Technology Equipment													
	Computer set (Desktop) with accessori	45,000.00	12	pcs	540,000.00	12	540,000.00	-	-	-	-	-	-
	Printer	8,000.00	12	pcs	96,000.00	12	96,000.00	-	-	-	-	-	-
	UPS	3,000.00	12	pcs	36,000.00	12	36,000.00	-	-	-	-	-	-
Office Equipment													
	Xerox copier machine	140,000.00	2	pcs	280,000.00	2	280,000.00	-	-	-	-	-	-
	Aircon	40,000.00	10	pcs	400,000.00	10	400,000.00	-	-	-	-	-	-
	Steel Rack	12,000.00	20	pcs	240,000.00	20	240,000.00	-	-	-	-	-	-
Furniture and Fixtures													
	Executive Chair	9,000.00	20	pcs	180,000.00	20	180,000.00	-	-	-	-	-	-
	Office Table	10,000.00	20	pcs	200,000.00	20	200,000.00	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY													

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

Prepared by :

(SGD) Marline B. Dela Rosa, MD,RMT, MPM-HSD
Municipal Health Officer

Approved by :

(SGD) Abundio S. Punsalan Jr.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON													
Department/Office : MSWD OFFICE					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond Paper (Long)	1,550.00	50	box	77,500.00	13	20,150.00	12	18,600.00	13	20,150.00	12	18,600.00
2	Bond Paper (Short)	1,270.00	50	box	63,500.00	13	16,510.00	12	15,240.00	13	16,510.00	12	15,240.00
3	Brown Envelope (Long)	27.00	200	pcs	5,400.00	50	1,350.00	50	1,350.00	50	1,350.00	50	1,350.00
4	Expanded Folder (long)	15.00	100	pcs	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00
5	Expanded Envelope (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
6	White Folder w/ Plastic Cover (Long)	23.00	160	pcs	3,680.00	40	920.00	40	920.00	40	920.00	40	920.00
7	Correction tape	24.00	60	pcs	1,440.00	15	360.00	15	360.00	15	360.00	15	360.00
8	Staple wire	35.00	20	box	700.00	5	175.00	5	175.00	5	175.00	5	175.00
9	Stapler	133.00	10	pcs	1,330.00	3	399.00	3	399.00	3	399.00	1	133.00
10	Paper Fastener (Plastic)	32.00	40	box	1,280.00	10	320.00	10	320.00	10	320.00	10	320.00
11	Paper Fastener (Metal)	87.00	20	box	1,740.00	5	435.00	5	435.00	5	435.00	5	435.00
12	Pencil (Mongol No. 2)	97.00	4	box	388.00	1	97.00	1	97.00	1	97.00	1	97.00
13	HBW Ballpen (Black) 0.5mm	220.00	5	box	1,100.00	2	440.00	1	220.00	1	220.00	1	220.00
14	Pentel Energel Sign Pen (Black)	960.00	10	box	9,600.00	3	2,880.00	3	2,880.00	3	2,880.00	1	960.00
15	Rubber Band (Big)	192.00	3	box	576.00	1	192.00	1	192.00	1	192.00	0	-
16	Rubber Band (Small)	150.00	3	box	450.00	1	150.00	1	150.00	1	150.00	0	-
17	Lysol disinfectant spray	250.00	10	pcs	2,500.00	3	750.00	3	750.00	3	750.00	1	250.00
18	Tissue paper (2 ply, 12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
19	Air refreshener	293.00	10	pcs	2,930.00	3	879.00	3	879.00	3	879.00	1	293.00
20	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
21	Alcohol	120.00	6	pcs	720.00	2	240.00	2	240.00	1	120.00	1	120.00
22	Tape dispenser	250.00	4	pcs	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
23	Transparent Tape	18.00	10	pcs	180.00	2	36.00	2	36.00	3	54.00	3	54.00
24	Masking Tape	90.00	10	pcs	900.00	3	270.00	3	270.00	2	180.00	2	180.00
25	Paper clip (small)	20.00	5	box	100.00	2	40.00	1	20.00	1	20.00	1	20.00

26	Paper clip (big)	25.00	10	box	250.00	3	75.00	3	75.00	3	75.00	1	25.00
27	Sticky notes	30.00	15	pcs	450.00	4	120.00	4	120.00	4	120.00	3	90.00
28	Heavy duty Puncher	130.00	3	pcs	390.00	1	130.00	1	130.00	-	-	1	130.00
29	Double Sided Tape	72.00	15	pcs	1,080.00	4	288.00	4	288.00	4	288.00	3	216.00
30	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00
31	Stamp pad INK	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
32	Plastic Cover	70.00	20	yards	1,400.00	20	1,400.00	-	-	-	-	-	-
33	Marker (Pen)	20.00	25	pcs	500.00	7	140.00	6	120.00	6	120.00	6	120.00
34	Glue (Roll on Type)	-	-	-	-	-	-	-	-	-	-	-	-
35	Cellphone (KEYPAD)	-	-	-	-	-	-	-	-	-	-	-	-
36	Calculator (BIG)	270.00	4	pcs	1,080.00	1	270.00	1	270.00	1	270.00	1	270.00
37	Record book	150.00	10	pcs	1,500.00	3	450.00	3	450.00	3	450.00	1	150.00
TOTAL OFFICE SUPPLIES					193,024.00		52,056.00		47,576.00		50,074.00		43,318.00
Machinery and Equipment													
	Computer set (Desktop)	45,000.00	2	pcs	90,000.00	2	90,000.00	-	-	-	-	-	-
	Printer	8,000.00	2	pcs	16,000.00	2	16,000.00	-	-	-	-	-	-
	Xerox copier machine	140,000.00	1	pcs	140,000.00	1	140,000.00	-	-	-	-	-	-
	Laptop	50,000.00	4	pcs	200,000.00	2	200,00.00	-	-	-	-	-	-
	UPS	3,000.00	2	pcs	6,000.00	2	6,000.00	-	-	-	-	-	-
TOTAL OFFICE SUPPLIES					452,000.00		252,000.00	-	-	-	-	-	-
Furniture and Fixtures													
	Steel Rack	12,000.00	2	pcs	24,000.00	2	24,000.00	-	-	-	-	-	-
	Executive Chair	9,000.00	5	pcs	45,000.00	5	45,000.00	-	-	-	-	-	-
	Office Table	10,000.00	7	pcs	70,000.00	7	70,000.00	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY					139,000.00		139,000.00	-	-	-	-	-	-

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

Prepared by:

MARK M. PANGAN
Social Welfare Aide I

Noted By:

ARMINDA B. ABENOJA
MSWDO

Approved by:

ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON													
Department/Office : MITPO					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	30	box	46,500.00	7	10,850.00	7	10,850.00	8	12,400.00	8	12,400.00
2	Bond Paper (Short)	1,270.00	30	box	38,100.00	7	8,890.00	7	8,890.00	8	10,160.00	8	10,160.00
3	Brown Envelope (Long)	27.00	300	pcs	8,100.00	75	2,025.00	75	2,025.00	75	2,025.00	75	2,025.00
4	Expanded Folder (long)	15.00	200	pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
5	Expanded Envelope (long)	15.00	200	pcs	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
6	White Folder w/ Plastic Cover (Long)	23.00	200	pcs	4,600.00	50	1,150.00	50	1,150.00	50	1,150.00	50	1,150.00
7	Correction tape	24.00	100	pcs	2,400.00	25	600.00	25	600.00	25	600.00	25	600.00
8	Staple wire	35.00	30	box	1,050.00	7	245.00	7	245.00	8	280.00	8	280.00
9	Stapler	133.00	10	pcs	1,330.00	3	399.00	2	266.00	2	266.00	3	399.00
10	Paper Fastener (Plastic)	32.00	30	box	960.00	7	224.00	7	224.00	8	256.00	8	256.00
11	Paper Fastener (Metal)	87.00	30	box	2,610.00	7	609.00	7	609.00	8	696.00	8	696.00
12	Pencil (Mongol No. 2)	97.00	10	box	970.00	3	291.00	3	291.00	2	194.00	2	194.00
13	HBW Ballpen (Black) 0.5mm	220.00	20	box	4,400.00	5	1,100.00	5	1,100.00	5	1,100.00	5	1,100.00
14	Pentel Energel Sign Pen (Black)	960.00	10	box	9,600.00	3	2,880.00	3	2,880.00	2	1,920.00	2	1,920.00
15	Rubber Band (Big)	192.00	3	pcs	576.00	1	192.00	1	192.00	1	192.00	0	-
16	Rubber Band (Small)	150.00	3	pcs	450.00	1	150.00	1	150.00	1	150.00	0	-
17	Lysol disinfectant spray	250.00	24	pcs	6,000.00	6	1,500.00	6	1,500.00	6	1,500.00	6	1,500.00
18	Tissue paper (2 ply, 12 piece/pack)	345.00	15	pack	5,175.00	4	1,380.00	4	1,380.00	4	1,380.00	3	1,035.00
19	Air refreshener	293.00	24	pcs	7,032.00	6	1,758.00	6	1,758.00	6	1,758.00	6	1,758.00
20	Mop	200.00	5	pcs	1,000.00	2	400.00	1	200.00	1	200.00	1	200.00
21	Broom	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
22	Dust Pan	60.00	4	pcs	240.00	1	60.00	1	60.00	1	60.00	1	60.00
23	3 Layer File organizer METAL	935.00	4	pcs	3,740.00	1	935.00	1	935.00	1	935.00	1	935.00
24	Trash Can	200.00	8	pcs	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
25	Alcohol	120.00	30	pcs	3,600.00	7	840.00	7	840.00	8	960.00	8	960.00
26	Tape dispenser	250.00	3	pcs	750.00	1	250.00	1	250.00	1	250.00	-	-
27	Transparent Tape	18.00	30	pcs	540.00	7	126.00	7	126.00	8	144.00	8	144.00
28	Masking Tape	90.00	20	pcs	1,800.00	5	450.00	5	450.00	5	450.00	5	450.00
29	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : Information Technology Office					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	DVD-R (50 pcs)	735	4	pack	2940	1	735	1	735	1	735	1	735
2	Lysol disinfectant spray	250	8	pcs	2000	2	500	2	500	2	500	2	500
3	Alcohol	120	20	pcs	2400	5	600	5	600	5	600	5	600
4	Permanent Marker (Black)	8.98	12	pcs	107.76	3	26.94	3	26.94	3	26.94	3	26.94
5	Pentel Energel Sign Pen (Black)	960	2	box	1920	1	960		0	1	960		0
6	Tape dispenser	250	2	pcs	500	1	250		0	1	250		0
7	Tape, Electrical	18.67	10	roll	186.7	4	74.68	2	37.34	2	37.34	2	37.34
8	Tape, Masking 24mm	54.6	10	roll	546	4	218.4	2	109.2	2	109.2	2	109.2
9	Tape, Masking 48mm	106.6	10	roll	1066	4	426.4	2	213.2	2	213.2	2	213.2
10	Tape, Transparent 24mm	10.09	10	roll	100.9	4	40.36	2	20.18	2	20.18	2	20.18
11	Tape, Transparent 48mm	19.97	10	roll	199.7	4	79.88	2	39.94	2	39.94	2	39.94
12	Double Sided Tape	72	10	pcs	720	4	288	2	144	2	144	2	144
13	Bond Paper (Long)	1550	10	box	15500	4	6200	2	3100	2	3100	2	3100
14	Bond Paper (Short)	1270	10	box	12700	4	5080	2	2540	2	2540	2	2540
15	Photo Paper Glossy (A4)	68	10	pack	680	4	272	2	136	2	136	2	136
16	Sticker Paper Matte/Glossy (Long)	59	10	pack	590	4	236	2	118	2	118	2	118
17	Laminating Film (4R)	135	10	pack	1350	4	540	2	270	2	270	2	270
18	Staple wire	35	20	box	700	8	280	4	140	4	140	4	140
19	Stapler	133	2	pcs	266	2	266	0	0	0	0	0	0
20	Pencil (Mongol No. 2)	97	1	box	97	1	97	0	0	0	0	0	0
21	Tissue paper (2 ply,12 piece/pack)	345	12	pack	4140	3	1035	3	1035	3	1035	3	1035
22	Trash Can	200	4	pcs	800	1	200	1	200	1	200	1	200
23	Stamp pad	90	2	pcs	180	1	90	0	0	1	90	0	0
24	Stamp pad INK	20	2	pcs	40	1	20	0	0	1	20	0	0
25	Plastic Cover	70	20	yards	1400	20	1400	0	0	0	0	0	0
26	Glue (Roll on Type)	45	3	pcs	135	2	90	0	0	1	45	0	0
TOTAL OFFICE SUPPLIES					38,578.00		15,806.00		7,539.00		7,694.00		7,539.00
Machinery and Equipment													

1	Network Routers/Management Switches (ICT Equipment)	5,700.00	4	unit	22,800.00								
2	FaceID Biometrics with backup battery (ICT Equipment)	25,000.00	4	unit	100,000.00								
3	Fiber Optic Tool Kit (ICT Equipment)	4,000.00	1	set	4,000.00								
4	Fiber Optic Media ConverterS (ICT Equipment)	2,000.00	2	set	4,000.00								
5	4TB HDD (ICT Equipment)	8,600.00	2	pcs	17,200.00								
6	UPS (CRITICAL OFFICE Operations) (ICT Equipment)	3,000.00	15	unit	45,000.00								
7	OTHER ICT RELATED EXPENSES (Network Cables, Cat6, RJ45, and other networking equipments)	7,000.00	1	set	7,000.00								
Total ICT Equipment - Face Scanner & Other ICT Devices					200,000.00								
1	Information Kiosk (Kiosk Hardware)	200,000.00	1	unit	200,000.00								
Total ICT Equipment - Kiosk Citizens Charter					200,000.00								
Server Maintenance and Repair													
	Split type 2.0HP Inverter Aircon (Repairs and Maintenance - Machinery and Equipment -IBM SYSTEM)	50,000.00	1	unit	50,000.00								
	IBM MA Renewal (1 year)	181,250.00	1	lot	181,250.00								
	Other Server Related Expenses (Incidental)	268,750.00	1	unit	268,750.00								
Total Repairs and Maintenance - Machinery and Equipment - IBM SYSTEM					500,000.00								
Furniture and Fixtures													
	Steel Cabinet	10,000.00	1	pcs	10,000.00								
Subscription													
	Hostgator (web hosting for 3 years)	20,000.00	1	unit	20,000.00								
	Office 365 E3	15,000.00	5	unit	75,000.00								
	Microsoft 365 Apps for business	6,000.00	10	unit	60,000.00								
	Other Licensed Softwares (Productivity Softwares, Online Video Conferencing for New Normal)	345,000.00	1	set	345,000.00								
Total SUBSCRIPTION EXPENSES - ONLINE SUBSCRIPTIONS					500,000.00								

CAPITAL OUTLAY

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

Prepared by:

(SGD) Aljie T. Tayag
MGDHI - IT

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : MDRRMO					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Burn Ointment	112.00	20	box	2,240.00	5	560.00	5	560.00	5	560.00	5	560.00
2	Antibacterial Cream	250.00	20	box	5,000.00	5	1,250.00	5	1,250.00	5	1,250.00	5	1,250.00
3	Betadine	1,250.00	20	gallone	25,000.00	5	6,250.00	5	6,250.00	5	6,250.00	5	6,250.00
4	Hydrogen Peroxide	1,150.00	20	gallone	23,000.00	5	5,750.00	5	5,750.00	5	5,750.00	5	5,750.00
5	Cotton Disinfection Plate w/ Tweezer	350.00	20	pcs	7,000.00	5	1,750.00	5	1,750.00	5	1,750.00	5	1,750.00
6	Kelly forceps	300.00	40	pcs	12,000.00	10	3,000.00	10	3,000.00	10	3,000.00	10	3,000.00
7	Scissors	225.00	20	pcs	4,500.00	5	1,125.00	5	1,125.00	5	1,125.00	5	1,125.00
8	Surgical Gloves (Indo Plast)	400.00	100	box	40,000.00	25	10,000.00	25	10,000.00	25	10,000.00	25	10,000.00
9	Facemask	500.00	1000	box	500,000.00	250	125,000.00	250	125,000.00	250	125,000.00	250	125,000.00
10	Gauze (Medi Plast)	15.00	2000	pcs	30,000.00	500	7,500.00	500	7,500.00	500	7,500.00	500	7,500.00
11	Jumbo gauze rolls	300.00	32	roll	9,600.00	8	2,400.00	8	2,400.00	8	2,400.00	8	2,400.00
12	Micropore 1inch	450.00	25	box	11,250.00	6.25	2,812.50	6	2,812.50	6	2,812.50	6.25	2,812.50
13	Micropore 2inches	960.00	25	box	24,000.00	6.25	6,000.00	6	6,000.00	6	6,000.00	6.25	6,000.00
14	Sterile gloves	35.00	100	box	3,500.00	25	875.00	25	875.00	25	875.00	25	875.00
15	Nebules	550.00	32	box	17,600.00	8	4,400.00	8	4,400.00	8	4,400.00	8	4,400.00
16	Anti allegry meds.	300.00	12	box	3,600.00	3	900.00	3	900.00	3	900.00	3	900.00
17	Anti Fungal	230.00	80	pcs	18,400.00	20	4,600.00	20	4,600.00	20	4,600.00	20	4,600.00
18	Anticholinergic meds.	650.00	8	box	5,200.00	2	1,300.00	2	1,300.00	2	1,300.00	2	1,300.00
19	BP Apparatus	1,500.00	8	pcs	12,000.00	2	3,000.00	2	3,000.00	2	3,000.00	2	3,000.00
20	Pulse oximeter	1,750.00	3	pcs	5,250.00	0.75	1,312.50	1	1,312.50	1	1,312.50	0.75	1,312.50
21	Hand Sanitizer	225.00	400	pcs	90,000.00	100	22,500.00	100	22,500.00	100	22,500.00	100	22,500.00
22	Hand Soap	215.00	400	pcs	86,000.00	100	21,500.00	100	21,500.00	100	21,500.00	100	21,500.00
23	Blood Pressure Medications	1,000.00	6	box	6,000.00	1.5	1,500.00	2	1,500.00	2	1,500.00	1.5	1,500.00
24	Anti motility drugs	7.50	600	pcs	4,500.00	150	1,125.00	150	1,125.00	150	1,125.00	150	1,125.00
25	O2 mask	150.00	60	pcs	9,000.00	15	2,250.00	15	2,250.00	15	2,250.00	15	2,250.00
26	Nebulizing Kit (child)	80.00	60	pcs	4,800.00	15	1,200.00	15	1,200.00	15	1,200.00	15	1,200.00
27	Nebulizing Kit (adult)	100.00	60	pcs	6,000.00	15	1,500.00	15	1,500.00	15	1,500.00	15	1,500.00
28	Alcohol	800.00	1000	gallone	800,000.00	1000	800,000.00		-		-		-
TOTAL COST					1,765,440.00		1,041,360.00		241,360.00		241,360.00		241,360.00

Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		

1	RICE	2,400.00	2000	Sack	4,800,000.00	500	1,200,000.00	500	1,200,000.00	500	1,200,000.00	500	1,200,000.00
2	CANNED GOODS	1,500.00	300	box	450,000.00	75	112,500.00	75	112,500.00	75	112,500.00	75	112,500.00
3	NOODLES	1,000.00	300	box	300,000.00	75	75,000.00	75	75,000.00	75	75,000.00	75	75,000.00
4	HYGINE KIT	1,300.00	300	box	390,000.00	75	97,500.00	75	97,500.00	75	97,500.00	75	97,500.00
5	CONDIMENTS	1,000.00	300	box	300,000.00	75	75,000.00	75	75,000.00	75	75,000.00	75	75,000.00
6	COFFEE	1,600.00	300	box	480,000.00	75	120,000.00	75	120,000.00	75	120,000.00	75	120,000.00
7	COFFEEMATE	2,700.00	300	box	810,000.00	75	202,500.00	75	202,500.00	75	202,500.00	75	202,500.00
8	SUGAR	30.00	25000	pcs	750,000.00	6250	187,500.00	6,250	187,500.00	6,250	187,500.00	6250	187,500.00
9	PLASTIC BAG	100.00	1500	bags	150,000.00	375	37,500.00	375	37,500.00	375	37,500.00	375	37,500.00
10	STRAW	100.00	150	roll	15,000.00	37.5	3,750.00	38	3,750.00	38	3,750.00	37.5	3,750.00
11	SACKS	8.00	30000	PCS	240,000.00	7500	60,000.00	7,500	60,000.00	7,500	60,000.00	7500	60,000.00
					-		-	-	-	-	-		-
	TOTAL COST				8,685,000.00		2,171,250.00		2,171,250.00		2,171,250.00		2,171,250.00

Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	20	box	31,000.00	5	7,750.00	5	7,750.00	5	7,750.00	5	7,750.00
2	Bond Paper (Short)	1,270.00	20	box	25,400.00	5	6,350.00	5	6,350.00	5	6,350.00	5	6,350.00
3	Brown Envelope (Long)	27.00	100	pcs	2,700.00	25	675.00	25	675.00	25	675.00	25	675.00
4	Expanded Folder (long)	15.00	100	pcs	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00
5	Expanded Envelope (long)	15.00	100	pcs	1,500.00	25	375.00	25	375.00	25	375.00	25	375.00
6	White Folder w/ Plastic Cover (Long)	23.00	100	pcs	2,300.00	25	575.00	25	575.00	25	575.00	25	575.00
7	Correction tape	24.00	20	pcs	480.00	5	120.00	5	120.00	5	120.00	5	120.00
8	Staple wire	35.00	20	box	700.00	5	175.00	5	175.00	5	175.00	5	175.00
9	Stapler	133.00	4	pcs	532.00	1	133.00	1	133.00	1	133.00	1	133.00
10	Paper Fastener (Plastic)	32.00	20	box	640.00	5	160.00	5	160.00	5	160.00	5	160.00
11	Paper Fastener (Metal)	87.00	20	box	1,740.00	5	435.00	5	435.00	5	435.00	5	435.00
12	Pencil (Mongol No. 2)	97.00	4	box	388.00	1	97.00	1	97.00	1	97.00	1	97.00
13	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
14	Pentel Energel Sign Pen (Black)	960.00	5	box	4,800.00	1	960.00	1	960.00	2	1,920.00	1	960.00
15	Lysol disinfectant spray	250.00	8	pcs	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
16	Tissue paper (2 ply, 12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
17	Air refreshener	293.00	8	pcs	2,344.00	2	586.00	2	586.00	2	586.00	2	586.00
18	3 Layer File organizer METAL	935.00	4	pcs	3,740.00	1	935.00	1	935.00	1	935.00	1	935.00
19	Gel pen	25.00	80	pcs	2,000.00	20	500.00	20	500.00	20	500.00	20	500.00
20	Tape dispenser	250.00	2	pcs	500.00	1	250.00	1	250.00				
21	Transparent Tape	18.00	8	pcs	144.00	2	36.00	2	36.00	2	36.00	2	36.00
22	Masking Tape	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
23	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00
24	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00
25	Sticky notes	30.00	8	pcs	240.00	2	60.00	2	60.00	2	60.00	2	60.00
26	Heavy duty Puncher	130.00	3	pcs	390.00	1	130.00	1	130.00	-	-	1	130.00
27	Double Sided Tape	72.00	8	pcs	576.00	2	144.00	2	144.00	2	144.00	2	144.00
28	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00

29	Stamp pad INK	20.00	4	pcs	80.00	1	20.00	1	20.00	1	20.00	1	20.00
30	Marker (Pen)	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
31	Glue (Roll on Type)	45.00	4	pcs	180.00	1	45.00	1	45.00	1	45.00	1	45.00
32	Calculator (BIG)	270.00	4	pcs	1,080.00	1	270.00	1	270.00	1	270.00	1	270.00
33	Record book	150.00	4	pcs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
TOTAL OFFICE SUPPLIES					94,714.00		23,596.00		23,596.00		24,176.00		23,346.00
Information and Communication Technology Equipment													
1	Computer set (Desktop) with accessories	45,000.00	2	pcs	90,000.00	2	90,000.00						
2	Printer	8,000.00	2	pcs	16,000.00	2	16,000.00						
3	UPS	3,000.00	2	pcs	6,000.00	2	6,000.00						
							-						
Office Equipment													
1	Xerox copier machine	140,000.00	1	pcs	140,000.00	1	140,000.00						
2	External Hard Drive	2,000.00	2	pcs	4,000.00	2	4,000.00						
							-						
Furnitures and Fixtures													
1	Executive chair	9,000.00	3	pcs	27,000.00	3	27,000.00						
2	Office table	10,000.00	3	pcs	30,000.00	3	30,000.00						
							-						
Response and Rescue Equipment													
1	Uniform (Jacket and Shirt)	1,000.00	8	pcs	8,000.00	8	8,000.00						
2	Raincoats	500.00	50	pcs	25,000.00	50	25,000.00						
3	Rubber boot shoes	300.00	50	pairs	15,000.00	50	15,000.00						
4	Protective eyewear	150.00	50	pcs	7,500.00	50	7,500.00						
							-						
TOTAL CAPITAL OUTLAY					368,500.00		368,500.00						

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

Prepared by:

(SGD) ANGELICA M. QUIAMBAO
MDRRM OFFICER

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : HUMAN RESOURCE MANAGEMENT OFFICE					PLANNED AMOUNT						Date Submitted: Sept.07, 2020		
					Regular		Contingency		Total				
					DISTRIBUTION								
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	40	box	62,000.00	10	15,500.00	10	15,500.00	10	15,500.00	10	15,500.00
2	Bond Paper (Short)	1,270.00	8	box	10,160.00	2	2,540.00	2	2,540.00	2	2,540.00	2	2,540.00
3	Brown Envelope (Long)	27.00	100	pcs	2,700.00	25	675.00	25	675.00	25	675.00	25	675.00
4	Expanded Envelope (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
5	Red Folder (Long)	19.00	200	pcs	3,800.00	50	950.00	50	950.00	50	950.00	50	950.00
6	Data Folder	45.00	50	pcs	2,250.00	50	2,250.00	-	-	-	-	-	-
7	Cardboard File	45.00	50	pcs	2,250.00	50	2,250.00	-	-	-	-	-	-
8	Correction tape	24.00	40	pcs	960.00	10	240.00	10	240.00	10	240.00	10	240.00
9	Staple wire	35.00	20	box	700.00	5	175.00	5	175.00	5	175.00	5	175.00
10	Stapler	133.00	4	pcs	532.00	2	266.00	1	133.00	1	133.00	1	133.00
11	Paper Fastener (Plastic)	32.00	4	box	128.00	1	32.00	1	32.00	1	32.00	1	32.00
12	Pencil (Mongol No. 2)	97.00	4	pcs	388.00	1	97.00	1	97.00	1	97.00	1	97.00
13	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
14	Pentel Energel Sign Pen (Black)	960.00	5	box	4,800.00	1	960.00	1	960.00	2	1,920.00	1	960.00
15	Lysol disinfectant spray	250.00	8	pcs	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
16	Tissue paper (2 ply, 12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
17	Air refreshener	293.00	8	pcs	2,344.00	2	586.00	2	586.00	2	586.00	2	586.00
18	3 Layer File organizer METAL	935.00	3	pcs	2,805.00	1	935.00	1	935.00	1	935.00	-	-
19	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
20	Alcohol	650.00	8	gal	5,200.00	2	1,300.00	2	1,300.00	2	1,300.00	2	1,300.00
21	Tape dispenser	250.00	3	pcs	750.00	1	250.00	1	250.00	1	250.00	-	-
22	Transparent Tape	18.00	10	pcs	180.00	2	36.00	2	36.00	3	54.00	3	54.00
23	Masking Tape	90.00	30	pcs	2,700.00	9	810.00	7	630.00	7	630.00	7	630.00
24	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00
25	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00
26	Sticky notes	30.00	15	pcs	450.00	4	120.00	4	120.00	4	120.00	3	90.00

