

**2012 ANNUAL SUPPLIES PROCUREMENT PROGRAM
OCA-CPERO**

	Inputs Needed	Standard Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		TOTAL		Remarks
			Qty	Total Cost	Qty	Total Cost	Qty	Total Cost	Qty	Total Cost	Qty	Total Cost	
1	Book Paper-short-S-20	138.14	-	-	10 reams	1,381.40	-	-	5 reams	690.70	15 reams	2,072.10	for messages
2	Book Paper-long-S-20	152.63	-	-	5 reams	763.15	-	-	5 reams	763.15	10 reams	1,526.30	for documentation
3	Brown Envelope-long	3.00	-	-	50 pcs	150.00	-	-	50 pcs	150.00	100 pcs	300.00	for records
4	Brown Envelope-short	2.50	-	-	50 pcs	125.00	-	-	50 pcs	125.00	100 pcs	250.00	for records
5	Calculator	550.00	-	-	1 pc	550.00	-	-	-	-	1 pc	550.00	for office use
7	DVD(+R)	42.00	-	-	50 pcs	2,100.00	-	-	50 pcs	2,100.00	100 pcs	4,200.00	for documentation
8	CD-RW	12.47	-	-	50 pcs	623.50	-	-	50 pcs	623.50	100 pcs	1,247.00	for documentation
9	Correction Fluid	18.47	-	-	-	-	-	-	5 pcs	92.35	5 pcs	92.35	for office use
10	Folder-long	4.00	-	-	50 pcs	120.00	-	-	50 pcs	120.00	100 pcs	240.00	for records
11	Folder-short	3.50	-	-	50 pcs	105.00	-	-	50 pcs	105.00	100 pcs	210.00	for records
12	Filebox-long	80.00	-	-	6 pcs	480.00	-	-	-	-	6 pcs	480.00	for filing/records
13	HL-2040 Laser Toner	3,500.00	-	-	-	-	3 pcs	10,500.00	-	-	3 pcs	10,500.00	for documentation
14	HL-2040 Drum	1,200.00	-	-	1 pc	1,200.00	-	-	-	-	1 pc	1,200.00	for office use
15	Masking Tape 1"	20.30	-	-	1 box	243.60	-	-	1 box	243.60	2 boxes	487.20	for office use
16	Paper Clip -plastic-short	8.00	-	-	5 boxes	40.00	-	-	5 boxes	40.00	10 boxes	80.00	for records
17	Paper Fastener	19.40	-	-	5 boxes	97.00	-	-	5 boxes	97.00	10 boxes	194.00	for records
18	Pental Pen	25.00	-	-	1 box	300.00	-	-	1 box	300.00	2 boxes	600.00	for office use
20	Scissor	60.00	-	-	2 pcs	120.00	-	-	-	-	2 pcs	120.00	for office use
21	Scotch Tape 1"	15.00	-	-	1 box	180.00	-	-	1 box	180.00	2 boxes	360.00	for office use
22	Staple Wire (No 35)	20.40	-	-	2 boxes	40.80	-	-	2 boxes	40.80	4 boxes	81.60	for documentation
23	HighLighting Pen	15.00	-	-	5 pcs	75.00	-	-	-	-	5 pcs	75.00	for documentation
24	Ballpen-HBW 2000 (black)	4.02	-	-	5 boxes	241.20	-	-	-	-	5 boxes	241.20	for documentation
25	Pencil	4.29	-	-	5 boxes	257.40	-	-	-	-	5 boxes	257.40	for documentation
26	Cutter	19.17	-	-	2 pcs	38.34	-	-	-	-	2 pcs	38.34	for office use
27	Cutter Blade	17.07	-	-	2 boxes	68.28	-	-	-	-	2 boxes	68.28	for office use
OFFICE EQUIPMENT													
	Colored Printer	10,000.00									1 unit	10,000.00	for office use
TOTAL					9,299.67		10,500.00		5,671.10			25,470.77	

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

Noted:


FLORENCIO T. MONGOSO, JR.
City Administrator


JOSE B. PEREZ
Head of Office
City Publications & External Relations Office

