

ANNUAL PROCUREMENT PROGRAM, FISCAL YEAR 2020 (SEF FUND)

Type of Program		Name of Local Government				Program Control No.		Page 1 to 4				
		CITY GOVERNMENT OF TAGAYTAY						Date Submitted: Programmed Amount:				
Item No.	COMMODITY (Nomeclature & Description)	Unit Issue	Total Amount	Total Quantity	DISTRIBUTION OF QUARTERS							
					1st QUARTER		2nd QUARTER		3rd QUARTER		4th QUARTER	
					Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	ART PAPER asstd. Color	packs	1,050.00	4	1	350.00	1	350.00	1	350.00	1	350.00
	AVIA Colored optix paper short	packs	1,200.00	4	2	600.00	0	-	2	600.00	0	-
	BALLPEN Faber Castell (Black)	pcs.	2,020.00	116	42	840.00	32	640.00	27	540.00	15	300.00
	BALLPEN Faber Castell (Blue)	pcs.	600.00	40	10	200.00	10	200.00	10	200.00	10	200.00
	BALLPEN Faber Castell (Red)	pcs.	600.00	40	10	200.00	10	200.00	10	200.00	10	200.00
	BALLPEN Faber Castell (Violet)	pcs.	1,300.00	80	30	600.00	20	400.00	15	300.00	15	300.00
	BALLPEN G-Tech .4	pcs.	14,280.00	134	47	5,640.00	42	5,040.00	30	3,600.00	15	1,800.00
	BALLPEN HBW 2000 (Black)	pcs.	2,250.00	200	50	750.00	50	750.00	50	750.00	50	750.00
	BALLPEN Pilot (Black)	pcs.	4,520.00	286	82	1,640.00	77	1,540.00	67	1,340.00	60	1,200.00
	BALLPEN Pilot (Red)	pcs.	800.00	50	20	400.00	15	300.00	5	100.00	10	200.00
	BATTERY size 9 V, ENERGIZER	pcs.	7,500.00	25	10	3,000.00	10	3,000.00	5	1,500.00	0	-
	BATTERY size AA, energizer brand	pcs.	3,325.00	37	5	475.00	15	1,425.00	15	1,425.00	2	190.00
	BATTERY size AA, national brand	pcs.	1,900.00	20	20	1,900.00	0	-	0	-	0	-
	BATTERY size AAA, energizer brand	pcs.	3,600.00	50	30	2,250.00	10	750.00	8	600.00	2	150.00
	CALCULATOR CASIO CANON WS-1210 Hi II	pcs.	1,815.00	1	1	1,815.00	0	-	0	-	0	-
	CALCULATOR CASIO MS-20TV	pcs.	20,400.00	22	7	8,400.00	5	6,000.00	5	6,000.00	5	6,000.00
	CD REWRITABLE, Maxell brand	pcs.	37,200.00	415	105	12,600.00	100	12,000.00	105	12,600.00	105	12,600.00
	CLIP Backfold, 25mm	pcs.	361.95	19	10	190.50	5	95.25	4	76.20	0	-
	CLIP Backfold, 50mm	pcs.	4,667.25	106	40	1,778.00	35	1,555.75	30	1,333.50	1	44.45
	COLORED BOND (Short)	rms.	1,200.00	4	2	600.00	1	300.00	1	300.00	0	-
	COLUMNAR NOTEBOOK 10 cols. (VECO)	bks.	200.00	4	2	100.00	1	50.00	1	50.00	0	-
	CORK BOARD,	pcs.	2,286.00	2	1	1,143.00	1	1,143.00	0	-	0	-
	CORRECTION TAPE 20mm	rolls	10,925.00	140	40	3,800.00	40	3,800.00	35	3,325.00	25	2,375.00
	CUTTER, NT Cutter, big	pcs.	600.00	2	2	600.00	0	-	0	-	0	-
	DAILY TIME RECORD (DTR)	rms.	2,000.00	13	5	1,000.00	3	600.00	2	400.00	3	600.00
	DATA FILE BOX W/ COVER	pcs.	9,000.00	13	8	6,000.00	3	2,250.00	1	750.00	1	750.00
	DATA FILE BOX W/DRAWER	pcs.	3,400.00	4	2	1,700.00	1	850.00	1	850.00	0	-
	DESK TRAY Double, (IN & OUT TRAY)	pcs.	700.00	1	1	700.00	0	-	0	-	0	-
	DVD REWRITABLE	pcs.	7,350.00	52	31	4,650.00	15	2,250.00	3	450.00	3	450.00
	ENVELOPE brown, long	pcs.	32,900.00	4300	1100	11,000.00	1105	11,050.00	1085	10,850.00	1010	10,100.00

