

## ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: <b>PROVINCE OF RIZAL</b>													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: <b>PROVINCIAL ACCOUNTING OFFICE</b>					Regular	Contingency		Total					
					<b>222,700.00</b>	<b>39,300.00</b>		<b>262,000.00</b>					
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	Binder, Hardbound Screw, 12" x 11" x 2" with 2 screw		50	195.50	9,775.00		-	50	9775		-		-
2	Binder, Hardbound Screw, 9" x 15" x 2" with 2 screw		200	169.00	33,800.00		-	100	16900		-	100	16,900.00
3	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		12	91.00	1,092.00	12	1,092.00		0		-		-
4	Box, Document Storage, Foldable Flap, 12"W x 10"H x 15"L		240	143.50	34,440.00	60	8,610.00	120	17220		-	60	8,610.00
5	CD Recordable		12	11.50	138.00	6	69.00		0		-	6	69.00
6	Clip, Plastic, Jumbo, 50mm		10	20.00	200.00		-		0	10	200.00		-
7	Clip, Plastic, Small, 33mm		21	9.50	199.50		-		0		-	21	199.50
8	Correction Fluid		12	13.50	162.00		-	6	81	6	81.00		-
9	Data Folder, with finger ring and clear plastic pocket for label		24	101.00	2,424.00	12	1,212.00		0		-	12	1,212.00
10	Diskette, 3.5"		10	81.50	815.00	10	815.00		0		-		-
11	Fastener		24	108.00	2,592.00	12	1,296.00		0	12	1,296.00		-
12	File Folder, Board, Colored, for Financial Statement Cover, 22gsm, Pastelle		13	8.00	104.00		-		0	13	104.00		-
13	File Folder, Clear Plastic for Financial Statement Cover, white, long		12	19.50	234.00		-		0	12	234.00		-
14	File Folder, Expanding, Legal, Green		12	15.50	186.00		-		0	12	186.00		-
15	File Folder, Ordinary, Legal		25	324.50	8,112.50	7	2,271.50	6	1947	6	1,947.00	6	1,947.00
16	Form No. 81 - Index of Payment to Employees		3000	2.25	6,750.00	3000	6,750.00		0		-		-
17	Ink Cartridge, EPSON 73N, Black		2	715.00	1,430.00	2	1,430.00		0		-		-
18	Ink Cartridge, EPSON 73N, Cyan		1	715.00	715.00	1	715.00		0		-		-
19	Ink Cartridge, EPSON 73N, Magenta		1	715.00	715.00	1	715.00		0		-		-
20	Ink Cartridge, EPSON 73N, Yellow		1	715.00	715.00	1	715.00		0		-		-
21	Ink Cartridge, HP 27, Black, Original		3	1,036.50	3,109.50	2	2,073.00		0		-	1	1,036.50
22	Ink Cartridge, HP 28, Colored, Original		2	1,218.00	2,436.00	2	2,436.00		0		-		-
23	Ink Cartridge, HP 56, Black, Original		6	1,131.50	6,789.00	2	2,263.00	2	2263	2	2,263.00		-
24	Ink Cartridge, HP 57, Colored, Original		3	1,886.50	5,659.50	2	3,773.00		0		-	1	1,886.50
25	Ink Cartridge, Lexmark, 17 Black		4	1,267.50	5,070.00		-	2	2535		-	2	2,535.00
26	Ink, Refill, Oil Base, Black, 1000ml		1	1,948.50	1,948.50	1	1,948.50		0		-		-
27	Ink, Risograph, CR1630		2	1,804.50	3,609.00		-	2	3609		-	0	-
28	Ink, Stamp Pad, Green		24	32.00	768.00	24	768.00		0		-		-
29	Notebook, Columnar, 12 columns		6	25.00	150.00		-	3	75	3	75.00		-
30	Pad, Columnar, 18 columns		6	89.50	537.00		-		0		-	6	537.00

