

ANNUAL PROCUREMENT PROGRAM
Calendar Year 2011

Name of Local Government Unit: PROVINCE OF RIZAL													
Program Control No.						Planned Amount							
Department / Office: OFFICE OF THE GOVERNOR - PROPER						Regular 5,660,447.60		Contingency 1,011,608.40		Total 6,672,056.00		Date Submitted:	
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		8	36.15	289.20	4	144.60			4	144.60		
2	Box, Data File with closed end and finger rings, 15" x 9" x 15	piece	10	56.20	562.00					10	562.00		
3	CD Rewritable		200	27.00	5,400.00	200	5,400.00	0	-		-		-
4	Clip, Plastic, Small, 33mm		20	4.40	88.00	5	22.00	5	22.00	5	22.00	5	22.00
5	Correction Fluid		20	11.75	235.00	10	117.50	10	117.50	0	-		0
6	DVD Recordable		40	90.00	3,600.00	10	900.00	10	900.00	10	900.00	10	900.00
7	DVD Rewritable		40	100.00	4,000.00	10	1,000.00	10	1,000.00	10	1,000.00	10	1,000.00
8	Envelope, Documentary, Brown, A4, 500s		2	506.00	1,012.00	1	506.00		-	1	506.00		-
9	Envelope, Documentary, Brown, Legal, 500s		30	500.00	15,000.00	10	5,000.00	10	5,000.00	10	5,000.00		-
10	Envelope, Expanding, Legal		2	602.00	1,204.00	1	602.00		-	1	602.00		-
11	Envelope, Mailing with Logo, A4, 500s		10	900.00	9,000.00	0	-		-	5	4,500.00	5	4,500.00
12	Envelope, Mailing with Logo, Legal, 500s		10	950.00	9,500.00	5	4,750.00		-	5	4,750.00		-
13	Fastener		20	80.80	1,616.00	0	-		-	10	808.00	10	808.00
14	File Folder, Expanding, Legal, 100s		5	737.00	3,685.00	3	2,211.00	1	737.00	1	737.00		-
15	File Folder, Ordinary, A4		5	252.75	1,263.75	2	505.50	1	252.75	2	505.50		-
16	File Folder, Ordinary, Legal, 16pts		20	500.00	10,000.00	10	5,000.00	5	2,500.00	5	2,500.00		-
17	Furniture Cleaner		20	139.00	2,780.00	0	-		-	10	1,390.00	10	1,390.00
18	Glue		6	46.70	280.20	0	-		-	3	140.10	3	140.10
19	Ink Cartridge, EPSON 73N, Black		60	650.00	39,000.00	20	13,000.00	20	13,000.00	20	13,000.00		-
20	Ink Cartridge, EPSON 73N, Cyan		60	650.00	39,000.00	20	13,000.00	20	13,000.00	20	13,000.00		-
21	Ink Cartridge, EPSON 73N, Magenta		60	650.00	39,000.00	20	13,000.00	20	13,000.00	20	13,000.00		-
22	Ink Cartridge, EPSON 73N, Yellow		60	650.00	39,000.00	20	13,000.00	20	13,000.00	20	13,000.00		-
23	Ink Cartridge, Lexmark, 17 Black		100	1,400.00	140,000.00	50	70,000.00		-	50	70,000.00		-
24	Ink Cartridge, Lexmark, 27 Colored		100	1,500.00	150,000.00	50	75,000.00		-	50	75,000.00		-
25	Ink, Risograph, CR1630		60	2,820.00	169,200.00	30	84,600.00		-	30	84,600.00		-

