

Republic of the Philippines  
City of Malabon  
Metropolitan Manila

**ANNUAL SUPPLIES PROCUREMENT PROGRAM**  
**BY 2011**

Dept/Office/Unit: PUBLIC SAFETY & TRAFFIC MANAGEMENT OFFICE

Fund/Special Account: GENERAL FUND

ITEM NO. (1)	TYPE OF EQUIPMENT/ DESCRIPTION (2)	QUANTITY		COST		ALLOTMENT BY QUARTER								
		On Hand (3)	Proposed (4)	Unit (5)	Total (6)	1ST QUARTER (7)		2ND QUARTER (8)		3RD QUARTER (9)		4TH QUARTER (10)		REMARKS (11)
						QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	
1	Ballpen (black and red)	150 pcs	252 pieces	6.02	1,517.04	126	758.52			126	758.52			
2	Brown Envelope Long	25 pcs	1 box	939.12	939.12	1	939.12							
3	Clip Paper, jumbo, vinyl coated	5 boxes	45 boxes	29.24	1,315.80	20	584.80	10	292.40	10	292.40	5	146.20	
4	Correction Fluid, 15 ml	0	30 bottles	18.06	541.80	15	270.90	15	270.90					
5	Eraser, Rubber soft for pencil	0	12 pieces	6.02	72.24	6	36.12	6	36.12					
6	Folder, file, tagboard, 14 points legal size, pre-punched	0	2 packs	430.00	860.00	1	430.00	1	430.00					
7	Folder, file, tagboard, 14 points letter size, pre-punched	25 pieces	50 pieces	3.97	198.50			25	99.25			25	99.25	
8	Folder Expanding long	10 pcs	15 pieces	13.76	206.40			5	68.80	5	68.80	5	68.80	
9	Ink Cartridge, HP 27, original black	0	15 cartridges	1,561.76	23,426.40	5	7,808.80	5	7,808.80	5	7,808.80			
10	Ink Cartridge, HP 28, original colored	8 cartridges	7 cartridges	1,836.96	12,858.72			3	5,510.88	2	3,673.92	2	3,673.92	
11	Marking Pen, flourescent, assorted colors	9 pcs	6 pieces	73.96	443.76	3	221.88	3	221.88					
12	Marking Pen Permanent, fine point, black	10 pcs	10 pieces	48.16	481.60			4	192.64	4	192.64	2	96.32	
13	Marking pen, Permanent, broad, black	5 pcs	5 pieces	63.64	318.20			3	190.92	2	127.28			
14	Marking Pen, White board	1 piece	10 pieces	30.96	309.60	5	154.80	3	92.88	2	61.92			
15	Paper, Bond, subs 20 long	5 reams	10 reams	283.80	2,838.00			4	1,135.20	4	1,135.20	2	567.60	
16	Paper, Bond, subs 20 short	2 reams	11 reams	227.04	2,497.44	3	681.12	5	1,135.20	3	681.12			
17	Paper, Copy Paper, sub 20 long	20 reams	3 reams	314.76	944.28			2	629.52			1	314.76	

18	Paper, Copy Paper, sub 20 short	17 reams	3 reams	266.60	799.80					3	799.80			
19	Pencil, no. 2 with eraser, 12pcs/box	13 pieces	5 boxes	81.27	406.35	2	162.54	2	162.54	1	81.27			
20	Rainbow Pads, 90 leaves	2 pads	4 pads	60.20	240.80	2	120.40			2	120.40			
ITEM NO. (1)	TYPE OF EQUIPMENT/ DESCRIPTION (2)	QUANTITY		COST		ALLOTMENT BY QUARTER								
		On Hand	Proposed	Unit	Total	1ST QUARTER (7)		2ND QUARTER (8)		3RD QUARTER (9)		4TH QUARTER (10)		REMARKS (11)
		(3)	(4)	(5)	(6)	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	
21	Record Book 300 pp, non-blot, 55 gsm	3 pieces	20 pieces	106.64	2,132.80	10	1,066.40	4	426.56	3	319.92	3	319.92	
22	Record Book 500 pp, non blot, 55 gsm	24 pieces	16 pieces	141.04	2,256.64			6	846.24	5	705.20	5	705.20	
23	Rubber Band Small	50 boxes	50 boxes	25.80	1,290.00			25	645.00	15	387.00	10	258.00	
24	Ribbon, for manual typewriter	5 spools	10 spools	27.52	275.20			5	137.60	3	82.56	2	55.04	
25	Sign Pen V5 Pilot	0	15 pieces	66.13	991.95	5	330.65	5	330.65	5	330.65			
26	Stamp Pad No. 2	0	5 pieces	36.12	180.60	2	72.24	2	72.24	1	36.12			
27	Staple Wire No. 35	49 boxes	50 boxes	34.40	1,720.00			20	688.00	20	688.00	10	344.00	
28	Staple Wire Remover twin jaws	0	10 pieces	17.20	172.00	5	86.00	5	86.00					
29	Scissors	0	4 pieces	58.57	234.28	2	117.14	2	117.14					
30	Tape Masking, 1" x 50M	0	10 rolls	67.08	670.80	3	201.24	3	201.24	2	134.16	2	134.16	
31	Tape Masking, 2" x 50M	2 rolls	8 rolls	129.00	1,032.00	2	258.00	2	258.00	3	387.00	1	129.00	
32	Tape Packaging, 2"x 50M	2 rolls	8 rolls	34.40	275.20					4	137.60	4	137.60	
33	Tape Transparent, 1" x 50M	0	10 rolls	20.64	206.40	5	103.20	3	61.92	2	41.28			
34	Tape Transparent, 2"x 50M	0	10 rolls	34.40	344.00	5	172.00	5	172.00					
	<b>GRAND TOTAL</b>				<b>62,997.72</b>		<b>14,575.87</b>		<b>22,320.52</b>		<b>19,051.56</b>		<b>7,049.77</b>	

Prepared by:

Recommended by:

Reviewed as to Appropriations:

Approved by:

(signed)

**RODERICK D. TONGOL**

OIC- PSTMO

(signed)

**ENGR. FLORO BELANDRES JR.**

Acting Head- City General Services Department

(signed)

**CYNTHIA P. RAMOS**

OIC- City Budget Department

(signed)

**CANUTO S. ORETA**

City Mayor

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Date

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Date

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Date

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Date