

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL ADMINISTRATOR'S OFFICE - PROPER					Regular 15,514.00	Contingency 6,700.00		Total 22,214.00					
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
	Airfreshener		4	110.00	440.00	1	110.00	1	110	1	110.00	1	110.00
	Alcohol, Rubbing		4	80.00	320.00	1	80.00	1	80	1	80.00	1	80.00
	Clip, Plastic, Small, 33mm		6	10.00	60.00	2	20.00	2	20	1	10.00	1	10.00
	Correction Fluid		4	12.00	48.00	1	12.00	1	12	1	12.00	1	12.00
	Envelope, Documentary, Brown, A4, 500s		40	6.00	240.00	10	60.00	10	60	10	60.00	10	60.00
	Envelope, Documentary, Brown, Legal, 500s		40	7.00	280.00	10	70.00	10	70	10	70.00	10	70.00
	Envelope, Expanding, Legal		30	20.00	600.00	10	200.00	10	200	10	200.00		-
	Fastener		4	50.00	200.00	1	50.00	1	50	1	50.00	1	50.00
	File Folder, Ordinary, Legal		1	285.00	285.00	0	-	1	285		-		-
	Ink Cartridge, HP Laser Jet P1102		4	1,800.00	7,200.00	1	1,800.00	1	1800	1	1,800.00	1	1,800.00
	Insecticide		4	110.00	440.00	1	110.00	1	110	1	110.00	1	110.00
	Paper, Copy, Legal		10	165.00	1,650.00	4	660.00	2	330	2	330.00	2	330.00
	Paper, Copy, Short		10	160.00	1,600.00	3	480.00	2	320	2	320.00	3	480.00
	Paper, Ruled Pad		4	30.00	120.00	1	30.00	1	30	1	30.00	1	30.00
	Pen, Ballpen, black		60	7.00	420.00	15	105.00	15	105	15	105.00	15	105.00
	Pen, Marking, Permanent, Black		2	30.00	60.00	1	30.00		0		-	1	30.00
	Pencil, Ordinary		1	70.00	70.00	1	70.00		0		-		-
	Record Book, 300 pages		7	70.00	490.00	3	210.00	2	140	2	140.00		-
	Sign Pen, Black		16	40.00	640.00	4	160.00	4	160	4	160.00	4	160.00
	Staple Wire, #35		2	35.00	70.00		-	1	35		-	1	35.00
	Tape, Masking 1"		3	65.00	195.00	1	65.00	1	65	1	65.00		-
	Tape, Transparent 1"		2	7.00	14.00	1	7.00		0	1	7.00		-
	Toilet Tissue		1	72.00	72.00	1	72.00		0		-		-
	Contingencies				6,700.00		3,400.00	0	1700		1,600.00		
TOTAL					22,214.00		7,801.00		5,682.00		5,259.00		3,472.00

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