

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL HEALTH OFFICE					Regular	Contingency		Total					
					616,234.00	18,766.00		635,000.00					
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	Battery, AA		105	41.50	4,357.50	39	1,618.50	10	415	24	996.00	32	1,328.00
2	Battery, AAA		17	75.00	1,275.00	4	300.00	7	525	6	450.00		-
3	Binder, Looseleaf, 9 1/2 x 11		60	37.00	2,220.00	20	740.00	15	555	10	370.00	15	555.00
4	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		59	60.00	3,540.00	28	1,680.00	18	1080	9	540.00	4	240.00
5	Calculator, 12-digits, 2-way power source		25	200.00	5,000.00	12	2,400.00	3	600	1	200.00	9	1,800.00
6	Cartolina, Assorted Colors, 20s		48	70.00	3,360.00	17	1,190.00	11	770	9	630.00	11	770.00
7	CD Rewritable		140	30.00	4,200.00	41	1,230.00	23	690	21	630.00	55	1,650.00
8	Clamp, Copy Holder		2	320.00	640.00	2	640.00		0		-		-
9	Clip, Plastic, Jumbo, 50mm		67	15.00	1,005.00	36	540.00	18	270	4	60.00	9	135.00
10	Clip, Plastic, Small, 33mm		36	6.00	216.00	10	60.00	18	108	4	24.00	4	24.00
11	Correction Fluid		230	14.00	3,220.00	98	1,372.00	58	812	38	532.00	36	504.00
12	Correction Tape		27	36.00	972.00	15	540.00	2	72	2	72.00	8	288.00
13	Cutter		29	20.00	580.00	9	180.00	4	80	4	80.00	12	240.00
14	Cutter Blade, 1"		6	8.00	48.00		-		0		-	6	48.00
15	Data Folder, with finger ring and clear plastic pocket for label		36	65.00	2,340.00	18	1,170.00	16	1040	1	65.00	1	65.00
16	Envelope, Documentary, Brown, A4, 500s		1	520.00	520.00	1	520.00		0		-		-
17	Envelope, Documentary, Brown, Legal, 500s		17	650.00	11,050.00	8	5,200.00	3	1950	1	650.00	5	3,250.00
18	Envelope, Mailing, Legal, White, 500s		6	150.00	900.00	2	300.00	1	150	2	300.00	1	150.00
19	Envelope, Pay		12	125.00	1,500.00	3	375.00	4	500		-	5	625.00
20	Envelope, Plastic with Handle (Colored)		4	30.00	120.00	1	30.00	1	30	1	30.00	1	30.00
21	Eraser, Rubber		59	5.50	324.50	14	77.00	9	49.5	8	44.00	28	154.00
22	Fastener		92	80.00	7,360.00	36	2,880.00	22	1760	12	960.00	22	1,760.00
23	File Folder, Ordinary, A4		8	260.00	2,080.00	6	1,560.00	1	260		-	1	260.00
24	File Folder, Ordinary, Legal		39	290.00	11,310.00	23	6,670.00	5	1450	4	1,160.00	7	2,030.00
25	Flash Drive, 2GB		16	350.00	5,600.00	12	4,200.00		0	3	1,050.00	1	350.00
26	Flash Drive, 4GB		4	500.00	2,000.00	3	1,500.00		0	1	500.00		-
27	Form, Daily Time Record (DTR)		700	0.75	525.00	100	75.00	200	150	100	75.00	300	225.00
28	Glue		24	48.00	1,152.00	8	384.00	4	192	4	192.00	8	384.00
29	Index Card, 3 x 5		43	55.00	2,365.00	7	385.00	11	605	11	605.00	14	770.00
30	Index Card, 5 x 8		28	105.00	2,940.00	11	1,155.00	8	840	2	210.00	7	735.00
31	Ink Cartridge, HP 27, Black, Original		6	950.00	5,700.00	3	2,850.00	2	1900		-	1	950.00

