

**APPROVED**

MAR 27 2017

**ANNUAL PROCUREMENT PROGRAM, FISCAL YEAR 2017 (SEF FUND)**

*for Posting*

OFFICE OF THE CITY ADMINISTRATOR  
TAGAYTAY CITY  
MAR 27 2017  
Page 1 to 3  
Programmed Amount: **1,105,000.00**

Type of Program: **COMMODITY**  
Name of Local Government: **CITY GOVERNMENT OF TAGAYTAY**  
Program Control No.: **1127**  
Date Submitted: **11/27/16**

| Item No. | COMMODITY<br>(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   |
|          | ART PAPER asstd. Color                    | pcs.       | 1,350.00     | 400            | 100                      | 450.00   | 100         | 450.00   | 100         | 450.00   | 100         | 450.00   |
|          | AVIA Colored optix paper short            | box        | 1,200.00     | 4              | 0                        | -        | 2           | 600.00   | 2           | 600.00   | 0           | -        |
|          | BALLPEN Faber Castell (Black)             | pcs.       | 2,559.70     | 130            | 55                       | 1,082.95 | 50          | 984.50   | 25          | 492.25   | 0           | -        |
|          | BALLPEN Faber Castell (Blue)              | pcs.       | 236.28       | 12             | 4                        | 78.76    | 4           | 78.76    | 4           | 78.76    | 0           | -        |
|          | BALLPEN Faber Castell (Red)               | pcs.       | 1,614.58     | 82             | 19                       | 374.11   | 44          | 866.36   | 19          | 374.11   | 0           | -        |
|          | BALLPEN G-Tech .4                         | pcs.       | 3,995.00     | 60             | 19                       | 1,615.00 | 14          | 1,190.00 | 14          | 1,190.00 | 13          | 1,105.00 |
|          | BALLPEN HBW 2000 (Black)                  | pcs.       | 150.00       | 10             | 0                        | -        | 0           | -        | 0           | -        | 10          | 150.00   |
|          | BALLPEN HBW 2000 (Red)                    | pcs.       | 150.00       | 10             | 0                        | -        | 0           | -        | 0           | -        | 10          | 150.00   |
|          | BALLPEN Pilot (Black)                     | pcs.       | 1,500.00     | 100            | 25                       | 500.00   | 25          | 500.00   | 25          | 500.00   | 25          | 500.00   |
|          | BALLPEN Pilot (Blue)                      | pcs.       | 1,500.00     | 100            | 25                       | 500.00   | 25          | 500.00   | 25          | 500.00   | 25          | 500.00   |
|          | BATTERY size AA, energizer brand          | pcs.       | 1,870.00     | 39             | 13                       | 715.00   | 8           | 440.00   | 13          | 715.00   | 5           | 275.00   |
|          | book paper METRO subs. 20 LONG            | rms.       | 25,500.00    | 100            | 30                       | 9,000.00 | 30          | 9,000.00 | 25          | 7,500.00 | 15          | 4,500.00 |
|          | book paper METRO subs. 20 SHORT           | rms.       | 15,635.00    | 68             | 19                       | 5,605.00 | 17          | 5,015.00 | 17          | 5,015.00 | 15          | 4,425.00 |
|          | CALCULATOR CANON MS-20V                   | pcs.       | 16,500.00    | 20             | 5                        | 5,500.00 | 5           | 5,500.00 | 5           | 5,500.00 | 5           | 5,500.00 |
|          | CARTOLINA, asstd. Color                   | pcs.       | 2,700.00     | 240            | 60                       | 900.00   | 60          | 900.00   | 60          | 900.00   | 60          | 900.00   |
|          | CD REWRITABLE, Maxell brand               | pcs.       | 7,650.00     | 120            | 30                       | 2,550.00 | 30          | 2,550.00 | 30          | 2,550.00 | 30          | 2,550.00 |
|          | CORRECTION TAPE 20mm                      | rolls      | 3,375.00     | 50             | 15                       | 1,125.00 | 15          | 1,125.00 | 15          | 1,125.00 | 5           | 375.00   |
|          | DAILY TIME RECORD (DTR)                   | rms.       | 1,200.00     | 7              | 1                        | 200.00   | 3           | 600.00   | 2           | 400.00   | 1           | 200.00   |
|          | DISKETTE 10 pcs. / box, 3.5" Verbatim     | bxes.      | 750.00       | 4              | 1                        | 250.00   | 1           | 250.00   | 1           | 250.00   | 1           | 250.00   |
|          | DVD REWRITABLE                            | pcs.       | 2,940.00     | 40             | 10                       | 980.00   | 10          | 980.00   | 10          | 980.00   | 10          | 980.00   |
|          | ENVELOPE brown, long                      | pcs.       | 12,025.00    | 2450           | 620                      | 4,030.00 | 620         | 4,030.00 | 610         | 3,965.00 | 600         | 3,900.00 |
|          | ENVELOPE brown, short                     | pcs.       | 7,312.50     | 2150           | 545                      | 2,452.50 | 545         | 2,452.50 | 535         | 2,407.50 | 525         | 2,362.50 |
|          | ENVELOPE expanding, long Maroon           | pcs.       | 3,750.00     | 200            | 50                       | 1,250.00 | 50          | 1,250.00 | 50          | 1,250.00 | 50          | 1,250.00 |
|          | ENVELOPE mailing, white, ordinary Big     | bxes.      | 1,500.00     | 8              | 2                        | 500.00   | 2           | 500.00   | 2           | 500.00   | 2           | 500.00   |
|          | FELT PAPER Asstd. Color long              | pcs.       | 2,100.00     | 80             | 20                       | 700.00   | 20          | 700.00   | 20          | 700.00   | 20          | 700.00   |
|          | FOLDER expanding, short (GREEN)           | pcs.       | 780.00       | 80             | 20                       | 260.00   | 20          | 260.00   | 20          | 260.00   | 20          | 260.00   |
|          | FOLDER file, long (Ginza)                 | pcs.       | 7,000.00     | 900            | 275                      | 2,750.00 | 225         | 2,250.00 | 200         | 2,000.00 | 200         | 2,000.00 |
|          | FOLDER file, short (Ginza)                | pcs.       | 4,675.00     | 700            | 200                      | 1,700.00 | 175         | 1,487.50 | 175         | 1,487.50 | 150         | 1,275.00 |

