

ANNUAL SUPPLIES PROCUREMENT PLAN 2012
OFFICE OF THE CITY MAYOR

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
Accountable form no. 51	100.00	6	600.00	1	100.00	2	200.00	2	200.00	1	100.00
Air freshner spray	180.00	20	1,440.00	2	360.00	2	360.00	2	360.00	2	360.00
Air-con freshener	90.00	14	1,800.00	5	450.00	5	450.00	5	450.00	5	450.00
Alcohol	18.50	30	555.00	8	148.00	8	148.00	8	148.00	6	111.00
Anti Bacterial Soap	28.00	6	168.00	2	56.00		-	2	56.00	2	56.00
Balloon Diff. Colors 100pes.	5.00	1000	5,000.00	300	1,500.00	200	200.00	200	1,000.00	300	1,500.00
Ballpen (Black and Blue)	3.90	200	780.00	40	156.00	40	156.00	60	234.00	60	234.00
Battery AA	26.00	80	2,080.00	10	260.00	40	1,040.00	20	520.00	10	260.00
Baygon Mosquito	329.00	6	1,974.00	2	658.00	1	329.00	2	658.00	1	329.00
Board Cannon short	46.00	200	9,200.00	25	1,150.00	75	3,450.00	75	3,450.00	25	1,150.00
Book paper s. 20 (long)	186.29	100	18,629.00	20	3,725.80	20	3,725.80	30	5,588.70	30	5,588.70
Book paper s. 20 (short)	176.27	100	17,627.00	20	3,525.40	20	3,525.40	30	5,288.10	30	5,288.10
bowl	199.00	1	199.00	1	199.00		-		-		-
Brother Toner (TN-2280)	2,900.00	6	17,400.00	3	8,700.00	1	2,900.00	1	2,900.00	1	2,900.00
Brown Envelope (Long)	2.00	400	800.00	100	200.00	100	200.00	100	200.00	100	200.00
Brown Envelope (Short)	1.00	300	300.00	75	75.00	75	75.00	75	75.00	75	75.00
bundy card	350.00	2	700.00	1	350.00		-	1	350.00		-
Calculator MS 470	500.00	1	500.00	1	500.00		-		-		-
Carbon Paper (pelican)	484.00	1	484.00		-	1	484.00		-		-
Carbon Paper long(globe)	160.00	(2) 3	480.00	1	160.00	2	320.00		-		-
cartolina assorted color	4.50	50	225.00	12	54.00	14	63.00	12	54.00	12	54.00
CDRW	48.00	100	4,800.00	20	960.00	25	1,200.00	25	1,200.00	30	1,440.00
coco colth white/yard	32.00	300	9,600.00	20	640.00	80	2,560.00	50	1,600.00	50	1,600.00
coco colth yellow/yard	35.00	300	10,500.00	20	700.00	80	2,800.00	50	1,750.00	50	1,750.00
colored paper long	200.00		-		-		-		-		-
computer chair w/ armset	1,395.00	2	2,790.00	2	2,790.00		-		-		-
computer mouse	280.00	2	560.00	1	280.00		-	1	280.00		-
Conquarer paper long lbox	1,500.00	2	3,000.00		-	1	1,500.00	1	1,500.00		-
correction fluid	30.00	50	1,500.00	10	300.00	15	450.00	15	450.00	10	300.00
cutter	20.00	10	200.00	2	40.00	5	100.00	2	40.00	1	20.00
Cutter Blade	25.00	20	500.00	2	50.00	8	200.00	5	125.00	5	125.00
cutter holder	180.00	2	360.00	1	180.00		-	1	180.00		-
Detergent Powder	110.00	8	880.00	2	220.00	2	220.00	2	220.00	2	220.00

