

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL ASSESSOR'S OFFICE					Regular	Contingency		Total					
					140,490.29	24,831.71		165,322.00					
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
	Alcohol, Rubbing		20	49.40	988.00	15	741.00		0		-	5	247.00
	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		235	95.00	22,325.00	160	15,200.00		0		-	75	7,125.00
	Calculator, 12-digits, 2-way power source		9	390.00	3,510.00	5	1,950.00		0	4	1,560.00		-
	Clip, Plastic, Small, 33mm		0	25.00	1,000.00	24	600.00		0		-	16	400.00
	Correction Fluid		40	65.00	2,600.00	20	1,300.00		0	20	1,300.00		-
	Cutter, Table Type		1	1,560.00	1,560.00		-		0		-	1	1,560.00
	Data Folder, with finger ring and clear plastic pocket for label		230	98.00	22,540.00	230	22,540.00		0		-		-
	Envelope, Documentary, Brown, Legal, 500s		4	810.70	3,242.80	2	1,621.40		0	2	1,621.40		-
	Envelope, Expanding, Plastic, Legal		38	90.95	3,456.10	19	1,728.05		0	19	1,728.05		-
	Envelope, Mailing, Legal, White, 500s		4	260.00	1,040.00	4	1,040.00		0		-		-
	Eraser, for Ink		35	15.60	546.00	15	234.00		0	20	312.00		-
	Erasing Shield		4	130.00	520.00	2	260.00		0	2	260.00		-
	Fastener		22	110.00	2,420.00		-		0		-	22	2,420.00
	File Folder, Expanding, Legal, Green		2	910.00	1,820.00	1	910.00		0	1	910.00		-
	File Folder, Ordinary, Legal		4	900.00	3,600.00	2	1,800.00		0		-	2	1,800.00
	Flash Drive, 2GB		6	260.00	1,560.00		-		0	6	1,560.00		-
	Flash Drive, 4GB		8	650.00	5,200.00	8	5,200.00		0		-		-
	Illustration Board, 1 whole		3	190.00	570.00		-		0		-	3	570.00
	Index Card, 5 x 8		2	130.00	260.00	2	260.00		0		-		-
	Ink, Refill, Oil Base, 500ml		1	1,948.80	1,948.80	0	-		0	1	1,948.80		-
	Ink, Stamp Pad, Purple/Violet with applicator		19	32.50	617.50		-		0	19	617.50		-
	Ink, Technical Pen, Staedler		10	130.00	1,300.00		-		0	10	1,300.00		-
	Ladder, Aluminum, 5 step		1	3,907.49	3,907.49		-		0	1	3,907.49		-
	Lettering Guide, FUJI Brand, 3 pcs/pack (80, 90, 120 cl)		1	1,300.00	1,300.00	1	1,300.00		0		-		-
	Paper, Bond, Legal		8	235.00	1,880.00		-		0	4	940.00	4	940.00
	Paper, Carbon Film, Legal		8	90.95	727.60	8	727.60		0		-		-
	Paper, PPC, Legal		8	245.00	1,960.00		-		0	4	980.00	4	980.00
	Paper, Ruled Pad		15	32.50	487.50		-		0	15	487.50		-
	Paste		15	32.50	487.50		-		0	15	487.50		-
	Pen, Ballpen, (black, blue, red)		160	45.50	7,280.00	160	7,280.00		0		-		-
	Pen, Marker, Flourescent, 3 colors		38	84.50	3,211.00		-		0	38	3,211.00		-

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.						Planned Amount						Date Submitted:	
Department / Office: PROVINCIAL ASSESSOR'S OFFICE						Regular 140,490.29		Contingency 24,831.71		Total 165,322.00			
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
	Pen, Marking, Pentel, (black, blue, red)		25	45.00	1,125.00	10	450.00		0		-	15	675.00
	Pen, Technical (0.2, 0.3, 0.5, 0.8, 1.0)		4	650.00	2,600.00		-		0		-	4	2,600.00
	Pencil, Ordinary		10	65.00	650.00	10	650.00		0		-		-
	Pencil, Steadler, HB, Blue		15	110.00	1,650.00		-		0		-	15	1,650.00
	Record Book, 500 pages		40	65.00	2,600.00		-		0		-	40	2,600.00
	Rubber Band, #18		2	140.00	280.00		-		0	2	280.00		-
	Rubber Stamp		38	100.00	3,800.00		-		0	38	3,800.00		-
	Ruler, Plastic, 12", (300mm)		10	65.00	650.00		-		0		-	10	650.00
	Ruler, Protractor, 360 degrees		4	260.00	1,040.00		-		0		-	4	1,040.00
	Ruler, T-Square, 30 x 60		3	350.00	1,050.00		-		0		-	3	1,050.00
	Scibber, FUJI		3	1,300.00	3,900.00	3	3,900.00		0		-		-
	Sign Pen, Black		39	80.00	3,120.00		-		0	39	3,120.00		-
	Stamp Pad, Felt Pad, Big		20	32.50	650.00		-		0		-	20	650.00
	Staple Remover		15	25.00	375.00		-		0	15	375.00		-
	Staple Wire, #10		20	32.00	640.00	20	640.00		0		-		-
	Staple Wire, #35		20	65.00	1,300.00	20	1,300.00		0		-		-
	Stapler, Medium, #35		20	150.00	3,000.00		-		0		-	20	3,000.00
	Stapler, Small, #10		37	95.00	3,515.00		-		0		-	37	3,515.00
	Tape Dispenser		2	95.00	190.00		-		0	2	190.00		-
	Tape, Masking 1"		10	65.00	650.00		-		0	6	390.00	4	260.00
	Tape, Masking 2"		2	70.00	140.00		-		0		-	2	140.00
	Tape, Meter Tape, Plastic, 50 meters		2	1,200.00	2,400.00		-		0	2	2,400.00		-
	Tape, Transparent 1"		10	130.00	1,300.00		-		0		-	10	1,300.00
	Contingencies				24,831.71		6,207.93		6,207.93		6,207.93		6,207.92
TOTAL					165,322.00		77,839.98		6,207.93		39,894.17		41,379.92

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