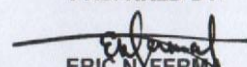
|   |         |           |     |     |          |     |          |     |          |     |          |
|---|---------|-----------|-----|-----|----------|-----|----------|-----|----------|-----|----------|
| FOLDER sliding, long (white)                  | pcs.    | 4,500.00  | 400 | 100 | 1,500.00 | 100 | 1,500.00 | 100 | 1,500.00 | 100 | 1,500.00 |
| HP # 60 BLACK                                 | crtdgs. | 3,600.00  | 4   | 1   | 1,200.00 | 1   | 1,200.00 | 1   | 1,200.00 | 1   | 1,200.00 |
| HP # 60 COLORED                               | crtdgs. | 4,200.00  | 4   | 1   | 1,400.00 | 1   | 1,400.00 | 1   | 1,400.00 | 1   | 1,400.00 |
| INK CARTRIDGE BLACK, HP 678                   | crtdgs. | 3,475.00  | 6   | 2   | 1,390.00 | 1   | 695.00   | 2   | 1,390.00 | 1   | 695.00   |
| INK CARTRIDGE COLORED, HP 678                 | crtdgs. | 2,780.00  | 6   | 1   | 695.00   | 2   | 1,390.00 | 1   | 695.00   | 2   | 1,390.00 |
| MOROCCO CARTOLINA asstd. Color                | pcs.    | 1,440.00  | 80  | 20  | 480.00   | 20  | 480.00   | 20  | 480.00   | 20  | 480.00   |
| PAPER bond, A3, Pilot Subs. 20 size 11x17     | rms.    | 7,620.00  | 20  | 5   | 2,540.00 | 5   | 2,540.00 | 5   | 2,540.00 | 5   | 2,540.00 |
| PAPER bond, A4, Pilot Subs. 20                | rms.    | 16,500.00 | 65  | 18  | 5,400.00 | 17  | 5,100.00 | 20  | 6,000.00 | 10  | 3,000.00 |
| PAPER CLIP big, colored                       | bxs.    | 3,135.00  | 72  | 19  | 1,045.00 | 19  | 1,045.00 | 19  | 1,045.00 | 15  | 825.00   |
| PAPER CLIP small, colored                     | bxs.    | 1,995.00  | 72  | 19  | 665.00   | 19  | 665.00   | 19  | 665.00   | 15  | 525.00   |
| PAPER FASTENER colored                        | bxs.    | 2,340.00  | 46  | 12  | 780.00   | 12  | 780.00   | 12  | 780.00   | 10  | 650.00   |
| PAPER mimeo, whitewove, legal size            | rms.    | 6,286.50  | 40  | 10  | 2,095.50 | 10  | 2,095.50 | 10  | 2,095.50 | 10  | 2,095.50 |
| 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.    | 8,960.00  | 40  | 10  | 3,200.00 | 8   | 2,560.00 | 10  | 3,200.00 | 12  | 3,840.00 |
| PAPER multi copy, short size, PAPER ONE brand | rms.    | 8,400.00  | 40  | 10  | 3,000.00 | 8   | 2,400.00 | 10  | 3,000.00 | 12  | 3,600.00 |
| PAPER ruled pad, 100 sheets (yellow pad)      | pds.    | 675.00    | 9   | 3   | 225.00   | 3   | 225.00   | 3   | 225.00   | 0   | -        |
| PARCHMENT PAPER / pack                        | packs   | 2,250.00  | 20  | 5   | 750.00   | 5   | 750.00   | 5   | 750.00   | 5   | 750.00   |
| PENCIL mongol 2                               | pcs.    | 1,608.00  | 174 | 42  | 504.00   | 46  | 552.00   | 46  | 552.00   | 40  | 480.00   |