27	Double Sided Tape	72.00	15	pcs	1,080.00	4	288.00	4	288.00	4	288.00	3	216.00
28	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00
29	Stamp pad INK	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
30	Plastic Cover	70.00	10	yards	700.00	20	1,400.00	-	-	-	-	-	-
31	Marker (Pen)	20.00	10	pcs	200.00	2	40.00	2	40.00	3	60.00	3	60.00
32	Glue (Roll on Type)	45.00	6	pcs	270.00	2	90.00	2	90.00	1	45.00	1	45.00
33	Photopaper	30.00	80	pack	2,400.00	20	600.00	20	600.00	20	600.00	20	600.00
34	Sticker Paper	30.00	80	pack	2,400.00	20	600.00	20	600.00	20	600.00	20	600.00
36	Calculator (BIG)	270.00	3	pcs	810.00	1	270.00	1	270.00	1	270.00	-	-
37	Record book	150.00	4	pcs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
TOTAL OFFICE SUPPLIES					125,197.00		36,320.00		30,107.00		31,060.00		28,543.00
Machinery and Equipment													
	Computer set (Desktop)	40,000.00	3	sets	120,000.00	3	120,000.00						
	Printer	8,000.00	1	unit	8,000.00	1	8,000.00						
	Xerox copier machine	50,000.00	1	unit	50,000.00	1	50,000.00						
	Laptop	45,000.00	1	unit	45,000.00	1	45,000.00						
	External Hard Drive	2,000.00	3	unit	6,000.00	3	6,000.00						
Furniture and Fixtures													
	Executive Chair	8,000.00	4	pcs	32,000.00	4	32,000.00						
	Office Table	10,000.00	4	pcs	50,000.00	5	50,000.00						
TOTAL CAPITAL OUTLAY					311,000.00		311,000.00						

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

Prepared by:

(SGD) JOSE E. YABUT III
HRMO

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : OFFICE OF THE MAYOR / MENRO					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	4	box	6,200.00	1	1,550.00	1	1,550.00	1	1,550.00	1	1,550.00
2	Bond Paper (Short)	1,270.00	4	box	5,080.00	1	1,270.00	1	1,270.00	1	1,270.00	1	1,270.00
3	Bond Paper (a4)	1,000.00	4	box	4,000.00	1	1,000.00	1	1,000.00	1	1,000.00	1	1,000.00
4	Brown Envelope (Long)	27.00	75	pcs	2,025.00	75	2,025.00	-	-	-	-	-	-
5	Correction tape	24.00	15	pcs	360.00	15	360.00	-	-	-	-	-	-
6	Staple wire	35.00	15	box	525.00	5	175.00	5	175.00	5	175.00	-	-
7	Stapler	133.00	3	pcs	399.00	2	266.00	1	133.00	-	-	-	-
8	Paper Fastener (Plastic)	32.00	8	box	256.00	2	64.00	2	64.00	2	64.00	2	64.00
9	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
10	Pentel Energel Sign Pen (Black)	960.00	4	box	3,840.00	1	960.00	1	960.00	1	960.00	1	960.00
11	Lysol disinfectant spray	250.00	4	pcs	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
12	3 Layer File organizer METAL	935.00	3	pcs	2,805.00	3	2,805.00	-	-	-	-	-	-
13	Alcohol	120.00	12	pcs	1,440.00	3	360.00	3	360.00	3	360.00	3	360.00
14	Tape dispenser	250.00	2	pcs	500.00	1	250.00	-	-	1	250.00	-	-
15	Transparent Tape	18.00	8	pcs	144.00	2	36.00	2	36.00	2	36.00	2	36.00
16	Masking Tape	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
17	Paper clip (big)	25.00	8	box	200.00	2	50.00	2	50.00	2	50.00	2	50.00
18	Sticky notes	30.00	8	pcs	240.00	2	60.00	2	60.00	2	60.00	2	60.00
19	Heavy duty Puncher	130.00	2	pcs	260.00	1	130.00	-	-	1	130.00	-	-
20	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00
21	Stamp pad INK	20.00	4	pcs	80.00	1	20.00	1	20.00	1	20.00	1	20.00
22	Glue (Roll on Type)	45.00	4	pcs	180.00	1	45.00	1	45.00	1	45.00	1	45.00
23	Cellphone (KEYPAD)	1,000.00	1	pcs	1,000.00	1	1,000.00	-	-	-	-	-	-
24	Record book	150.00	4	pcs	600.00	1	150.00	1	150.00	1	150.00	1	150.00
25	First aid kit	500	3	bag	1,500.00	3	1500	-	-	-	-	-	-
TOTAL OFFICE SUPPLIES					34,594.00		14,816.00		6,613.00		6,860.00		6,305.00
	Computer set (Desktop) with accessories	45,000.00	1	pcs	45,000.00	1	45,000.00	-	-	-	-	-	-
	Laptop	70,000.00	1	pcs	70,000.00	1	70,000.00	-	-	-	-	-	-
	UPS	3,000.00	1	pcs	3,000.00	1	3,000.00	-	-	-	-	-	-
	Executive Chair	9,000.00	1	pcs	9,000.00	1	9,000.00	-	-	-	-	-	-
	Office Table	10,000.00	1	pcs	10,000.00	1	10,000.00	-	-	-	-	-	-

Steel Rack	12,000.00	1	pcs	12,000.00	1	12,000.00	-	-	-	-	-	-
Barangay Materials Recovery Facility	30,000.00	5	pcs	150,000.00	5	150,000.00	-	-	-	-	-	-
Tree saplings	100.00	1000	pcs	100,000.00	500	150,000.00	-	-	500	150,000.00	-	-
Mini dumptruck	2,000,000.00	1	pcs	2,000,000.00	1	2,000,000.00	-	-	-	-	-	-
Office vehicle	2,000,000.00	1	pcs	2,000,000.00	1	2,000,000.00	-	-	-	-	-	-
Municipal ecofarm	1,000,000.00	1		1,000,000.00	1	1,000,000.00	-	-	-	-	-	-
Uniform of MENRO Personnal (w/ PPE)	681.82	44	set	30,000.08	44	30,000.00	-	-	-	-	-	-
TOTAL CAPITAL OUTLAY				5,429,000.08								

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

Prepared by:

(SGD) EFREN Y. MAGLANQUE
MENR Officer

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : AGRICULTURE OFFICE					PLANNED AMOUNT						Date Submitted: 9/14/20		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount	Qty	Amount
1	Bond paper (legal size)	P1,550	16	box	P24,800	4	P6,200	4	P6200	4	P6,200	4	P6200
2	Bond paper (small A4)	1,270.00	4	box	5,080.00	1	1,270.00	1	1,270.00	1	1,270.00	1	1,270.00
3	Brown envelope (long)	20.00	200	pcs.	4,000.00	50	1,000.00	50	1,000.00	50	1,000.00	50	1,000.00
4	Expanded envelope (long)	15.00	200	pcs.	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
5	Expanded folder (long)	15.00	200	pcs.	3,000.00	50	750.00	50	750.00	50	750.00	50	750.00
6	White folder (long)	7.00	800	pcs.	5,600.00	200	1,400.00	200	1,400.00	200	1,400.00	200	1,400.00
7	White folder(short)	6.00	400	pcs.	2,400.00	100	600.00	100	600.00	100	600.00	100	600.00
8	Plastic cover w/ handle (long)	85.00	200	pcs.	17,000.00	50	4,250.00	50	4,250.00	50	4,250.00	50	4,250.00
9	Sticker paper matt (A4)	100.00	100	pack	10,000.00	25	2,500.00	25	2,500.00	25	2,500.00	25	2,500.00
10	Photo paper glossy (A4)	100.00	100	pack	10,000.00	25	2,500.00	25	2,500.00	25	2,500.00	25	2,500.00
11	laminating pouches (ID size)	200.00	8	box	1,600.00	2	400.00	2	400.00	2	400.00	2	400.00
12	laminating pouches(A4)	250.00	4	pack	1,000.00	1	250.00	1	250.00	1	250.00	1	250.00
13	Correction tape	24.00	192	pcs.	4,608.00	48	1,152.00	48	1,152.00	48	1,152.00	48	1,152.00
14	Staple wire (size 35)	35.500	24	box	852.00	6	213.00	6	213.00	6	213.00	6	213.00
15	Staple wire (big)	133.000	2	pcs.	266.00	1	133.00	0	0	1	133.00	0	0
16	Paper fastener plastic	32.000	12	box	384.00	3	96.00	3	96.00	3	96.00	3	96.00
17	Pencil (mongol no.2)	97.000	4	box	388.00	1	97.00	1	97.00	1	97.00	1	97.00
18	HBW ballpen (black)	220.000	12	box	2,640.00	3	660.00	3	660.00	3	660.00	3	660.00
19	HBW ballpen (blue)	220.000	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
20	HBW ballpen (red)	220.000	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
21	Fine tech. ballpen (black 0.5)	350.000	4	box	1,400.00	1	350.00	1	350.00	1	350.00	1	350.00
22	Pentel energel (black)	960.000	4	box	3,840.00	1	960.00	1	960.00	1	960.00	1	960.00
23	Pentel pen PILOT (black)	38.00	36	pcs.	1,368.00	12	456.00	12	456.00	12	456.00	12	456.00
24	Pentel pen (blue)	38.00	12	pcs.	456.00	3	114.00	3	114.00	3	114.00	3	114.00
25	Pentel pen (red)	38.00	12	pcs.	456.00	3	114.00	3	114.00	3	114.00	3	114.00
26	Scotch tape ¼ big roll	50.00	12	pcs.	600.00	3	150.00	3	150.00	3	150.00	3	150.00
27	Scotch tape 1 Inch big	20.00	24	pcs.	480.00	6	120.00	6	120.00	6	120.00	6	120.00
28	Masking Tape ¼ size	50.00	12	pcs.	600.00	3	150.00	3	150.00	3	150.00	3	150.00
29	Packaging Tape ¾size	50.00	12	pcs.	600.00	3	150.00	3	150.00	3	150.00	3	150.00

