

**ANNUAL SUPPLIES PROCUREMENT PROGRAM
B.Y. 2011**

CITY OF MALABON

Fund /Special Account

Dept./Office/Unit: **TOURISM & CULTURAL AFFAIRS OFFICE**

Fund /Special Account

ITEM NO. <1>	PARTICULARS <2>	QUANTITY		COST		ALLOTMENT BY QUARTER								REMARKS <11>
		On Hand <3>	Proposed <4>	Unit <5>	Total <6>	1 <7>		2 <8>		3 <9>		4 <10>		
						Qty	total	Qty	Total	Qty	Total	Qty	Total	
1	Bond Paper Long		8 reams	283.80	2270.40	2 reams	567.60	2 reams	567.60	2 reams	567.60	2 reams	567.60	
2	Bond Paper Short		8 reams	227.04	1816.32	2 reams	454.08	2 reams	454.08	2 reams	454.08	2 reams	454.08	
3	Copy Paper Long		4 reams	314.76	1259.04	1 ream	314.76	1 ream	314.76	1 ream	314.76	1 ream	314.76	
4	Copy Paper Short		4 reams	266.60	1066.40	1 ream	266.60	1 ream	266.60	1 ream	266.60	1 ream	266.60	
5	Correction Tape 20mm		4pcs	23.48	93.92			2 pcs	46.96	1 pc	23.48	1 pc	23.48	
6	Record Book 200pp		4 pcs	65.36	261.44			2pcs	130.72	2pcs	130.72			
7	Sign Pen V5 Pilot		12 pcs.	66.13	793.56	6 pcs	396.78	2pcs	132.26	2pcs	132.26	2pcs	132.26	
8	Ballpen Black		24 pcs.	6.02	144.48	6pcs	36.12	6pcs	36.12	6pcs	36.12	6pcs	36.12	
10	Stamp Pad Ink 50ml		1 bottle	48.16	48.16			1 bottle	48.16					
11	Marking Pen White Board		2 pcs	30.96	61.92			1 pc	30.96	1 pc	30.96			
12	Marking Pen Permanent Broad		2 pcs	63.64	127.28	1 pc	63.64			1 pc	63.64			
13	Envelope Long		30 pcs	2.00	60.00	15 pcs	30.00	15 pcs	30.00					
14	Envelope Short		30 pcs	1.75	52.50	15 pcs	26.25	15 pcs	26.25					
15	Tape Transparent 1"x50mm		8 rolls	20.64	165.12	2 rolls	41.28	2 rolls	41.28	2 rolls	41.28	2 rolls	41.28	
16	Pencil No. 2		4 Boxes	81.27	325.08	1 box	81.27	1 box	81.27	1 box	81.27	1 box	81.27	
17	Fastener, Plastic		4 Boxes	30.70	122.80	1 box	30.70	1 box	30.70	1 box	30.70	1 box	30.70	
18	Clip Paper Jumbo, vinyl coated		8 boxes	29.24	233.92	2 boxes	58.48	2 boxes	58.48	2 boxes	58.48	2 boxes	58.48	
19	Clear book		3 pcs	52.37	157.11	2 pcs	104.74			1 pc	52.37			
	TOTAL				9,059.45		2,472.30		2,296.20		2,284.32		2,006.63	

Prepared by:

Recommended by:

Approved by:

PASTORA H. URSAL

OIC - Tourism Office

Date: _____

ENGR. FLORO B. BELANDRES JR.

Acting Head General Services Dept.

Date: _____

HON. CANUTO S. ORETA

City Mayor

Date: _____

Reviewed as to Appropriations:

CYNTHIA P. RAMOS

City Budget Officer

Date: _____