

ANNUAL PROCUREMENT PROGRAM
Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL INFORMATION OFFICE					Regular 170,000.00	Contingency 30,000.00		Total 200,000.00					
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	Airfreshener		3	154.09	462.27	3	462.27		-		-		-
2	Alcohol, Rubbing		5	52.62	263.10	3	157.86	2	105.24	0	-		-
3	Binder, Ring, 2" X 44"		30	42.93	1,287.90	15	643.95	10	429.30		-	5	214.65
4	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		40	73.01	2,920.40	20	1,460.20		-	10	730.10	10	730.10
5	CD Case, Plastic Sleeves		10	68.91	689.10	5	344.55		-		-	5	344.55
6	CD Recordable		200	13.38	2,676.00	100	1,338.00	50	669.00		-	50	669.00
7	CD Rewritable		100	35.01	3,501.00	50	1,750.50	25	875.25		-	25	875.25
8	Clip, Plastic, Small, 33mm		5	5.71	28.55	5	28.55		-		-		-
9	Correction Fluid		6	15.27	91.62	3	45.81	3	45.81		-		-
10	DVD Recordable		200	24.99	4,998.00	100	2,499.00	50	1,249.50		-	50	1,249.50
11	DVD Rewritable		100	33.64	3,364.00	50	1,682.00	25	841.00		-	25	841.00
12	Envelope, Documentary, Brown, Legal, 500s		3	810.70	2,432.10	2	1,621.40		-		-	1	810.70
13	Envelope, Expanding, Kraftboard		2	644.79	1,289.58		-		-	2	1,289.58		-
14	Fastener		5	107.69	538.45	3	323.07	2	215.38		-		-
15	File Folder, Ordinary, Legal		4	324.28	1,297.12	2	648.56	1	324.28		-	1	324.28
16	Glue		10	60.67	606.70	5	303.35	3	182.01		-	2	121.34
17	Ink Cartridge, EPSON 73N, Black		10	829.19	8,291.90	5	4,145.95	3	2,487.57		-	2	1,658.38
18	Ink Cartridge, EPSON 73N, colored. 3s		9	2,533.44	22,800.96	7	17,734.08		-	2	5,066.88		-
19	Ink Cartridge, HP 74, Black		40	1,392.00	55,680.00	25	34,800.00	10	13,920.00		-	5	6,960.00
20	Ink Cartridge, HP 75, Colored		20	1,830.83	36,616.60	9	16,477.47	5	9,154.15		-	6	10,984.98
21	Notebook, Columnar, 12 columns		1	28.93	28.93	1	28.93		-		-		-
22	Notebook, Stenographer		10	10.14	101.40	10	101.40	0	-		-		-
23	Paper, Bond, A4		15	175.39	2,630.85	10	1,753.90		-		-	5	876.95
24	Paper, Bond, Legal		15	201.38	3,020.70	5	1,006.90	5	1,006.90		-	5	1,006.90
25	Paper, Copy, A4		15	272.83	4,092.45	10	2,728.30		-		-	5	1,364.15
26	Paper, Copy, Legal		15	305.31	4,579.65	5	1,526.55	5	1,526.55		-	5	1,526.55
27	Paper, Post-It, 3" x 3"		14	49.75	696.50	5	248.75	5	248.75		-	4	199.00
28	Paper, Thermal		7	45.67	319.69	3	137.01		-	2	91.34	2	91.34
29	Pen, Ballpen, black		50	7.80	390.00	30	234.00		-	10	78.00	10	78.00
30	Pen, Marker, Flourescent, 3 colors		10	54.77	547.70	5	273.85	5	273.85		-		-
31	Pencil, Ordinary		2	32.15	64.30	1	32.15		-	1	32.15		-

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Program Control No.						Planned Amount							
Department / Office: PROVINCIAL INFORMATION OFFICE						Regular 170,000.00	Contingency 30,000.00	Total 200,000.00	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
32	Scissor, 158mm		12	20.14	241.68	6	120.84		-		-	6	120.84
33	Sign Pen, Black		30	47.16	1,414.80	15	707.40	10	471.60	5	235.80		-
34	Staple Wire, #35		10	45.81	458.10	5	229.05	3	137.43		-	2	91.62
35	Stapler, Medium, #35		3	327.26	981.78	3	981.78		-		-		-
36	Tape, Transparent 1"		10	18.84	188.40	5	94.20	3	56.52		-	2	37.68
37	Toilet Tissue		4	101.93	407.72	3	305.79		-		-	1	101.93
38	Contingencies				30,000.00		-		11,278.69				18,721.31
	Various Supplies						-		-				
TOTAL					200,000.00	96,977.37	45,498.78	7,523.85	50,000.00				

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

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	Contingencies		###		Err:509	Err:509		Err:509		Err:509		Err:509
	Various Supplies		###		Err:509	Err:509		Err:509		Err:509		Err:509

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Annual Budget - Office Supplies				7,262,056.00	3,539,010.55	585,810.25	879,221.20	1,668,014.00
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Item No.	Description	TOTAL - PROVINCIAL ADMINISTRATOR'S OFFICE												
		Unit	Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount	
	Airfreshener		###		Err:509	Err:509			Err:509			Err:509		
	Alcohol, Rubbing		###		Err:509	Err:509			Err:509			Err:509		
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	Binder, Ring, 2" X 44"		###		Err:509	Err:509			Err:509			Err:509		
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	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		###		Err:509	Err:509			Err:509			Err:509		
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	CD Case, Plastic Sleeves		###		Err:509	Err:509			Err:509			Err:509		
	CD Recordable		###		Err:509	Err:509			Err:509			Err:509		
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Various Supplies		###		Err:509	Err:509		Err:509		Err:509		Err:509
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Annual Budget - Office Supplies 3,539,010.55 585,810.25 879,221.20 1,668,014.00

Difference 6,672,056.00 -

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Item No.	Description	TOTAL - PROVINCIAL SOCIAL WELFARE DEVELOPMENT OFFICE											
		Unit	Qty.	Unit Cost	Total Cost	1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	Airfreshener		###		Err:509	Err:509		Err:509		Err:509		Err:509	
	Alcohol, Rubbing		###		Err:509	Err:509		Err:509		Err:509		Err:509	
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	Binder, Ring, 2" X 44"		###		Err:509	Err:509		Err:509		Err:509		Err:509	
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	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		###		Err:509	Err:509		Err:509		Err:509		Err:509	
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	CD Case, Plastic Sleeves		###		Err:509	Err:509		Err:509		Err:509		Err:509	
	CD Recordable		###		Err:509	Err:509		Err:509		Err:509		Err:509	
	CD Rewritable		###		Err:509	Err:509		Err:509		Err:509		Err:509	
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Contingencies	###	Err:509	Err:509	Err:509	Err:509	Err:509
Various Supplies	###	Err:509	Err:509	Err:509	Err:509	Err:509
TOTAL		Err:509	-	-	-	-

Annual Budget - Office Supplies 3,539,010.55 585,810.25 879,221.20 1,668,014.00

Difference 6,672,056.00 -
Err:509 Err:509

