

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.						Planned Amount							
Department / Office: HOUSING & RESETTLEMENT DIVISION						Regular 147,390.00	Contingency 2,610.00	Total 150,000.00	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
1	Airfreshener		10	130.00	1,300.00	5	650.00		-		-	5	650.00
2	Alcohol, Rubbing		40	43.00	1,720.00	10	430.00	10	430.00	10	430.00	10	430.00
3	Battery, AA		6	250.00	1,500.00	2	500.00	2	500.00	2	500.00		-
4	Battery, Size C		30	25.00	750.00	10	250.00	10	250.00	10	250.00		-
5	Battery, Size D		30	30.00	900.00	10	300.00	0	-	10	300.00	10	300.00
6	Board, Cork, 4" x 3"		1	1,000.00	1,000.00		-		-	1	1,000.00		-
7	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		15	60.00	900.00	5	300.00		-	5	300.00	5	300.00
8	Box, Index Card, 5" x 8"		10	120.00	1,200.00		-		-	10	1,200.00		-
9	Calculator, Scientific, Casio		6	400.00	2,400.00	2	800.00		-	2	800.00	2	800.00
10	CD Rewritable		100	45.00	4,500.00		-	100	4,500.00		-		-
11	Charger, Battery for AA/AAA		1	500.00	500.00		-	1	500.00		-		-
12	Clip, Plastic, Jumbo, 50mm		10	17.00	170.00		-		-		-	10	170.00
13	Correction Fluid		30	15.00	450.00	10	150.00		-	10	150.00	10	150.00
14	Cutter		4	100.00	400.00	0	-	0	-	4	400.00	0	-
15	Data Folder, with finger ring and clear plastic pocket for label		3	400.00	1,200.00	1	400.00	1	400.00	1	400.00		-
16	Envelope, Documentary, Brown, A4, 500s		3	550.00	1,650.00	1	550.00		-	1	550.00	1	550.00
17	Envelope, Documentary, Brown, Legal, 500s		3	600.00	1,800.00	1	600.00	0	-	1	600.00	1	600.00
18	Envelope, Expanding, Legal		15	600.00	9,000.00	5	3,000.00		-	5	3,000.00	5	3,000.00
19	Eraser, Big, Combo Type		10	60.00	600.00		-		-	5	300.00	5	300.00
20	Fastener		10	73.00	730.00		-		-	10	730.00		-
21	File Folder, Clip Board, Plastic, Legal		10	120.00	1,200.00		-	5	600.00	5	600.00		-
22	File Folder, Expanding, Legal, 100s		15	400.00	6,000.00	5	2,000.00		-	5	2,000.00	5	2,000.00
23	File Folder, Ordinary, A4		15	230.00	3,450.00	5	1,150.00	5	1,150.00		-	5	1,150.00
24	File Folder, Ordinary, Legal		15	260.00	3,900.00		-	5	1,300.00	5	1,300.00	5	1,300.00

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25	Flash Drive, 4GB		6	600.00	3,600.00	2	1,200.00	2	1,200.00		-	2	1,200.00
26	Glue		5	40.00	200.00		-		-	5	200.00		-
27	Index Card, 5 x 8		5	120.00	600.00		-		-		-	5	600.00
28	Ink Cartridge, EPSON 71N, 3 colors		16	1,950.00	31,200.00	4	7,800.00	4	7,800.00	4	7,800.00	4	7,800.00
29	Ink Cartridge, EPSON 71N, black		20	650.00	13,000.00	4	2,600.00	7	4,550.00	5	3,250.00	4	2,600.00
30	Ink, Risograph, CR1630		3	1,900.00	5,700.00	2	3,800.00		-		-	1	1,900.00
31	Map Pin		3	50.00	150.00		-		-	3	150.00		
32	Paper, Bond, A4		40	135.00	5,400.00	10	1,350.00	10	1,350.00	10	1,350.00	10	1,350.00
33	Paper, Bond, Legal		40	155.00	6,200.00	10	1,550.00	10	1,550.00	10	1,550.00	10	1,550.00
34	Paper, Carbon Film, Legal		15	70.00	1,050.00	5	350.00		-	5	350.00	5	350.00
35	Paper, Manila Paper		100	3.00	300.00	100	300.00		-		-		-
36	Paper, Multicopy, A4, 80gsm		50	165.00	8,250.00	10	1,650.00	20	3,300.00	10	1,650.00	10	1,650.00
37	Paper, Multicopy, Legal, 80gsm		50	185.00	9,250.00	10	1,850.00	20	3,700.00	10	1,850.00	10	1,850.00
38	Paper, Ruled Pad		30	20.00	600.00	10	200.00		-	10	200.00	10	200.00
39	Paper, Thermal		25	40.00	1,000.00	5	200.00		-	10	400.00	10	400.00
40	Pen, Ballpen, black		4	400.00	1,600.00	1	400.00	1	400.00	1	400.00	1	400.00
41	Pen, Marker, Fluorescent, 3 colors		10	45.00	450.00	5	225.00		-	3	135.00	2	90.00
42	Pen, Marking, Permanent, Black		40	17.00	680.00	10	170.00	10	170.00	10	170.00	10	170.00
43	Pen, Marking, Permanent, Red		40	17.00	680.00	10	170.00	10	170.00	10	170.00	10	170.00
44	Pencil, Mechanical		10	25.00	250.00	5	125.00		-	5	125.00		-
45	Pencil, Staedler, F		30	42.00	1,260.00		-	30	1,260.00		-		-
46	Puncher		2	150.00	300.00		-	2	300.00		-		-
47	Record Book, 500 pages		20	85.00	1,700.00	5	425.00		-	5	425.00	10	850.00
48	Rubber Band, #18		4	100.00	400.00	1	100.00	1	100.00	1	100.00	1	100.00
49	Ruler, Plastic, 18", (450mm)		10	30.00	300.00		-		-		-	10	300.00
50	Scissor, Multi Purpose		3	150.00	450.00		-	3	450.00		-		-
51	Sign Pen, Black		40	40.00	1,600.00	10	400.00	10	400.00	10	400.00	10	400.00

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52	Staple Remover		5	20.00	100.00	5	100.00		-		-		-
53	Staple Wire, #35		20	20.00	400.00	10	200.00		-	10	200.00		-
54	Stapler, Medium, #35		5	260.00	1,300.00	1	260.00	1	260.00	2	520.00	1	260.00
55	Tape Dispenser		2	100.00	200.00		-		-	2	200.00		-
56	Tape, Masking 1"		30	20.00	600.00	10	200.00		-	10	200.00	10	200.00
57	Tape, Transparent 1"		30	20.00	600.00	10	200.00	10	200.00		-	10	200.00
58	Tape, Transparent 2"		20	40.00	800.00		-	5	200.00	10	400.00	5	200.00
59	Contingencies				2,610.00		595.00		510.00		495.00		1,010.00
TOTAL					150,000.00		37,500.00		37,500.00		37,500.00		37,500.00

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