

**DEPARTMENT OF LABOR AND EMPLOYMENT**  
**Regional Office No. III**  
**City of San Fernando, Pampanga**


**ANNUAL PROCUREMENT PROGRAM - 2012**

| Item No. | ARTICLE            | DESCRIPTION    | Qty   | Unit  | Unit Cost | Total Cost | First Quarter |          | Second Quarter |          | Third Quarter |          | Fourth Quarter |          |
|----------|--------------------|----------------|-------|-------|-----------|------------|---------------|----------|----------------|----------|---------------|----------|----------------|----------|
|          |                    |                |       |       |           |            | QTY           | AMOUNT   | QTY            | AMOUNT   | QTY           | AMOUNT   | QTY            | AMOUNT   |
| I.       | Folder             | long           | 13    | packs | 413.92    | 5,380.96   | 4             | 1,655.68 | 3              | 1,241.76 | 3             | 1,241.76 | 3              | 1,241.76 |
|          | Folder             | short          | 7     | packs | 253.76    | 1,776.32   | 2             | 507.52   | 2              | 507.52   | 2             | 507.52   | 1              | 253.76   |
|          | Masking tape       | 1 inches       | 200   | pcs   | 41.60     | 8,320.00   | 50            | 2,080.00 | 50             | 2,080.00 | 50            | 2,080.00 | 50             | 2,080.00 |
|          | Scatch tape        | 1 inches       | 200   | pcs   | 41.60     | 8,320.00   | 50            | 2,080.00 | 50             | 2,080.00 | 50            | 2,080.00 | 50             | 2,080.00 |
|          | Brown envelope     | long           | 2,800 | pcs   | 2.00      | 5,600.00   | 700           | 1,400.00 | 700            | 1,400.00 | 700           | 1,400.00 | 700            | 1,400.00 |
|          | Brown envelope     | short          | 2,000 | pcs   | 1.50      | 3,000.00   | 500           | 750.00   | 500            | 750.00   | 500           | 750.00   | 500            | 750.00   |
|          | Paper clip         | big            | 160   | box   | 15.60     | 2,496.00   | 40            | 624.00   | 40             | 624.00   | 40            | 624.00   | 40             | 624.00   |
|          | Fastener           | plastic        | 300   | box   | 82.04     | 24,612.00  | 75            | 6,153.00 | 75             | 2,625.00 | 75            | 2,625.00 | 75             | 2,625.00 |
|          | Staple wire        | big            | 300   | box   | 25.98     | 7,794.00   | 75            | 1,948.50 | 75             | 1,948.50 | 75            | 1,948.50 | 75             | 1,948.50 |
|          | Cartolina          | assorted color | 100   | pcs   | 5.00      | 500.00     | 25            | 125.00   | 25             | 125.00   | 25            | 125.00   | 25             | 125.00   |
|          | Record book        | 500 pages      | 220   | pcs   | 27.98     | 6,155.60   | 55            | 1,538.90 | 55             | 1,538.90 | 55            | 1,538.90 | 55             | 1,538.90 |
|          | Battery AA         | energizer      | 44    | pcs   | 36.40     | 1,601.60   | 11            | 400.40   | 11             | 400.40   | 11            | 400.40   | 11             | 400.40   |
|          | Rubber bond        | big            | 100   | bxs.  | 132.68    | 13,268.00  | 25            | 3,317.00 | 25             | 3,317.00 | 25            | 3,317.00 | 25             | 3,317.00 |
|          | Ballpen            | pilot          | 720   | pcs   | 26.80     | 19,296.00  | 15            | 4,824.00 | 15             | 4,824.00 | 15            | 4,824.00 | 15             | 4,824.00 |
|          | Sign pen           | pilot          | 600   | pcs   | 41.48     | 24,888.00  | 150           | 6,222.00 | 150            | 6,222.00 | 150           | 6,222.00 | 150            | 6,222.00 |
|          | Pencil             | mongol         | 70    | bxs.  | 24.89     | 1,742.30   | 20            | 497.80   | 20             | 497.80   | 20            | 497.80   | 10             | 248.90   |
|          | Pentel pen         | permanent      | 720   | pcs   | 14.32     | 10,310.40  | 180           | 2,577.60 | 180            | 2,577.60 | 180           | 2,577.60 | 180            | 2,577.60 |
|          | Yellow pad         | VHP            | 350   | pad   | 55.00     | 19,250.00  | 87.5          | 4,812.50 | 87.5           | 4,812.50 | 87.5          | 4,812.50 | 87.5           | 4,812.50 |
|          | liquid eraser      | Touch & Go     | 480   | pcs   | 9.82      | 4,713.60   | 120           | 1,178.40 | 120            | 1,178.40 | 120           | 1,178.40 | 120            | 1,178.40 |
|          | Steadler eraser    | big            | 130   | pcs   | 4.68      | 608.40     | 32.5          | 152.10   | 32.5           | 152.10   | 32.5          | 152.10   | 32.5           | 152.10   |
|          | Cutter             | big            | 30    | pcs   | 27.04     | 811.20     | 7.5           | 202.80   | 7.5            | 202.80   | 7.5           | 202.80   | 7.5            | 202.80   |
|          | Parchment paper    | 9"x12"         | 50    | rm    | 161.20    | 8,060.00   | 12.5          | 2,015.00 | 12.5           | 2,015.00 | 12.5          | 2,015.00 | 12.5           | 2,015.00 |
|          | Expanding envelope | big            | 4     | bxs.  | 675.86    | 2,703.44   | 1             | 675.86   | 1              | 675.86   | 1             | 675.86   | 1              | 675.86   |
|          | Refill parker      | sign pen       | 24    | pcs   | 120.00    | 2,880.00   | 6             | 720.00   | 6              | 720.00   | 6             | 720.00   | 6              | 720.00   |
|          | White Board marker | pilot          | 1,176 | pcs   | 15.80     | 18,580.80  | 294           | 4,645.20 | 294            | 4,645.20 | 294           | 4,645.20 | 294            | 4,645.20 |

