

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL SECURITY DIVISION					Regular	Contingency		Total					
					19,004.95	925.05		19,930.00					
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		5	39.50	197.50	5	197.50		0		-		-
2	Battery, AA		5	15.50	77.50	0	-		0		-	5	77.50
3	Battery, AAA		5	15.50	77.50	0	-		0		-	5	77.50
4	Battery, Size D		7	70.75	495.25	0	-		0		-	7	495.25
5	Battery, Square, 9v		12	100.00	1,200.00	0	-		0		-	12	1,200.00
6	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		2	64.00	128.00	0	-		0		-	2	128.00
7	Correction Fluid		10	10.25	102.50	10	102.50		0		-		-
8	Dating and Stamping Machine		1	486.75	486.75	0	-		0		-	1	486.75
9	Eraser for Blackboard/Whiteboard		1	8.00	8.00	1	8.00		0		-		-
10	Eraser, Rubber		5	3.00	15.00	5	15.00		0		-		-
11	Fastener		4	83.00	332.00	4	332.00		0		-		-
12	File Folder, Ordinary, Legal		1	249.50	249.50	1	249.50		0		-		-
13	Flash Drive, 4GB		2	463.00	926.00	0	-		0		-	2	926.00
14	Index Card, 3 x 5		2	43.00	86.00	0	-		0		-	2	86.00
15	Ink Cartridge, Lexmark, 17 Black		3	975.55	2,926.65	3	2,926.65		0		-		-
16	Ink Cartridge, Lexmark, 27 Colored		2	1,102.40	2,204.80	2	2,204.80		0		-		-
17	Ink, Stamp Pad		1	26.00	26.00	1	26.00		0		-		-
18	Oil, for general use, 120 ml		1	27.50	27.50	0	-		0		-	1	27.50
19	Paper, Bond, A4		5	132.00	660.00	5	660.00		0		-		-
20	Paper, Bond, Legal		5	153.00	765.00	5	765.00		0		-		-
21	Paper, Carbon, Ordinary		2	69.00	138.00	2	138.00		0		-		-
22	Paper, Mimeo, White, A4		8	84.00	672.00	8	672.00		0		-		-
23	Paper, Mimeo, White, Legal		8	88.00	704.00	8	704.00		0		-		-
24	Pen, Ballpen, black		100	2.50	250.00	0	-		0		-	100	250.00
25	Pen, Marker, Fluorescent, 3 colors		1	43.00	43.00	1	43.00		0		-		-
26	Pen, Marking, Permanent, Black		3	15.50	46.50	0	-		0		-	3	46.50
27	Pen, Marking, Permanent, Red		3	15.50	46.50	0	-		0		-	3	46.50
28	Pen, Marking, Whiteboard, Black		3	15.50	46.50	0	-		0		-	3	46.50
29	Pen, Marking, Whiteboard, Red		3	15.50	46.50	0	-		0		-	3	46.50
30	Pencil, Ordinary		5	21.50	107.50	5	107.50		0		-		-

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Program Control No.						Planned Amount						Date Submitted:	
Department / Office: PROVINCIAL SECURITY DIVISION						Regular 19,004.95		Contingency 925.05		Total 19,930.00			
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
31	Record Book, 500 pages		50	82.50	4,125.00	50	4,125.00		0		-		-
32	Ribbon Cartridge, EPSON RN 8750		4	76.75	307.00	4	307.00		0		-		-
33	Ribbon, Manual Typewriter		3	15.50	46.50	3	46.50		0		-		-
34	Ruler, Plastic, 18", (450mm)		2	27.75	55.50	2	55.50		0		-		-
35	Sign Pen, Black		10	36.50	365.00	5	182.50		0		-	5	182.50
36	Stamp Pad, Felt Pad, Big		2	20.50	41.00	2	41.00		0		-		-
37	Staple Wire, #35		4	19.00	76.00	4	76.00		0		-		-
38	Stapler, Medium, #35		2	217.50	435.00	1	217.50		0		-	1	217.50
39	Tape Dispenser		1	46.50	46.50	1	46.50		0		-		-
40	Tape, Masking 1"		3	39.00	117.00	0	-		0		-	3	117.00
41	Tape, Transparent 1"		3	11.50	34.50	0	-		0		-	3	34.50
42	Toilet Tissue		4	66.00	264.00	2	132.00		0		-	2	132.00
	Contingencies				925.05		566.55		0				358.50
TOTAL					19,930.00	14,947.50		-		-		4,982.50	

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