

**ANNUAL PROCUREMENT PROGRAM**  
*Calendar Year 2011*

Name of Local Government Unit: <b>PROVINCE OF RIZAL</b>													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: <b><u>RIZAL ENVIRONMENT &amp; NATURAL RESOURCES OFFICE</u></b>					Regular <b>35,395.93</b>	Contingency <b>4,604.07</b>		Total <b>40,000.00</b>					
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	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		14	73.02	1,022.28	7	511.14	7	511.14		-		-
2	Clip, Plastic, Small, 33mm		12	7.28	87.36	6	43.68		-	6	43.68		-
3	Correction Fluid		3	15.27	45.81	3	45.81		-		-		-
4	Envelope, Documentary, Brown, Legal, 500s		1	767.50	767.50	1	767.50		-		-		-
5	Fastener		8	107.70	861.60	4	430.80		-	4	430.80		-
6	File Folder, Expanding, Legal, 100s		1	1,039.36	1,039.36	1	1,039.36		-		-		-
7	File Folder, Tagboard, A4		1	235.16	235.16	1	235.16		-		-		-
8	File Folder, Tagboard, Legal		4	267.38	1,069.52	4	1,069.52		-		-		-
9	Flash Drive, 4GB		3	621.93	1,865.79	3	1,865.79		-		-		-
10	Ink Cartridge, EPSON 73N, Black		3	844.48	2,533.44	3	2,533.44		-		-		-
11	Ink Cartridge, EPSON 73N, colored. 3s		3	844.48	2,533.44	3	2,533.44		-		-		-
12	Ink, Stamp Pad, Purple/Violet with applicator		2	28.91	57.82	2	57.82		-		-		-
13	Notebook, Stenographer		14	10.13	141.82	7	70.91		-		-	7	70.91
14	Paper, Carbon Film, Legal		1	259.84	259.84	1	259.84		-		-		-
15	Paper, Multicopy, Legal, 80gsm		25	237.75	5,943.75	7	1,664.25	5	1,188.75	6	1,426.50	7	1,664.25
16	Paper, Post-It, 2" x 3", 400s		14	40.54	567.56	7	283.78		-		-	7	283.78
17	Paper, PPC, A4		25	162.14	4,053.50	7	1,134.98	5	810.70	6	972.84	7	1,134.98
18	Paper, PPC, Legal		25	228.20	5,705.00	7	1,597.40	5	1,141.00	6	1,369.20	7	1,597.40
19	Paper, Ruled Pad		7	24.10	168.70		-	7	168.70		-		-
20	Paper, Thermal		12	42.94	515.28	6	257.64		-	6	257.64		-
21	Paste		2	24.30	48.60	2	48.60		-		-		-
22	Pen, Ballpen, black		28	10.39	290.92	14	145.46		-	14	145.46		-
23	Pen, Marker, Flourescent, 3 colors		6	20.01	120.06	6	120.06		-		-		-
24	Pen, Marking, Permanent, Black		8	20.01	160.08	8	160.08		-		-		-
25	Pen, Marking, Whiteboard, Black		4	77.95	311.80	4	311.80		-		-		-
26	Pencil, Ordinary		4	32.16	128.64	4	128.64		-		-		-
27	Puncher		2	121.48	242.96	2	242.96		-		-		-
28	Record Book, 300 pages		8	71.46	571.68	4	285.84		-	4	285.84		-
29	Record Book, 500 pages		4	121.61	486.44	2	243.22		-	2	243.22		-
30	Ribbon Cartridge, EPSON RN 8750		12	99.71	1,196.52	4	398.84	4	398.84		-	4	398.84

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
31	Scissor, 158mm		7	15.76	110.32		-	7	110.32		-		-
32	Sign Pen, Black		28	47.16	1,320.48	7	330.12	7	330.12	7	330.12	7	330.12
33	Stamp Pad, Felt Pad, Big		2	27.48	54.96	2	54.96		-		-		-
34	Staple Remover		7	8.12	56.84	7	56.84		-		-		-
35	Staple Wire, #35		2	45.80	91.60	2	91.60		-		-		-
36	Stapler, Medium, #35		2	327.27	654.54	2	654.54		-		-		-
37	Tape, Transparent 1"		2	18.84	37.68	2	37.68		-		-		-
38	Tape, Transparent 2"		2	18.64	37.28	2	37.28		-		-		-
39	Contingencies				4,604.07		-				84.35		4,519.72
<b>TOTAL</b>					<b>40,000.00</b>		<b>19,750.78</b>		<b>4,659.57</b>		<b>5,589.65</b>		<b>10,000.00</b>

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*