

## 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>PROVINCIAL VETERINARY OFFICE</b> |                                 |      |      |           | Regular         | Contingency     | Total           |             |          |             |                 |                 |        |
|  |                                 |      |      |           | <b>8,549.81</b> | <b>950.19</b>   | <b>9,500.00</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  | Clip, Plastic, Small, 33mm      |      | 3    | 7.28      | 21.84           | 2               | 14.56           | 0           | 0        | -           | 1               | 7.28            |        |
| 2  | Correction Fluid                |      | 10   | 10.37     | 103.70          | 8               | 82.96           | 0           | 0        | -           | 2               | 20.74           |        |
| 3  | Fastener                        |      | 3    | 83.08     | 249.24          | 2               | 166.16          | 0           | 0        | -           | 1               | 83.08           |        |
| 4  | File Folder, Tagboard, Legal    |      | 3    | 249.60    | 748.80          | 2               | 499.20          | 0           | 0        | -           | 1               | 249.60          |        |
| 5  | Ink, Stamp Pad                  |      | 3    | 25.97     | 77.91           | 2               | 51.94           | 0           | 0        | -           | 1               | 25.97           |        |
| 6  | Paper, Bond, Legal              |      | 30   | 163.23    | 4,896.90        | 24              | 3,917.52        | 0           | 0        | -           | 6               | 979.38          |        |
| 7  | Paper, Parchment, A4            |      | 1    | 161.20    | 161.20          | 1               | 161.20          | 0           | 0        | -           |                 | -               |        |
| 8  | Paper, Ruled Pad                |      | 5    | 23.61     | 118.05          | 4               | 94.44           | 0           | 0        | -           | 1               | 23.61           |        |
| 9  | Paper, Thermal                  |      | 3    | 39.00     | 117.00          | 2               | 78.00           | 0           | 0        | -           | 1               | 39.00           |        |
| 10   | Pen, Marking, Permanent, Blue   |      | 1    | 15.39     | 15.39           | 1               | 15.39           | 0           | 0        | -           |                 | -               |        |
| 11   | Pen, Marking, Permanent, Red    |      | 1    | 15.39     | 15.39           | 1               | 15.39           | 0           | 0        | -           |                 | -               |        |
| 12   | Puncher                         |      | 3    | 93.57     | 280.71          | 2               | 187.14          | 0           | 0        | -           | 1               | 93.57           |        |
| 13   | Record Book, 300 pages          |      | 5    | 61.24     | 306.20          | 4               | 244.96          | 0           | 0        | -           | 1               | 61.24           |        |
| 14   | Ribbon Cartridge, EPSON RN 8750 |      | 5    | 76.75     | 383.75          | 4               | 307.00          | 0           | 0        | -           | 1               | 76.75           |        |
| 15   | Stamp Pad, Felt Pad, Big        |      | 1    | 20.47     | 20.47           | 1               | 20.47           | 0           | 0        | -           |                 | -               |        |
| 16   | Staple Wire, #35                |      | 10   | 18.69     | 186.90          | 8               | 149.52          | 0           | 0        | -           | 2               | 37.38           |        |
| 17   | Stapler, Medium, #35            |      | 3    | 271.36    | 814.08          | 2               | 542.72          | 0           | 0        | -           | 1               | 271.36          |        |
| 18   | Tape, Transparent 1"            |      | 3    | 10.76     | 32.28           | 2               | 21.52           | 0           | 0        | -           | 1               | 10.76           |        |
|  | Contingencies                   |      |      |           | 950.19          |                 | 554.91          |             |          |             |                 | 395.28          |        |
| <b>TOTAL</b>   |                                 |      |      |           | <b>9,500.00</b> | <b>7,125.00</b> | <b>-</b>        | <b>-</b>    | <b>-</b> | <b>-</b>    | <b>-</b>        | <b>2,375.00</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