30	Double sided tape 1 inch	20.00	24	pcs.	480.00	6	120.00	6	120.00	6	120.00	6	120.00
31	Paper clip (small)	20.00	24	pcs.	480.00	6	120.00	6	120.00	6	120.00	6	120.00
32	Paper clip (big)	25.00	12	pcs.	300.00	3	75.00	3	75.00	3	75.00	3	75.00
33	Sticky notes	30.00	24	pcs.	720.00	6	180.00	6	180.00	6	180.00	6	180.00
34	Stamp pad	90.00	12	pcs.	1,080.00	3	270.00	3	270.00	3	270.00	3	270.00
35	Stamp ink	20.00	12	pcs.	240.00	3	60.00	3	60.00	3	60.00	3	60.00
36	Calulator big	270.00	2	pcs.	540.00	1	270.00	-	-	1	270.00	0	-
37	Record book	150.00	12	pcs.	1,800.00	3	450.00	3	450.00	3	450.00	3	450.00
38	Filling box	300.00	12	pcs.	3,600.00	6	1,800.00	-	-	6	1,800.00	0	-
39	Push pins	30.00	12	pcs.	360.00	3	90.00	3	90.00	3	90.00	3	90.00
40	Lysol disinfectant spray	250.00	8	pcs.	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
41	Tissue paper(2 ply) 12pcs./pack	345.00	12	pcs.	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
42	Air Freshener	293.00	8	pcs.	2,344.00	2	586.00	2	P586.00	2	586.00	2	586.00
43	3 layer file organizer (metal)	200.00	6	pcs.	1,200.00	3	600.00	-	-	3	600.00	0	-
44	Trash can	200.00	4	pcs.	800.00	1	200.00	1	200.00	1	200.00	1	200.00
45	Alcohol	120.00	48	pcs.	5,760.00	12	1,440.00	12	1,440.00	12	1,440.00	12	1,440.00
46	Hand sanitizer	120.00	4	pcs.	480.00	1	120.00	1	120.00	1	120.00	1	120.00
47	Face mask	250.00	12	pcs.	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
48	Puncher (big)	280.00	4	pcs.	1,120.00	1	280.00	1	280.00	1	280.00	1	280.00
49	Tape dispenser (big)	250.00	2	pcs.	500.00	1	250.00	-	-	1	250.00	-	-
50	Permanent marker-black	40.00	12	pcs.	480.00	3	120.00	3	120.00	3	120.00	3	120.00
51	Permanent marker-blue	40.00	12	pcs.	480.00	3	120.00	3	120.00	3	120.00	3	120.00
52	Permanent marker-red	40.00	12	pcs.	480.00	3	120.00	3	120.00	3	120.00	3	120.00
	TOTAL OFFICE SUPPLIES				115,762.00		P36,781.00		P33,728.00		P36,781.00		P27,528.00
	Machinery and Equipment												
	Ricoh Photocopier Machine Aficio2851	60,000.00	1	pcs.	60,000.00	1	60,000.00	0	-	0	-	0	-
	Asus / Laptop	35,000.00	2	pcs.	70,000.00	1	35,000.00	0	-	1	35,000.00	0	-
	laminating Machine	2,000.00	2	pcs.	4,000.00	1	2,000.00	0	-	1	2,000.00	0	-
	Epson l3110 3in1 Printer	7,500.00	2	pcs.	15,000.00	1	7,500.00	0	-	1	7,500.00	0	-
	Android Phones	15,000.00	8	pcs.	120,000.00	4	60,000.00	0	-	4	60,000.00	0	-
	Stand Fan	1,500.00	2	pcs.	3,000.00	1	1,500.00	0	-	1	1,500.00	0	-
	Flash Drive (36GB)	500.00	8	pcs.	4,000.00	2	1,000.00	2	P1,000.00	2	1,000.00	2	1,000.00
	TOTAL MACHINERY & EQUIPMENT				P276,000.00		P167,000.00		P1,000.00		P107,000.00		P1,000.00
	Furniture and Fixtures												
	Office Table	2,000.00	8	pcs.	16,000.00	8	16,000.00	0	-	0	-	0	-
	White Board	2,000.00	2	pcs.	4,000.00	1	2,000.00	0	-	1	2,000.00	0	-
	TOTAL FURNITURE & EQUIPMENT				P20,000.00		P18,000.00				P2,000.00		
	TOTAL CAPITAL OUTLAY				P436,562.00		P221,781.00		P34,728.00		P145,781.00		P28,528.00

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

Prepared by:

ELEAZER G. SANTOS
MAO

Approved by:

ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : PUBLIC EMPLOYMENT SERVICE OFFICE (PESO)					PLANNED AMOUNT							Date Submitted:	
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	25	box	38,750.00	6	9,300.00	6	9,300.00	6	9,300.00	7	10,850.00
2	Bond Paper (Short)	1,270.00	25	box	31,750.00	6	7,620.00	6	7,620.00	6	7,620.00	7	8,890.00
3	Brown Envelope (Short)	3.00	200	pcs	600.00	50	150.00	50	150.00	50	150.00	50	150.00
4	Brown Envelope (Long)	4.00	200	pcs	800.00	50	200.00	50	200.00	50	200.00	50	200.00
5	Expanded Folder (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
6	Expanded Envelope (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
7	White Folder (Long)	9.00	200	pcs	1,800.00	50	450.00	50	450.00	50	450.00	50	450.00
8	White Folder (Short)	7.00	160	pcs	1,120.00	40	280.00	40	280.00	40	280.00	40	280.00
9	Correction tape	24.00	60	pcs	1,440.00	15	360.00	15	360.00	15	360.00	15	360.00
10	Staple wire	35.00	20	box	700.00	5	175.00	5	175.00	5	175.00	5	175.00
11	Stapler	133.00	5	pcs	665.00	2	266.00	1	133.00	1	133.00	1	133.00
12	Paper Fastener (Plastic)	32.00	20	box	640.00	5	160.00	5	160.00	5	160.00	5	160.00
13	Paper Fastener (Metal)	87.00	20	box	1,740.00	5	435.00	5	435.00	5	435.00	5	435.00
14	Pencil (Mongol No. 2)	97.00	4	pcs	388.00	1	97.00	1	97.00	1	97.00	1	97.00
15	HBW Ballpen (Black) 0.5mm	220.00	12	box	2,640.00	3	660.00	3	660.00	3	660.00	3	660.00
16	Pentel EnerGel Sign Pen (Black)	960.00	5	box	4,800.00	1	960.00	1	960.00	2	1,920.00	1	960.00
17	Rubber Band (Big)	192.00	3	pcs	576.00	1	192.00	1	192.00	1	192.00	0	-
18	Rubber Band (Small)	150.00	3	pcs	450.00	1	150.00	1	150.00	1	150.00	0	-
19	Lysol disinfectant spray	250.00	8	pcs	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
20	Tissue paper (2 ply, 12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
21	Air refreshener	293.00	8	pcs	2,344.00	2	586.00	2	586.00	2	586.00	2	586.00
22	3 Layer File organizer METAL	935.00	4	pcs	3,740.00	1	935.00	1	935.00	1	935.00	1	935.00
23	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
24	Alcohol	120.00	20	pcs	2,400.00	5	600.00	5	600.00	5	600.00	5	600.00
25	Tape dispenser	250.00	3	pcs	750.00	1	250.00	1	250.00	1	250.00	-	-
26	Transparent Tape	18.00	20	pcs	360.00	5	90.00	5	90.00	5	90.00	5	90.00
27	Masking Tape	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
28	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00
29	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00

30	Sticky notes	30.00	15	pcs	450.00	4	120.00	4	120.00	4	120.00	3	90.00
31	Heavy duty Puncher	130.00	3	pcs	390.00	1	130.00	1	130.00	-	-	1	130.00
32	Double Sided Tape	72.00	15	pcs	1,080.00	4	288.00	4	288.00	4	288.00	3	216.00
33	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00
34	Stamp pad INK	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
35	Plastic Cover	70.00	20	yards	1,400.00	20	1,400.00	-	-	-	-	-	-
36	Marker (Pen)	20.00	10	pcs	200.00	2	40.00	2	40.00	3	60.00	3	60.00
37	Glue (Roll on Type)	45.00	6	pcs	270.00	2	90.00	2	90.00	1	45.00	1	45.00
38	Cellphone (KEYPAD)	1,000.00	1	pcs	1,000.00	1	1,000.00	-	-	-	-	-	-
39	Calculator (BIG)	270.00	4	pcs	1,080.00	1	270.00	1	270.00	1	270.00	1	270.00
40	Record book	150.00	5	pcs	750.00	1	150.00	1	150.00	1	150.00	2	300.00
41	White Board Marker	25.00	12	pcs	300.00	3	75.00	3	75.00	3	75.00	3	75.00
42	White Board Eraser	15.00	3	pcs	45.00	3	45.00	-	-	-	-	-	-
43	Clear Book (LONG)	40.00	40	pcs	1,600.00	10	400.00	10	400.00	10	400.00	10	400.00
44	Plastic Envelope (LONG)	12.00	130	pcs	1,560.00	60	720.00	-	-	-	-	60	720.00
TOTAL OFFICE SUPPLIES					122,458.00		32,114.00		28,416.00		29,221.00		30,667.00
Machinery and Equipment													
	Computer set (Desktop)					1							
	Printer					1							
	Xerox copier machine					1							
	Laptop					1							
Furniture and Fixtures													
	Steel Cabinet					2							
	Executive Chair					6							
	Office Table					6							
TOTAL CAPITAL OUTLAY													

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

Prepared by:

(SGD) LEONIDES EVANGELISTA
PESO Manager

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : GENERAL SERVICES OFFICE (GSO)					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	25	box	38,750.00	5	7,750.00	5	7,750.00	5	7,750.00	5	7,750.00
2	Bond Paper (Short)	1,270.00	25	box	31,750.00	5	6,350.00	5	6,350.00	5	6,350.00	5	6,350.00
3	Brown Envelope (Long)	27.00	200	pcs	5,400.00	50	1,350.00	50	1,350.00	50	1,350.00	50	1,350.00
4	White Folder w/ Plastic Cover (Long)	23.00	150	pcs	3,450.00	40	920.00	40	920.00	40	920.00	40	920.00
5	Correction tape	24.00	50	pcs	1,200.00	15	360.00	15	360.00	15	360.00	15	360.00
6	Staple wire	35.00	20	box	700.00	5	175.00	5	175.00	5	175.00	5	175.00
7	Stapler	133.00	5	pcs	665.00	2	266.00	1	133.00	1	133.00	1	133.00
8	Paper Fastener (Plastic)	32.00	20	box	640.00	5	160.00	5	160.00	5	160.00	5	160.00
9	Paper Fastener (Metal)	87.00	20	box	1,740.00	5	435.00	5	435.00	5	435.00	5	435.00
10	Pencil (Mongol No. 2)	97.00	4	pcs	388.00	1	97.00	1	97.00	1	97.00	1	97.00
11	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
12	Pentel Energel Sign Pen (Black)	960.00	5	box	4,800.00	1	960.00	1	960.00	2	1,920.00	1	960.00
13	Rubber Band (Big)	192.00	3	pcs	576.00	1	192.00	1	192.00	1	192.00	0	-
14	Rubber Band (Small)	150.00	3	pcs	450.00	1	150.00	1	150.00	1	150.00	0	-
15	Lysol disinfectant spray	250.00	8	pcs	2,000.00	2	500.00	2	500.00	2	500.00	2	500.00
16	Tissue paper (2 ply, 12 piece/pack)	345.00	12	pack	4,140.00	3	1,035.00	3	1,035.00	3	1,035.00	3	1,035.00
17	Air freshener	293.00	8	pcs	2,344.00	2	586.00	2	586.00	2	586.00	2	586.00
18	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
19	Alcohol	120.00	20	pcs	2,400.00	5	600.00	5	600.00	5	600.00	5	600.00
20	Tape dispenser	250.00	2	pcs	500.00	1	250.00	1	250.00		-	-	-
21	Transparent Tape	18.00	5	pcs	90.00	2	36.00	2	36.00	3	54.00	3	54.00
22	Masking Tape	90.00	5	pcs	450.00	2	180.00	2	180.00	2	180.00	2	180.00
23	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00
24	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00
25	Sticky notes	30.00	15	pcs	450.00	4	120.00	4	120.00	4	120.00	3	90.00
26	Heavy duty Puncher	130.00	3	pcs	390.00	1	130.00						
27	Double Sided Tape	72.00	15	pcs	1,080.00	4	288.00	4	288.00	4	288.00	3	216.00
28	Stamp pad	90.00	3	pcs	270.00	1	90.00	1	90.00	1	90.00	1	90.00
29	Stamp pad INK	20.00	5	pcs	100.00	2	40.00	2	40.00	2	40.00	2	40.00
30	Marker (Pen)	20.00	5	pcs	100.00	2	40.00	2	40.00	3	60.00	3	60.00
31	Calculator (BIG)	270.00	2	pcs	540.00	1	270.00	1	270.00	1	270.00	1	270.00

32	Record book	150.00	5	pcs	750.00	1	150.00	1	150.00	1	150.00	2	300.00
TOTAL OFFICE SUPPLIES					108,693.00		24,125.00		23,862.00		24,664.00		23,356.00
Machinery and Equipment													
	Computer set (Desktop)	45,000.00	3	unit	135,000.00								
	Printer	8,000.00	3	unit	24,000.00								
	Xerox copier machine		1	unit	-								
	Laptop		1	unit	-								
					-								
Furniture and Fixtures													
	Steel Cabinet		2		-								
	Executive Chair	9,000.00	1	unit	9,000.00								
	office chair	2,000.00	3	unit									
	Office Table	10,000.00	4	unit	40,000.00								
	Steel Rack	10,000.00	1	unit	10,000.00								
					-								
					-								
					-								
					-								
TOTAL CAPITAL OUTLAY					218,000.00								422,700.00

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

Prepared by:

(SGD) LEE BRIAN C. PINEDA
Municipal GSO

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
CY 2021**

Municipality: SAN SIMON													
Department/Office : DILG OFFICE					PLANNED AMOUNT							Date Submitted:	
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
1	Bond Paper (Long)	1,550.00	12	box	18,600.00	3	4,650.00	3	4,650.00	3	4,650.00	3	4,650.00
2	Bond Paper (Short)	1,270.00	12	box	15,240.00	3	3,810.00	3	3,810.00	3	3,810.00	3	3,810.00
3	Brown Envelope (Long)	27.00	200	pcs	5,400.00	50	1,350.00	50	1,350.00	50	1,350.00	50	1,350.00
4	Expanded Folder (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
5	Expanded Envelope (long)	15.00	160	pcs	2,400.00	40	600.00	40	600.00	40	600.00	40	600.00
6	White Folder w/ Plastic Cover (Long)	23.00	120	pcs	2,760.00	30	690.00	30	690.00	30	690.00	30	690.00
7	Correction tape	24.00	60	pcs	1,440.00	15	360.00	15	360.00	15	360.00	15	360.00
8	Staple wire	35.00	20	box	700.00	5	175.00	5	175.00	5	175.00	5	175.00
9	Stapler	133.00	5	pcs	665.00	2	266.00	1	133.00	1	133.00	1	133.00
10	Paper Fastener (Plastic)	32.00	20	box	640.00	5	160.00	5	160.00	5	160.00	5	160.00
11	Paper Fastener (Metal)	87.00	20	box	1,740.00	5	435.00	5	435.00	5	435.00	5	435.00
12	Pencil (Mongol No. 2)	97.00	8	box	776.00	2	194.00	2	194.00	2	194.00	2	194.00
13	HBW Ballpen (Black) 0.5mm	220.00	4	box	880.00	1	220.00	1	220.00	1	220.00	1	220.00
14	Pentel Energel Sign Pen (Black)	960.00	5	box	4,800.00	1	960.00	1	960.00	2	1,920.00	1	960.00
15	Rubber Band (Big)	192.00	0	pcs	-	0	-	-	-	-	-	0	-
16	Rubber Band (Small)	150.00	0	pcs	-	0	-	-	-	-	-	0	-
17	Lysol disinfectant spray	250.00	12	pcs	3,000.00	3	750.00	3	750.00	3	750.00	3	750.00
18	Tissue paper (2 ply, 12 piece/pack)	345.00	16	pack	5,520.00	4	1,380.00	4	1,380.00	4	1,380.00	4	1,380.00
19	Air refreshener	293.00	12	pcs	3,516.00	3	879.00	3	879.00	3	879.00	3	879.00
20	3 Layer File organizer METAL	935.00	4	pcs	3,740.00	1	935.00	1	935.00	1	935.00	1	935.00
21	Trash Can	200.00	4	pcs	800.00	1	200.00	1	200.00	1	200.00	1	200.00
22	Alcohol	120.00	20	pcs	2,400.00	5	600.00	5	600.00	5	600.00	5	600.00
23	Tape dispenser	250.00	3	pcs	750.00	1	250.00	1	250.00	1	250.00	-	-
24	Transparent Tape	18.00	10	pcs	180.00	2	36.00	2	36.00	3	54.00	3	54.00
25	Masking Tape	90.00	8	pcs	720.00	2	180.00	2	180.00	2	180.00	2	180.00
26	Paper clip (small)	20.00	20	box	400.00	5	100.00	5	100.00	5	100.00	5	100.00
27	Paper clip (big)	25.00	20	box	500.00	5	125.00	5	125.00	5	125.00	5	125.00
28	Sticky notes	30.00	15	pcs	450.00	4	120.00	4	120.00	4	120.00	3	90.00

29	Heavy duty Puncher	130.00	2	pcs	260.00	1	130.00		-	1	130.00		-
30	Double Sided Tape	72.00	15	pcs	1,080.00	4	288.00	4	288.00	4	288.00	3	216.00
31	Stamp pad	90.00	4	pcs	360.00	1	90.00	1	90.00	1	90.00	1	90.00
32	Stamp pad INK	20.00	8	pcs	160.00	2	40.00	2	40.00	2	40.00	2	40.00
33	Plastic Cover	70.00	0	yards	-	0	-	-	-	-	-	-	-
34	Marker (Pen)	20.00	10	pcs	200.00	2	40.00	2	40.00	3	60.00	3	60.00
35	Glue (Roll on Type)	45.00	6	pcs	270.00	2	90.00	2	90.00	1	45.00	1	45.00
36	Calculator (BIG)	270.00	2	pcs	540.00	1	270.00	-	-	1	270.00	-	-
37	Record book	150.00	8	pcs	1,200.00	2	300.00	2	300.00	2	300.00	2	300.00
TOTAL OFFICE SUPPLIES					84,487.00		21,273.00		20,740.00		22,093.00		20,381.00
Information and Communication Technology Equipment													
2	Printer	8,000.00	1	pcs	8,000.00	0	8,000.00						
Office Equipment													
1	Xerox copier machine	140,000.00	1	pcs	140,000.00	0	140,000.00						
Furnitures and Fixtures													
1	Executive chair	9,000.00	2	pcs	18,000.00	2	18,000.00						
2	Office table	10,000.00	1	pcs	10,000.00	1	10,000.00						
TOTAL CAPITAL OUTLAY					176,000.00		176,000.00						

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

Prepared by:

(SGD) MARIEL V. ESTACIO
MLGOO

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

TOTAL CAPITAL OUTLAY				28,000.00								117,458.00
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This is to certify that the above procurement plan is in accordance with the objective of this office