| PLASTIC COVER 0.065 MM-1.2 M                  | yrds.   | 4,096.50  | 200 | 50  | 1,365.50 | 50  | 1,365.50 | 50  | 1,365.50 | 50  | 1,365.50 |
| PUNCHER heavy duty, UK brand                  | pcs.    | 2,600.00  | 4   | 2   | 1,300.00 | 2   | 1,300.00 | 0   | -        | 0   | -        |
| RECORD BOOK 100 pgs.                          | bks.    | 975.00    | 20  | 5   | 325.00   | 5   | 325.00   | 5   | 325.00   | 5   | 325.00   |
| RECORD BOOK 300 pgs.                          | bks.    | 3,610.00  | 50  | 12  | 1,140.00 | 13  | 1,235.00 | 13  | 1,235.00 | 12  | 1,140.00 |
| RECORD BOOK 500 pgs.                          | bks.    | 3,750.00  | 40  | 10  | 1,250.00 | 10  | 1,250.00 | 10  | 1,250.00 | 10  | 1,250.00 |
| SIGN PEN Black, pilot                         | pcs.    | 7,410.00  | 88  | 34  | 3,230.00 | 22  | 2,090.00 | 22  | 2,090.00 | 10  | 950.00   |
| SIGN PEN Blue, pilot                          | pcs.    | 1,140.00  | 12  | 4   | 380.00   | 4   | 380.00   | 4   | 380.00   | 0   | -        |
| SIGN PEN Green, pilot                         | pcs.    | 1,140.00  | 12  | 4   | 380.00   | 4   | 380.00   | 4   | 380.00   | 0   | -        |
| STAMP PAD, big                                | pcs.    | 1,350.00  | 12  | 3   | 450.00   | 3   | 450.00   | 3   | 450.00   | 3   | 450.00   |
| STAPLE WIRE #35 Maxell                        | bxs.    | 3,575.00  | 70  | 19  | 1,235.00 | 19  | 1,235.00 | 17  | 1,105.00 | 15  | 975.00   |
| STAPLER # 35 MAX Ad. 50/50R (w/ remover)      | pcs.    | 16,650.00 | 48  | 16  | 7,200.00 | 11  | 4,950.00 | 10  | 4,500.00 | 11  | 4,950.00 |
| TAPE DISPENSER heavy duty (1")                | pcs.    | 4,200.00  | 16  | 4   | 1,400.00 | 4   | 1,400.00 | 4   | 1,400.00 | 4   | 1,400.00 |
| TAPE DOUBLE ADHESIVE 1"                       | rolls   | 2,475.00  | 70  | 19  | 855.00   | 19  | 855.00   | 17  | 765.00   | 15  | 675.00   |
| TAPE MASKING 1"                               | rolls   | 525.00    | 20  | 5   | 175.00   | 5   | 175.00   | 5   | 175.00   | 5   | 175.00   |
| TAPE TRANSPARENT/ SCOTCH 1"                   | rolls   | 2,205.00  | 78  | 21  | 735.00   | 21  | 735.00   | 21  | 735.00   | 15  | 525.00   |
| TAPE TRANSPARENT/ SCOTCH 2"                   | rolls   | 1,125.00  | 30  | 5   | 225.00   | 10  | 450.00   | 10  | 450.00   | 5   | 225.00   |
| WHITEBOARD MARKING PEN black, Pilot           | pcs.    | 2,914.65  | 66  | 17  | 971.55   | 17  | 971.55   | 17  | 971.55   | 15  | 857.25   |
| AIR FRESHNER (FINE TREE)                      | pcs.    | 1,630.80  | 24  | 12  | 815.40   | 6   | 407.70   | 6   | 407.70   | 0   | -        |

