

**ANNUAL PROCUREMENT
For the year 2014**

City of VALENZUELA

Plan Control Number: _____					Planned Amount: PhP	
Department/Office: VALENZUELA POLYTECHNIC COLLEGE					Regular -	Contingen
Item No.	DESCRIPTION	Unit	Unit Cost	QTY.	Total Cost	FIRS Quantity
	OFFICE SUPPLIES EXPENSE					
1	Adding machine paper (57mm)	rolls	15.00	15	225.00	4
2	Ballpen, HBW - blue and black (pilot)	dozen	60.00	3	180.00	1
3	Ballpen, HBW - blue	dozen	60.00	4	240.00	1
4	Ballpen, HBW - black	dozen	60.00	4	240.00	1
5	Bond paper, long, subs. 20	reams	135.00	200	27,000.00	50
6	Bond paper, short, subs. 20	reams	120.00	300	36,000.00	75
7	Carolina (white) 250 gsm	pieces	6.00	100	600.00	25
8	Card printer ribbon (for ID maker)	pieces	4,100.00	12	49,200.00	12
9	CD-rewritable	pieces	15.00	100	1,500.00	25
10	Clear book binder (red-long)	pieces	68.00	20	1,360.00	5
11	Copy printer ink #CPMT21	rolls	1,960.00	10	19,600.00	3
12	Copy printer ink #CPI-10	cartridges	1,080.24	10	10,802.40	3
13	Double sided adhesive tape	pieces	35.00	15	525.00	4
14	Envelope, brown, short	pieces	1.50	50	75.00	15
15	Expanded envelope, long	pieces	15.00	30	450.00	9
16	Expanded envelope, short	pieces	14.00	30	420.00	9
17	Fastener, plastic	boxes	25.00	15	375.00	4
18	Fax paper	rolls	35.00	5	175.00	2
19	Folder (expanded, long, light green)	pieces	16.00	60	960.00	15
20	Folder (expanded, short, light green)	pieces	15.00	60	900.00	15
21	Folder, white, long	pieces	3.50	200	700.00	50
22	Folder, white, short	pieces	3.00	200	600.00	50
23	Glue (Elmer's) big	bottles	50.00	15	750.00	4
24	HP DeskJet #678, black	pieces	390.00	12	4,680.00	3
25	HP DeskJet #678, tri-color	pieces	390.00	12	4,680.00	3
26	HP laser jet P2035n toner	pieces	3,660.80	6	21,964.80	2
27	HP DeskJet D2460 #21 black	pieces	650.00	6	3,900.00	2
28	HP DeskJet D2460 #22 colored	pieces	750.00	6	4,500.00	2
29	HP DeskJet F735 #703 black	pieces	350.00	6	2,100.00	2
30	HP DeskJet F735 #703 colored	pieces	350.00	6	2,100.00	2
31	Laminating pouch plastic	boxes	260.00	10	2,600.00	3
32	Liquid paper	pieces	30.00	12	360.00	3
33	Masking tape 1	pieces	50.00	20	1,000.00	5
34	Oslo paper (500 pieces)	reams	300.00	5	1,500.00	2
35	Paper Clip Big	boxes	15.00	20	300.00	4

