

**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 GENERAL SERVICES OFFICE</b>					Regular	Contingency		Total					
					<b>299,815.17</b>	<b>50,184.83</b>		<b>350,000.00</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
	Airfreshener		20	117.59	2,351.80	5	587.95	5	587.95	5	587.95	5	587.95
	Alcohol, Rubbing		40	39.43	1,577.20	10	394.30	10	394.30	10	394.30	10	394.30
	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		150	63.86	9,579.00	100	6,386.00		0	50	3,193.00		-
	Cartolina, Assorted Colors, 20s		10	67.60	676.00	0	-		0	10	676.00	0	-
	CD Recordable		100	10.30	1,030.00	0	-	100	1030		-		-
	CD Rewritable		100	17.16	1,716.00	0	-	100	1716		-		-
	Correction Fluid		100	10.15	1,015.00		-	50	507.5		-	50	507.50
	Correction Pen		20	100.00	2,000.00	20	2,000.00		0		-		-
	Cutter		40	24.96	998.40	10	249.60	10	249.6	10	249.60	10	249.60
	Cutter Blade, 1"		20	7.51	150.20	0	-		0	20	150.20		-
	Data Folder, with finger ring and clear plastic pocket for label		150	73.66	11,049.00	50	3,683.00	50	3683		-	50	3,683.00
	DVD Recordable		50	12.84	642.00	0	-	25	321		-	25	321.00
	DVD Rewritable		50	39.57	1,978.50	0	-	25	989.25		-	25	989.25
	Envelope, Mailing, Legal, White, 500s		20	225.35	4,507.00	10	2,253.50		0		-	10	2,253.50
	Fastener		50	82.86	4,143.00	20	1,657.20		0	20	1,657.20	10	828.60
	File Folder, Ordinary, Legal		12	249.26	2,991.12	0	-	8	1994.08		-	4	997.04
	Flash Drive, 4GB		20	462.80	9,256.00	10	4,628.00		0		-	10	4,628.00
	Glue		40	37.62	1,504.80	0	-	20	752.4		-	20	752.40
	Ink Cartridge, EPSON 73N, Black		2	650.00	1,300.00		-	2	1300		-		-
	Ink Cartridge, EPSON 73N, Cyan		2	650.00	1,300.00		-	2	1300		-		-
	Ink Cartridge, EPSON 73N, Magenta		2	650.00	1,300.00		-	2	1300		-		-
	Ink Cartridge, EPSON 73N, Yellow		2	650.00	1,300.00		-	2	1300		-		-
	Ink Cartridge, Lexmark, 17 Black		40	975.52	39,020.80	0	-	20	19510.4	20	19,510.40		-
	Ink Cartridge, Lexmark, 27 Colored		20	1,102.40	22,048.00	0	-	10	11024		-	10	11,024.00
	Insecticide		20	120.12	2,402.40	0	-	10	1201.2		-	10	1,201.20
	Mouse		12	352.45	4,229.40	0	-	10	3524.5		-	2	704.90
	Notebook, Stenographer		50	7.70	385.00	0	-	25	192.5		-	25	192.50
	Paper, Bond, A4		150	131.52	19,728.00	100	13,152.00		0		-	50	6,576.00
	Paper, Bond, Legal		150	152.84	22,926.00	100	15,284.00		0		-	50	7,642.00
	Paper, Carbon Film, Legal		50	68.64	3,432.00		-	25	1716		-	25	1,716.00

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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
	Paper, Post-It, 2" x 2", 400s		50	118.34	5,917.00	25	2,958.50		0		-	25	2,958.50
	Paper, PPC, A4		150	150.04	22,506.00	100	15,004.00		0		-	50	7,502.00
	Paper, PPC, Legal		150	175.61	26,341.50	100	17,561.00		0		-	50	8,780.50
	Paper, Ruled Pad		150	21.06	3,159.00	100	2,106.00		0	50	1,053.00	0	-
	Pen, Marking, Permanent, Black		50	15.38	769.00	20	307.60	20	307.6	5	76.90	5	76.90
	Pen, Marking, Whiteboard, Black		50	15.17	758.50	20	303.40	20	303.4	5	75.85	5	75.85
	Pencil, Ordinary		80	21.41	1,712.80	20	428.20	20	428.2	20	428.20	20	428.20
	Puncher		10	93.70	937.00		-	5	468.5		-	5	468.50
	Record Book, 300 pages		30	61.11	1,833.30	10	611.10	10	611.1		-	10	611.10
	Ribbon Cartridge, EPSON RN 8750		20	76.74	1,534.80	5	383.70	5	383.7	5	383.70	5	383.70
	Ribbon, Manual Typewriter		40	15.37	614.80	10	153.70	10	153.7	10	153.70	10	153.70
	Rubber Band, #18		20	98.75	1,975.00	5	493.75	5	493.75	5	493.75	5	493.75
	Sharpener		5	147.73	738.65		-		0	3	443.19	2	295.46
	Sign Pen, Black		100	36.27	3,627.00	25	906.75	25	906.75	25	906.75	25	906.75
	Staple Wire, #35		100	16.68	1,668.00	50	834.00		0		-	50	834.00
	Stapler, Medium, #35		15	217.37	3,260.55	5	1,086.85	5	1086.85		-	5	1,086.85
	Tape Dispenser		5	46.37	231.85		-	2	92.74	3	139.11		-
	Tape, Masking 1"		100	38.74	3,874.00		-	50	1937		-	50	1,937.00
	Tape, Masking 2"		80	74.83	5,986.40		-	40	2993.2		-	40	2,993.20
	Tape, Transparent 1"		200	11.38	2,276.00	50	569.00	50	569	50	569.00	50	569.00
	Tape, Transparent 2"		100	17.64	1,764.00	25	441.00	25	441	25	441.00	25	441.00
	Toilet Tissue		100	55.52	5,552.00	25	1,388.00	25	1388		-	50	2,776.00
	Toner Cartridge, HP 35A		6	4,200.00	25,200.00	2	8,400.00	2	8400		-	2	8,400.00
	Twine, Plastic		20	52.07	1,041.40	5	260.35	5	260.35	10	520.70		-
	Contingencies				50,184.83		50,105.53		0		-		79.30
<b>TOTAL</b>					<b>350,000.00</b>	<b>154,577.98</b>		<b>75,818.52</b>		<b>32,103.50</b>		<b>87,500.00</b>	

This is to certify that the above procurement program is in accordance with objectives of the LGU

Recommended by:

Approved by:

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**PONCIANO CHITO F. ESTACIO**  
*Provincial General Services Officer*

**CASIMIRO A. YNARES III. M.D.**  
*Governor*