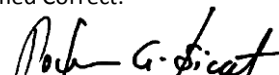
|                         |                 |     |     |          |              |      |            |      |            |      |            |      |            |
|-------------------------|-----------------|-----|-----|----------|--------------|------|------------|------|------------|------|------------|------|------------|
| Bond paper              | long (pilot)    | 150 | rm  | 104.80   | 15,720.00    | 37.5 | 3,930.00   | 37.5 | 3,930.00   | 37.5 | 3,930.00   | 37.5 | 3,930.00   |
| Bond paper              | short (pilot)   | 150 | rm  | 220.00   | 33,000.00    | 37.5 | 8,250.00   | 37.5 | 8,250.00   | 37.5 | 8,250.00   | 37.5 | 8,250.00   |
| Mimeo paper             | long (VHP #20)  | 50  | rm  | 255.00   | 12,750.00    | 12.5 | 3,187.50   | 12.5 | 3,187.50   | 12.5 | 3,187.50   | 12.5 | 3,187.50   |
| Mimeo paper             | short (VHP #20) | 50  | rm  | 102.44   | 5,122.00     | 12.5 | 1,280.50   | 12.5 | 1,280.50   | 12.5 | 1,280.50   | 12.5 | 1,280.50   |
| Xerox paper F4          | long (one)      | 600 | rm  | 144.35   | 86,610.00    | 150  | 21,652.50  | 150  | 21,652.50  | 150  | 21,652.50  | 150  | 21,652.50  |
| Xerox paper A4          | short (one)     | 600 | rm  | 144.35   | 86,610.00    | 150  | 21,652.50  | 150  | 21,652.50  | 150  | 21,652.50  | 150  | 21,652.50  |
| Letter head             | Long w/ logo    | 100 | rm  | 1,650.00 | 165,000.00   | 25   | 41,250.00  | 25   | 41,250.00  | 25   | 41,250.00  | 25   | 41,250.00  |
| Letter head             | Short w/ logo   | 100 | rm  | 1,550.00 | 155,000.00   | 25   | 38,750.00  | 25   | 38,750.00  | 25   | 38,750.00  | 25   | 38,750.00  |
| Mailing envelope        | w/ logo         | 100 | box | 1,500.00 | 150,000.00   | 25   | 37,500.00  | 25   | 37,500.00  | 25   | 37,500.00  | 25   | 37,500.00  |
| Puncher                 | heavy duty      | 12  | pcs | 114.40   | 1,372.80     | 3    | 343.20     | 3    | 343.20     | 3    | 343.20     | 3    | 343.20     |
| Scissor                 | heavy duty (6") | 12  | pcs | 18.72    | 224.64       | 3    | 56.16      | 3    | 56.16      | 3    | 56.16      | 3    | 56.16      |
| Sharpener               | heavy duty      | 12  | pcs | 147.35   | 1,768.20     | 3    | 442.05     | 3    | 442.05     | 3    | 442.05     | 3    | 442.05     |
| HP Toner                | #36 A           | 16  | pcs | 3,299.00 | 52,784.00    | 4    | 13,196.00  | 4    | 13,196.00  | 4    | 13,196.00  | 4    | 13,196.00  |
| HP Ink                  | #27 black       | 24  | pcs | 743.58   | 17,845.92    | 6    | 4,461.48   | 6    | 4,461.48   | 6    | 4,461.48   | 6    | 4,461.48   |
