

# ANNUAL PROCUREMENT PROGRAM, FISCAL YEAR 2015 (SEF)

Program Control No.                      Page 1 to 4

Type of Program

Name of Local Government  
CITY GOVERNMENT OF TAGAYTAY

Date Submitted:

Programmed Amount:

Item No.	COMMODITY (Nomenclature & 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
3	AIR FRESHENER, AMBI PUR, Spray	btls.	3,175.00	10	3	952.50	3	952.50	3	952.50	1	317.50
5	AIR FRESHNER (FINE TREE)	pcs.	1,223.10	18	6	407.70	6	407.70	6	407.70	0	-
6	AIR FRESHNER Glade, Shaldan	cans	1,798.32	12	0	-	4	599.44	4	599.44	4	599.44
7	AIR FRESHNER Glade, Spray (340 grms)	btls.	17,907.00	60	14	4,178.30	18	5,372.10	14	4,178.30	14	4,178.30
8	ALCOGEL (BIG) 100 ml	btls.	1,383.03	9	3	461.01	3	461.01	3	461.01	0	-
9	ALCOHOL , ETHYL (CLEENE, BIG) 500 ml. 70%	btls.	6,426.20	44	9	1,314.45	13	1,898.65	9	1,314.45	13	1,898.65
10	ALCOHOL rubbing Green Cross 500 ml. 70 %	btls.	1,493.52	12	4	497.84	4	497.84	4	497.84	0	-
13	AVIA Colored optix paper short	box	762.00	3	0	-	1	254.00	1	254.00	1	254.00
17	BALLPEN G-Tech .4	pcs.	5,075.28	72	12	845.88	24	1,691.76	24	1,691.76	12	845.88
18	BALLPEN HBW 2000 (Black)	pcs.	300.00	20	5	75.00	5	75.00	5	75.00	5	75.00
21	BALLPEN HBW 2000 (Violet)	pcs.	300.00	20	5	75.00	5	75.00	5	75.00	5	75.00
23	BALLPEN Pilot (Black)	pcs.	3,977.64	116	65	2,228.85	29	994.41	17	582.93	5	171.45
25	BALLPEN Pilot (Red)	pcs.	2,743.20	80	53	1,817.37	17	582.93	5	171.45	5	171.45
30	BATHROOM SOAP- Family size, safeguard	pcs.	1,467.00	30	2	97.80	10	489.00	10	489.00	8	391.20
33	BATTERY size AA, energizer brand	pcs.	420.00	12	4	140.00	0	-	4	140.00	4	140.00
40	BLACKBOARD ERASER/ WHITEBOARD ERASER	pcs.	203.20	8	2	50.80	2	50.80	2	50.80	2	50.80
49	BROOM soft, Bagiuo broom, standard size	pcs.	1,333.50	7	1	190.50	3	571.50	2	381.00	1	190.50
50	BROOM stick, standard size	pcs.	222.25	7	2	63.50	2	63.50	3	95.25	0	-
56	BRUSH ROUND	pcs.	340.00	4	4	340.00	0	-	0	-	0	-
62	CALCULATOR CASIO MX 12V	pcs.	12,800.00	16	4	3,200.00	4	3,200.00	4	3,200.00	4	3,200.00
71	CARBON FILM long, black, CLUB INTERNATIONAL	bxs.	6,800.00	8	2	1,700.00	2	1,700.00	2	1,700.00	2	1,700.00
73	CARBON FILM long, black, Permafilm	bxs.	2,857.50	3	1	952.50	1	952.50	1	952.50	0	-
75	CARBON FILM short, black, CLUB INTERNATIONAL	bxs.	6,604.00	8	2	1,651.00	2	1,651.00	2	1,651.00	2	1,651.00
81	CARTOLINA, asstd. Color	pcs.	205.20	19	0	-	19	205.20	0	-	0	-
84	CD REWRITABLE, Maxell brand	pcs.	16,002.00	200	50	4,000.50	50	4,000.50	50	4,000.50	50	4,000.50
132	CONTINUOUS INK REFILL for Epson-Black-T6641	pcs.	2,922.24	12	3	730.56	3	730.56	3	730.56	3	730.56
133	CONTINUOUS INK REFILL for Epson-Cyan-T6642	pcs.	7,825.68	12	3	1,956.42	3	1,956.42	3	1,956.42	3	1,956.42
134	CONTINUOUS INK REFILL for Epson-Magenta-T6643	pcs.	7,825.68	12	3	1,956.42	3	1,956.42	3	1,956.42	3	1,956.42



