

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL TREASURER'S OFFICE					Regular	Contingency	Total						
					238,275.17	41,959.91	280,235.08						
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		50	39.43	1,971.50	30	1,182.90		0		-	20	788.60
	Book, Cash Book, Bank		20	287.50	5,750.00	20	5,750.00		0		-		-
	Book, Cash Book, Disbursing		20	287.50	5,750.00	20	5,750.00		0		-		-
	Book, Cash Book, Treasury		20	287.50	5,750.00	20	5,750.00		0		-		-
	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		100	63.86	6,386.00	25	1,596.50	25	1596.5	25	1,596.50	25	1,596.50
	Box, Index Card, 5" x 8"		10	56.68	566.80	5	283.40		0	5	283.40		-
	Calculator, 12-digits, 2-way power source		30	150.79	4,523.70	30	4,523.70		0		-		-
	Clip, Plastic, Jumbo, 50mm		30	13.83	414.90		-	30	414.9		-		-
	Clip, Plastic, Small, 33mm		250	5.60	1,400.00	150	840.00		0		-	100	560.00
	Correction Fluid		200	10.15	2,030.00	100	1,015.00		0		-	100	1,015.00
	Data Folder, with finger ring and clear plastic pocket for label		60	73.66	4,419.60	20	1,473.20	40	2946.4		-		-
	Envelope, Expanding, Kraftboard		1	503.91	503.91	1	503.91		0		-		-
	Envelope, Mailing, Legal, White, 500s		5	225.35	1,126.75		-	5	1126.75		-		-
	Envelope, Pay		5	196.04	980.20	5	980.20		0		-		-
	Fastener		100	82.87	8,287.00	50	4,143.50		0		-	50	4,143.50
	File Folder, Tagboard, Legal		6	249.26	1,495.56	3	747.78		0	3	747.78		-
	File Organizer		10	69.24	692.40	5	346.20		0	5	346.20		-
	Index Card, 5 x 8		20	111.61	2,232.20	10	1,116.10		0	10	1,116.10		-
	Index Tab		80	62.40	4,992.00	40	2,496.00		0		-	40	2,496.00
	Ink Cartridge, HP 21		10	659.36	6,593.60	5	3,296.80	5	3296.8		-		-
	Ink Cartridge, HP 22		4	768.24	3,072.96		-	2	1536.48		-	2	1,536.48
	Ink, Refill, 200ml, 4 colors		10	500.00	5,000.00	10	5,000.00		0		-		-
	Ink, Risograph, CR1630		4	1,350.00	5,400.00	2	2,700.00		0		-	2	2,700.00
	Ink, Stamp Pad		24	25.97	623.28	24	623.28		0		-		-
	Pad, Columnar, 14 columns		5	45.12	225.60	5	225.60		0		-		-
	Pad, Columnar, 18 columns		5	68.60	343.00	5	343.00		0		-		-
	Paper, Bond with Logo, A4		10	900.00	9,000.00	10	9,000.00		0		-		-
	Paper, Bond with Logo, Legal		20	950.00	19,000.00	20	19,000.00		0		-		-
	Paper, Bond, A4		60	131.52	7,891.20	20	2,630.40		0	20	2,630.40	20	2,630.40
	Paper, Bond, Legal		100	152.84	15,284.00	20	3,056.80	20	3056.8	20	3,056.80	40	6,113.60

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL TREASURER'S OFFICE					Regular 238,275.17		Contingency 41,959.91		Total 280,235.08				
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
	Paper, Carbon Film, Legal		50	68.63	3,431.50	25	1,715.75		0		-	25	1,715.75
	Paper, Mimeo, White, A4		80	139.10	11,128.00	20	2,782.00	20	2782	20	2,782.00	20	2,782.00
	Paper, Mimeo, White, Legal		100	153.82	15,382.00	20	3,076.40	20	3076.4	30	4,614.60	30	4,614.60
	Paper, Multicopy, A4, 80gsm		40	160.16	6,406.40		-	10	1601.6	10	1,601.60	20	3,203.20
	Paper, Multicopy, Legal, 80gsm		55	182.99	10,064.45		-	10	1829.9	15	2,744.85	30	5,489.70
	Paper, PPC, A4		60	150.05	9,003.00	20	3,001.00		0	20	3,001.00	20	3,001.00
	Paper, PPC, Legal		87	175.61	15,278.07	30	5,268.30	20	3512.2	20	3,512.20	17	2,985.37
	Paper, Ruled Pad		20	21.06	421.20	0	-		0		-	20	421.20
	Paper, Thermal		60	36.08	2,164.80	30	1,082.40		0	30	1,082.40		-
	Pen, Ballpen, black		500	2.37	1,185.00	500	1,185.00		0		-		-
	Pen, Ballpen, red		30	2.37	71.10	30	71.10		0		-		-
	Pen, Marker, Fluorescent, 3 colors		40	42.66	1,706.40	20	853.20		0		-	20	853.20
	Pen, Marking, Permanent, Black		60	15.39	923.40	30	461.70		0		-	30	461.70
	Pen, Marking, Permanent, Red		10	15.39	153.90	10	153.90		0		-		-
	Pencil, Ordinary		20	21.41	428.20	20	428.20		0		-		-
	Record Book, 300 pages		20	61.11	1,222.20	10	611.10	10	611.1		-		-
	Record Book, 500 pages		5	82.02	410.10	5	410.10		0		-		-
	Ribbon Cartridge, EPSON RN 8750		150	76.75	11,512.50		-		0	75	5,756.25	75	5,756.25
	Rubber Band, #18		5	98.75	493.75	5	493.75		0		-		-
	Rubber Stamp		40	200.00	8,000.00	20	4,000.00		0		-	20	4,000.00
	Scissor, 158mm		20	15.46	309.20	20	309.20		0		-		-
	Sign Pen, Black		60	36.28	2,176.80	60	2,176.80		0		-		-
	Sign Pen, Red		24	24.84	596.16	10	248.40		0		-	14	347.76
	Staple Wire, #35		50	18.69	934.50		-	30	560.7		-	20	373.80
	Tape, Adding Machine		150	9.31	1,396.50	0	-	50	465.5		-	100	931.00
	Tape, Masking 2"		10	76.84	768.40	10	768.40		0		-		-
	Tape, Packaging 2"		40	17.64	705.60	20	352.80		0		-	20	352.80
	Tape, Transparent 1"		26	11.38	295.88	26	295.88		0		-		-
	Contingencies				41,959.91		20,000.00		6770.55		6,000.00		9,189.36
TOTAL					280,235.08	134,119.65	35,184.58	40,872.08	70,058.77				

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: PROVINCIAL TREASURER'S OFFICE					Regular 238,275.17		Contingency 41,959.91		Total 280,235.08				
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

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