| HP Ink                  | #28 colored     | 16  | pcs | 873.12   | 13,969.92    | 4    | 3,492.48   | 4    | 3,492.48   | 4    | 3,492.48   | 4    | 3,492.48   |
| HP Ink                  | #56 black       | 12  | pcs | 810.90   | 9,730.80     | 3    | 2,432.70   | 3    | 2,432.70   | 3    | 2,432.70   | 3    | 2,432.70   |
| HP Ink                  | #57 colored     | 4   | pcs | 1,352.52 | 5,410.08     | 1    | 1,352.52   | 1    | 1,352.52   | 1    | 1,352.52   | 1    | 1,352.52   |
| HP Ink                  | #21 black       | 8   | pcs | 615.21   | 4,921.68     | 2    | 1,230.42   | 2    | 1,230.42   | 2    | 1,230.42   | 2    | 1,230.42   |
| HP Ink                  | #22 colored     | 8   | pcs | 709.90   | 5,679.20     | 2    | 1,419.80   | 2    | 1,419.80   | 2    | 1,419.80   | 2    | 1,419.80   |
| HP Toner                | #35 A           | 4   | pcs | 2,899.00 | 11,596.00    | 1    | 2,899.00   | 1    | 2,899.00   | 1    | 2,899.00   | 1    | 2,899.00   |
| Samsung Toner           | ML20            | 4   | pcs | 2,958.00 | 11,832.00    | 1    | 2,958.00   | 1    | 2,958.00   | 1    | 2,958.00   | 1    | 2,958.00   |
| Samsung Toner           | ML17            | 4   | pcs | 3,759.00 | 15,036.00    | 1    | 3,759.00   | 1    | 3,759.00   | 1    | 3,759.00   | 1    | 3,759.00   |
| HP Ink                  | #60 black       | 12  | pcs | 649.00   | 7,788.00     | 3    | 1,947.00   | 3    | 1,947.00   | 3    | 1,947.00   | 3    | 1,947.00   |
| HP Toner                | #85 A           | 4   | pcs | 2,999.00 | 11,996.00    | 1    | 2,999.00   | 1    | 2,999.00   | 1    | 2,999.00   | 1    | 2,999.00   |
| HP Toner                | #78A            | 4   | pcs | 3,500.00 | 14,000.00    | 1    | 3,500.00   | 1    | 3,500.00   | 1    | 3,500.00   | 1    | 3,500.00   |
|                         |                 |     |     |          |              |      |            |      |            |      |            |      |            |
|                         |                 |     |     |          |              |      |            |      |            |      |            |      |            |
|                         |                 |     |     |          |              |      |            |      |            |      |            |      |            |
|                         |                 |     |     |          |              |      |            |      |            |      |            |      |            |
| <b>TOTAL (Supplies)</b> |                 |     |     |          | 1,098,435.86 |      | 275,045.07 |      | 271,103.15 |      | 271,103.15 |      | 270,600.49 |

