

1/25/12

2012 SUPPLIES PROCUREMENT PROGRAM
For: CITY AGRICULTURE OFFICE

Inputs Needed	Standard Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Total	
		Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost
OFFICE SUPPLIES											
paper clip small	5.79	2	11.58	0	0.00	2	11.58	0	0.00	4	23.16
paper clip big	13.80	2	27.60	0	0.00	2	27.60	0	0.00	4	55.20
Staple wire #35	38.32	4	153.28	3	114.96	2	76.64	3	114.96	12	459.84
Record book 200pp	30.29	4	121.16	0	0.00	2	60.58	0	0.00	6	181.74
Record book 500pp	48.40	4	193.60	0	0.00	2	96.80	0	0.00	6	290.40
Brown envelope long	1.23	25	30.75	0	0.00	0	0.00	0	0.00	25	30.75
brown envelope short	0.97	25	24.25	0	0.00	0	0.00	0	0.00	25	24.25
Carbonpaper long	223.44	2	446.88	0	0.00	0	0.00	0	0.00	2	446.88
Typewriter ribbon	27.10	2	54.20	0	0.00	2	54.20	0	0.00	4	108.40
Scotch tape 1"	141.11	1	141.11	1	141.11	1	141.11	1	141.11	4	564.44
Folder long	3.36	100	336.00	50	168.00	50	168.00	50	168.00	250	840.00
Folder short	2.96	100	296.00	50	148.00	50	148.00	50	148.00	250	740.00
Whitewove long S-18	154.95	2	309.90	0	0.00	4	619.80	0	0.00	6	929.70
Whitewove short S-18	112.32	3	336.96	0	0.00	4	449.28	0	0.00	7	786.24
Ballpen 1 (blue,black)	4.01	12	48.12	0	0.00	12	48.12	0	0.00	24	96.24
Pencil Mongol	4.78	12	57.36	12	57.36	12	57.36	12	57.36	48	229.44
Book Paper S-20 long	176.44	6	1058.64	0	0.00	6	1058.64	0	0.00	12	2,117.28
Stencil Ink (Gestetner)	90.00	1	90.00	0	0.00	0	0.00	0	0.00	1	90.00
Book Paper S-20 short	169.93	6	1019.58	0	0.00	5	849.65	0	0.00	11	1,869.23
Yellow pad	15.95	1	15.95	0	0.00	0	0.00	0	0.00	1	15.95
Computer ribbon short	119.70	2	239.40	0	0.00	2	239.40	0	0.00	4	478.80
Correction Fluid	21.61	10	216.10	10	216.10	10	216.10	10	216.10	40	864.40
Isopropyl Alcohol 70%	32.68	10	326.80	0	0.00	10	326.80	0	0.00	20	653.60
Masking tape 2"	44.32	6	265.92	6	265.92	6	265.92	6	265.92	24	1,063.68
Marking pen (Pentel pen)	32.44	2	64.88	0	0.00	4	129.76	0	0.00	6	194.64
Battery AA	13.94	4	55.76	0	0.00	4	55.76	0	0.00	8	111.52
Marking pen (Whiteboard)	46.06	2	92.12	0	0.00	2	92.12	0	0.00	4	184.24
Paper fastener (plastic)	22.06	4	88.24	0	0.00	4	88.24	0	0.00	8	176.48
Signpen	16.65	12	199.80	0	0.00	12	199.80	0	0.00	24	399.60
Bundy Cards	1.10	60	66.00	60	66.00	60	66.00	60	66.00	240	264.00
Pilot pen blue	18.75	24	450.00	0	0	24	450	0	0	48	900
Folder green w/ metal tab	8.57	100	857.00	50	428.50	50	428.50	50	428.50	250	2,142.50
Wyteboard eraser	30.00	2	60.00	0	0.00	2	60.00	0	0.00	4	120.00

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		Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost
Index Card (5x8)	0.42	50	21.00	50	21.00	50	21.00	50	21.00	200	84.00
Calculator MS170	390.00	①	390.00	0	0.00	0	0.00	0	0.00	1	390.00
Columnar book (24 col)	24.20	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
USB 4G	372.59	2	745.18	0	0.00	0	0.00	0	0.00	2	745.18
Cartolina	4.49	10	44.90	0	0.00	0	0.00	0	0.00	10	44.90
Manila paper	2.27	10	22.70	0	0.00	0	0.00	0	0.00	10	22.70
Paste	21.76	1	21.76	1	21.76	1	21.76	1	21.76	4	87.04
Ruler	3.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Cutter big	17.60	12 p	211.20	0	0.00	0	0.00	4	70.40	16	281.60
Pencil sharpener	223.63	1	223.63	0	0.00	0	0.00	0	0.00	1	223.63
Puncher big	124.55	1	124.55	0	0.00	0	0.00	0	0.00	1	124.55
Stabilo pen	16.50	2	33.00	0	0.00	0	0.00	2	33.00	4	66.00
Stapler w/ remover (max)	231.37	2 l	462.74	0	0.00	0	0.00	0	0.00	2	462.74
Molar file	61.36	0	0.00	0	0.00	5	306.80	0	0.00	5	306.80
Stencil paper	483.87	1	483.87	0	0.00	0	0.00	0	0.00	1	483.87
LBP Cannon Cartridge	3,314.46	①	3,314.46	1	3,314.46	0	0.00	0	0.00	2	6,628.92
Employees leave form	41.60	3	124.80	0	0.00	3	124.80	0	0.00	6	249.60
TOTAL			13,933.83		4,963.17		6,960.12		1,752.11		10,201.53
REX		①	40.00								27,654.13
OTHER SUPPLIES											
Cutter blade	14.42	2	28.84	0	0.00	0	0.00	0	0.00	2	28.84
Hardbroom	12.75	4	51.00	0	0.00	0	0.00	2	25.50	6	76.50
Dust pan	35.70	2	71.40	0	0.00	0	0.00	0	0.00	2	71.40
Soft broom	74.56	4	298.24	0	0.00	0	0.00	2	149.12	6	447.36
Mophead	66.76	②	133.52	0	0.00	0	0.00	2	133.52	4	267.04
Detergent powder	84.29	2 l	168.58	0	0.00	2	168.58	1	84.29	5	421.45
Trashcan	89.36	1	89.36	0	0.00	0	0.00	0	0.00	1	89.36
Garbage bag (big)	6.43	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Mopholder	110.81	1	110.81	0	0.00	0	0.00	1	110.81	2	221.62
Pale	72.00	1	72.00	0	0.00	0	0.00	0	0.00	1	72.00
Muriatic acid	51.09	1	51.09	0	0.00	1	51.09	0	0.00	2	102.18
Garbage bag (small)	3.23	12	38.76	12	38.76	12	38.76	12	38.76	48	155.04
Feather duster	48.06	0	0	0	0	0	0	0	0	0	0
Dipper	7.49	1	7.49	0	0.00	0	0.00	0	0.00	1	7.49
Toilet tissue	15.58	⑫	186.96	12	186.96	12	186.96	12	186.96	48	747.84
Toilet brush w/ handle	24.95	1	24.95	0	0.00	0	0.00	0	0.00	1	24.95

