

**Annual Supplies/Equipment Procurement Program for CY2012**

**RAUL S. ROCO LIBRARY, City of Naga**

- i. **Functional statement:** *Serving and sustaining the information needs that foster discovery, reading, teaching, and learning, in accessible, sustainable, and welcoming facilities throughout the City, as well as with an engaging online presence*
- ii. **Projects:** Collection Development, Raul S. Roco Day, Byaheng Bukmubil Children's Bookfest,
- iii. **Activities:** Acquisition and Cataloging, Reference Service (Charging of books and distribution of books through the Bookmobile, loan with computer schools, facilities for Internet and Computer services, Current Awareness Service, computerization of Library operations, library card sign – up month, National Book Celebration.

**2012 SUPPLIES REQUIREMENT**

Item	Items	Quantity		Cost		National Bookstore		Master Square		1 <sup>st</sup> Quarter		2 <sup>nd</sup> Quarter		3 <sup>rd</sup> Quarter		4 <sup>th</sup> Quarter	
		Unit	Propo sal	Unit	Total	Unit	Total	Unit	Total	Qty	Total	Qty	Total	Qty	Total	Qty	Total
<b>PAPER PRODUCTS</b>																	
1.	Bookpaper substance 20 short	ream	35	145.00	5,075					5	725	10	1,450	15	2,175	5	725
2.	Bookpaper substance 20 long	ream	30	175.00	5,250			162.00	4,860.00	7	1,225	8	1,400	7	1,225	8	1,400
3.	White wove substance 18 long	ream	6	1,198	7,188	212.00	1,272.00	157.00	942.00	2	2,396	2	2,396	2	2,396		
4.	Index Card 5x8	pc	100	0.4	40		86.25		36.00	25	10	25	10	25	10	25	10
5.	Bundy Clock Cards	pc	100 200	1.35	135		77.00		90.00	25	33.75	25	33.75	25	33.75	25	33.75
6.	Cartolina White/Colored	pc	200	5.00	1,000			4.50	900.00	50	250	50	250	50	250	50	250
<b>FOLDER AND ENVELOPE</b>																	
7.	Folder long 14 pt.	pc	154 30	2.64	406.56			4.25	816.00	50	132	50	132	50	132	4	10.56
8.	Folder long (Brown)	pc	100	2.8	280			3.50	350.00	25	70	25	70	25	70	25	70
9.	Folder short 14 pt.	pc	148 30	2.15	318.2			3.75	555.00	50	107.5	50	107.5	48	103.20		
10.	Expanding Folder	pc	20	7.9	158.00			12.00	240.00	5	39.50	5	39.50	10	79.00		
11.	Brown Envelope, Long	pc	140 30	5	650	2.75	385.00	2.50	350.00	40	200	30	150	30	150	30	150
12.	Brown Envelope, Short	pc	130 30	3	390	2.25	315.00	2.00	280.00	40	120	30	90	30	90	30	90
13.	Mailing Envelope	pc	200	0.34	68.00					50	17.00	50	17.00	50	17.00	50	17.00
14.	Plastic Folder	pc	36	4.8	172.8					10	48.00	10	48.00	10	48.00	6	28.80
<b>PENS</b>																	
15.	Ballpen HBW	Pc	70	3.85	269.5	5.00	350.00	5.00	350.00	15	57.75	30	115.5	25	96.25		