ENVELOPE brown, short	pcs.	26,435.00	4130	1050	8,925.00	1020	8,670.00	1040	8,840.00	1020	8,670.00
ENVELOPE expanding, long Maroon	pcs.	3,325.00	105	55	1,925.00	30	1,050.00	10	350.00	10	350.00
ENVELOPE expanding, plastic, long	pcs.	2,925.00	50	20	1,300.00	20	1,300.00	5	325.00	5	325.00
ENVELOPE mailing, white, ordinary Big	bxs.	6,000.00	19	5	2,000.00	6	2,400.00	4	1,600.00	4	1,600.00
ENVELOPE mailing, white, w/ window	bxs.	500.00	1	0	-	0	-	0	-	1	500.00
FOLDER expanding, short (GREEN)	pcs.	2,520.00	190	80	1,120.00	60	840.00	40	560.00	10	140.00
FOLDER expanding, long (GREEN)	pcs.	1,710.00	100	50	950.00	30	570.00	10	190.00	10	190.00
FOLDER file, long (Ginza)	pcs.	9,800.00	1250	300	3,000.00	350	3,500.00	330	3,300.00	270	2,700.00
FOLDER file, short (Ginza)	pcs.	6,375.00	970	260	2,210.00	230	1,955.00	260	2,210.00	220	1,870.00
GLUE Elmer's glue Big 130 gms	btls.	5,600.00	66	27	2,700.00	17	1,700.00	12	1,200.00	10	1,000.00
GUEST BOOK, standard size	bks.	1,580.00	5	2	790.00	1	395.00	1	395.00	1	395.00
GUN TUCKER WIRE (ARROW T-30)	box	2,750.00	5	3	1,650.00	1	550.00	1	550.00	0	-
INK BLACK T6641	pcs.	15,200.00	24	8	6,400.00	6	4,800.00	5	4,000.00	5	4,000.00
INK CARTRIDGE BLACK, HP 678	crtdgs.	4,572.00	8	2	1,524.00	2	1,524.00	2	1,524.00	2	1,524.00
INK CARTRIDGE COLORED, HP 678	crtdgs.	3,048.00	6	0	-	2	1,524.00	2	1,524.00	2	1,524.00
INK CYAN T6642	pcs.	15,200.00	24	8	6,400.00	6	4,800.00	5	4,000.00	5	4,000.00
INK MAGENTA T6643	pcs.	15,200.00	24	8	6,400.00	6	4,800.00	5	4,000.00	5	4,000.00
INK YELLOW T6644	pcs.	15,200.00	24	8	6,400.00	6	4,800.00	5	4,000.00	5	4,000.00
LAMINATING FILM	rms.	2,000.00	1	1	2,000.00	0	-	0	-	0	-