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Dipper	15.00	3	45.00	1	15.00		-	1	15.00	1	15.00
Disinfectant	200.00	81	600.00	1	200.00	1	200.00		-	1	200.00
diswashing Refill	35.00	45 48	1,680.00	12	420.00	10	350.00	12	420.00	14	490.00
drinking glass	25.00	12	300.00	12	300.00		-		-		-
driving bond	795.00	2	1,590.00	1	795.00		-	1	795.00		-
Dust Pan	20.00	(2)	40.00	(1)	20.00		-	1	20.00		-
Epson LX 300 Ribbon	65.00	12	780.00	3	195.00	3	195.00	3	195.00	3	195.00
Epson T-13 ink	1,100.00	4	4,400.00	1	1,100.00	1	1,100.00	1	1,100.00	1	1,100.00
executive chair	3,995.00	1	3,995.00	1	3,995.00		-		-		-
floor wax	350.00	(2)	700.00	1	350.00	1	350.00		-		-
Folder (long)	5.00	200 250	1,500.00	75	375.00	100	500.00	100	500.00	25	125.00
Folder (Short)	3.00	300 250	900.00	75	225.00	75	225.00	75	225.00	75	225.00
folder green w/ metal tab	10.00	50	500.00	10	100.00	25	250.00	10	100.00	5	50.00
frame 8 1/2 x 11	15.00	30	450.00	5	75.00	5	75.00	10	150.00	10	150.00
Garbage bag big	5.95	150 125	892.50	30	178.50	40	238.00	40	238.00	40	238.00
Gina Silk assorted color/yard	30.00	20 yards 500	15,000.00	200	6,000.00	100	3,000.00	100	3,000.00	100	3,000.00
glass cleaner	150.00	3	450.00	1	150.00	1	150.00		-	1	150.00
gun tacker t-30	1,800.00	8 2	14,400.00	6	10,800.00	2	3,600.00		-		-
gun tacker wire t-30	125.00	200 100	25,000.00	100	12,500.00	50	6,250.00	25	3,125.00	25	3,125.00
hard broom	18.00		-		-		-		-		-
Highlighting Pen Asstd. Color	18.00	12 6	216.00	3	54.00	3	54.00	3	54.00	3	54.00
Hp ink no. 704 (Black)	1,100.00	8 7	8,800.00	2	2,200.00	2	2,200.00	2	2,200.00	2	2,200.00
Hp ink no. 704 (Colored)	1,200.00	8	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
HP ink no. 22	1,100.00	8	8,800.00	2	2,200.00	2	2,200.00	2	2,200.00	2	2,200.00
HP ink no. 702	1,200.00	8	9,600.00	2	2,400.00	2	2,400.00	2	2,400.00	2	2,400.00
HP Toner (85A)	2,800.00	10 12	33,600.00	3	8,400.00	3	8,400.00	3	8,400.00	3	8,400.00
ink bottomless	150.00		-		-		-		-		-
knife	220.00	1	220.00	1	220.00		-		-		-
Marking Pen (permanent)	25.00	50 38	1,250.00	5	125.00	10	250.00	20	500.00	15	375.00
Maskin Tape 1"	15.00	10 7	150.00	2	30.00	3	45.00	3	45.00	2	30.00
Maskin Tape 2"	25.00	10	250.00	2	50.00	3	75.00	3	75.00	2	50.00
measuring cup	95.00	1	95.00	1	95.00		-		-		-
Medals (Big)	45.00	200	9,000.00	20	900.00	120	5,400.00	40	1,800.00	20	900.00
Medals (Small)	25.00	200	5,000.00	20	500.00	120	3,000.00	40	1,000.00	20	500.00
mikasa ball rubber	495.00	100	49,500.00	10	4,950.00	70	34,650.00	5	2,475.00	15	7,425.00