36	Packaging Tape	pieces	35.00	12	420.00	3
37	Paper Clip Small	boxes	7.00	20	140.00	4
38	Parchment Paper	reams	150.00	3	450.00	1
39	Pencil #2	boxes	60.00	5	300.00	2
40	Permanent marker Blue	dozens	45.00	2	90.00	1
41	Plastic Cover Thick	roll	850.00	1	850.00	1
42	Printer Ribbon - Fujitsu DL 3850+	pieces	185.00	4	740.00	1
43	Record Book (500 pages)	pieces	300.00	10	3,000.00	3
44	Rubber Band (big)	boxes	150.00	5	750.00	2
45	Rubber Band (small)	boxes	160.00	5	800.00	2
46	Sign Pen, black	boxes	540.00	2	1,080.00	1
47	Staple Wire #35	boxes	35.00	30	1,050.00	8
48	Transparent Tape Big	roll	25.00	20	500.00	5
49	Specialty Paper (light blue) for TOR	reams	1,075.00	5	5,375.00	2
50	Toner #885474	cartridge	2,710.40	15	40,656.00	4
51	Whiteboard Marker Blue	dozen	540.00	10	5,400.00	3
52	Whiteboard Marker Black	dozen	540.00	10	5,400.00	3
53	Sticker Paper, White, Non-glossy	packs	350.00	5	1,750.00	2
54	Sticker paper,pink,orange,blue,non-glossy	packs	60.00	3	180.00	1
	TOTAL				271,493.20	
	OTHER SUPPLIES					
55	Air Freshener	can	215.00	8	1,720.00	2
56	Brush w/ Handle	piece	105.00	8	840.00	2
57	Ceiling Broom	piece	85.00	5	425.00	5
58	Floor Polisher Scrubbing Pad-10" HD	piece	500.00	8	4,000.00	2
59	Floor Polisher Scrubbing Pad-16" HD	piece	650.00	8	5,200.00	2
60	Floor Wax, Red	gal	1,365.00	20	27,300.00	5
61	Garbage Bag, Large	pack	600.00	40	24,000.00	10
62	Insecticide-Baygon Big	can	375.00	8	3,000.00	2
63	Mop Head	piece	95.00	10	950.00	4
64	Mop Head w/ Handle	piece	320.00	8	2,560.00	2
65	Muriatic Acid	gal	278.00	10	2,780.00	3
66	Powder Detergent	kilo	140.00	20	2,800.00	5
67	Round Rags	kilo	55.00	15	825.00	5
68	Rubber Gloves	pair	85.00	6	510.00	2
69	Soft Broom	piece	160.00	12	1,920.00	3
70	Toilet Bowl Brush w/ Handle	piece	56.00	6	336.00	3
71	Toilet Deodorant Cake	piece	45.00	100	4,500.00	25
72	Zonrox Bleach	gal	143.00	12	1,716.00	3
	TOTAL				85,382.00	
	MEDICINES FOR VALPOLY CLINIC					
73	Neozep 500mg	tablet	6.50	700	4,550.00	200
74	Biogesic 200mg	tablet	5.50	700	3,850.00	200
75	Antihistamine 10mg	tablet	16.00	200	3,200.00	50
76	Alcohol	bottle	99.00	20	1,980.00	5

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		Page ___ of 5 pages				
cy	Total	Date Submitted: January, 2014				
D I S T R I B U T I O N						
FIRST QUARTER	SECOND QUARTER		THIRD QUARTER		FOURTH QUARTER	
Amount	Quantity	Amount	Quantity	Amount	Quantity	Amount
60.00	4	60.00	4	60.00	2	30.00
60.00	1	60.00	1	60.00		-
60.00	1	60.00	1	60.00	1	60.00
60.00	1	60.00	1	60.00	1	60.00
6,750.00	50	6,750.00	50	6,750.00	50	6,750.00
9,000.00	75	9,000.00	75	9,000.00	75	9,000.00
150.00	25	150.00	25	150.00	25	150.00
49,200.00		-		-		-
375.00	25	375.00	25	375.00	25	375.00
340.00	5	340.00	5	340.00	5	340.00
5,880.00	3	5,880.00	2	3,920.00	2	3,920.00
3,240.72	3	3,240.72	2	2,160.48	2	2,160.48
140.00	4	140.00	4	140.00	3	105.00
22.50	15	22.50	10	15.00	10	15.00
135.00	7	105.00	7	105.00	7	105.00
126.00	7	98.00	7	98.00	7	98.00
100.00	4	100.00	4	100.00	3	75.00
70.00	1	35.00	1	35.00	1	35.00
240.00	15	240.00	15	240.00	15	240.00
225.00	15	225.00	15	225.00	15	225.00
175.00	50	175.00	50	175.00	50	175.00
150.00	50	150.00	50	150.00	50	150.00
200.00	4	200.00	4	200.00	3	150.00
1,170.00	3	1,170.00	3	1,170.00	3	1,170.00
1,170.00	3	1,170.00	3	1,170.00	3	1,170.00
7,321.60	2	7,321.60	1	3,660.80	1	3,660.80
1,300.00	2	1,300.00	1	650.00	1	650.00
1,500.00	2	1,500.00	1	750.00	1	750.00
700.00	2	700.00	1	350.00	1	350.00
700.00	2	700.00	1	350.00	1	350.00
780.00	3	780.00	2	520.00	2	520.00
90.00	3	90.00	3	90.00	3	90.00
250.00	5	250.00	5	250.00	5	250.00
600.00	1	300.00	1	300.00	1	300.00
60.00	4	60.00	4	60.00	4	60.00