MAP PINS Round head, asstd. Color	bxs.	1,170.00	20	10	650.00	5	325.00	3	195.00	2	130.00
MARKER stabilo, asstd. Color (Boss)	pcs.	1,785.00	26	11	935.00	5	425.00	5	425.00	5	425.00
MARKING PEN Pentel pen Black, Pilot	pcs.	4,760.00	76	28	2,380.00	15	1,275.00	13	1,105.00	20	1,700.00
MARKING PEN Pentel pen Blue, Pilot	pcs.	1,275.00	20	5	425.00	5	425.00	5	425.00	5	425.00
MARKING PEN Pentel pen Red, Pilot	pcs.	1,275.00	20	5	425.00	5	425.00	5	425.00	5	425.00
PAPER bond, A4, Hard Copy	rms.	66,000.00	208	60	24,000.00	57	22,800.00	48	19,200.00	43	17,200.00
PAPER bond, Long, Hard Copy	rms.	56,000.00	170	55	22,000.00	45	18,000.00	40	16,000.00	30	12,000.00
PAPER bond, Short, Hard Copy	rms.	18,550.00	60	20	7,000.00	20	7,000.00	13	4,550.00	7	2,450.00
PAPER CLIP big, colored	bxs.	7,565.00	109	33	2,805.00	28	2,380.00	28	2,380.00	20	1,700.00
PAPER CLIP small, colored	bxs.	6,300.00	104	33	2,475.00	23	1,725.00	28	2,100.00	20	1,500.00
PAPER CUTTER, size 12x16"	pcs.	12,800.00	5	2	6,400.00	1	3,200.00	1	3,200.00	1	3,200.00
PAPER FASTENER EXTRA LONG colored	bxs.	3,150.00	24	9	1,350.00	9	1,350.00	3	450.00	3	450.00
PAPER FASTENER colored	bxs.	5,250.00	95	25	1,875.00	25	1,875.00	20	1,500.00	25	1,875.00
PAPER mimeo, whitewove, legal size	rms.	12,573.00	80	20	4,191.00	20	4,191.00	20	4,191.00	20	4,191.00
PAPER mimeo, whitewove, short size	rms.	5,524.50	40	10	1,841.50	10	1,841.50	10	1,841.50	10	1,841.50
PAPER multi copy, legal size, PAPER ONE brand	rms.	12,000.00	40	10	4,000.00	10	4,000.00	10	4,000.00	10	4,000.00
PAPER multi copy, short size, PAPER ONE brand	rms.	8,050.00	30	5	1,750.00	10	3,500.00	8	2,800.00	7	2,450.00
PAPER ruled pad, 100 sheets (yellow pad)	pds.	450.00	8	2	150.00	2	150.00	2	150.00	2	150.00

