


2012 ANNUAL SUPPLIES PROCUREMENT PROGRAM
HOUSING AND SETTLEMENTS DEVELOPMENT OFFICE
NAGA CITY

OFFICE SUPPLIES:

	Inputs Needed	Standard Cost	1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.		Total	
			Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost
1	Ballpen	4.88	20 pcs.	97.60	10 pcs.	48.80	10 pcs.	48.80	10 pcs.	48.80	50 pcs.	244.00
2	Bookpaper, short	153.18	-	-	5 rms.	765.90	5 rms.	765.90	-	-	10 rms.	1,531.80
3	Bookpaper, long	181.50	-	-	5 rms.	907.50	5 rms.	907.50	-	-	10 rms.	1,815.00
4	Brown envelope, long	1.12	10 pcs.	11.20	200 pcs.	22.40	10 pcs.	11.20	10 pcs.	11.20	50 pcs.	56.00
5	Bundy card	1.08	-	-	-	-	100 pcs.	108.00	104 pcs.	112.32	204 pcs.	220.32
6	Carbon paper, long	181.50	1 bx.	181.50	-	-	-	-	-	-	1 bx.	181.50
7	Computer paper, 11x91/2, 2 ply	1,276.00	-	-	1 bx.	1,276.00	-	-	-	-	1 bx.	1,276.00
8	Computer ribbon, HP 8750	109.00	-	-	5 pcs.	545.00	-	-	5 pcs.	545.00	10 pcs.	1,090.00
9	Correction fluid	28.60	5 pcs.	143.00	5 pcs.	143.00	5 pcs.	143.00	5 pcs.	143.00	20 pcs.	572.00
10	Cutter blade, 10's, big	27.50	-	-	-	-	1 tube	27.50	-	-	1 tube	27.50
11	HP 21, blk	726.42	1 pc.	726.42	1 pc.	726.42	-	-	-	-	2 pcs.	1,452.84
12	HP 22, colored	950.00	1 pc.	950.00	1 pc.	950.00	-	-	-	-	2 pcs.	1,900.00
13	HP 96, blk.	2,691.02	-	-	1 pc.	2,691.02	-	-	1 pc.	2,691.02	2 pcs.	5,382.04
14	HP 97, colored (Epson 14)	2,751.30	-	-	8 pc.	2,751.30	-	-	1 pc.	2,751.30	2 pcs.	5,502.60
15	Leave form	79.00	2 pads	158.00	2 pads	158.00	2 pads	158.00	2 pads	158.00	8 pads	632.00
16	Masking tape, 1'	23.72	2 rolls	47.44	2 rolls	47.44	2 rolls	47.44	2 rolls	47.44	8 rolls	189.76
17	Mongol pencil	8.52	10 pcs.	85.20	10 pcs.	85.20	10 pcs.	85.20	10 pcs.	85.20	40 pcs.	340.80
18	Ordinary folder, long (14pts.)	3.43	20 pcs.	68.60	20 pcs.	68.60	20 pcs.	68.60	20 pcs.	68.60	80 pcs.	274.40
19	Ordinary folder, short (14pts.)	2.63	20 pcs.	52.60	20 pcs.	52.60	20 pcs.	52.60	20 pcs.	52.60	80 pcs.	210.40
20	Paper clip, small	5.66	-	-	5 pcs.	28.30	5 pcs.	28.30	5 pcs.	28.30	15 pcs.	84.90
21	Paper fastener, plastic coated	33.95	-	-	5 pcs.	169.75	5 pcs.	169.75	5 pcs.	169.75	15 pcs.	509.25
22	Pentel pen	31.03	-	-	3 pcs.	93.09	3 pcs.	93.09	3 pcs.	93.09	9 pcs.	279.27
23	Plastic envelope, long	15.00	10 pcs.	150.00	10 pcs.	150.00	10 pcs.	150.00	10 pcs.	150.00	40 pcs.	600.00
24	Pressed folder long with metal	9.60	-	-	20 pcs.	192.00	-	-	20 pcs.	192.00	40 pcs.	384.00
25	Record book, 200pp	70.18	-	-	10 pcs.	701.80	10 pcs.	701.80	-	-	20 pcs.	1,403.60
26	RER	35.47	-	-	1 pad	35.47	-	-	1 pad	35.47	2 pads	70.94
27	RISO ink	1,105.00	-	-	-	-	1 pc.	1,105.00	-	-	1 pc.	1,105.00
28	RISO master	1,350.00	-	-	-	-	1 roll	1,350.00	-	-	1 roll	1,350.00
29	Scotch tape, 1'	10.40	2 rolls	20.80	2 rolls	20.80	2 rolls	20.80	2 rolls	20.80	8 rolls	83.20
	SUB-TOTAL											28,769.12