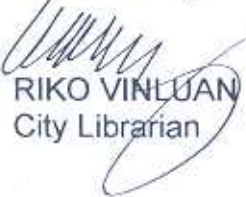
	(black/assorted colors)												0				
16.	Mongol pencil 1 and 2	Box	6	50.00	300.00	64.75	388.50	53.00	318.00	2	100.00	1	50.00	3	150.00		
17.	White board marker, pilot	Pc	12	43.15	517.8	56.00	672.00	53.00	636.00	6	258.90			6	258.90		
18.	Highlighting pen	Pc	12	23.45	281.40	29.75	357.00	29.75	357.00	6	140.70			6	140.70		
19.	Sign pen	Pc	25	48.00	1,200	17.75	443.75	17.75	443.75	10	480	5	240	5	240.00	5	240
<b>INKS and RIBBONS</b>																	
20.	Typewriter ribbon (globe)	Pc	6	22.9	137.4			26.00	156.00	3	68.70			3	68.70		
21.	Computer ribbon (8755)	Pc	24	87.00	2,088.00	33.00	792.00			6	522	6	522	6	522	6	522
22.	Ink Epson T10	Pc	10	500.00	5,000.00			365.00	3,650.00	3	1,500	2	1,000	3	1,500.00	2	1,000
<b>JANITORIAL SUPPLIES/ITEMS</b>																	
23.	Anti bacterial soap	Pc	6	8.5	51.00					3	25.50			3	25.50		
24.	Muriatic acid	bottle	10	138.15	1,381.5					3	414.45	2	276.30	3	414.45	2	276.30
25.	Air Freshener	Pc	5	120.00	600.00					2	240.00	1	120.00	1	120.00	1	120.00
26.	Soft broom, thick	Pc	41	65.00	2,665.00					10	650.00	10	650.00	10	650.00	11	715.00
27.	Albatross	Pc	20	15.00	300.00					5	75.00	5	75.00	5	75.00	5	75.00
28.	Mop rug	Pc	10	60.00	600.00					3	180.00	2	120.00	3	180.00	2	120.00
29.	Mop head holder	Pc	5	120.00	600.00					3	360.00	2	240.00				
30.	Doormat big	Pc	4	220.00	880.00					2	440.00			2	440.00		
31.	Ariel powder	Pc	6	65.00	390.00					3	195.00			3	195.00		
32.	Laundry soap tide bar	Pc	2	25.00	50.00					2	50.00						
33.	Zonrox	Pc	4	50.00	200.00					2	100			2	100		
<b>STAPLE WIRE, PAPER FASTENER/CLIPS</b>																	
34.	Staple wire #35 (steevves)	Box	25	28.00	700.00	42.00	1,050.00	37.00	925.00	10	280.00	5	140.00	5	140.00	5	140.00
35.	Paper fastener – plastic coated	Box	30	27.00	810.00	37.00	1,110.00	26.00	780.00	10	270	5	135	10	270	5	135
36.	Paper – metal	Box	6	5.45	32.7		49.25			3	16.35			3	16.35		
37.	Paper clips	Box	12	5.45	65.4	8.25	99.00	9.00	108.00			6	32.70			6	32.70