PENCIL mongol 2	pcs.	840.00	92	30	360.00	20	240.00	20	240.00	22	264.00
PUNCHER heavy duty, UK brand	pcs.	15,600.00	30	10	6,500.00	7	4,550.00	7	4,550.00	6	3,900.00
PUSH PINS hammer head type	bxs.	1,575.00	26	7	525.00	7	525.00	7	525.00	5	375.00
RAINBOW PAD	pads	855.00	12	3	285.00	3	285.00	3	285.00	3	285.00
RECORD BOOK 300 pgs.	bks.	16,250.00	85	22	5,500.00	23	5,750.00	20	5,000.00	20	5,000.00
RECORD BOOK 500 pgs.	bks.	25,800.00	111	30	9,000.00	30	9,000.00	26	7,800.00	25	7,500.00
RIBBON nylon, for manual typewriter	pcs.	120.00	1	0	-	0	-	1	120.00	0	-
RUBBER BAND ,big	bxs.	3,230.00	24	10	1,700.00	5	850.00	4	680.00	5	850.00
RUBBER CUTTING MAT	pcs.	5,100.00	6	3	2,550.00	2	1,700.00	1	850.00	0	-
RUBBER ERASER, Steadler (big)	pcs.	1,530.00	20	10	850.00	4	340.00	4	340.00	2	170.00
RULER 18 inches, orion	pcs.	720.00	7	3	360.00	2	240.00	1	120.00	1	120.00
RULER 12 inches, orion	pcs.	2,850.00	40	10	950.00	10	950.00	10	950.00	10	950.00
SCISSOR (JOY Heavy Duty)	pcs.	8,572.50	55	18	3,429.00	16	3,048.00	11	2,095.50	10	1,905.00
SHARPENER single cutterhead	pcs.	13,500.00	40	10	4,500.00	10	4,500.00	10	4,500.00	10	4,500.00
SIGN PEN MY GEL, black	pcs.	7,200.00	84	24	2,400.00	24	2,400.00	24	2,400.00	12	1,200.00
STAMP PAD, big	pcs.	4,800.00	31	9	1,800.00	8	1,600.00	7	1,400.00	7	1,400.00
STAPLE WIRE #35 Maxell	bxs.	7,520.00	115	37	2,960.00	25	2,000.00	32	2,560.00	21	1,680.00
STAPLER # 35 MAX Ad. 50/50R (w/ remover)	pcs.	33,000.00	86	25	12,500.00	21	10,500.00	20	10,000.00	20	10,000.00
TAPE DISPENSER heavy duty (1")	pcs.	5,200.00	17	5	2,000.00	4	1,600.00	4	1,600.00	4	1,600.00
TAPE DOUBLE ADHESIVE 1"	rolls	7,050.00	129	33	2,475.00	33	2,475.00	28	2,100.00	35	2,625.00
TAPE PACKAGING 2"	rolls	2,100.00	6	2	700.00	2	700.00	2	700.00	0	-
TAPE TRANSPARENT/ SCOTCH .5"	rolls	1,400.00	30	15	750.00	10	500.00	3	150.00	2	100.00
TAPE TRANSPARENT/ SCOTCH 1"	rolls	9,600.00	165	51	3,825.00	42	3,150.00	35	2,625.00	37	2,775.00
TAPE TRANSPARENT/ SCOTCH 2"	rolls	7,650.00	58	24	3,600.00	17	2,550.00	10	1,500.00	7	1,050.00
USB Flash Drive 8GB	pcs.	12,954.00	15	5	5,397.50	4	4,318.00	3	3,238.50	3	3,238.50
WHITEBOARD MARKING PEN black, Pilot	pcs.	1,425.00	16	11	1,045.00	3	285.00	1	95.00	1	95.00
AIR FRESHENER,AMBI PUR, Spray	btl.	23,100.00	47	18	9,900.00	13	7,150.00	11	6,050.00	5	2,750.00
AIR FRESHNER Glade, Shaldan	cans	6,000.00	26	12	3,000.00	7	1,750.00	5	1,250.00	2	500.00
AIR FRESHNER Glade, Spray (340 grms)	btl.	19,800.00	47	14	7,700.00	11	6,050.00	11	6,050.00	11	6,050.00
ALCOHOL rubbing Green Cross 500 ml. 70 %	btl.	14,200.00	78	35	7,000.00	30	6,000.00	6	1,200.00	7	1,400.00
BATHROOM SOAP- Family size, safeguard	pcs.	2,100.00	30	15	1,125.00	8	600.00	5	375.00	2	150.00
BATHROOM SOAP- Petite size, safeguard	pcs.	1,575.00	44	14	630.00	11	495.00	10	450.00	9	405.00
BROOM KAONG	pc.	3,600.00	30	10	1,200.00	10	1,200.00	10	1,200.00	0	-
BROOM soft, Bagiuo broom, standard size	pcs.	3,000.00	13	5	1,250.00	4	1,000.00	3	750.00	1	250.00
BRUSH ROUND	pcs.	1,275.00	20	5	425.00	5	425.00	5	425.00	5	425.00
CHLORINE	kilo	5,200.00	11	4	2,600.00	2	1,300.00	2	1,300.00	3	1,950.00
DETERGENT POWDER, Tide	cls.	25,425.00	128	45	10,125.00	35	7,875.00	33	7,425.00	15	3,375.00

