

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: SANGGUNIANG PANLALAWIGAN - SECRETARIAT					Regular 48,060.66	Contingency 1,939.34	Total 50,000.00						
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
	Alcohol, Rubbing		30	58.46	1,753.80		-		0		-	30	1753.80
	Battery, AAA		6	610.62	3,663.72	6	3,663.72		-		-		-
	Broom, Soft		8	37.12	296.96		-		-		-	8	296.96
	Broom, Stick		8	19.48	155.84		-		-		-	8	155.84
	Charger, Battery for AA/AAA		3	871.02	2,613.06	3	2,613.06		-		-		-
	Correction Fluid		20	51.96	1,039.20	20	1,039.20		-		-		-
	Data Folder, with finger ring and clear plastic pocket for label		20	103.93	2,078.60	0	0		0		0	20	2078.60
	Envelope, Documentary, Brown, Legal, 500s		1	810.70	810.70	1	810.70		-		-		-
	Fastener		10	105.23	1,052.30		-		-		-	10	1,052.30
	File Folder, Tagboard, Legal		4	328.69	1,314.76		-		-		-	4	1,314.76
	Flash Drive, 2GB		8	324.80	2,598.40	8	2,598.40		-		-		-
	Glue		4	51.96	207.84	3	155.88		-		-	1	51.96
	Index Card, 3 x 5		4	64.96	259.84	4	259.84		-		-		-
	Ink Cartridge, EPSON 73N, Black		1	2,533.44	2,533.44	1	2,533.44		-		-		-
	Paper, Carbon Film, Legal		3	519.68	1,559.04	0	-		-		-	3	1,559.04
	Paper, Copy, A4		20	168.89	3,377.80	20	3,377.80		-		-		-
	Paper, Copy, Legal		50	207.87	10,393.50	50	10,393.50		-		-		-
	Paper, Mimeo, White, A4		10	181.88	1,818.80		-		-		-	10	1,818.80
	Paper, Ruled Pad		10	24.68	246.80		-		-		-	10	246.80
	Paper, Thermal		20	51.96	1,039.20	20	1,039.20		-		-		0
	Paste		10	25.98	259.80	10	259.80		-		-		0
	Pen, Ballpen, black		100	11.69	1,169.00	100	1,169.00		-		-		-
	Picture Frame, Legal		4	259.84	1,039.36	4	1,039.36		-		-		0
	Ribbon Cartridge, EPSON RN 8750		40	103.93	4,157.20	40	4,157.20		-		-		-
	Soap, Detergent Bar		4	25.98	103.92	0	-		-		-	4	103.92

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						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
	Staple Wire, #35		10	46.77	467.70	10	467.70		-		-		-
	Tape, Masking 2"		8	20.78	166.24	0	-		-		-	8	166.24
	Uninterrupted Power Supply (UPS)		1	1,883.84	1,883.84	1	1,883.84		-		-		-
	Contingencies			-	1,939.34		38.36		-		-		1,095.50
TOTAL					50,000.00	37,500.00		-		-		11,694.52	

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