135	CONTINUOUS INK REFILL for Epson-Yellow-T6644	pcs.	7,825.68	12	3	1,956.42	3	1,956.42	3	1,956.42	3	1,956.42
149	CORK BOARD,	pcs.	4,572.00	4	1	1,143.00	1	1,143.00	1	1,143.00	1	1,143.00
151	CORRECTION TAPE 20mm	rolls	2,171.70	45	12	579.12	9	434.34	12	579.12	12	579.12
153	COTTON Absorbent cotton big	pcs.	342.90	3	1	114.30	1	114.30	1	114.30	0	-
161	DAILY TIME RECORD (DTR)	rms.	1,295.00	7	2	370.00	2	370.00	2	370.00	1	185.00
162	DATA FILE BOX	pcs.	3,810.00	12	4	1,270.00	4	1,270.00	4	1,270.00	0	-
166	DETERGENT BAR, Tide	bars	1,280.16	36	12	426.72	12	426.72	12	426.72	0	-
167	DETERGENT POWDER, Tide	kls.	28,053.40	148	36	6,823.80	43	8,150.65	38	7,202.90	31	5,876.05
168	DETERGENT POWDER, Tide (Sachet)	sachet	1,016.00	80	20	254.00	20	254.00	20	254.00	20	254.00
170	DIPPER	pcs.	101.60	4	4	101.60	0	-	0	-	0	-
171	DISHWASHING LIQUID 250ml. JOY	btls.	5,238.75	55	14	1,333.50	17	1,619.25	12	1,143.00	12	1,143.00
172	DISINFECTANT SPRAY lysol regular, 340 gms.	btls.	2,438.40	6	0	-	0	-	3	1,219.20	3	1,219.20
178	DOORMAT	pcs.	762.00	30	6	152.40	6	152.40	12	304.80	6	152.40
182	DUST PAN Plastic w/ handle, Large	pcs.	304.80	3	1	101.60	1	101.60	1	101.60	0	-
184	DVD REWRITABLE	pcs.	1,140.00	12	6	570.00	3	285.00	3	285.00	0	-
193	ENVELOPE brown, long	pcs.	18,868.00	4240	1085	4,828.25	1060	4,717.00	1060	4,717.00	1035	4,605.75
194	ENVELOPE brown, short	pcs.	16,002.00	4200	1075	4,095.75	1050	4,000.50	1050	4,000.50	1025	3,905.25
195	ENVELOPE expanding, long Maroon	pcs.	1,629.25	95	30	514.50	30	514.50	30	514.50	5	85.75
196	ENVELOPE expanding, plastic, long	pcs.	635.00	20	5	158.75	5	158.75	5	158.75	5	158.75
197	ENVELOPE expanding, short Maroon	pcs.	304.80	20	5	76.20	5	76.20	5	76.20	5	76.20
198	ENVELOPE mailing, white, ordinary Big	bxs.	4,935.00	21	5	1,175.00	5	1,175.00	6	1,410.00	5	1,175.00
205	FELT PAPER Asstd. Color long	pcs.	1,270.00	40	10	317.50	10	317.50	10	317.50	10	317.50
210	FOLDER expanding, short (GREEN)	pcs.	254.00	20	5	63.50	5	63.50	5	63.50	5	63.50
211	FOLDER expanding, long (GREEN)	pcs.	304.80	20	5	76.20	5	76.20	5	76.20	5	76.20
214	FOLDER file, long (Ginza)	pcs.	9,404.40	1020	255	2,351.10	260	2,397.20	265	2,443.30	240	2,212.80
215	FOLDER file, short (Ginza)	pcs.	6,608.00	800	225	1,858.50	200	1,652.00	200	1,652.00	175	1,445.50
216	FOLDER looseleaf	pcs.	363.20	20	5	90.80	5	90.80	5	90.80	5	90.80
217	FOLDER morocco, long (BLUE/WHITE/CREAM)	pcs.	254.00	20	5	63.50	5	63.50	5	63.50	5	63.50
218	FOLDER morocco, short (BLUE/WHITE/CREAM)	pcs.	203.20	20	5	50.80	5	50.80	5	50.80	5	50.80
220	FOLDER sliding, long (white)	pcs.	304.80	24	6	76.20	6	76.20	6	76.20	6	76.20
221	FOLDER sliding, short (white)	pcs.	228.60	20	5	57.15	5	57.15	5	57.15	5	57.15
225	GLASS CLEANER 500 ml. ZIM	btls.	2,667.00	14	4	762.00	4	762.00	4	762.00	2	381.00
227	GLUE Elmer's glue (Big)	btls.	571.50	9	1	63.50	1	63.50	4	254.00	3	190.50
233	GUEST BOOK, standard size	bks.	1,452.88	4	1	363.22	1	363.22	1	363.22	1	363.22
235	HP # 60 BLACK	crtdgs.	14,400.00	12	3	3,600.00	3	3,600.00	3	3,600.00	3	3,600.00
236	HP # 60 COLORED	crtdgs.	16,800.00	12	3	4,200.00	3	4,200.00	3	4,200.00	3	4,200.00