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						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
26	Ink, Risograph, RZ23000		60	1,900.00	114,000.00	30	57,000.00		-	30	57,000.00		-
27	Ink, Risograph, RZ5700		80	1,875.00	150,000.00	20	37,500.00	20	37,500.00	20	37,500.00	20	37,500.00
28	Ink, Stamp Pad		10	22.25	222.50		-		-	10	222.50		-
29	Master roll, Risograph, CR1630		60	3,106.00	186,360.00	30	93,180.00		-	30	93,180.00		-
30	Master roll, Risograph, RZ23000		60	3,800.00	228,000.00	30	114,000.00		-	30	114,000.00		-
31	Master roll, Risograph, RZ5700		80	4,700.00	376,000.00	20	94,000.00	20	94,000.00	20	94,000.00	20	94,000.00
32	Notebook, Stenographer		12	10.00	120.00	3	30.00	3	30.00	3	30.00	3	30.00
33	Paper, Bond, A4		200	190.00	38,000.00	50	9,500.00	50	9,500.00	50	9,500.00	50	9,500.00
34	Paper, Bond, Legal		200	200.00	40,000.00	50	10,000.00	50	10,000.00	50	10,000.00	50	10,000.00
35	Paper, Book Paper, A4, 80gsm		400	275.00	110,000.00	100	27,500.00	100	27,500.00	100	27,500.00	100	27,500.00
36	Paper, Book Paper, Legal, 80gsm		400	280.00	112,000.00	100	28,000.00	100	28,000.00	100	28,000.00	100	28,000.00
37	Paper, Copy, Legal		100	300.00	30,000.00	25	7,500.00	25	7,500.00	50	15,000.00		-
38	Paper, Copy, Short		100	290.00	29,000.00	25	7,250.00	25	7,250.00	25	7,250.00	25	7,250.00
39	Paper, Mimeo, White, A4		80	84.05	6,724.00	20	1,681.00	20	1,681.00	20	1,681.00	20	1,681.00
40	Paper, Mimeo, White, Legal		80	200.00	16,000.00	20	4,000.00	20	4,000.00	20	4,000.00	20	4,000.00
41	Paper, Multicopy, A4, 80gsm		200	290.00	58,000.00	50	14,500.00	50	14,500.00	50	14,500.00	50	14,500.00
42	Paper, Multicopy, Legal, 80gsm		200	300.00	60,000.00	50	15,000.00	50	15,000.00	50	15,000.00	50	15,000.00
43	Paper, Newsprint, Long		2500	100.00	250,000.00	1250	125,000.00	1250	125,000.00				
44	Paper, Newsprint, Short		2500	95.00	237,500.00	1250	118,750.00	1250	118,750.00				
45	Paper, Post-It, 2" x 2", 400s		8	101.70	813.60		-		-	4	406.80	4	406.80
46	Paper, Post-It, 2" x 3", 400s		8	28.60	228.80		-		-	4	114.40	4	114.40
47	Paper, Ruled Pad		20	18.55	371.00	10	185.50		-	10	185.50		
48	Paper, Thermal		20	33.05	661.00	5	165.25		-	15	495.75		
49	Pen, Ballpen, (black, blue, red)		100	6.00	600.00	100	600.00	0	-		-		-
50	Pen, Marker, Fluorescent, 3 colors		10	63.15	631.50	5	315.75		-	5	315.75		-

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51	Pen, Marking, Pentel, (black, blue, red)		15	27.00	405.00	5	135.00		-	5	135.00	5	135.00
52	Puncher		8	93.50	748.00		-		-	4	374.00	4	374.00
53	Record Book, 500 pages		8	93.60	748.80					8	748.80	0	-
54	Refill for Sign Pen, Parker		20	81.00	1,620.00					10	810.00	10	810.00
55	Ribbon Cartridge, EPSON LQ-2180		60	750.00	45,000.00	20	15,000.00	20	15,000.00	20	15,000.00		-
56	Ribbon Cartridge, EPSON RN 8750		60	100.00	6,000.00	20	2,000.00	20	2,000.00	20	2,000.00		-
57	Ribbon Cartridge, FX 2190		30	350.00	10,500.00	10	3,500.00	10	3,500.00	10	3,500.00		-
58	Rubber Band, #18		50	99.10	4,955.00	25	2,477.50	25	2,477.50		-		-
59	Scissor, 158mm		25	12.15	303.75	25	303.75				-		-
60	Sign Pen, Rollerball		50	300.00	15,000.00	25	7,500.00		-	25	7,500.00		-
61	Staple Remover		8	6.25	50.00	2	12.50	2	12.50	4	25.00	0	-
62	Staple Wire, #35		8	35.25	282.00	2	70.50	0	-	6	211.50	0	-
63	Stapler, Medium, #35		20	251.90	5,038.00		-		-	20	5,038.00		-
64	Tape, Transparent 1"		20	15.00	300.00	20	300.00	0	-	0	-	0	-
65	Tape, Transparent 2"		20	16.00	320.00	5	80.00	5	80.00	5	80.00	5	80.00
66	Toner Cartridge, HP1160		40	3,500.00	140,000.00	40	140,000.00						
67	Toner, for Xerox, SF1025N		15	1,650.00	24,750.00	10	16,500.00			5	8,250.00		
	Various Supplies				2,674,479.50		2,013,264.25		-		-		661,215.25
	Contingencies				1,011,608.40		264,450.95		-		-		747,157.45
	TOTAL				6,672,056.00		2,465,459.45		585,810.25		879,221.20		1,668,014.00

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