

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount					Date Submitted:			
Department / Office: RIZAL SPORTS & YOUTH DEVELOPMENT OFFICE					Regular 9,240.00	Contingency -			Total 9,240.00				
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		6	50.00	300.00	2	100.00	2	100	1	50.00	1	50.00
2	Calculator, 12-digits, 2-way power source		1	600.00	600.00	1	600.00		0		-		-
3	Correction Fluid		5	25.00	125.00	2	50.00	2	50	1	25.00		-
4	Envelope, Documentary, Brown, A4, 500s		40	6.00	240.00	10	60.00	10	60	10	60.00	10	60.00
5	Envelope, Documentary, Brown, Legal, 500s		40	8.00	320.00	10	80.00	10	80	10	80.00	10	80.00
6	Envelope, Mailing, A4, 500s		1	200.00	200.00	1	200.00		0		-		-
7	Envelope, Mailing, Legal, White, 500s		1	250.00	250.00	1	250.00		0		-		-
8	Fastener		4	40.00	160.00	4	160.00		0		-		-
9	File Folder, Ordinary, A4		40	6.00	240.00	10	60.00	10	60	10	60.00	10	60.00
10	File Folder, Ordinary, Legal		40	8.00	320.00	10	80.00	10	80	10	80.00	10	80.00
11	Paper, Copy, A4		8	220.00	1,760.00	4	880.00	2	440		-	2	440.00
12	Paper, Copy, Legal		8	250.00	2,000.00	4	1,000.00	2	500		-	2	500.00
13	Paper, Ruled Pad		5	40.00	200.00	2	80.00	2	80		-	1	40.00
14	Pen, Ballpen, (black, blue, red)		26	15.00	390.00	13	195.00		0	13	195.00		-
15	Pen, Marking, Permanent, Black		10	25.00	250.00	4	100.00	2	50	2	50.00	2	50.00
16	Pencil, Ordinary		10	10.00	100.00	5	50.00		0	5	50.00		-
17	Puncher		1	300.00	300.00	1	300.00		0		-		-
18	Record Book, 500 pages		2	250.00	500.00	2	500.00		0		-		-
19	Scissor, 158mm		2	25.00	50.00	2	50.00		0		-		-
20	Sign Pen, Black		15	30.00	450.00	7	210.00	6	180	1	30.00	1	30.00
21	Staple Wire, #35		4	27.50	110.00	4	110.00		0		-		-
22	Stapler, Medium, #35		1	150.00	150.00	1	150.00		0		-		-
23	Tape, Masking 1"		5	25.00	125.00	5	125.00		0		-		-
24	Tape, Transparent 1"		5	20.00	100.00	5	100.00		0		-		-
TOTAL					9,240.00	5,490.00			1,680.00	680.00		1,390.00	

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