

**ANNUAL PROCUREMENT PROGRAM**  
*Calendar Year 2011*

Name of Local Government Unit: <b>PROVINCE OF RIZAL</b>													
Program Control No.						Planned Amount							
Department / Office: <b>ECONOMIC ENTERPRISES OFFICE</b>						Regular <b>171,367.00</b>		Contingency <b>28,633.00</b>		Total <b>200,000.00</b>		Date Submitted:	
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		12	120.00	1,440.00	3	360.00	3	360.00	3	360.00	3	360.00
	Alcohol, Rubbing		40	40.00	1,600.00	10	400.00	10	400.00	10	400.00	10	400.00
	Box, Index Card, 5" x 8"		2	60.00	120.00	2	120.00		-		-		-
	Calculator, 12-digits, 2-way power source		8	150.00	1,200.00	0	-	4	600.00		-	4	600.00
	Correction Fluid		40	20.00	800.00	10	200.00	10	200.00	10	200.00	10	200.00
	Cutter		8	50.00	400.00	4	200.00		-	4	200.00		-
	Envelope, Expanding, Legal		1	2,500.00	2,500.00		-	1	2,500.00		-		-
	Eraser, Rubber		10	45.00	450.00	10	450.00		-		-		-
	Fastener		24	75.00	1,800.00	6	450.00	6	450.00	6	450.00	6	450.00
	File Folder, Ordinary, Legal		200	6.00	1,200.00	50	300.00	50	300.00	50	300.00	50	300.00
	Flash Drive, 2GB		24	620.00	14,880.00	6	3,720.00	6	3,720.00	6	3,720.00	6	3,720.00
	Furniture Cleaner		6	200.00	1,200.00		-	3	600.00		-	3	600.00
	Glue		12	42.00	504.00	3	126.00	3	126.00	3	126.00	3	126.00
	Index Card, 5 x 8		4	50.00	200.00	1	50.00	1	50.00	1	50.00	1	50.00
	Ink, HP Inkjet Black, 56		30	1,800.00	54,000.00	8	14,400.00	7	12,600.00	8	14,400.00	7	12,600.00
	Ink, HP Inkjet Colored, 57		26	2,000.00	52,000.00	7	14,000.00	6	12,000.00	7	14,000.00	6	12,000.00
	Ink, Risograph, CR1630		2	1,500.00	3,000.00		-	1	1,500.00		-	1	1,500.00
	Ink, Technical Pen, Staedler		2	80.00	160.00		-	2	160.00		-		-
	Paper, Bond, A4		28	150.00	4,200.00	7	1,050.00	7	1,050.00	7	1,050.00	7	1,050.00
	Paper, Bond, Legal		28	170.00	4,760.00	7	1,190.00	7	1,190.00	7	1,190.00	7	1,190.00
	Paper, Copy, Legal		28	250.00	7,000.00	7	1,750.00	7	1,750.00	7	1,750.00	7	1,750.00
	Paper, Copy, Short		28	225.00	6,300.00	7	1,575.00	7	1,575.00	7	1,575.00	7	1,575.00
	Paper, Tracing, Gateway, 70/75 gsm		1	1,500.00	1,500.00	1	1,500.00						
	Pen, Ballpen, black		200	8.00	1,600.00	50	400.00	50	400.00	50	400.00	50	400.00
	Pen, Marker, Flourescent, 3 colors		12	60.00	720.00	3	180.00	3	180.00	3	180.00	3	180.00

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Program Control No.				Planned Amount						Date Submitted:			
Department / Office: <b>ECONOMIC ENTERPRISES OFFICE</b>				Regular <b>171,367.00</b>		Contingency <b>28,633.00</b>		Total <b>200,000.00</b>					
	Pen, Marking, Pentel, (black, blue, red)		60	40.00	2,400.00	15	600.00	15	600.00	15	600.00	15	600.00
	Pencil, Ordinary		4	80.00	320.00		-	4	320.00		-		
	Record Book, 300 pages		8	60.00	480.00	2	120.00	2	120.00	2	120.00	2	120.00
	Ribbon, Manual Typewriter		6	15.00	90.00	6	90.00		-		-		-
	Rubber Band, #18		2	75.00	150.00		-		-	2	150.00		-
	Ruler, Plastic, 12", (300mm)		8	15.00	120.00		-	8	120.00		-		-
	Ruler, Triangle, 45" x 45" x 10"		1	65.00	65.00	1	65.00		-		-		-
	Ruler, Triangle, 45" x 45" x 10"		1	68.00	68.00	1	68.00		-		-		-
	Scissor, Multi Purpose		12	25.00	300.00		-	0	-		-	12	300.00
	Sign Pen, Black		40	40.00	1,600.00	10	400.00	10	400.00	10	400.00	10	400.00
	Stamp Pad, Felt Pad, Big		2	50.00	100.00		-	2	100.00		-		-
	Staple Remover		10	10.00	100.00		-	10	100.00		-		-
	Staple Wire, #35		16	15.00	240.00	4	60.00	4	60.00	4	60.00	4	60.00
	Stapler, Medium, #35		4	200.00	800.00		-	4	800.00		-		-
	Tape, Masking 1"		20	25.00	500.00		-	10	250.00		-	10	250.00
	Tape, Transparent 1"		20	25.00	500.00		-		-	10	250.00	10	250.00
	Contingencies				28,633.00		-		28,633.00				
<b>TOTAL</b>					200,000.00		43,824.00		73,214.00		41,931.00		41,031.00

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*















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Pen, Marker, Fluorescent, 3 colors	###	Err:509	Err:509	Err:509	Err:509	Err:509
Pen, Marking, Pentel, (black, blue, red)	###	Err:509	Err:509	Err:509	Err:509	Err:509
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Record Book, 300 pages	###	Err:509	Err:509	Err:509	Err:509	Err:509
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Ribbon, Manual Typewriter	###	Err:509	Err:509	Err:509	Err:509	Err:509
Rubber Band, #18	###	Err:509	Err:509	Err:509	Err:509	Err:509
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Annual Budget - Office Supplies				7,262,056.00	3,539,010.55	585,810.25	879,221.20	1,668,014.00
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Contingencies		###		Err:509	Err:509		Err:509		Err:509		Err:509
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TOTAL		###		Err:509	Err:509		Err:509		Err:509		Err:509

**TOTAL**

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Annual Budget - Office Supplies 3,539,010.55 585,810.25 879,221.20 1,668,014.00  
Difference 6,672,056.00 -  
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