Prepared by:

(SGD) Ronnie M. Pangilinan
State Auditor IV

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

Department/Office :					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
					DISTRIBUTION						1st Quarter		2nd Quarter
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	Qty	Amount	Qty	Amount	Qty	Amount	QTY	AMOUNT
Drugs and Medicines Expenses													
1	AMBROXOL 30MG/TAB	195.00	150	BOXES	29,250.00	30	5,850.00	50	9,750.00	30	5,850.00	40	7,800.00
2	AMBROXOL 30MG/60ML SYRUP (LMR)	35.00	500	BOTTLES	17,500.00	150	5,250.00	150	5,250.00	100	3,500.00	100	3,500.00
3	AMBROXOL DROPS	33.00	500	BOTTLES	16,500.00	150	4,950.00	150	4,950.00	100	3,300.00	100	3,300.00
4	AMOXICILLIN 250MG/60ML SUSP (LMR)	28.00	500	BOTTLES	14,000.00	150	4,200.00	150	4,200.00	100	2,800.00	100	2,800.00
5	AMOXICILLIN 500MG/CAP	375.00	150	BOXES	56,250.00	30	11,250.00	50	18,750.00	30	11,250.00	40	15,000.00
6	AMOXICILLIN DROPS	27.00	500	BOTTLES	13,500.00	150	4,050.00	150	4,050.00	100	2,700.00	100	2,700.00
7	DICYCLOVERINE 10MG TAB	190.00	50	BOXES	9,500.00	30	5,700.00		-	20	3,800.00	-	-
8	DICYCLOVERINE 10MG/60ML SYRUP	28.00	250	BOTTLES	7,000.00	50	1,400.00	50	1,400.00	100	2,800.00	50	1,400.00
9	LOPERAMIDE 2MG/CAP DIASOLV	185.00	50	BOXES	9,250.00	10	1,850.00	20	3,700.00	10	1,850.00	10	1,850.00
10	FERROUS SULFATE 325MG TAB	126.00	150	BOXES	18,900.00	75	9,450.00		-	75	9,450.00	-	-
11	FERROUS SULFATE SYRUP	35.00	500	BOTTLES	17,500.00	150	5,250.00	150	5,250.00	100	3,500.00	100	3,500.00
12	FERROUS SULFATE DROPS	33.00	500	BOTTLES	16,500.00	150	4,950.00	150	4,950.00	100	3,300.00	100	3,300.00
13	PHENYLPROPANOLAMINE TAB	378.00	150	BOXES	56,700.00	75	28,350.00		-	75	28,350.00	-	-
14	PHENYLPROPANOLAMINE 12.5/60ML	32.00	500	BOTTLES	16,000.00	150	4,800.00	150	4,800.00	100	3,200.00	100	3,200.00
15	PHENYLPROPANOLAMINE DROPS	34.00	500	BOTTLES	17,000.00	150	5,100.00	150	5,100.00	100	3,400.00	100	3,400.00
16	VITAMIN A SOFTGEL	8.30	3000	PCS.	24,900.00	750	6,225.00	750	6,225.00	750	6,225.00	750	6,225.00
17	DEPO-PROVERA	120.00	1500	VIALS	180,000.00	350	42,000.00	300	36,000.00	350	42,000.00	500	60,000.00
18	OC(LADY PILLS)	65.00	7000	BOXES	455,000.00	1000	65,000.00	2,000	130,000.00	3,000	195,000.00	1,000	65,000.00
19	EXLUTON	264.00	700	BOXES	184,800.00	200	52,800.00	100	26,400.00	100	26,400.00	300	79,200.00
20	MEFENAMIC ACID 500MG/CAP	195.00	500	BOXES	97,500.00	150	29,250.00	150	29,250.00	100	19,500.00	100	19,500.00
21	MEFENAMIC ACID 50MG/60ML SUSP (SCH)	25.00	400	BOTTLES	10,000.00	100	2,500.00	100	2,500.00	100	2,500.00	100	2,500.00
22	SALBUTAMOL SYRUP	190.00	150	BOXES	28,500.00	30	5,700.00	35	6,650.00	30	5,700.00	55	10,450.00
23	SALBUTAMOL 4MG/TAB (AD-DRUG)	260.00	150	BOXES	39,000.00	30	7,800.00	35	9,100.00	30	7,800.00	55	14,300.00
24	VITAMIN B1,B6,B12 CAP (REVITAPLEX)	465.00	150	BOXES	69,750.00	30	13,950.00	35	16,275.00	30	13,950.00	55	25,575.00
25	COTRIMOXAZOLE 800MG/TAB	34.00	500	BOTTLES	17,000.00	150	5,100.00	150	5,100.00	100	3,400.00	100	3,400.00
26	COTRIMOXAZOLE SUSPENSION	22.00	500	BOTTLES	11,000.00	150	3,300.00	150	3,300.00	100	2,200.00	100	2,200.00
27	PARACETAMOL 100MG/ML	25.00	500	BOTTLES	12,500.00	150	3,750.00	150	3,750.00	100	2,500.00	100	2,500.00
28	PARACETAMOL 250MG/5ML	480.00	50	BOXES	24,000.00	20	9,600.00	10	4,800.00	10	4,800.00	10	4,800.00
29	HYOSCINE TABLET	420.00	30	BOXES	12,600.00	15	6,300.00		-	15	6,300.00	-	-
30	METRONIDAZOLE 500MG TABLET	35.00	30	BOTTLES	1,050.00	15	525.00		-	15	525.00	-	-
31	MEBENDAZOLE SYRUP	185.00	500	PCS	92,500.00	150	27,750.00	150	27,750.00	100	18,500.00	100	18,500.00
32	ANTI-FUNGAL OINTMENT	680.00	40	VIALS	27,200.00	10	6,800.00	10	6,800.00	10	6,800.00	10	6,800.00
33	PPD (PURIFIED PROTEIN DERIVATIVE)	38.00	150	BOTTLES	5,700.00	30	1,140.00	35	1,330.00	35	1,330.00	50	1,900.00
34	ISONIAZID + B6 60ml	98.00	250	BOTTLES	24,500.00	50	4,900.00	75	7,350.00	75	7,350.00	50	4,900.00
35	RIFAMPICIN 60ml	75.00	160	BOTTLES	12,000.00	40	3,000.00	40	3,000.00	40	3,000.00	40	3,000.00
36	PYRAZINAMIDE 60ml	325.00	200	BOXES	65,000.00	50	16,250.00	50	16,250.00	50	16,250.00	50	16,250.00

37	AMOXICILLIN 250MG/CAP	26.00	500	BOTTLES	13,000.00	150	3,900.00	150	3,900.00	100	2,600.00	100	2,600.00
38	CHLORPHENAMINE MALEATE SYRUP	150.00	50	BOXES	7,500.00	10	1,500.00	20	3,000.00	10	1,500.00	10	1,500.00
39	CHLORPHENAMINE MALEATE 4MG/TAB	378.00	50	BOXES	18,900.00	10	3,780.00	20	7,560.00	10	3,780.00	10	3,780.00
40	CINNARIZINE 25MG/TAB	195.00	50	BOXES	9,750.00	10	1,950.00	20	3,900.00	10	1,950.00	10	1,950.00
41	ANTACID 200MG/TAB	38.00	150	BOTTLES	5,700.00	40	1,520.00	40	1,520.00	40	1,520.00	30	1,140.00
42	ANTACID SYRUP	143.00	100	BOXES	14,300.00	25	3,575.00	25	3,575.00	25	3,575.00	25	3,575.00
43	MEFENAMIC 250MG/CAP	1850.00	350	VIALS	647,500.00	100	185,000.00	100	185,000.00	100	185,000.00	50	92,500.00
44	RABIPUR	1200.00	100	BOTTLES	120,000.00	25	30,000.00	25	30,000.00	25	30,000.00	25	30,000.00
45	CONTOUR TS GLUCOMETER STRIPS	80.00	150	BOXES	12,000.00	40	3,200.00	40	3,200.00	40	3,200.00	30	2,400.00
46	PARACETAMOL TAB (FLUGARD)	190.00	150	BOXES	28,500.00	40	7,600.00	40	7,600.00	40	7,600.00	30	5,700.00
47	ORAL REHYDRATION SOLUTION	450.00	20	BOXES	9,000.00	10	4,500.00		-	10	4,500.00	-	-
48	SALBUTAMOL NEBULE	360.00	200	BOXES	72,000.00	50	18,000.00	50	18,000.00	50	18,000.00	50	18,000.00
49	CIPROFLOXACIN 500MG/TAB	320.00	400	BOXES OF 100'S	128,000.00	100	32,000.00	100	32,000.00	100	32,000.00	100	32,000.00
50	LOSARTAN POTASSIUM 50MG/TAB	690.00	400	VIALS	276,000.00	100	69,000.00	100	69,000.00	100	69,000.00	100	69,000.00
51	INSULIN	195.00	400	BOXES OF 100'S	78,000.00	100	19,500.00	100	19,500.00	100	19,500.00	100	19,500.00
52	METFORMIN 500MG/TAB	295.00	400	BOXES OF 100'S	118,000.00	100	29,500.00	100	29,500.00	100	29,500.00	100	29,500.00
53	ASCORBIC ACID TABLET	28.00	400	BOTTLES	11,200.00	100	2,800.00	100	2,800.00	100	2,800.00	100	2,800.00
54	ASCORBIC ACID SYRUP	26.00	400	BOTTLES	10,400.00	100	2,600.00	100	2,600.00	100	2,600.00	100	2,600.00
55	ASCORBIC ACID DROPS	26.00	400	BOTTLES	10,400.00	100	2,600.00	100	2,600.00	100	2,600.00	100	2,600.00
Drugs and Medicines Expenses					3,300,000.00		838,565.00		839,235.00		902,305.00		719,895.00