105.00	3	105.00	3	105.00	3	105.00
28.00	4	28.00	4	28.00	4	28.00
150.00	1	150.00	1	150.00		-
120.00	1	60.00	1	60.00	1	60.00
45.00	1	45.00		-		-
850.00		-		-		-
185.00	1	185.00	1	185.00	1	185.00
900.00	3	900.00	2	600.00	2	600.00
300.00	1	150.00	1	150.00	1	150.00
320.00	1	160.00	1	160.00	1	160.00
540.00	1	540.00		-		-
280.00	8	280.00	7	245.00	7	245.00
125.00	5	125.00	5	125.00	5	125.00
2,150.00	1	1,075.00	1	1,075.00	1	1,075.00
10,841.60	4	10,841.60	4	10,841.60	3	8,131.20
1,620.00	3	1,620.00	2	1,080.00	2	1,080.00
1,620.00	3	1,620.00	2	1,080.00	2	1,080.00
700.00	1	350.00	1	350.00	1	350.00
60.00	1	60.00	1	60.00		-
430.00	2	430.00	2	430.00	2	430.00
210.00	2	210.00	2	210.00	2	210.00
425.00		-		-		-
1,000.00	2	1,000.00	2	1,000.00	2	1,000.00
1,300.00	2	1,300.00	2	1,300.00	2	1,300.00
6,825.00	5	6,825.00	5	6,825.00	5	6,825.00
6,000.00	10	6,000.00	10	6,000.00	10	6,000.00
750.00	2	750.00	2	750.00	2	750.00
380.00	2	190.00	2	190.00	2	190.00
640.00	2	640.00	2	640.00	2	640.00
834.00	2	556.00	3	834.00	2	556.00
700.00	5	700.00	5	700.00	5	700.00
275.00	5	275.00	5	275.00		-
170.00	2	170.00	2	170.00		-
480.00	3	480.00	3	480.00	3	480.00
168.00	2	112.00	1	56.00		-
1,125.00	25	1,125.00	25	1,125.00	25	1,125.00
429.00	3	429.00	3	429.00	3	429.00
1,300.00	200	1,300.00	200	1,300.00	100	650.00
1,100.00	200	1,100.00	200	1,100.00	100	550.00
800.00	50	800.00	50	800.00	50	800.00
495.00	5	495.00	5	495.00	5	495.00

70.00	2	70.00	2	70.00		-
380.00	2	380.00	2	380.00		-
198.00	2	198.00		-		-
290.00	2	290.00	2	290.00		-
190.00	2	190.00	1	95.00		-
750.00	2	750.00	1	375.00		-
1,425.00	150	1,425.00	100	950.00	100	950.00
440.00	100	220.00	100	220.00	100	220.00
720.00	3	720.00	3	720.00	1	240.00
470.00	100	235.00	100	235.00	100	235.00
500.00	100	250.00	100	250.00	100	250.00
591.00	150	591.00	100	394.00	100	394.00
96.00	2	96.00	1	48.00		-
204.00	2	136.00	1	68.00		-
865.00	1	865.00	1	865.00		-
297.00	1	297.00		-		-
480.00	30	480.00	30	480.00	10	160.00
195.00	30	195.00	30	195.00	10	65.00
500.00	30	300.00	30	300.00	10	100.00
960.00	10	480.00	10	480.00	10	480.00
480.00	30	480.00	30	480.00	10	160.00
350.00	1	175.00	1	175.00		-
2,775.00	75	2,775.00	75	2,775.00	75	2,775.00
15,000.00		-		-		-

DR. NEDEÑA C. TORRALBA

Name of Department Head/Office