

## 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 BUDGET OFFICE</b>					Regular	Contingency		Total					
					<b>232,672.79</b>	<b>41,127.21</b>		<b>273,800.00</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	Alcohol, Rubbing		60	39.26	2,355.60	10	392.60	25	981.5	15	588.90	10	392.60
2	Binder, Ring, Plastic, 1 1/2 x 23"		40	65.00	2,600.00		-	40	2600		-		-
3	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		45	69.77	3,139.65	20	1,395.40		0		-	25	1,744.25
4	Box, Index Card, 5" x 8"		4	59.38	237.52	4	237.52		0		-		-
5	Box, Index, Leveret, 8 1/4"H x 9 1/2"L x 12 1/2"W		30	450.00	13,500.00		-	30	13500		-		-
6	CD Rewritable		10	17.16	171.60	5	85.80		0		-	5	85.80
7	Clip, Backfold, 32mm, 12s		2	13.26	26.52		-	2	26.52		-		-
8	Clip, Backfold, 50mm, 12s		3	39.52	118.56		-	3	118.56		-		-
9	Clip, Bulldog		30	7.99	239.70		-	30	239.7		-		-
10	Clip, Plastic, Jumbo, 50mm		30	15.39	461.70	10	153.90		0		-	20	307.80
11	Clip, Plastic, Small, 33mm		50	7.28	364.00	40	291.20		0		-	10	72.80
12	Correction Fluid		40	10.37	414.80	20	207.40		0		-	20	207.40
13	Cutter		16	24.96	399.36	8	199.68		0		-	8	199.68
14	Cutter Blade, 1"		5	7.51	37.55	5	37.55		0		-		-
15	Data Folder, with finger ring and clear plastic pocket for label		45	77.26	3,476.70	20	1,545.20		0		-	25	1,931.50
16	Envelope, Documentary, Brown, A4, 500s		2	648.96	1,297.92	1	648.96		0		-	1	648.96
17	Envelope, Documentary, Brown, Legal, 500s		1	774.22	774.22		-	1	774.22		-	0	-
18	Envelope, Mailing, Legal, White, 500s		1	225.35	225.35		-		0		-	1	225.35
19	Eraser, Rubber		30	2.58	77.40	30	77.40		0		-		-
20	Fastener		15	83.08	1,246.20	10	830.80		0	5	415.40		-
21	File Folder, Clear Plastic Sliding, Long		50	15.00	750.00		-		0	50	750.00		-
22	File Folder, Pressboard, Legal, 100s		1	715.52	715.52	1	715.52		0		-		-
23	File Folder, Tagboard, A4		3	222.04	666.12	2	444.08		0	1	222.04		-
24	File Folder, Tagboard, Legal		4	249.60	998.40	2	499.20		0		-	2	499.20
25	Flash Drive, 4GB		20	462.80	9,256.00	5	2,314.00	5	2314	5	2,314.00	5	2,314.00
26	Forms, Obligation Control Cards		3200	20.00	64,000.00	2000	40,000.00		0		-	1200	24,000.00
27	Glue		4	37.62	150.48	2	75.24		0	2	75.24		-
28	Index Card, 3 x 5		1	111.61	111.61	1	111.61		0		-		-
29	Ink Cartridge, EPSON 73N, Black		11	650.00	7,150.00	5	3,250.00		0	3	1,950.00	3	1,950.00
30	Ink Cartridge, EPSON 73N, colored. 3s		4	1,950.00	7,800.00		-	2	3900		-	2	3,900.00