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					616,234.00	18,766.00	635,000.00						
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
32	Ink Cartridge, HP 28, Colored, Original		6	950.00	5,700.00	3	2,850.00	1	950		-	2	1,900.00
33	Ink Cartridge, HP Deskjet D2560		1	1,850.00	1,850.00	1	1,850.00		0		-		-
34	Ink Cartridge, Laserjet 1100		1	4,400.00	4,400.00		-		0		-	1	4,400.00
35	Ink Cartridge, T0731, Black		8	700.00	5,600.00	8	5,600.00		0		-		-
36	Ink Cartridge, T0732, Cyan		5	700.00	3,500.00	5	3,500.00		0		-		-
37	Ink Cartridge, T0733, Magenta		5	700.00	3,500.00	5	3,500.00		0		-		-
38	Ink Cartridge, T0734, Yellow		5	700.00	3,500.00	5	3,500.00		0		-		-
39	Ink, Gestetner #217, 240ml		40	365.00	14,600.00	15	5,475.00	15	5475		-	10	3,650.00
40	Ink, Risograph, CR1630		28	1,500.00	42,000.00	13	19,500.00	5	7500	1	1,500.00	9	13,500.00
41	Ink, Stamp Pad, Purple/Violet with applicator		28	29.00	812.00	7	203.00	7	203	7	203.00	7	203.00
42	Ink, Stamp Pad, Red		10	29.00	290.00		-	5	145		-	5	145.00
43	Ink, Technical Pen, Staedler		2	80.00	160.00		-	2	160		-		-
44	Lead, for Mechanical Pencil, 0.5mm, Staedler		5	12.00	60.00		-		0		-	5	60.00
45	Notebook, Columnar, 5 columns		8	42.00	336.00	2	84.00	2	84	2	84.00	2	84.00
46	Pad, Columnar, 14 colums		54	47.00	2,538.00	17	799.00	16	752	10	470.00	11	517.00
47	Paper, Acetate, Transparency film, 100s		2	180.00	360.00	1	180.00		0	1	180.00		-
48	Paper, Bond with Logo, A4		4	950.00	3,800.00	2	1,900.00		0	2	1,900.00		-
49	Paper, Bond with Logo, Legal		7	1,000.00	7,000.00	5	5,000.00	2	2000		-		-
50	Paper, Bond, A4		71	170.00	12,070.00	29	4,930.00	23	3910	14	2,380.00	5	850.00
51	Paper, Bond, Legal		72	175.00	12,600.00	30	5,250.00	17	2975	14	2,450.00	11	1,925.00
52	Paper, Carbon, Ordinary		57	70.00	3,990.00	18	1,260.00	15	1050	12	840.00	12	840.00
53	Paper, Continous Form with side perforation, 2 ply, 11x14 7/8		4	560.00	2,240.00	1	560.00	1	560	2	1,120.00	0	-
54	Paper, Copy, A4		62	200.00	12,400.00	25	5,000.00	11	2200	14	2,800.00	12	2,400.00
55	Paper, Copy, Legal		111	180.00	19,980.00	44	7,920.00	17	3060	30	5,400.00	20	3,600.00
56	Paper, Fax Machine Film (Fax No. 27353126)		4	350.00	1,400.00	2	700.00		0		-	2	700.00
57	Paper, Manila Paper		75	4.00	300.00	25	100.00	20	80	15	60.00	15	60.00
58	Paper, Mimeo, Brown, A4		404	90.00	36,360.00	130	11,700.00	105	9450	70	6,300.00	99	8,910.00
59	Paper, Mimeo, Brown, Legal		336	90.00	30,240.00	110	9,900.00	106	9540	85	7,650.00	35	3,150.00
60	Paper, Mimeo, White, A4		145	160.00	23,200.00	60	9,600.00	43	6880	8	1,280.00	34	5,440.00
61	Paper, Mimeo, White, Legal		620	160.00	99,200.00	185	29,600.00	188	30080	98	15,680.00	149	23,840.00
62	Paper, Newsprint, Short		48	115.00	5,520.00	15	1,725.00	10	1150	8	920.00	15	1,725.00

