

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL AGRICULTURE'S OFFICE					Regular	Contingency		Total					
					49,085.00	1,841.05		50,926.05					
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
	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		35	65.00	2,275.00	27	1,755.00		0		-	8	520.00
	Calculator, 12-digits, 2-way power source		12	155.00	1,860.00	9	1,395.00		0		-	3	465.00
	Calculator, Mini-Printing, 12 digits		1	720.00	720.00	1	720.00		0		-		-
	Correction Fluid		20	12.00	240.00	15	180.00		0		-	5	60.00
	Cutter		5	28.00	140.00	5	140.00		0		-		-
	Cutter Blade, 1"		2	10.00	20.00	2	20.00		0		-		-
	Dating and Stamping Machine		1	490.00	490.00	1	490.00		0		-		-
	Envelope, Expanding, Plastic, Legal		35	52.00	1,820.00	27	1,404.00		0		-	8	416.00
	Eraser, Rubber		40	5.00	200.00	30	150.00		0		-	10	50.00
	Fastener		10	85.00	850.00	8	680.00		0		-	2	170.00
	File Folder, Tagboard, A4		1	250.00	250.00	1	250.00		0		-		-
	File Folder, Tagboard, Legal		1	275.00	275.00	1	275.00		0		-		-
	Flash Drive, 4GB		12	470.00	5,640.00	9	4,230.00		0		-	3	1,410.00
	Glue		5	40.00	200.00	3	120.00		0		-	2	80.00
	Notebook, Stenographer		50	10.00	500.00	30	300.00		0		-	20	200.00
	Paper, Bond, A4		30	140.00	4,200.00	23	3,220.00		0		-	7	980.00
	Paper, Bond, Legal		30	170.00	5,100.00	23	3,910.00		0		-	7	1,190.00
	Paper, Carbon Film, Legal		5	70.00	350.00	4	280.00		0		-	1	70.00
	Paper, Copy, A4		30	160.00	4,800.00	23	3,680.00		0		-	7	1,120.00
	Paper, Copy, Legal		30	180.00	5,400.00	23	4,140.00		0		-	7	1,260.00
	Paper, Parchment, A4		2	150.00	300.00	1	150.00		0		-	1	150.00
	Paper, Ruled Pad		50	25.00	1,250.00	30	750.00		0		-	20	500.00
	Paper, Thermal		10	40.00	400.00	5	200.00		0		-	5	200.00
	Paste		5	25.00	125.00	3	75.00		0		-	2	50.00
	Pen, Ballpen, black		200	15.00	3,000.00	150	2,250.00		0		-	50	750.00
	Pen, Marker, Fluorescent, 3 colors		5	43.00	215.00	3	129.00		0		-	2	86.00
	Pen, Marking, Permanent, Black		20	25.00	500.00	15	375.00		0		-	5	125.00
	Pen, Marking, Whiteboard, Black		20	25.00	500.00	15	375.00		0	0	-	5	125.00
	Pencil, Ordinary		10	25.00	250.00	10	250.00		0		-		-
	Push Pin, Flat Head Type		5	30.00	150.00	5	150.00		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
	Record Book, 300 pages		10	65.00	650.00	5	325.00		0		-	5	325.00
	Ribbon Cartridge, EPSON RN 8750		10	80.00	800.00	5	400.00		0		-	5	400.00
	Rubber Band, #18		2	100.00	200.00	2	200.00		0		-		-
	Ruler, Plastic, 18", (450mm)		45	5.00	225.00	30	150.00		0		-	15	75.00
	Scissor, 158mm		10	18.00	180.00	10	180.00		0		-		-
	Sharpener		2	150.00	300.00	2	300.00		0		-		-
	Sign Pen, Black		20	40.00	800.00	15	600.00		0		-	5	200.00
	Staple Remover		15	9.00	135.00	15	135.00		0		-		-
	Staple Wire, #35		10	20.00	200.00	5	100.00		0		-	5	100.00
	Stapler, Medium, #35		10	230.00	2,300.00	5	1,150.00		0		-	5	1,150.00
	Tape Dispenser		2	50.00	100.00	2	100.00		0		-	0	-
	Tape, Adding Machine		10	10.00	100.00	10	100.00		0		-		-
	Tape, Double-sided, 1"		0		-		-		0		-		-
	Tape, Masking 1"		15	40.00	600.00	15	600.00		0		-		-
	Tape, Packaging 2"		10	25.00	250.00	5	125.00		0		-	5	125.00
	Tape, Transparent 1"		15	15.00	225.00	10	150.00		0		-	5	75.00
	Contingencies				1,841.05		1,536.54						304.51
TOTAL					50,926.05	38,194.54	-	-	-	-	-	-	12,731.51

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