	Inputs Needed	Standard Cost	1st Qtr.		2nd Qtr.		3rd Qtr.		4th Qtr.		Total	
			Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost
30	Staple wire, big	26.71	-	-	-	-	5 bxs.	133.55	5 bxs.	133.55	10 bxs.	267.10
31	Typewriter ribbon	24.64	-	-	-	-	2 bxs.	49.28	2 bxs.	49.28	4 bxs.	98.56
32	Whitewave mimeo, long	132.96	-	-	5 rms.	664.80	5 rms.	664.80	-	-	10 rms.	1,329.60
33	Whitewave mimeo, short	125.00	-	-	5 rms.	625.00	5 rms.	625.00	4 rms.	500.00	14 rms.	1,750.00
34	Wytboard pen	45.34	-	-	2 pcs.	90.68	2 pcs.	90.68	-	-	4 pcs.	181.36
35	Yellow pad	14.59	2 pads	29.18	2 pads	29.18	2 pads	29.18	2 pads	29.18	8 pads	116.72
	SUB-TOTAL			29.18		1,409.66		1592.49		712.01		3,743.34
	BALANCE FORWARDED (Sheet 1)			2,692.36		12,630.39		6,042.48		7,403.89		28,769.12
	GRAND TOTAL			2,721.54		14,040.05		7,634.97		8,115.90		32,512.46

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


 ROLANDO S. CAPITANILLO
 Acting Head
 1.5.12

OTHER OFFICE SUPPLIES

	Inputs Needed	Standard Cost	1st Qtr.		2nd Qtr.		3rd Qtr.		4rth Qtr.		Total	
			Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost
1	Dishwashing liquid	30.50	6 pcs.	183.00	6 pcs.	183.00	6 pcs.	183.00	6 pcs.	183.00	24 pcs.	732.00
2	Garbage bag, 12x12x18	2.94	100 pcs.	294.00	100 pcs.	294.00	100 pcs.	294.00	100 pcs.	294.00	400 pcs.	1176.00
3	Elmer's glue	28.05	2 pcs.	56.1	2 pcs.	56.1	2 pcs.	56.1	2 pcs.	56.1	8 pcs.	224.40
4	Rubbing alcohol	37.70	12 pcs.	452.40	12 pcs.	452.40	12 pcs.	452.40	12 pcs.	452.40	48 pcs.	1809.60
5	Sign pen	43.68	8 pcs.	349.44	8 pcs.	349.44	8 pcs.	349.44	8 pcs.	349.44	32 pcs.	1,397.76
6	Soft broom	65.00	2 pcs.	130.00	2 pcs.	130.00	2 pcs.	130.00	-	-	6 pcs.	390.00
7	Staple remover	23.65	3 pcs.	70.95	3 pcs.	70.95	3 pcs.	70.95	3 pcs.	70.95	12 pcs.	283.80
8	Rubber band, small	8.07	2 bxs.	16.14	2 bxs.	16.14	2 bxs.	16.14	-	-	6 bxs.	48.42
9	Keyboard	600.00	-	-	1 pc.	600	1 pc.	600.00	-	-	2 pcs.	1200.00
10	Airfreshner	89.46	2 pcs.	178.92	2 pcs.	178.92	2 pcs.	178.92	2 pcs.	178.92	8 pcs.	715.68
11	computer Mouse	300.00	1 pc.	300.00	1 pc.	300	-	-	-	-	2 pcs.	600.00
12	Rubber eraser	36.00	8 pcs.	288.00	8 pcs.	288.00	8 pcs.	288.00	8 pcs.	288.00	32 pcs.	1152.00
13	A3 paper	1.00	100 pcs.	100.00	100 pcs.	100.00	100 pcs.	100.00	100 pcs.	100.00	400 pcs.	400.00
14	Duster remover	50.00	1 pc.	50.00	1 pc.	50.00	-	-	-	-	2 pcs.	100.00
15	Flash Drive, 4GB	372.59	2 pcs.	745.18	2 pcs.	745.18	2 pcs.	745.18	2 pcs.	745.18	8 pcs.	2980.72
16	Tracing paper 70/75	16.00	25 pcs.	400.00	25 pcs.	400.00	25 pcs.	400.00	25 pcs.	400.00	100 pcs.	1600.00
17	Scissors, big	35.00	-	-	2 pcs.	70.00	2 pcs.	70.00	-	-	4 pcs.	140.00
18	Map head	65.19	1 pc.	65.19	1 pc.	65.19	-	-	-	-	2 pcs.	130.38
19	Map holder	112.41	1 pc.	112.41	1 pc.	112.41	-	-	-	-	2 pcs.	224.82
20	Stapler	237.58	-	-	2 pcs.	475.16	2 pcs.	475.16	-	-	4 pcs.	950.32
	TOTAL			3,791.73		4,936.89		4,409.29		3,117.99		16,255.90

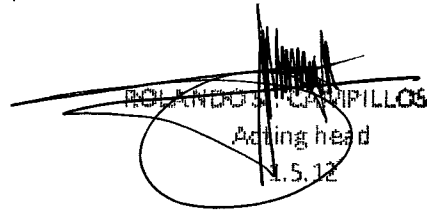
I hereby certify that the above items are essentials for the delivery of the committed results of his office/department and are within our approved budget proposals


ROLANDO S. CARRILLOS
 Acting Head
 15-12

OFFICE EQUIPMENT

	Inputs Needed	Standard Cost	1st Qtr.		2nd Qtr.		3rd Qtr.		4rth Qtr.		Total	
			Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost	Qty.	Total Cost
1	Safety vault	50,000.00	1 unit	12,000.00							1 unit	12,000.00
2	digital camera	10,000.00	1 unit	10,000.00							1 unit	10,000.00
3	Steel Cabinet	8000.00	1 unit	8,000.00							1 units	8,000.00
				30,000.00								30,000.00

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


 ROLANDO S. CAMPILLOS
 Acting head
 1.5.12