

ANNUAL PROCUREMENT PLAN FOR 2021-03
For Common-Use Supplies and Equipment

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Department/Bureau/Office: DEPARTMENT OF BUDGET AND MANAGEMENT
 Region: REGIONAL OFFICE NO. VII
 Address: SUDLON, LAHUG, CEBU CITY

Agency Account Code: 060010300007

Contact Person: CHERRY CRIS A. GARATE
 Position: ADMINISTRATIVE OFFICER III / DESIGNATED SUPPLY OFFICER
 E-mail : cgarate@dbm.gov.ph
 Telephone/Mobile Nos: (032) 505-5825

Item & Specifications	Unit of Measure	Quantity Requirement																	Price	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES																					
1 External Hard Drive, 1TB	unit									3				3					3	2,650.83	7,952.49
2 Paper Organizer/Tray, 3 layers	unit									4				4					4	300.00	1,200.00
3 FURNITURE CLEANER, aerosol type, 300ml min per can	can									7				7	7				7	130.00	1,820.00
4 Disinfecting Bleach Solutions, 900-1000 ml	bottle									0				0	10				10	60.00	600.00
5 STAPLER, STANDARD TYPE, load cap: 200 staples min	unit									3				3					3	200.00	600.00
6 AIR FRESHENER, aerosol, 280ml/150g min	can									5				5	5				5	100.00	1,000.00
7 PUNCHER, paper, heavy duty, with two hole guide	unit									3				3					3	150.00	450.00
Total																					13,622.49

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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: _____
 Certified Funds Available /
 Certified Appropriate Funds Available:

Approved by: _____

 RICKY L. SANCHEZ
 Head of Office/Agency

_____ **CHERRY CRIS A. GARATE**
 Property/Supply Officer

_____ **JANINA I. MAMALO**
 Accountant

Date Prepared: June 25, 2021