

ANNUAL PROCUREMENT PLAN 2012
CITY LEGAL OFFICE

1. OFFICE SUPPLIES EXPENSES :

Inputs Needed	Standard	Qty.	Total Cost	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	TOTAL
Arcorn Freshener	90.00	1	90.00	1				90.00
Ballpen (Black & Blue)	3.90	6	23.40	6				23.40
Alcohol	18.50	3	55.50	3				55.50
Book Paper 20 (long)	186.29	2	372.58	2				372.58
Book Paper 20 (short)	176.27	2	352.54	2				352.54
Bundy Card	350.00	1	350.00	1				350.00
Calculator MS 470	500.00	1	500.00					500.00
Computer Mouse	280.00	1	280.00					280.00
Computer Head		3	90.00					90.00
Computer Keyboard	251.93		70.00			4		1,007.72
Dustpan	20.00	1	20.00					20.00
Dustpan	339.00	6	2,024.00	2				678.00
Eraser 900	5.00	10	50.00	10				50.00
Garbage Bag (big)	5.95	10	59.50	5				29.75
HP Deskjet 5744	911.25	1	911.25	1				911.25
(Black)	1,056.76	2	2,113.52	1				1,056.76
Modem	100.00	2	200.00					200.00
Office Stationery long	1,300.00	2	2,600.00					2,600.00
Office Stationery short	1,100.00	1	1,100.00	2				2,200.00
Office white envelope	800.00	1	800.00	1				800.00
Paper (100mm all)	6.00	15	90.00					90.00
Paper (100mm all)	26.00	4	104.00					104.00
Paper (100mm all)	300.00	1	300.00	1				300.00
Paper Tray	295.00	1	295.00	1				295.00
Pencil Sharpener	65.00	1	65.00					65.00
Pencil Eraser	4.00	8	32.00					32.00
Sign Pen (Blue/black)	48.00	5	240.00	10				480.00
Soft Broam	70.00	1	70.00	1				70.00
Stamp Pad Ink	70.00	2	140.00	2				140.00
Stamp Pad Ink	21.00	9	189.00	9				189.00
Stamp Pad Ink	90.00	1	90.00	1				90.00
USB & CB	900.00	2	1,800.00					1,800.00
Sub-total			9,600.04					9,600.04
			10,245.58					10,245.58
			9,586.50					9,586.50
			3,342.27					3,342.27
			36,879.34					36,879.34

OTHER SUPPLIES:										
HP Laser Jet 12-A	2,849.00	2	5,698.00							5,698.00
EPSON LK-300 +II (Ribbon Cartridge)	119.70	6	718.20							718.20
Sub-total	6,416.20		6,416.20							6,416.20
										(6,502.50)

Prepared by:

[Signature]
 RECHILDA R. AREVALO
 Admin. Officer 1
 (Records Officer 1)

Thereby certify that the above items are essential for the delivery of the committed results of this office
 And are within our approved budget proposals.

[Signature]
 PERFECTO JUMPIN N. BRAGAIS III
 City Legal Officer