



| No. | UNSPSC Code | Item Description                                             | Unit of Measure | Monthly Quantity Requirement |     |     |     |           |       |     |      |    |           |      |     | Total Quantity for the year | Price Category | Total Amount for the year |      |    |           |     |      |      |           |           |
|-----|-------------|--------------------------------------------------------------|-----------------|------------------------------|-----|-----|-----|-----------|-------|-----|------|----|-----------|------|-----|-----------------------------|----------------|---------------------------|------|----|-----------|-----|------|------|-----------|-----------|
|     |             |                                                              |                 | Jan                          | Feb | Mar | Q1  | Q1 Amount | April | May | June | Q2 | Q2 Amount | July | Aug |                             |                |                           | Sept | Q3 | Q3 Amount | Oct | Nov  | Dec  | Q4        | Q4 Amount |
| 38  | -           | Microstate document (ring)                                   | book            | 10                           | 10  | 20  | 20  | 4,000.00  |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 20   | 200.00    | 4,000.00  |
| 39  | -           | Prescribed 50mg                                              | tablet          | 120                          | 120 | 200 | 200 | 3,000.00  |       |     |      | 0  | 0.00      | 150  | 150 | 200                         | 500            | 3,000.00                  |      |    |           | 0   | 0.00 | 1000 | 6,000.00  | 4,000.00  |
| 40  | -           | Clayton sublingual 75 mg                                     | piece           | 25                           | 25  | 50  | 50  | 2,000.00  |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 50   | 40.00     | 2,000.00  |
| 41  | -           | Elmer's bandage (4x5 inch)                                   | roll            | 10                           | 10  | 20  | 20  | 1,400.00  |       |     |      | 0  | 0.00      | 10   | 10  |                             | 20             | 1,400.00                  |      |    |           | 0   | 0.00 | 40   | 280.00    | 2,800.00  |
| 42  | -           | Cold compresses (5)                                          | piece           | 16                           |     |     | 16  | 1,920.00  |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 16   | 120.00    | 1,920.00  |
| 43  | -           | Spells water 50ml                                            | bottle          | 5                            |     |     | 5   | 500.00    |       |     |      | 0  | 0.00      | 5    |     |                             | 5              | 500.00                    |      |    |           | 0   | 0.00 | 10   | 100.00    | 1,000.00  |
| 44  | -           | Adult mask with air tube and medication bottle for inhalizer | piece           | 3                            |     |     | 3   | 500.00    |       |     |      | 0  | 0.00      | 5    |     |                             | 5              | 500.00                    |      |    |           | 0   | 0.00 | 10   | 100.00    | 1,000.00  |
| 45  | -           | School and medium (orange light and dark blue)               | set             | 3                            |     |     | 3   | 1,200.00  |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 8    | 400.00    | 1,200.00  |
| 46  | -           | Felipe                                                       | unit            | 1                            |     |     | 1   | 6,000.00  |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 7    | 42,000.00 | 42,000.00 |
| 47  | -           | Lumbaring Fan                                                | roll            |                              |     |     | 0   | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 10   | 1,800.00  | 1,800.00  |
| 48  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 2    | 25,000.00 | 30,000.00 |
| 49  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 2    | 25,000.00 | 30,000.00 |
| 50  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 2    | 25,000.00 | 30,000.00 |
| 51  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 2    | 25,000.00 | 30,000.00 |
| 52  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 2    | 25,000.00 | 30,000.00 |
| 53  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 3    | 19,500.00 | 39,000.00 |
| 54  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 9    | 30,800.00 | 39,800.00 |
| 55  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 1    | 16,600.00 | 16,600.00 |
| 56  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 30   | 14,000.00 | 42,000.00 |
| 57  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 58  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 59  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 60  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 61  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 62  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 63  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 64  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 65  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 66  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 67  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 68  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 69  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 70  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 71  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 72  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 73  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 74  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 75  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 76  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 77  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 78  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 79  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 80  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 81  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 82  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 83  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 84  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 85  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |
| 86  | -           | Board Paper A3 size                                          | ream            |                              |     | 50  | 50  | 32,500.00 |       |     |      | 0  | 0.00      |      |     |                             | 0              | 0.00                      |      |    |           | 0   | 0.00 | 0    | 0.00      | 0.00      |

| No. | UNSPSC Code | Item Description | Unit of Measure | Monthly Quantity Requirement |     |     |           |       |     |      |           |      |      |      |           |           |     |     |      | Total Quantity for the year | Price Catalogue | Total Amount for the year |           |  |  |   |      |      |
|-----|-------------|------------------|-----------------|------------------------------|-----|-----|-----------|-------|-----|------|-----------|------|------|------|-----------|-----------|-----|-----|------|-----------------------------|-----------------|---------------------------|-----------|--|--|---|------|------|
|     |             |                  |                 | Monthly Quantity Requirement |     |     |           |       |     |      |           |      |      |      |           | Q4 Amount |     |     |      |                             |                 |                           |           |  |  |   |      |      |
|     |             |                  |                 | Jan                          | Feb | Mar | Q1 Amount | April | May | June | Q2 Amount | July | Aug  | Sept | Q3 Amount |           | Oct | Nov | Dec  |                             |                 |                           | Q4 Amount |  |  |   |      |      |
| 87  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 88  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 89  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 90  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 91  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 92  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 93  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 94  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 95  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 96  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 97  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 98  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 99  | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |
| 100 | -           |                  |                 |                              |     | 0   | 0.00      |       |     |      |           | 0    | 0.00 |      |           |           |     | 0   | 0.00 |                             |                 | 0                         | 0.00      |  |  | 0 | 0.00 | 0.00 |

|                                                                        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |              |
|------------------------------------------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------|
| A. TOTAL                                                               |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3,154,313.00 |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)                   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 315,431.30   |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | -            |
| D. GRAND TOTAL (A + B + C)                                             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3,469,744.30 |
| E. APPROVED BUDGET BY THE AGENCY HEAD                                  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |              |
| To: Figures and Words:                                                 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |              |

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

*CA*

CRONIA F. ANACLETO

Property / Supply Officer

Date Prepared:

08-31-2023

Certified Funds Available / Certified Appropriate Funds Available:

EDUARDO F. RIVERA

Accountant / Budget Officer

Approved by:

SHERIFF BENITO

Head of Agency

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