

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.						Planned Amount						Date Submitted:	
Department / Office: PROVINCIAL LEGAL OFFICE						Regular 28,620.76		Contingency 1,379.24		Total 30,000.00			
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	Envelope, Documentary, Brown, Legal, 500s		100	3.90	390.00	100	390.00		0		-		-
2	Fastener		10	110.43	1,104.30		-	10	1104.3		-		-
3	File Folder, Ordinary, Legal		100	3.89	389.00		-		0	100	389.00		-
4	Flash Drive, 4GB		6	623.62	3,741.72	6	3,741.72		0		-		-
5	Ink Cartridge, Lexmark, 17 Black		4	1,429.12	5,716.48		-	4	5716.48		-		-
6	Ink Cartridge, Lexmark, 27 Colored		2	1,948.80	3,897.60		-	2	3897.6		-		-
7	Paper, Copy, Legal		15	207.87	3,118.05	5	1,039.35	5	1039.35		-	5	1,039.35
8	Paper, Copy, Long		25	259.84	6,496.00	5	1,299.20	10	2598.4		-	10	2,598.40
9	Pen, Ballpen, black		24	12.99	311.76		-	24	311.76		-		-
10	Ribbon Cartridge, EPSON RN 8750		12	129.92	1,559.04		-		0	12	1,559.04		-
11	Sign Pen, Black		12	49.37	592.44		-	12	592.44		-		-
12	Staple Remover		5	9.09	45.45	5	45.45		0		-		-
13	Staple Wire, #35		6	46.77	280.62	6	280.62		0		-		-
14	Stapler, Medium, #35		3	326.10	978.30	3	978.30		0		-		-
	Contingencies				1,379.24						1,379.24		
TOTAL					30,000.00		7,774.64		15,260.33		3,327.28		3,637.75

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