	plastic coated, small																
38.	Paper clips plastic coated, big	Box	13	13.1	170.3	20.75	269.75	18.00	234.00	5	65.50					8	104.80
<b>ACCOUNTABLE FORMS</b>																	
39.	Inventory & Inspection of Unserviceable	pad	50	1.25	62.5					10	12.5	10	12.5	20	25	10	12.5
40.	Accounting no. 33A	pad	1	60.50	60.50					1	60.50						
41.	General form no.38A	pad	50	2.75	137.5					50	137.5						
42.	AF 51	Pc	39	100	3,900					10	1000	10	1000	10	1000	9	900
<b>CATALOGING and LIBRARY CARD</b>																	
43.	Sticker for call no.	pack	50	23.00	1,150					15	345	10	230	10	230	15	345
44.	Library Card	Pc	2,000	25.00	50,000	22.25	66,750.00			1000	25000			1000	25000		
<b>PROCESSING OF/and CHARGING of BOOKS</b>																	
45.	Paste (redstone)	Pc	28	15.45	432.6			25.50	714.00	7	108.15	7	108.15	7	108.15	7	108.5
46.	Masking tape 1	Pc	48	14.00	672.00	33.50	1,608.00	28.00	1,344.00	20	280	8	112	20	280		
47.	Masking tape 2	Pc	24	28.00	672.00	50.50	1,212.00	51.00	1,224.00	6	168	6	168	6	168	6	168
48.	Packaging tape 2	Pc	24	22.95	550.8	20.25	486.00	20.00	480.00	10	229.50			14	321.30		
49.	Plastic cover (thin)	Pc	20	600	12,000					5	3,000	5	3,000	5	3,000	5	3,000
50.	Scotch tape white 1 inch	Pc	60	25.00	1,500	22.50	1,350.00	10.00	600.00	10	250	10	250	30	750	10	250
51.	Stamping pad (big)	Pc	4	48.00	192.00	58.00	232.00	43.75	175.00	2	96			2	96		
52.	Stamping pad ink	Pc	6	15.00	90.00	24.00	144.00	15.50	93.00	3	45.00			3	45.00		
53.	USB 4G	Pc	6	500.00	3,000					3	1,500.00			3	1,500.00		
54.	Keyboard(ps2)	Pc	6	350.00	2,100					3	1,050			3	1,050		
55.	Mc cleaner	Pc	1	150.00	150.00					1	150						
56.	Computer power supply	Pc	5	800.00	4,000					5	4,000						
<b>PERIODICALS SUBSCRIPTION</b>																	
57.	Pc world (local)	1yr	12	112.5	1,350							1yr	1,350				
58.	National Geographic Magazines	1yr	12		5,600							1yr	5,600				

59.	Enterprises	1yr	12	133.33	1,600					1yr	1600				
60.	Guide	1yr	12	100	1,200					1yr	1200				
61.	Health Today	1yr	12	150	1,800					1yr	1800				
62.	News Break	1yr	26	73.07	1,900					1yr	1900				
63.	Readers Digest	1yr	12	133	1,596					1yr	1,596.00				
64.	Time	1yr	48	61.875	2,970					1yr	2,970				
65.	Free Press	1yr	48	60.00	2,880			12	720	12	720	12	720	12	720
66.	Agriculture	1 yr	12	85.00	1,020			3	255	3	255	3	255	3	255
67.	Blueprint	1 yr	12	199.00	2,388			3	597	3	597	3	597	3	597
68.	Good Housekeeping	1 yr	12	100.00	1,200			3	300	3	300	3	300	3	300
69.	Entrepreneur	1 yr	12	125.00	1,500			3	375	3	375	3	375	3	375
70.	News Paper (Phil. Daily Inquirer)	1yr	365	25.00	9,125			91	2,275	91	2,275	91	2,275	92	2,275
71.	News Paper (Phil. Star)	1yr	365	25.00	9,125			91	2,275	91	2,275	91	2,275	92	2,275
72.	News Paper (Manila Bulletin)	1yr	365	25.00	9125			91	2,275	91	2,275	91	2,275	92	2,275
73.	Bikol Mail	1yr	48	7.00	336			12	84.00	12	84.00	12	84.00	12	84.00
74.	Vox Bikol	1yr	48	7.00	336			12	84.00	12	84.00	12	84.00	12	84.00
75.	Bicol Reporter	1yr	48	7.00	336			12	84.00	12	84.00	12	84.00	12	84.00
<b>OTHERS</b>															
76.	Battery (alkaline)	Pc	24 12	45.00	1,080	53.25	1,278.00			6	270	6	270	6	270
77.	Battery AA (eveready)	Pc	20	24.00	480.00	30.00	600.00			5	120.00	5	120.00	5	120.00
78.	Hot and Cold Water Dispenser	Unit	1	7,000	7,000					1	7000				
79.	3-layer Filing Cabinet	Unit	1	9,000	9,000					1	9,000				
<b>TOTAL</b>					193,963.81					75,009.75	42,520.90		55,669.25		20,763.91

Submitted by:

  
RIKO VINLUAN  
City Librarian

Approved:

HON. JOHN G. BONGAT  
City Mayor