

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: HUMAN RESOURCE MANAGEMENT OFFICE					Regular	Contingency	Total						
					269,996.30	30,003.70	300,000.00						
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		36	39.26	1,413.36	24	942.24		0		-	12	471.12
2	Battery, AA		2	15.39	30.78	0	-		0		-	2	30.78
3	Battery, AAA		2	15.20	30.40		-		0		-	2	30.40
4	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		50	69.77	3,488.50	50	3,488.50		0		-		0
5	Box, Magazine File, 114mm x 229mm x 267mm		24	52.93	1,270.32	24	1,270.32		0		-		0
6	Calculator, 12-digits, 2-way power source		9	165.88	1,492.92	6	995.28		0		-	3	497.64
7	Cartolina, Assorted Colors, 20s		9	72.80	655.20	6	436.80		0		-	3	218.40
8	CD Rewritable		50	17.16	858.00	50	858.00		0		-		0
9	Clip, Plastic, Jumbo, 50mm		12	15.39	184.68		-		0		-	12	184.68
10	Correction Fluid		60	50.50	3,030.00	30	1,515.00		0		-	30	1,515.00
11	Cutter		12	24.96	299.52	6	149.76		0		-	6	149.76
12	Cutter Blade, 1"		2	7.15	14.30		-	1	7.15		-	1	7.15
13	Data Folder, with finger ring and clear plastic pocket for label		30	77.26	2,317.80	30	2,317.80		0		-		0
14	Dating and Stamping Machine		1	486.72	486.72	0	-		0		-	1	486.72
15	Envelope, Documentary, Brown, A4, 500s		1	648.96	648.96		-		0		-	1	648.96
16	Envelope, Documentary, Brown, Legal, 500s		1	774.22	774.22		-		0		-	1	774.22
17	Envelope, Expanding, Plastic, Legal		4	49.87	199.48	4	199.48		0		-		0
18	Eraser for Blackboard/Whiteboard		4	9.36	37.44	2	18.72		0		-	2	18.72
19	Eraser, Rubber		6	2.58	15.48		-	2	5.16		-	4	10.32
20	Fastener		24	83.08	1,993.92	18	1,495.44		0		-	6	498.48
21	File Folder, Fancy, A4		2	291.20	582.40	2	582.40		0		-		0
22	File Folder, Fancy, Legal		1	312.00	312.00	1	312.00		0		-		0
23	File Folder, Pressboard, Legal, 100s		1	715.52	715.52	1	715.52		0		-		0
24	File Folder, Tagboard, A4		1	222.04	222.04	1	222.04		0		-		0
25	File Folder, Tagboard, Legal		6	249.60	1,497.60		-		0		-	6	1,497.60
26	Flash Drive, 8GB		4	1,150.00	4,600.00	2	2,300.00	2	2,300.00		-		0
27	Glue		12	37.62	451.44	8	300.96		0		-	4	150.48
28	Ink Cartridge, EPSON 73N, Black		6	750.00	4,500.00	2	1,500.00	2	1,500.00		-	2	1,500.00
29	Ink Cartridge, EPSON 73N, Cyan		6	750.00	4,500.00	2	1,500.00	2	1,500.00		-	2	1,500.00
30	Ink Cartridge, EPSON 73N, Magenta		6	750.00	4,500.00	2	1,500.00	2	1,500.00		-	2	1,500.00

