

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount					Date Submitted:			
Department / Office: 20% DEVELOPMENT FUND - AGRICULTURE					Regular 30,755.00	Contingency 1,555.00		Total 32,310.00					
Item No.	Description	Unit	Qty.	Unit Cost	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Envelope, Documentary, Brown, A4, 500s		2	750.00	1,500.00	2	1,500.00	0	0		-		-
2	Envelope, Documentary, Brown, Legal, 500s		2	820.00	1,640.00	2	1,640.00		0		-		-
3	Envelope, Mailing, Legal, White, 500s		1	280.00	280.00	1	280.00		0		-		-
4	Fastener		2	115.00	230.00	2	230.00		0		-		-
5	File Folder, Tagboard, A4		2	295.00	590.00	2	590.00		0		-		-
6	File Folder, Tagboard, Legal		2	325.00	650.00	2	650.00		0		-		-
7	Notebook, Stenographer		200	25.00	5,000.00	150	3,750.00		0		-	50	1,250.00
8	Paper, Bond, A4		15	170.00	2,550.00	10	1,700.00		0		-	5	850.00
9	Paper, Bond, Colored (yellow and green), Legal		0		-		-		0		-		-
10	Paper, Bond, Legal		15	190.00	2,850.00	10	1,900.00		0		-	5	950.00
11	Paper, Carbon, Ordinary		2	120.00	240.00	2	240.00		0		-		-
12	Paper, Copy, A4		15	190.00	2,850.00	10	1,900.00		0		-	5	950.00
13	Paper, Copy, Legal		15	210.00	3,150.00	10	2,100.00		0		-	5	1,050.00
14	Paper, Parchment, A4		2	175.00	350.00	2	350.00		0		-		-
15	Paper, Ruled Pad		15	35.00	525.00	15	525.00		0		-		-
16	Pen, Ballpen, black		200	20.00	4,000.00	150	3,000.00		0		-	50	1,000.00
17	Pen, Marking, Permanent, Black		25	45.00	1,125.00	20	900.00		0		-	5	225.00
18	Pen, Marking, Whiteboard, Black		25	45.00	1,125.00	20	900.00		0		-	5	225.00
19	Pencil, Ordinary		15	30.00	450.00	15	450.00		0		-		-
20	Tape, Masking 1"		15	45.00	675.00	10	450.00		0		-	5	225.00
21	Tape, Packaging 2"		15	35.00	525.00	10	350.00		0		-	5	175.00
22	Tape, Transparent 1"		15	30.00	450.00	10	300.00		0		-	5	150.00
	Contingencies				1,555.00		527.50						1,027.50
TOTAL					32,310.00	24,232.50		-		-		8,077.50	

This is to certify that the above procurement program is in accordance with objectives of the LGU

Recommended by:

PONCIANO CHITO F. ESTACIO
Provincial General Services Officer

Approved by:

CASIMIRO A. YNARES III. M.D.
Governor