237	HP # 61 BLACK	crtdgs.	30,480.00	20	5	7,620.00	5	7,620.00	5	7,620.00	5	7,620.00
238	HP # 61 COLORED	crtdgs.	35,560.00	20	5	8,890.00	5	8,890.00	5	8,890.00	5	8,890.00
324	INSECTICIDE, Baygon (Blue), Water Based (Big)	btls.	3,960.00	12	6	1,980.00	3	990.00	3	990.00	0	-
344	MARKER stabilo, asstd. Color (Boss)	pcs.	396.24	8	0	-	2	99.06	2	99.06	4	198.12
346	MARKING PEN Pentel pen Black, Pilot	pcs.	2,377.44	48	17	842.01	9	445.77	9	445.77	13	643.89
353	MIGHTY BOND	pcs.	457.20	6	3	228.60	0	-	3	228.60	0	-
366	MURIATIC ACID (Apollo brand)	gals.	1,500.00	4	1	375.00	1	375.00	1	375.00	1	375.00
379	PAIL	pcs.	3,810.00	20	5	952.50	5	952.50	5	952.50	5	952.50
385	PAPER bond, Long, Pilot Subs. 20	rms.	35,775.00	135	41	10,865.00	37	9,805.00	31	8,215.00	26	6,890.00
387	PAPER bond, Short, Pilot Subs. 20	rms.	26,640.00	111	35	8,400.00	31	7,440.00	25	6,000.00	20	4,800.00
388	PAPER CLIP big, colored	bxs.	3,136.90	95	25	825.50	25	825.50	25	825.50	20	660.40
389	PAPER CLIP small, colored	bxs.	1,809.75	95	25	476.25	25	476.25	25	476.25	20	381.00
392	PAPER FASTENER colored	bxs.	5,265.00	81	20	1,300.00	20	1,300.00	20	1,300.00	21	1,365.00
393	PAPER mimeo, whitewove, legal size	rms.	16,764.00	80	20	4,191.00	20	4,191.00	20	4,191.00	20	4,191.00
394	PAPER mimeo, whitewove, short size	rms.	14,732.00	80	20	3,683.00	20	3,683.00	20	3,683.00	20	3,683.00
395	PAPER multi copy, legal size, PAPER ONE brand	rms.	5,760.00	18	6	1,920.00	0	-	6	1,920.00	6	1,920.00
396	PAPER multi copy, short size, PAPER ONE brand	rms.	5,400.00	18	6	1,800.00	0	-	6	1,800.00	6	1,800.00
402	PAPER ruled pad, 100 sheets (yellow pad)	pds.	342.90	6	2	114.30	2	114.30	2	114.30	0	-
404	PARCHMENT PAPER / pack	packs	1,778.00	40	10	444.50	10	444.50	10	444.50	10	444.50
411	PENCIL mongol 2	pcs.	2,580.64	254	74	751.84	74	751.84	74	751.84	32	325.12
419	PLEDGE	btls.	10,337.80	37	11	3,073.40	5	1,397.00	10	2,794.00	11	3,073.40
429	PUNCHER heavy duty, UK brand	pcs.	5,400.00	12	3	1,350.00	3	1,350.00	3	1,350.00	3	1,350.00
431	PUSH PINS hammer head type	bxs.	736.60	20	5	184.15	5	184.15	5	184.15	5	184.15
434	RAINBOW PAD	pds.	152.40	3	3	152.40	0	-	0	-	0	-
437	RECORD BOOK 300 pgs.	bks.	7,645.40	86	24	2,133.60	22	1,955.80	20	1,778.00	20	1,778.00
438	RECORD BOOK 500 pgs.	bks.	9,829.80	86	24	2,743.20	22	2,514.60	20	2,286.00	20	2,286.00
440	RUBBER BAND #18, 400gms/ box	bxs.	1,270.00	8	2	317.50	2	317.50	2	317.50	2	317.50
442	RUBBER ERASER, Steadler (big)	pcs.	300.00	6	0	-	2	100.00	2	100.00	-2	100.00
445	RULER 12 inches, orion	pcs.	812.80	20	5	203.20	5	203.20	5	203.20	5	203.20
454	SCISSOR (JOY Heavy Duty)	pcs.	7,620.00	40	10	1,905.00	10	1,905.00	10	1,905.00	10	1,905.00
455	SCISSOR BIG	pcs.	300.00	2	0	-	2	300.00	0	-	0	-
457	SCOTCH BRITE W/ FOAM dura brite	pcs.	1,143.12	24	12	571.56	0	-	6	285.78	6	285.78
459	SCRUBING PAD (SCOTCHBRITE)	pcs.	571.50	15	5	190.50	5	190.50	5	190.50	0	-
460	SHARPENER single cutterhead	pcs.	4,200.00	12	3	1,050.00	3	1,050.00	3	1,050.00	3	1,050.00
461	SIGN PEN .7 BLACK RETRACTABLE STANDARD BGEL F2	pcs.	1,140.00	12	4	380.00	4	380.00	4	380.00	0	-
462	SIGN PEN Black, pilot	pcs.	2,975.00	35	10	850.00	10	850.00	10	850.00	5	425.00