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					<b>222,700.00</b>	<b>39,300.00</b>		<b>262,000.00</b>					
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
31	Pad, Columnar, 4 columns		6	29.00	174.00	6	174.00		0		-		-
32	Paper, Bond, A4		26	172.00	4,472.00	15	2,580.00		0	5	860.00	6	1,032.00
33	Paper, Bond, Legal		48	212.50	10,200.00	15	3,187.50	20	4250	5	1,062.50	8	1,700.00
34	Paper, Continuous Form with side perforation, 2 ply, 11 x 9 1/2, Plain, 1000s		24	939.00	22,536.00	6	5,634.00	6	5634	6	5,634.00	6	5,634.00
35	Paper, Continuous Form with side perforation, 3 ply, 11 x 9 1/2, Plain, 1000s		12	808.00	9,696.00	6	4,848.00		0	6	4,848.00		-
36	Paper, Continuous Form with side perforation, 4 ply, 11 x 9 1/2, Plain, 1000s		6	530.00	3,180.00		-	3	1590		-	3	1,590.00
37	Paper, Copy, A4		20	202.00	4,040.00	10	2,020.00		0		-	10	2,020.00
38	Paper, Copy, Legal		24	228.50	5,484.00	12	2,742.00		0	12	2,742.00		-
39	Paper, Fax Machine Sharp FO3CR		4	750.50	3,002.00	2	1,501.00		0		-	2	1,501.00
40	Paper, Mimeo, White, Legal		30	113.50	3,405.00	15	1,702.50		0	8	908.00	7	794.50
41	Paper, Ruled Pad		6	31.00	186.00		-	6	186		-		-
42	Paste		12	28.50	342.00		-		0		-	12	342.00
43	Pen, Ballpen, (black, blue, red, green)		400	6.50	2,600.00	100	650.00	100	650	111	721.50	89	578.50
44	Pen, Marker, Fluorescent, 3 colors		4	55.00	220.00	4	220.00		0		-		-
45	Pen, Marking, Permanent, Black		3	20.25	60.75		-	3	60.75		-		-
46	Pen, Marking, Permanent, Red		3	20.25	60.75		-	3	60.75		-		-
47	Puncher		4	122.00	488.00	4	488.00		0		-		-
48	Record Book, 500 pages		18	107.00	1,926.00	9	963.00		0	9	963.00		-
49	Ribbon Cartridge, EPSON FX-2180		4	942.00	3,768.00	2	1,884.00		0		-	2	1,884.00
50	Ribbon Cartridge, EPSON LX-300+II		6	100.00	600.00		-	3	300	3	300.00		-
51	Ribbon Cartridge, EPSON, LQ-300+11		9	130.00	1,170.00	6	780.00	0	0	0	-	3	390.00
52	Ribbon Cartridge, FX 2190		4	435.50	1,742.00		-	2	871		-	2	871.00
53	Ribbon, for Adding Machine, 2 spool		12	29.00	348.00	12	348.00		0		-		-
54	Ribbon, Manual Typewriter		12	19.50	234.00	12	234.00		0		-		-
55	Rubber Band, #18		6	128.50	771.00	1	128.50		0		-	5	642.50
56	Ruler, Plastic, 12", (300mm)		12	5.00	60.00		-		0		-	12	60.00
57	Ruler, Plastic, 18", (450mm)		5	37.00	185.00		-		0	5	185.00		-
58	Sign Pen, Black		36	51.50	1,854.00	12	618.00		0	12	618.00	12	618.00
59	Stamp Pad, Felt Pad, Big		3	455.50	1,366.50		-	1	455.5		-	2	911.00
60	Staple Remover		24	8.25	198.00	24	198.00		0		-		-

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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
61	Staple Wire, #35		40	24.50	980.00	20	490.00		0	20	490.00		-
62	Stapler, Medium, #35		4	282.50	1,130.00	0	-	4	1130	0	-		-
63	Tape, Adding Machine		12	13.00	156.00		-		0	12	156.00		-
64	Tape, Double-sided, 1"		4	162.50	650.00		-	4	650		-		-
65	Tape, Transparent 1"		51	14.50	739.50	15	217.50	12	174	12	174.00	12	174.00
	Contingencies				39,300.00		14,737.50		8842.5		5,895.00		9,825.00
<b>TOTAL</b>					<b>262,000.00</b>	<b>85,297.50</b>		<b>79,259.50</b>		<b>31,943.00</b>		<b>65,500.00</b>	

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