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mini- tridy tube	49.95	1	49.95	1	49.95	-	-	-	-	-	
Molar File	90.00	10	900.00	3	270.00	3	270.00	-	4	360.00	
molten G67	1,695.00	15	25,425.00	3	5,085.00	6	10,170.00	3	5,085.00	3	5,085.00
mophead	100.00	12 54	1,200.00	2	200.00	4	400.00	2	200.00	-	
Mophead holder	120.00	+ 2	240.00	1	120.00	-	-	1	120.00	-	
Office Stationery (long)	1,300.00	20	26,000.00	5	6,500.00	5	6,500.00	5	6,500.00	5	6,500.00
Office Stationery (short)	1,100.00	25	27,500.00	6	6,600.00	6	6,600.00	7	7,700.00	6	6,600.00
Office White Envelope	800.00	8	6,400.00	2	1,600.00	2	1,600.00	2	1,600.00	2	1,600.00
Pail	20.00	3	60.00	1	20.00	-	-	1	20.00	1	20.00
Paper Clip (Big)	14.00	26 30	420.00	5	70.00	10	140.00	10	140.00	5	70.00
Paper Clip (Small)	6.00	4 10	60.00	2	12.00	2	12.00	4	24.00	2	12.00
Paper Fastener (Plastic Coated)	26.00	12 15	390.00	3	78.00	5	130.00	5	130.00	2	52.00
Paper Puncher	295.00	1	295.00	-	-	1	295.00	-	-	-	
paper tray	300.00	2	600.00	1	300.00	1	300.00	-	-	-	
Paste (Redstone)	26.00	10	260.00	3	78.00	3	78.00	3	78.00	1	26.00
Pencil Sharpener	295.00	1	295.00	-	-	1	295.00	-	-	-	
Pencil Sharpener	5.00	2	10.00	-	-	2	10.00	-	-	-	
photo paper	8.50	100	850.00	20	170.00	25	212.50	25	212.50	30	255.00
pitcher	139.00	1	139.00	1	139.00	-	-	-	-	-	
plastic over	560.00	1	560.00	1	560.00	-	-	-	-	-	
plastic ronco bond	95.00	2	190.00	1	95.00	-	-	1	95.00	-	
Push Pins 100"s	30.00	4	120.00	1	30.00	1	30.00	1	30.00	1	30.00
racket	795.00	4	3,180.00	-	-	4	3,180.00	-	-	-	
record book 200pg	40.00	10 5	400.00	2	80.00	3	120.00	3	120.00	2	80.00
Record book 500pg	65.00	10 15	650.00	2	130.00	3	195.00	3	195.00	2	130.00
Red ballpen	4.00	20	80.00	5	20.00	5	20.00	5	20.00	5	20.00
ribbon assorted color	40.00	50	2,000.00	13	520.00	13	520.00	13	520.00	11	440.00
Risograph Ink	1,850.00	4	7,400.00	1	1,850.00	1	1,850.00	1	1,850.00	1	1,850.00
Risograph Roll	1,150.00	1	1,150.00	-	-	1	1,150.00	-	-	-	
rope #22	2,100.00	1	2,100.00	1	2,100.00	-	-	-	-	-	
Rubber Bond Big	121.74	2	243.48	-	-	1	121.74	1	121.74	-	
Rubber Bond Small	10.00	3	30.00	-	-	1	10.00	1	10.00	1	10.00
Ruler 12"metal	150.00	4	600.00	1	150.00	2	300.00	-	-	1	150.00
Scissors	60.00	①	60.00	①	60.00	-	-	-	-	-	
scotch Tape 1"	12.00	10 7	120.00	2	24.00	3	36.00	3	36.00	2	24.00