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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
63	Paper, Parchment, Long		40	50.00	2,000.00	13	650.00	7	350	11	550.00	9	450.00
64	Paper, Photostencil		170	70.00	11,900.00	75	5,250.00	45	3150	25	1,750.00	25	1,750.00
65	Paper, Ruled Pad		66	24.00	1,584.00	16	384.00	22	528	17	408.00	11	264.00
66	Paper, Thermal		39	45.00	1,755.00	13	585.00	7	315	11	495.00	8	360.00
67	Paste		90	19.00	1,710.00	45	855.00	34	646	1	19.00	10	190.00
68	Pen, Ballpen, black		831	7.50	6,232.50	309	2,317.50	250	1875	139	1,042.50	133	997.50
69	Pen, Ballpen, blue		209	7.50	1,567.50	98	735.00	85	637.5	15	112.50	11	82.50
70	Pen, Ballpen, red		259	7.50	1,942.50	138	1,035.00	52	390	61	457.50	8	60.00
71	Pen, Marker, Acetate, 6 colors		12	90.00	1,080.00	3	270.00	3	270	3	270.00	3	270.00
72	Pen, Marker, Fluorescent, 3 colors		43	95.00	4,085.00	10	950.00	11	1045	12	1,140.00	10	950.00
73	Pen, Marking, Permanent, Black		252	28.00	7,056.00	101	2,828.00	70	1960	25	700.00	56	1,568.00
74	Pen, Marking, Permanent, Blue		32	28.00	896.00	9	252.00	7	196	9	252.00	7	196.00
75	Pen, Marking, Permanent, Red		22	28.00	616.00	3	84.00	2	56	9	252.00	8	224.00
76	Pen, Marking, Whiteboard, Black		77	27.00	2,079.00	33	891.00	11	297	25	675.00	8	216.00
77	Pen, Marking, Whiteboard, Blue		13	27.00	351.00	3	81.00	2	54	3	81.00	5	135.00
78	Pen, Marking, Whiteboard, Red		13	27.00	351.00	3	81.00	3	81	2	54.00	5	135.00
79	Pencil, Mechanical		13	95.00	1,235.00	3	285.00	8	760	1	95.00	1	95.00
80	Pencil, Ordinary		47	36.00	1,692.00	16	576.00	10	360	10	360.00	11	396.00
81	Plastic Cover		3	830.00	2,490.00	3	2,490.00		0		-		-
82	Puncher		21	85.00	1,785.00	15	1,275.00	1	85	2	170.00	3	255.00
83	Push Pin, Flat Head Type		17	16.00	272.00	14	224.00	1	16	1	16.00	1	16.00
84	Record Book, 200 pages		10	60.00	600.00	6	360.00		0	2	120.00	2	120.00
85	Record Book, 300 pages		80	80.00	6,400.00	38	3,040.00	13	1040	17	1,360.00	12	960.00
86	Record Book, 500 pages		101	100.00	10,100.00	38	3,800.00	25	2500	7	700.00	31	3,100.00
87	Ribbon Cartridge, EPSON RN 8750		24	95.00	2,280.00	3	285.00	15	1425	3	285.00	3	285.00
88	Ribbon, Electric Typewriter, IBM		16	400.00	6,400.00	4	1,600.00	4	1600	4	1,600.00	4	1,600.00
89	Ribbon, Manual Typewriter		27	16.00	432.00	14	224.00	3	48	2	32.00	8	128.00
90	Rubber Band, #18		3	110.00	330.00	2	220.00		0		-	1	110.00
91	Ruler, Plastic, 12", (300mm)		35	2.50	87.50	15	37.50	20	50		-		-
92	Ruler, Plastic, 18", (450mm)		25	15.00	375.00	11	165.00		0	8	120.00	6	90.00
93	Scissor, size 6cm		62	25.00	1,550.00	34	850.00	14	350	4	100.00	10	250.00

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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
94	Sharpener		3	160.00	480.00	1	160.00		0	1	160.00	1	160.00
95	Sign Pen, Black		146	45.00	6,570.00	67	3,015.00	45	2025	17	765.00	17	765.00
96	Stamp Pad, Felt Pad, Big		15	28.00	420.00	6	168.00	3	84	1	28.00	5	140.00
97	Staple Remover		38	8.00	304.00	29	232.00	5	40	2	16.00	2	16.00
98	Staple Wire, #35		131	40.00	5,240.00	48	1,920.00	23	920	23	920.00	37	1,480.00
99	Stapler, Medium, #35		31	350.00	10,850.00	17	5,950.00	11	3850	1	350.00	2	700.00
100	Tape Dispenser		10	55.00	550.00	1	55.00	8	440	1	55.00		-
101	Tape, Adding Machine		32	10.00	320.00	8	80.00	8	80	8	80.00	8	80.00
102	Tape, Masking 2"		49	60.00	2,940.00	17	1,020.00	10	600	7	420.00	15	900.00
103	Tape, Packaging 2"		77	18.00	1,386.00	35	630.00	33	594	4	72.00	5	90.00
104	Tape, Transparent 1"		77	16.00	1,232.00	23	368.00	31	496	6	96.00	17	272.00
105	Toilet Tissue		48	90.00	4,320.00	18	1,620.00	6	540	14	1,260.00	10	900.00
106	Toner, Mita DC 3060		1	7,392.00	7,392.00		-		0		-	1	7,392.00
107	Toner, Sharp 2414, SF234		5	1,600.00	8,000.00	2	3,200.00		0		-	3	4,800.00
108	Twine, Plastic		6	50.00	300.00		-		0		-	6	300.00
	Contingencies				18,766.00								18,766.00
	Various Supplies				36,770.00		14,170.00		10080		3,000.00		9,520.00
TOTAL					635,000.00		249,275.50		144,891.00		82,080.50		158,753.00

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