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

Prepared by:

(SGD) LEE BRIAN C. PINEDA
General Services Officer

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON													
Department/Office :					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
						250	15,000.00	250	15,000.00	100	6,000.00	400	24,000.00
1	Tarpaulin 2X3ft.	90.00	500	pcs	45,000.00	200	18,000.00	100	9,000.00	100	9,000.00	100	9,000.00
2	Tarpaulin for Billboard 10X12ft	2,000.00	40	pcs	80,000.00	20	40,000.00	10	20,000.00	10	20,000.00	-	-
3	Tarpaulin 3x5ft	225.00	300	pcs	67,500.00	150	33,750.00	40	9,000.00	40	9,000.00	70	15,750.00
4	Tarpaulin 4x8ft	450.00	200	pcs	90,000.00	100	45,000.00	20	9,000.00	40	18,000.00	40	18,000.00
5	Tarpaulin 3x4ft	180.00	1,000	pcs	180,000.00	100	18,000.00	20	3,600.00	40	7,200.00	840	151,200.00
6	T-shirt with Print	110.00	1,500	pcs	165,000.00	400	44,000.00	400	44,000.00	200	22,000.00	500	55,000.00
7	Calendar	35.00	1,000	pcs	35,000.00		-		-		-	1,000	35,000.00
8	Lace	75.00	500	pcs	37,500.00	50	3,750.00		-	50	3,750.00	400	30,000.00
12					-		-		-		-		-
13					-		-		-		-		-
15					-		-		-		-		-
16					-		-		-		-		-
17					-		-		-		-		-
18					-		-		-		-		-
19					-		-		-		-		-
20					-		-		-		-		-
21					-		-		-		-		-
22					-		-		-		-		-
23					-		-		-		-		-
24					-		-		-		-		-
25					-		-		-		-		-
26					-		-		-		-		-
27					-		-		-		-		-
28					-		-		-		-		-
29					-		-		-		-		-
30					-		-		-		-		-
31					-		-		-		-		-
32					-		-		-		-		-
33					-		-		-		-		-
34					-		-		-		-		-

35					-		-		-		-		-
36					-		-		-		-		-
37					-		-		-		-		-
38					-		-		-		-		-
39					-		-		-		-		-
40					-		-		-		-		-
41					-		-		-		-		-
TOTAL OFFICE SUPPLIES					700,000.00		217,500.00		109,600.00		94,950.00		337,950.00

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Prepared by:

Approved by:

(SGD) LEE BRIAN C. PINEDA
General Services Officer

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON													
Department/Office : MITPO						PLANNED AMOUNT						Date Submitted:	
						Regular		Contingency		Total			
DISTRIBUTION													
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
Accountable Forms, Plates and Stickers													
2	Accountable form #51	120.00	1,000	pcs	120,000.00	500	60,000.00	500	60,000.00	500	60,000.00	500	60,000.00
3	Accountable form #56	170.00	500	pcs	85,000.00	200	34,000.00	100	17,000.00	100	17,000.00	100	17,000.00
4	Accountable form #54	125.00	50	pcs	6,250.00	30	3,750.00	10	1,250.00	5	625.00	5	625.00
5	BIR #0016	66.00	500	pcs	33,000.00	300	19,800.00	100	6,600.00	50	3,300.00	50	3,300.00
6	BIR #0017	110.00	10	pcs	1,100.00	5	550.00	2	220.00	2	220.00	1	110.00
7	Certificate of Live birth (PSA)	315.00	30	pads	9,450.00	10	3,150.00	5	1,575.00	5	1,575.00	10	3,150.00
8	Certificate of Marriage (PSA)	315.00	30	pads	9,450.00	10	3,150.00	5	1,575.00	5	1,575.00	10	3,150.00
9	Certificate of Death (PSA)	315.00	15	pads	4,725.00	10	3,150.00		-	5	1,575.00		-
10	Marriage Application (PSA)	315.00	20	pads	6,300.00	5	1,575.00	5	1,575.00	5	1,575.00	5	1,575.00
11	Business Plates Acrylic 6x12 inc	200.00	700	pcs	140,000.00	400	80,000.00	50	10,000.00	50	10,000.00	200	40,000.00
12	Business Templates (Certificate)	20.00	700	pcs	14,000.00	400	8,000.00	50	1,000.00	50	1,000.00	200	4,000.00
TOTAL Accountable Forms, Plates and Stickers					429,275.00		217,125.00		100,795.00		98,445.00		132,910.00

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General Services Officer

Approved by:

(SGD)ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON													
Department/Office : G.S.O					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
OTHER SUPPLIES AND MATERIALS													
1	White Board eraser	15.00	50	PIECE	750.00	25	375.00		-	25	375.00		-
2	Umbrella	100.00	500	PIECE	50,000.00	100	10,000.00		-	-	-	400	40,000.00
3	Trash Can	130.00	100	PIECE	13,000.00	30	3,900.00	30	3,900.00	10	1,300.00	30	3,900.00
4	Reflective Vest	120.00	60	PIECE	7,200.00	30	3,600.00		-	30	3,600.00		-
5	Rain Boot	150.00	60	PIECE	9,000.00	30	4,500.00		-	30	4,500.00		-
6	Rain Coat (Large)	150.00	60	PIECE	9,000.00	30	4,500.00		-	30	4,500.00		-
7	Mop	400.00	20	PIECE	8,000.00	10	4,000.00	5	2,000.00	-	-	5	2,000.00
8	Lysol Disinfectant spray	230.00	200	PIECE	46,000.00	50	11,500.00	50	11,500.00	50	11,500.00	50	11,500.00
9	Hand Sanitizer	249.00	200	PIECE	49,800.00	50	12,450.00	50	12,450.00	50	12,450.00	50	12,450.00
10	Finger Moistener	36.00	200	PIECE	7,200.00	50	1,800.00	50	1,800.00	50	1,800.00	50	1,800.00
11	facemask	250.00	1,500	box	375,000.00	500	125,000.00	500	125,000.00	250	62,500.00	250	62,500.00
12	Flash Light	360.00	26	PIECE	9,360.00	13	4,680.00		-	13	4,680.00		-
13	Dust pan	60.00	20	PIECE	1,200.00	10	600.00	5	300.00	-	-	5	300.00
14	Cellphone Keypod/android	19,000.00	1	PIECE	19,000.00	1	19,000.00		-	-	-		-
15	Broom	137.00	30	PIECE	4,110.00	10	1,370.00	10	1,370.00	5	685.00	5	685.00
16	Tissue paper (2 ply, 12 piece/pack)	450.00	7	bulk	3,150.00	2	900.00	2	900.00	1	450.00	1	450.00
17	Air refreshener	50.00	100	PIECE	5,000.00	25	1,250.00	25	1,250.00	25	1,250.00	25	1,250.00
18	Alcohol	400.00	1,000	gallon	400,000.00	250	100,000.00	250	100,000.00	250	100,000.00	250	100,000.00
19	Battery AAA (4pcs)	20.00	29	PIECE	580.00	15	300.00		-	14	280.00		-
20	CLEANER, toilet and urinal	400.00	50	gallon	20,000.00	10	4,000.00	5	2,000.00	5	2,000.00	5	2,000.00
21	RAGS	53.00	50	BUNDLE	2,650.00	20	1,060.00	10	530.00	10	530.00	10	530.00
22	White Mug with Digital Print with box	60.00	1,000	pcs	60,000.00	200	12,000.00	100	6,000.00	200	12,000.00	500	30,000.00
						0	-			-	-		
TOTAL OTHER SUPPLIES AND MATERIALS					1,100,000.00								

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

Prepared by:

(SGD) LEE BRIAN C. PINEDA
G.S.O

Approved by:

(SGD) ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON					PLANNED AMOUNT						Date Submitted:		
Department/Office : G.S.O					Regular		Contingency		Total				
					DISTRIBUTION								
Item No	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
OFFICE EQUIPMENT													
1	Fiber Optic Tool Kit (ICT Equipment)	5,000.00	4	UNIT	20,000.00	2	10,000.00		-	2	10,000.00		-
2	Fiber Optic Media ConverterS (ICT Equipment)	4,000.00	2	UNIT	8,000.00	2	8,000.00		-		-		-
3	4TB HDD (ICT Equipment)	4,000.00	8	UNIT	32,000.00	8	32,000.00		-		-		-
	CABLES AND WIRES	4,000.00	10	UNIT	40,000.00	10							
TOTAL OFFICE EQUIPMENT					100,000.00								

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G.S.O

Approved by:

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Municipal Mayor

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G.S.O

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(SGD)ABUNDIO S. PUNSALAN JR.
Municipal Mayor

**ANNUAL PROCUREMENT PLAN
FOR THE YEAR 2021
(Office Supplies)**

Municipality: SAN SIMON													
Department/Office : G.S.O					PLANNED AMOUNT						Date Submitted:		
					Regular		Contingency		Total				
DISTRIBUTION													
Item No	Description	Unit Cost	Qty	Unit	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty	Amount	Qty	Amount	Qty	Amount		
MACHINERY AND EQUIPMENT													
	DIESEL						-		-		-		-
	GASOLINE						-		-		-		-
	ENGINE OIL						-		-		-		-
	GEAR OIL						-		-		-		-
							-		-		-		-
TOTAL MACHINERY AND EQUIPMENT					-								

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Prepared by:

(SGD)LEE BRIAN C. PINEDA
G.S.O

Approved by:

(SGD)ABUNDIO S. PUNSALAN JR.
Municipal Mayor

