

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: COMMISSION ON AUDIT					Regular	Contingency		Total					
					89,999.20	30,000.80		120,000.00					
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
1	Alcohol, Rubbing		5	58.46	292.30	2	116.92	1	58.46	1	58.46	1	58.46
2	Clip, Plastic, Small, 33mm		5	10.39	51.95	2	20.78	1	10.39	1	10.39	1	10.39
3	Correction Fluid		13	51.97	675.61	4	207.88	3	155.91	4	207.88	2	103.94
4	Envelope, Documentary, Brown, A4, 500s		16	3.90	62.40	4	15.60	4	15.60	4	15.60	4	15.60
5	Envelope, Expanding with Garter, Legal		20	25.98	519.60	5	129.90	5	129.90	5	129.90	5	129.90
6	Eraser, Rubber		5	103.94	519.70	2	207.88	1	103.94	1	103.94	1	103.94
7	File Folder, Morocco with Slide, A4, Blue		50	9.09	454.50	25	227.25		0	25	227.25		-
8	File Folder, Ordinary, Legal		1	1,039.36	1,039.36		-	1	1039.36		-		-
9	Flash Drive, 4GB		5	649.60	3,248.00	2	1,299.20	1	649.60	1	649.60	1	649.60
10	Glue		5	38.98	194.90	2	77.96	1	38.98	1	38.98	1	38.98
11	Ink Cartridge, HP C8727A, Black		5	1,559.04	7,795.20	2	3,118.08	1	1559.04	1	1,559.04	1	1,559.04
12	Ink Cartridge, HP Office Jet5610, C89352A, Tricolor		2	1,753.92	3,507.84	1	1,753.92	1	1753.92		-		-
13	Ink, Stamp Pad		5	194.88	974.40	2	389.76	1	194.88	1	194.88	1	194.88
14	Insecticide		1	259.84	259.84		-	1	259.84		-		-
15	Paper, Bond, A4		11	279.33	3,072.63	4	1,117.32	3	837.99	2	558.66	2	558.66
16	Paper, Bond, Legal		5	279.33	1,396.65	2	558.66	1	279.33	1	279.33	1	279.33
17	Paper, Copy, A4		10	305.31	3,053.10	4	1,221.24	2	610.62	2	610.62	2	610.62
18	Paper, Copy, Legal		10	400.15	4,001.50	4	1,600.60	2	800.30	2	800.30	2	800.30
19	Paper, Ruled Pad		10	45.47	454.70	4	181.88	2	90.94	2	90.94	2	90.94
20	Paper, Thermal		5	194.88	974.40	2	389.76	1	194.88	1	194.88	1	194.88
21	Pen, Ballpen, black		5	448.22	2,241.10	2	896.44	1	448.22	1	448.22	1	448.22
22	Pen, Ballpen, red		5	448.22	2,241.10	2	896.44	1	448.22	1	448.22	1	448.22
23	Pen, Marking, Permanent, Black		5	55.87	279.35	2	111.74	1	55.87	1	55.87	1	55.87
24	Pen, Marking, Permanent, Red		5	55.87	279.35	2	111.74	1	55.87	1	55.87	1	55.87
25	Puncher		2	454.72	909.44	2	909.44		0		-		-
26	Record Book, 500 pages		6	129.92	779.52	2	259.84	1	129.92	2	259.84	1	129.92
27	Ribbon Cartridge, EPSON RN 8750		3	129.92	389.76	2	259.84		0	1	129.92		-
28	Ribbon Cartridge, EPSON SO15508		3	584.64	1,753.92	1	584.64	1	584.64		-	1	584.64
29	Sign Pen, Black		10	77.95	779.50	4	311.80	2	155.90	2	155.90	2	155.90
30	Staple Remover		5	23.39	116.95	2	46.78	1	23.39	1	23.39	1	23.39

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Department / Office: COMMISSION ON AUDIT						Regular 89,999.20		Contingency 30,000.80		Total 120,000.00			
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
31	Staple Wire, #35		5	58.46	292.30	2	116.92	1	58.46	1	58.46	1	58.46
32	Tape, Transparent 1"		5	19.49	97.45	2	38.98	1	19.49	1	19.49	1	19.49
33	Toner Cartridge, Brother		2	7,795.20	15,590.40	1	7,795.20	1	7795.2		-		-
34	Toner Cartridge, HP Q2612A		2	6,106.24	12,212.48	1	6,106.24	1	6106.24		-		-
35	Toner, for Xerox, Kyocera		2	9,744.00	19,488.00	1	9,744.00	1	9744		-		-
	Contingencies				30,000.80		4,175.37		10590.7		7,614.17		7,620.56
TOTAL					120,000.00	45,000.00		45,000.00		15,000.00		15,000.00	

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