DETERGENT POWDER, Tide (Sachet)	sachet	1,125.00	101	25	375.00	25	375.00	25	375.00	26	390.00
DIPPER	pcs.	1,275.00	17	10	750.00	6	450.00	1	75.00	0	-
DISHWASHING LIQUID 250ml. JOY	btls.	2,500.00	30	13	1,300.00	8	800.00	4	400.00	5	500.00
DOORMAT (CLOTH)	pcs.	6,100.00	144	50	2,500.00	50	2,500.00	22	1,100.00	22	1,100.00
DOORMAT (RUBBER)	pcs.	3,000.00	20	5	1,000.00	5	1,000.00	5	1,000.00	5	1,000.00
DUST PAN Plastic w/ handle, Large	pcs.	4,250.00	17	7	1,750.00	7	1,750.00	3	750.00	0	-
GLASS CLEANER 500 ml. ZIM	btls.	5,600.00	19	6	2,100.00	5	1,750.00	5	1,750.00	3	1,050.00
INSECTICIDE, Baygon (Blue), Water Based (Big)	btls.	8,800.00	19	6	3,300.00	7	3,850.00	3	1,650.00	3	1,650.00
KANEBO	pcs.	900.00	2	2	900.00	0	-	0	-	0	-
LIQUID FLOORWAX Pronto, Red & White	btls.	7,200.00	20	7	3,150.00	3	1,350.00	6	2,700.00	4	1,800.00
LIQUID SOSA	btls.	3,500.00	10	7	2,450.00	2	700.00	1	350.00	0	-
MOP W/ SQUEEZER	pc.	10,000.00	4	4	10,000.00	0	-	0	-	0	-
PAIL	pcs.	2,400.00	4	4	2,400.00	0	-	0	-	0	-
PLASTIC WASTE CAN W/ COVER big, asstd. Color	pcs.	3,150.00	9	6	2,100.00	2	700.00	1	350.00	0	-
Push Brush (Long)	pcs.	3,900.00	6	1	650.00	1	650.00	4	2,600.00	0	-
RAGS cotton	kls.	4,800.00	39	15	2,250.00	10	1,500.00	7	1,050.00	7	1,050.00
SANITIZER	btls.	4,500.00	10	5	2,250.00	5	2,250.00	0	-	0	-
SCOTCH BRITE W/ FOAM,Scotch Brite	pcs.	4,845.00	62	22	2,090.00	16	1,520.00	13	1,235.00	11	1,045.00
TOILET BRUSH	pcs.	3,500.00	14	7	1,750.00	5	1,250.00	2	500.00	0	-
TOILET DEODORANT CAKE, with case, albatros	pcs.	10,650.00	83	29	4,350.00	24	3,600.00	18	2,700.00	12	1,800.00
TOILET DUCK	btls.	3,150.00	8	3	1,350.00	2	900.00	2	900.00	1	450.00
TOILET TISSUE	rolls	7,470.00	289	109	3,270.00	75	2,250.00	65	1,950.00	40	1,200.00
TRASHBAG plastic, black	pcs.	34,332.00	3736	962	11,544.00	962	11,544.00	937	11,244.00	875	10,500.00
TWINE plastic, 1 kl./ roll	rolls	650.00	10	0	-	0	-	5	650.00	5	650.00
ZONROX 1 gal.	gals.	10,800.00	62	22	4,400.00	17	3,400.00	15	3,000.00	8	1,600.00
TOTAL:		1,220,063.65	20,831.00		404,163.50		318,594.50		271,223.20		226,082.45

Note:

1. The above procurement program is in accordance with the objectives of the City government.
2. Funds have been earmarked for this purpose.

PREPARED BY:


ERIC N. FERMA
GSO-STAFF

APPROVED/DISAPPROVED


PACITA ROSARIO Z. AQUINO
OIC-GSO