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		Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost
Toilet deodorant	21.82	2	43.64	0	0.00	0	0.00	0	0.00	2	43.64
Zonrox liquid	31.43	①	31.43	0	0.00	0	0.00	0	0.00	1	31.43
Anti- bacterial soap	26.91	②	53.82	1	26.91	0	0.00	0	0.00	3	80.73
Dishwashing refill	30.96	1	30.96	0	0	0	0	0	0	1	30.96
Kapote	500.00	10	5,000.00	5	2,500.00	0	0.00	0	0.00	15	4,550.00
Boots	295.00	10	2,950.00	5	1,475.00	0	0.00	0	0.00	14	5,390.00
Grease gun	605.00	1	605.00	0	0.00	0	0.00	1	605.00	2	1,210.00
Vice grip	495.00	1	495.00	0	0.00	0	0.00	1	495.00	2	990.00
Pipe wrench "24	800.00	1	800.00	0	0.00	0	0.00	0	0.00	1	800.00
screw driver 1 set (8in1)	350.00	1	350.00	0	0.00	0	0.00	0	0.00	1	350.00
faucet	80.00	2	160.00	0	0.00	0	0.00	0	0.00	2	160.00
padlock (sm)	200.00	4	800.00	4	800.00	0	0.00	0	0.00	8	1,600.00
padlock	300.00	2	600.00	2	600.00	0	0.00	0	0.00	4	1,200.00
bisagra 4"	90.00	4	360.00	0	0.00	0	0.00	0	0.00	4	360.00
measuring tape	600.00	0	0.00	1	600.00	0	0.00	0	0.00	1	600.00
kaldero	300.00	1	300.00	0	0.00	0	0.00	0	0.00	1	300.00
kawali	300.00	1	300.00	0	0.00	0	0.00	0	0.00	1	300.00
cutter grinder	300.00	1	300.00	0	0.00	0	0.00	0	0.00	1	300.00
carburandum	250.00	1	250.00	0	0.00	0	0.00	0	0.00	1	250.00
Mop w/ spinner	1,500.00	0	0.00	1	1,500.00	0	0.00	0	0.00	1	1,500.00
TOTAL			14,762.85								23,337.85
EQUIPMENT											
Electric standfan (standard/asahi)	1,500.00	2	3,000.00	0	0.00	0	0.00	0	0.00	2	3,000.00
External Hardrive	10,000.00	1	6,000.00	0	0.00	0	0.00	0	0.00	1	10,000.00
Tape recorder	3,000.00	1	3,000.00	0	0.00	0	0.00	0	0.00	1	3,000.00
Water dispenser	10,000.00	1	10,000.00	0	0.00	0	0.00	0	0.00	1	10,000.00
Computer	40,000.00	1	40,000.00	0	0.00	0	0.00	0	0.00	1	40,000.00
Digital Camera	10,000.00	1	10,000.00	0	0.00	0	0.00	0	0.00	1	10,000.00
Glass pad	600.00	10	6,000.00	0	0.00	0	0.00	0	0.00	10	6,000.00
Venetian blinds	130.00/sqft	65sqft	10,000.00	0	0.00	0	0.00	0	0.00	65sqft	10,000.00
Airconditioner	22,000.00	2	44,000.00	0	0.00	0	0.00	0	0.00	23\	44,000.00
EPSON LX300+ printer	10,000.00	1	10,000.00	0	0.00	0	0.00	0	0.00	1	10,000.00
TOTAL			146,000.00								146,000.00

1 unit MOTOR VEHICLE
Prepared by:

4,500,000.00 (charged to LDF under Agric'l Devt Fund)

LYNIE M. ARINDAENG
Admin Aide

ARTHUR F. ABONAI
General Services Officer

Consuelo F. del Castillo
CONSUELO F. DEL CASTILLO
City Agriculture Office

Noted by:

Maria Edna B. Bongalonta
MARIA EDNA B. BONGALONTA
OIC, City Agriculture Office