Pencil Sharpener 78.00 2
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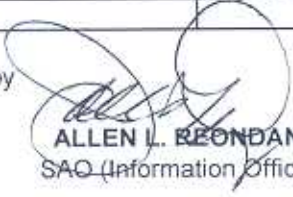
Scotch Tape 2"	23.00	10	230.00	2	46.00	3	69.00	3	69.00	2	46.00
Shuttle cock	180.00	10	1,800.00		-	10	1,800.00		-		-
Sign Pen (Pilot) Black/Blue	48.00	150	7,200.00	30	1,440.00	50	2,400.00	40	1,920.00	30	1,440.00
soft broom	70.00	12	840.00	2	140.00	3	210.00	3	210.00	4	280.00
specially paper short 10pcs./ box	50.00	100	5,000.00	15	750.00	10	500.00	15	750.00	10	500.00
square bowl	25.00	1	25.00	1	25.00		-		-		-
stamp pad ink	70.00	6	420.00	2	140.00	1	70.00	2	140.00	1	70.00
stamp pad ink	90.00	4	360.00	1	90.00	1	90.00	1	90.00	1	90.00
standard stand fan	1,595.00	1	1,595.00	1	1,595.00		-		-		-
Stapler	250.00	2	500.00		-	1	250.00		-	1	250.00
Staple Wire	21.00	20	420.00	5	105.00	5	105.00	5	105.00	5	105.00
steadler eraser	25.00	3	-		-		-		-		-
sticker paper	60.00	4	240.00	1	60.00	1	60.00	1	60.00	1	60.00
sweet jar	95.00	1	95.00	1	95.00		-		-		-
Tissue paper	15.50	30	465.00	10	155.00	5	77.50	5	77.50	10	155.00
toilet brush with handle	20.00	1	20.00		-	1	20.00		-		-
toilet Deodorant	28.00	6	168.00	2	56.00	1	28.00	1	28.00	2	56.00
Tracing Paper	18.00	25	-		-		-		-		-
Trophy 10	95.00	100	9,500.00	10	950.00	60	5,700.00	20	1,900.00	10	950.00
Trophy 12"	130.00	100	13,000.00	10	1,300.00	60	7,800.00	20	2,600.00	10	1,300.00
Trophy 14"	150.00	100	15,000.00	10	1,500.00	60	9,000.00	20	3,000.00	10	1,500.00
Trophy 16"	180.00	100	18,000.00	10	1,800.00	60	10,800.00	20	3,600.00	10	1,800.00
Trophy 24"	350.00	100	35,000.00	10	3,500.00	60	21,000.00	20	7,000.00	10	3,500.00
Trophy 28"	480.00	100	48,000.00	10	4,800.00	60	28,800.00	20	9,600.00	10	4,800.00
Trophy 30"	500.00	100	50,000.00	10	5,000.00	60	30,000.00	20	10,000.00	10	5,000.00
Trophy 36"	550.00	100	55,000.00	10	5,500.00	60	33,000.00	20	11,000.00	10	5,500.00
Trophy 8"	85.00	100	8,500.00	10	850.00	60	5,100.00	20	1,700.00	10	850.00
Trash Can w/ cover	90.00	1	90.00		-	1	90.00		-		-
Typewriter Ribbon	25.00	20	500.00	5	125.00	5	125.00	5	125.00	5	125.00
umbrella	150.00	2	300.00		-	2	300.00		-		-
Uni Pin - assorted size	60.00	8	-		-		-		-		-
USB 16 GB	1,300.00	2	2,600.00	1	1,300.00	1	1,300.00		-		-
usb 8 GB	900.00	3	2,700.00		-	1	900.00	1	900.00	1	900.00
visitors chair	1,495.00	2	2,990.00	1	1,495.00		-		-		-
volley ball	300.00	50	15,000.00	10	3,000.00	30	9,000.00	5	1,500.00	5	1,500.00

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Volleyball Net	150.00	10	1,500.00	2	300.00	8	1,200.00		-		-
whistle fox	280.00	3	840.00	1	280.00	2	560.00		-		-
white board 2x4	980.00	1	980.00	1	980.00		-		-		-
White Board Eraser	20.00	1	20.00	1	20.00		-		-		-
White Board Marker	45.00	20	900.00	5	225.00	5	225.00	5	225.00	5	225.00
Whitewove bond paper (long)	150.00	96 200 10	15,000.00	25	3,750.00	25	3,750.00	25	3,750.00	25	3,750.00
Whitewove bond paper (short)	130.00	100 95	13,000.00	25	3,250.00	30	3,900.00	20	2,600.00	25	3,250.00
Spoon and Fork	200.00	2	400.00	2	400.00						
Cup and saucer	200.00	2	400.00	2	400.00						
Zonrox	60.00	6	360.00	1	60.00	2	120.00	1	60.00	2	120.00
WATER	(28.35)	370 115	-		-		-		-		-
			763,869.93		163,197.65		317,107.94		150,125.54		121,543.80

Prepared by


ALLEN L. REONDANGA
SAO (Information Officer IV)

I certify that the above items are essential for the delivery of the committed results of his office/department an are within our approved budget proposals


FLORENCIO T. MONGOSO, JR., CSEE
Acting City Administrator
Date: January 2, 2012