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
31	Ink Cartridge, HP 45, Black		15	1,306.24	19,593.60	3	3,918.72	4	5,224.96	4	5,224.96	4	5,224.96
32	Ink Cartridge, HP 78, tri-color		5	1,451.84	7,259.20	2	2,903.68		0	2	2,903.68	1	1,451.84
33	Ink Cartridge, HP Part No. CC640WA, Black, D2560		24	631.28	15,150.72	8	5,050.24	4	2,525.12	8	5,050.24	4	2,525.12
34	Ink Cartridge, HP Part No. CC643WA, Tri-color, D2560		6	759.20	4,555.20		-	2	1,518.40	2	1,518.40	2	1,518.40
35	Ink Cartridge, HP900, CB314A, Black		15	288.08	4,321.20	3	864.24	3	864.24	5	1,440.40	4	1,152.32
36	Ink Cartridge, HP900, CB315A, Tri-Color		5	372.32	1,861.60		-	2	744.64		-	3	1,116.96
37	Ink, Refill, EPSON, 3 colors		5	1,500.00	7,500.00	2	3,000.00	1	1,500.00	1	1,500.00	1	1,500.00
38	Ink, Refill, EPSON, Black, 200ml		16	500.00	8,000.00	4	2,000.00	6	3,000.00	6	3,000.00		-
39	Ink, Risograph, CR1630		2	2,000.00	4,000.00	1	2,000.00		0	1	2,000.00		-
40	Lead, for Mechanical Pencil, 0.5mm, fabercastell brand		50	10.40	520.00	25	260.00		0		-	25	260.00
41	Notebook, Columnar, 12 columns		6	18.72	112.32	3	56.16		0		-	3	56.16
42	Notebook, Stenographer		20	7.70	154.00		-	10	77.00		-	10	77.00
43	Paper, 8.5 x 13		8	50.00	400.00		-		0	8	400.00		-
44	Paper, Board, 8.5 x 13, 170gsm		6	60.00	360.00		-		0	6	360.00		-
45	Paper, Mimeo, White, A4		6	84.03	504.18		-	6	504.18		-		-
46	Paper, Mimeo, White, Legal		3	87.36	262.08		-	3	262.08		-		-
47	Paper, PPC, A4		40	155.48	6,219.20	10	1,554.80	10	1,554.80	10	1,554.80	10	1,554.80
48	Paper, PPC, Legal		50	175.64	8,782.00		-	25	4,391.00		-	25	4,391.00
49	Paper, Ruled Pad		20	23.61	472.20		-	10	236.10		-	10	236.10
50	Paper, Thermal		6	39.00	234.00		-		0	6	234.00		-
51	Pen, Ballpen, black		250	20.00	5,000.00	100	2,000.00	75	1,500.00	50	1,000.00	25	500.00
52	Pen, Ballpen, red		100	20.00	2,000.00	50	1,000.00		0	50	1,000.00		-
53	Pen, Marker, Fluorescent, 3 colors		10	42.12	421.20	5	210.60		0		-	5	210.60
54	Pen, Marking, Permanent, Black		10	15.39	153.90	5	76.95		0		-	5	76.95
55	Pen, Marking, Permanent, Blue		10	15.39	153.90	5	76.95		0		-	5	76.95
56	Pencil, Mechanical		10	15.27	152.70	10	152.70		0		-		-
57	Pencil, Ordinary		6	20.26	121.56		-		0	6	121.56		-
58	Record Book, 300 pages		8	61.24	489.92	8	489.92		0		-		-
59	Record Book, 500 pages		21	82.04	1,722.84	10	820.40		0		-	11	902.44
60	Ribbon, for Adding Machine, 2 spool		20	45.00	900.00		-		0	10	450.00	10	450.00

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61	Rubber Band, #18		2	98.75	197.50		-	2	197.5		-		-
62	Scissor, 158mm		12	15.46	185.52		-		0	12	185.52		-
63	Sharpener		1	147.42	147.42	1	147.42		0		-		-
64	Sign Pen, Black		30	24.84	745.20	15	372.60		0		-	15	372.60
65	Staple Remover		25	6.22	155.50	25	155.50		0		-		-
66	Staple Wire, #35		25	18.69	467.25	10	186.90		0		-	15	280.35
67	Stapler, Medium, #35		10	217.36	2,173.60	10	2,173.60		0		-		-
68	Tape Dispenser		4	46.80	187.20	4	187.20		0		-		-
69	Tape, Adding Machine		50	9.88	494.00		-	25	247		-	25	247.00
70	Tape, Transparent 1"		70	10.76	753.20	30	322.80	20	215.2	20	215.20		-
71	Toilet Tissue		40	65.52	2,620.80	15	982.80	5	327.6	10	655.20	10	655.20
72	Trash Can		10	29.12	291.20	10	291.20		0		-		-
73	Twine, Plastic		2	57.20	114.40	1	57.20		0		-	1	57.20
	Contingencies				41,127.21		20,000.00		10000		6,000.58		5,126.63
<b>TOTAL</b>					<b>273,800.00</b>	<b>104,825.64</b>	<b>59,344.32</b>	<b>41,130.12</b>	<b>68,499.92</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