| Item No.   | ARTICLE   | DESCRIPTION     | Qty   | Unit  | Unit Cost | Total Cost   | First Quarter |            | Second Quarter |            | Third Quarter |            | Fourth Quarter |            |
|------------|---|-----------------|-------|-------|-----------|--------------|---------------|------------|----------------|------------|---------------|------------|----------------|------------|
|            |   |                 |       |       |           |              | QTY           | AMOUNT     | QTY            | AMOUNT     | QTY           | AMOUNT     | QTY            | AMOUNT     |
| <b>II</b>  | <b>GOVERNMENT FORMS</b>                         |                 |       |       |           |              |               |            |                |            |               |            |                |            |
|            | Official Receipt                                |                 | 1,000 | pads  | 100.00    | 100,000.00   | 250           | 25,000.00  | 250            | 25,000.00  | 250           | 25,000.00  | 250            | 25,000.00  |
| <b>III</b> | <b>REPAIR AND MAINTENANCE OF MOTOR VEHICLES</b> |                 |       |       |           |              |               |            |                |            |               |            |                |            |
|            | Battery   | 3SM motolite    | 6     | unit  | 3,000.00  | 18,000.00    | 2             | 4,500.00   | 2              | 4,500.00   | 1             | 4,500.00   | 1              | 4,500.00   |
|            | Fan Belt  |                 | 12    | unit  | 250.00    | 3,000.00     | 3             | 750.00     | 3              | 750.00     | 3             | 750.00     | 3              | 750.00     |
|            | Break Fluid                                     | Prestone        | 6     | liter | 350.00    | 2,100.00     | 2             | 525.00     | 2              | 525.00     | 1             | 525.00     | 1              | 525.00     |
|            | Motor oil                                       | #40             | 30    | liter | 150.00    | 4,500.00     | 7.5           | 1,125.00   | 7.5            | 1,125.00   | 7.5           | 1,125.00   | 7.5            | 1,125.00   |
|            | Tires   | Goodyear        | 24    | pcs   | 2,500.00  | 60,000.00    | 6             | 15,000.00  | 6              | 15,000.00  | 6             | 15,000.00  | 6              | 15,000.00  |
|            | Maintenance                                     | vehicle         | 6     | unit  | 20,000.00 | 120,000.00   | 2             | 30,000.00  | 2              | 30,000.00  | 1             | 30,000.00  | 1              | 30,000.00  |
| <b>IV</b>  | <b>OFFICE RENTAL</b>                            |                 |       |       |           |              |               |            |                |            |               |            |                |            |
|            | Regional Office                                 | SWLTC building  | 1     | unit  | 84,000.00 | 1,008,000.00 |               | 252,000.00 |                | 252,000.00 |               | 252,000.00 |                | 252,000.00 |
|            | Aurora  | Office building | 1     | unit  | 11,000.00 | 132,000.00   |               | 33,000.00  |                | 33,000.00  |               | 33,000.00  |                | 33,000.00  |
|            | Bataan  | Office building | 1     | unit  | 9,680.00  | 116,160.00   |               | 29,040.00  |                | 29,040.00  |               | 29,040.00  |                | 29,040.00  |
|            | Bulacan   | Office building | 1     | unit  | 24,200.00 | 290,400.00   |               | 72,600.00  |                | 72,600.00  |               | 72,600.00  |                | 72,600.00  |
|            | Pampanga  | Office building | 1     | unit  | 16,470.59 | 197,647.08   |               | 49,411.77  |                | 49,411.77  |               | 49,411.77  |                | 49,411.77  |
|            | Tarlac  | Office building | 1     | unit  | 13,156.00 | 157,872.00   |               | 39,468.00  |                | 39,468.00  |               | 39,468.00  |                | 39,468.00  |
|            | Olongapo  | Office building | 1     | unit  | 19,452.40 | 233,428.80   |               | 58,357.20  |                | 58,357.80  |               | 58,357.80  |                | 58,357.80  |
|            |   |                 |       |       |           |              |               |            |                |            |               |            |                |            |
|            |   |                 |       |       |           |              |               |            |                |            |               |            |                |            |
|            | <b>TOTAL (II, III, &amp; IV)</b>                |                 |       |       |           | 2,443,107.88 |               | 610,776.97 |                | 610,777.57 |               | 610,777.57 |                | 610,777.57 |


Prepared by:

  
**JASON Z. GOPEZ**  
Admin.Asst. III


Certified Correct:

  
**POTENCIANO A. SICAT**  
Admin. Officer V

Noted by:

  
**LORNA S.M. TOLBOYA**  
Chief Admin. Officer

Approved by:

  
**LEOPOLDO B. DE JESUS**  
OIC-Office of the Regional Director