465	SIGN PEN Green, pilot	pcs.	1,700.00	20	5	425.00	5	425.00	5	425.00	5	425.00
467	SIGN PEN MY GEL, black	pcs.	508.00	8	2	127.00	2	127.00	2	127.00	2	127.00
472	STAMP PAD INK violet/, big	btls.	50.00	1	0	-	0	-	1	50.00	0	-
473	STAMP PAD, big	pcs.	2,640.00	22	6	720.00	6	720.00	5	600.00	5	600.00
474	STAMP PAD, small	pcs.	75.00	1	1	75.00	0	-	0	-	0	-
477	STAPLE WIRE #35 Maxell	bxs.	4,150.36	86	22	1,061.72	22	1,061.72	22	1,061.72	20	965.20
478	STAPLER # 35 MAX Ad. 50/50R (w/ remover)	pcs.	30,480.00	80	20	7,620.00	20	7,620.00	20	7,620.00	20	7,620.00
486	STICK-ON-PAD (5"X3")	pds.	628.65	9	3	209.55	3	209.55	3	209.55	0	-
495	TAPE DISPENSER heavy duty (1")	pcs.	5,000.00	20	5	1,250.00	5	1,250.00	5	1,250.00	5	1,250.00
496	TAPE DOUBLE ADHESIVE 1"	rolls	5,786.80	136	37	1,574.35	27	1,148.85	37	1,574.35	35	1,489.25
499	TAPE MASKING 1"	rolls	1,285.24	46	12	335.28	12	335.28	12	335.28	10	279.40
500	TAPE MASKING 2"	rolls	1,524.00	40	10	381.00	10	381.00	10	381.00	10	381.00
504	TAPE TRANSPARENT/ SCOTCH 1"	rolls	3,968.75	125	35	1,111.25	25	793.75	35	1,111.25	30	952.50
513	TOILET BRUSH	pcs.	2,159.00	20	4	431.80	6	647.70	4	431.80	6	647.70
514	TOILET DEODORANT CAKE, with case, albatros	pcs.	6,380.00	116	36	1,980.00	24	1,320.00	36	1,980.00	20	1,100.00
515	TOILET DUCK	btls.	15,443.20	76	22	4,470.40	22	4,470.40	22	4,470.40	10	2,032.00
516	TOILET TISSUE 12 rolls/ package, twin ply	rolls	10,150.00	406	114	2,850.00	114	2,850.00	114	2,850.00	64	1,600.00
521	TRASHBAG plastic, black, 10'S LARGE	pcs.	3,480.00	290	60	720.00	60	720.00	60	720.00	110	1,320.00
527	USB Flash Drive 8GB	pcs.	4,318.00	4	1	1,079.50	1	1,079.50	1	1,079.50	1	1,079.50
529	WASTE BASKET plastic, W/ COVER	pcs.	355.60	4	4	355.60	0	-	0	-	0	-
533	WHITEBOARD MARKING PEN black, Pilot	pcs.	1,714.50	30	8	457.20	8	457.20	8	457.20	6	342.90
538	ZONROX 1 gal.	gals.	6,290.00	37	9	1,530.00	9	1,530.00	11	1,870.00	8	1,360.00
<b>TOTAL:</b>			<b>633,251.95</b>	<b>15,088.00</b>		<b>169,451.44</b>		<b>160,391.36</b>		<b>161,482.51</b>		<b>141,926.64</b>

**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*  
**ERIC N. FERMA**  
 GSO STAFF

**APPROVED/DISAPPROVED**

*Pacita Z. Aquino*  
**PACITA Z. AQUINO**  
 OIC GSO