|  |        |                   |                  |    |                   |    |                   |     |                   |    |                  |
|--|--------|-------------------|------------------|----|-------------------|----|-------------------|-----|-------------------|----|------------------|
| AIR FRESHNER Glade, Shaldan                | cans   | 1,798.32          | 16               | 4  | 599.44            | 4  | 599.44            | 4   | 599.44            | 4  | 599.44           |
| AIR FRESHNER Glade, Spray (340 grms)       | btls.  | 4,225.00          | 16               | 4  | 1,300.00          | 6  | 1,950.00          | 3   | 975.00            | 3  | 975.00           |
| ALCOGEL (BIG) 100 ml                       | btls.  | 3,073.40          | 26               | 7  | 1,075.69          | 7  | 1,075.69          | 6   | 922.02            | 6  | 922.02           |
| ALCOHOL ,ETHYL (CLEENE,BIG)500 ml.70%      | btls.  | 2,190.75          | 15               | 5  | 730.25            | 5  | 730.25            | 5   | 730.25            | 0  | -                |
| ALCOHOL rubbing Green Cross 500 ml. 70 %   | btls.  | 2,240.28          | 24               | 6  | 746.76            | 6  | 746.76            | 6   | 746.76            | 6  | 746.76           |
| BATHROOM SOAP- Petite size, safeguard      | pcs.   | 375.00            | 17               | 0  | -                 | 5  | 125.00            | 10  | 250.00            | 2  | 50.00            |
| BROOM soft, Bagiuo broom, standard size    | pcs.   | 1,560.00          | 8                | 3  | 585.00            | 4  | 780.00            | 1   | 195.00            | 0  | -                |
| BROOM stick, standard size                 | pcs.   | 190.50            | 6                | 2  | 63.50             | 2  | 63.50             | 2   | 63.50             | 0  | -                |
| DETERGENT BAR, Tide                        | bars   | 284.48            | 8                | 4  | 142.24            | 2  | 71.12             | 2   | 71.12             | 0  | -                |
| DETERGENT POWDER, Tide                     | kls.   | 5,460.00          | 38               | 7  | 1,365.00          | 12 | 2,340.00          | 9   | 1,755.00          | 10 | 1,950.00         |
| DETERGENT POWDER, Tide (Sachet)            | sachet | 1,404.00          | 128              | 44 | 572.00            | 32 | 416.00            | 32  | 416.00            | 20 | 260.00           |
| DISHWASHING LIQUID 250ml. JOY              | btls.  | 1,470.00          | 18               | 5  | 490.00            | 5  | 490.00            | 5   | 490.00            | 3  | 294.00           |
| DOORMAT (CLOTH)                            | pcs.   | 1,505.00          | 45               | 15 | 525.00            | 13 | 455.00            | 15  | 525.00            | 2  | 70.00            |
| GLASS CLEANER 500 ml. ZIM                  | btls.  | 3,500.00          | 14               | 4  | 1,400.00          | 4  | 1,400.00          | 2   | 700.00            | 4  | 1,400.00         |
| LIQUID FLOORWAX Pronto, Red & White        | btls.  | 2,880.00          | 12               | 3  | 960.00            | 3  | 960.00            | 3   | 960.00            | 3  | 960.00           |
| PLEDGE                                     | btls.  | 5,760.00          | 22               | 6  | 1,920.00          | 6  | 1,920.00          | 6   | 1,920.00          | 4  | 1,280.00         |
| SCOTCH BRITE W/ FOAM,Scotch Brite          | pcs.   | 1,610.00          | 32               | 7  | 490.00            | 8  | 560.00            | 8   | 560.00            | 9  | 630.00           |
| TOILET DEODORANT CAKE, with case, albatros | pcs.   | 2,210.00          | 35               | 9  | 765.00            | 8  | 680.00            | 9   | 765.00            | 9  | 765.00           |
| TOILET DUCK                                | btls.  | 2,250.00          | 12               | 3  | 750.00            | 3  | 750.00            | 3   | 750.00            | 3  | 750.00           |
| TOILET TISSUE 12 rolls/ package, twin ply  | rolls  | 1,625.00          | 80               | 25 | 625.00            | 20 | 500.00            | 20  | 500.00            | 15 | 375.00           |
| TRASHBAG plastic, black, 10'S LARGE        | pcs.   | 2,760.00          | 300              | 80 | 960.00            | 50 | 600.00            | 100 | 1,200.00          | 70 | 840.00           |
| ZONROX 1 gal.                              | gals.  | 1,800.00          | 14               | 3  | 540.00            | 3  | 540.00            | 4   | 720.00            | 4  | 720.00           |
| <b>TOTAL:</b>                              |        | <b>418,770.21</b> | <b>11,048.00</b> |    | <b>113,816.65</b> |    | <b>109,386.13</b> |     | <b>104,847.96</b> |    | <b>90,719.47</b> |

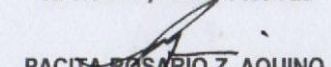
**Note:**

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**  
 GSO-STAFF

**APROVED/DISAPPROVED**

  
**PACITA ROSARIO Z. AQUINO**  
 OIC-GSO