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
31	Ink Cartridge, EPSON 73N, Yellow		6	750.00	4,500.00	2	1,500.00	2	1500		-	2	1500
32	Ink Cartridge, HP C9351A		24	659.36	15,824.64	21	13,846.56		0		-	3	1978.08
33	Ink Cartridge, HP C9352A		12	760.24	9,122.88	11	8,362.64		0		-	1	760.24
34	Ink, Stamp Pad, Purple/Violet with applicator		12	25.97	311.64	4	103.88		0		-	8	207.76
35	Leave Card		2500	26.00	65,000.00	1000	26,000.00	1500	39000		-		0
36	Notebook, Stenographer		12	7.70	92.40	6	46.20		0		-	6	46.20
37	Paper, Board for ID, 10s		30	75.00	2,250.00	30	2,250.00		0		-		0
38	Paper, Bond, A4		30	131.87	3,956.10	30	3,956.10		0		-		0
39	Paper, Continous Form with side perforation, 1 ply, 11 x 9 1/2		12	655.20	7,862.40	3	1,965.60		0		-	9	5896.80
40	Paper, Continous Form with side perforation, 2 ply, 11 x 9 1/2, Plain, 1000s		18	722.80	13,010.40	15	10,842.00		0		-	3	2168.40
41	Paper, Continous Form with side perforation, 2 ply, 11x14 7/8		12	1,188.72	14,264.64	9	10,698.48		0		-	3	3566.16
42	Paper, Newsprint, Short		50	115.00	5,750.00	24	2,760.00		0		-	26	2990.00
43	Paper, Parchment, A4		24	35.00	840.00	10	350.00		0		-	14	490.00
44	Paper, Post-It, 2" x 2", 400s		1	118.35	118.35	1	118.35		0		-		0
45	Paper, PPC, A4		30	155.48	4,664.40	30	4,664.40		0		-		0
46	Paper, PPC, Legal		100	175.64	17,564.00	80	14,051.20	10	1756.40	0	-	10	1756.40
47	Paper, Ruled Pad		18	23.61	424.98	6	141.66		0		-	12	283.32
48	Pen, Marker, Flourescent, 3 colors		10	42.12	421.20		-		0		-	10	421.20
49	Pen, Marking, Permanent, Black		10	15.39	153.90	10	153.90		0		-		0
50	Pen, Marking, Permanent, Blue		10	15.39	153.90	10	153.90		0		-		0
51	Pen, Marking, Whiteboard, Black		10	15.39	153.90		-		0		-	10	153.90
52	Pen, Marking, Whiteboard, Blue		10	15.39	153.90		-		0		-	10	153.90
53	Pencil, Ordinary		7	20.26	141.82	7	141.82		0		-		0
54	Plastic Cover		10	25.00	250.00	5	125.00		0		-	5	125.00
55	Puncher		4	93.57	374.28	2	187.14		0		-	2	187.14
56	Record Book, 300 pages		18	61.24	1,102.32	12	734.88		0		-	6	367.44
57	Ribbon Cartridge, EPSON RN 8750		24	76.75	1,842.00	18	1,381.50		0		-	6	460.50
58	Ribbon Cartridge, EPSON SO15531		30	334.88	10,046.40	20	6,697.60	5	1674.40		-	5	1674.40
59	Ribbon Cartridge, EPSON SO15584		6	724.88	4,349.28	6	4,349.28		0		-		0
60	Ruler, Plastic, 18", (450mm)		6	27.75	166.50		-		0		-	6	166.50

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61	Scissor, 158mm		12	15.46	185.52	6	92.76		0		-	6	92.76
62	Sharpener		2	147.42	294.84	1	147.42		0		-	1	147.42
63	Sign Pen, Black		60	24.84	1,490.40	30	745.20		0		-	30	745.20
64	Stamp Pad, Felt Pad, Big		2	20.47	40.94		-	2	40.94		-		0
65	Staple Remover		35	6.22	217.70	35	217.70		0		-		0
66	Staple Wire, #35		35	18.69	654.15	20	373.80		0		-	15	280.35
67	Stapler, Medium, #35		12	217.36	2,608.32	12	2,608.32		0		-		0
68	Tape Dispenser		9	46.80	421.20	6	280.80		0		-	3	140.40
69	Tape, Masking 1"		12	38.74	464.88	6	232.44		0		-	6	232.44
70	Tape, Transparent 1"		12	10.76	129.12	6	64.56		0		-	6	64.56
71	Toner, C85A		6	6,250.00	37,500.00	3	18,750.00	2	12,500.00		-	1	6,250.00
	Contingencies				30,003.70		-		0		-		30,003.70
TOTAL					300,000.00	161,715.35		63,284.05		-		75,000.60	

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