

ANNUAL PROCUREMENT PROGRAM

Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.					Planned Amount						Date Submitted:		
Department / Office: YNARES CENTER					Regular	Contingency		Total					
					26,733.77	5,466.23		32,200.00					
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	Airfreshener		10	117.59	1,175.90	10	1,175.90		0		-		-
2	Alcohol, Rubbing		12	39.43	473.16	6	236.58		0		-	6	236.58
3	Battery, AA		20	15.38	307.60	20	307.60		0		-		-
4	Battery, AAA		20	15.27	305.40	20	305.40		0		-		-
5	Battery, Size C		20	35.00	700.00	10	350.00		0		-	10	350.00
7	Battery, Square, 9v		20	40.00	800.00	10	400.00		0		-	10	400.00
	Box, Data File with closed end and finger rings, 15" x 9" x 15 3/4		30	63.86	1,915.80		-		0		-	30	1,915.80
	Clip, Plastic, Small, 33mm		8	5.60	44.80	8	44.80		0		-		-
	Correction Fluid		8	10.15	81.20	6	60.90		0		-	2	20.30
	Envelope, Mailing, Legal, White, 500s		1	225.35	225.35	1	225.35		0		-		-
	Eraser, Rubber		6	2.57	15.42	6	15.42		0		-		-
	Fastener		10	82.86	828.60	5	414.30		0		-	5	414.30
	File Folder, Ordinary, Legal		1	249.26	249.26	1	249.26		0		-		-
	Index Card, 5 x 8		1	111.61	111.61		-		0		-	1	111.61
	Ink Cartridge, EPSON 73N, Black		1	650.00	650.00	1	650.00		0		-		-
	Ink Cartridge, EPSON 73N, Cyan		1	650.00	650.00	1	650.00		0		-		-
	Ink Cartridge, EPSON 73N, Magenta		1	650.00	650.00	1	650.00		0		-		-
	Ink Cartridge, EPSON 73N, Yellow		1	650.00	650.00	1	650.00		0		-		-
	Ink, Refill, Oil Base, 500ml		4	650.00	2,600.00	2	1,300.00		0		-	2	1,300.00
	Paper, Bond, A4		12	131.52	1,578.24	6	789.12		0		-	6	789.12
	Paper, Bond, Legal		12	152.84	1,834.08	6	917.04		0		-	6	917.04
	Paper, Post-It, 2" x 2", 400s		10	118.34	1,183.40	5	591.70		0		-	5	591.70
	Paper, PPC, A4		12	150.04	1,800.48	6	900.24		0		-	6	900.24
	Paper, PPC, Legal		12	175.61	2,107.32	6	1,053.66		0		-	6	1,053.66
	Paper, Ruled Pad		10	21.06	210.60	5	105.30		0		-	5	105.30
	Paper, Thermal		5	36.08	180.40	5	180.40		0		-		-
	Pen, Ballpen, black		60	2.36	141.60	60	141.60		0		-		-
	Pen, Ballpen, blue		60	2.36	141.60	60	141.60		0		-		-
	Pen, Marker, Fluorescent, 3 colors		15	42.65	639.75	5	213.25		0		-	10	426.50
	Pen, Marking, Permanent, Black		10	15.38	153.80	5	76.90		0		-	5	76.90

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Department / Office: YNARES CENTER					Regular 26,733.77	Contingency 5,466.23	Total 32,200.00						
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
	Pen, Marking, Whiteboard, Black		10	15.17	151.70	5	75.85		0		-	5	75.85
	Pencil, Mechanical		10	15.27	152.70	5	76.35		0		-	5	76.35
	Pencil, Ordinary		5	21.41	107.05	5	107.05		0		-		-
	Puncher		2	93.70	187.40	1	93.70		0		-	1	93.70
	Record Book, 300 pages		5	61.11	305.55	5	305.55		0		-		-
	Ribbon, Manual Typewriter		5	15.37	76.85	5	76.85		0		-		-
	Rubber Band, #18		2	98.75	197.50	2	197.50		0		-		-
	Scissor, 158mm		5	15.07	75.35	5	75.35		0		-		-
	Sign Pen, Black		20	36.27	725.40	16	580.32		0		-	4	145.08
	Tape, Masking 2"		10	74.83	748.30	10	748.30		0		-		-
	Tape, Packaging 2"		10	17.64	176.40	10	176.40		0		-		-
	Tape, Transparent 1"		10	11.38	113.80	10	113.80		0		-		-
	Toilet Tissue		20	65.52	1,310.40	20	1,310.40		0		-		-
	Contingencies				5,466.23		5,466.23						
TOTAL					32,200.00		22,199.97		-		-		10,000.03

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