

**ANNUAL PROCUREMENT PROGRAM
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

Program Control No. _____					Planned Amount					Date Submitted:			
Department/ Office:Local Economic Enterprise Dev't Office					Regular	Contingency		Total					
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	DISTRIBUTION							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Alcohol - 500 mL.	35.00	1	bottle	35.00	1	35.00		-				
2	Ballpen	10.00	12	pc	120.00	10	100.00	2	20.00				
3	Bond Paper - Long Sub. 20	198.00	3	ream	594.00	2	396.00	1	198.00				
4	Bond Paper - Short Sub. 20	165.00	6	ream	990.00	5	825.00	1	165.00				
5	Columnar Book - 12 columns	55.00	1	pc	55.00	1	55.00		-				
6	Envelope Short	5.00	20	pc	100.00	15	75.00	5	25.00				
7	Folder Long	5.00	20	pc	100.00	15	75.00	5	25.00				
8	Logbook - 300 pages	85.00	1	pc	85.00	1	85.00		-				
9	Longbook - 150 pages	58.00	1	pc	58.00	1	58.00		-				
10	Masking Tape 1"	25.00	1	roll	25.00	1	25.00		-				
11	Packaging Tape	35.00	1	roll	35.00	1	35.00		-				
12	Printer Ink - Black	150.00	3	bottle	450.00	2	300.00	1	150.00				
13	Printer Ink - Cyan	150.00	3	bottle	450.00	2	300.00	1	150.00				-
14	Printer Ink - Magenta	150.00	3	bottle	450.00	2	300.00	1	150.00				-
15	Printer Ink - Yellow	150.00	3	bottle	450.00	2	300.00	1	150.00				
16	Scotch Tape 1"	19.00	1	roll	19.00	1	19.00		-				
17	Staple Wire No. 35	19.85	1	box	19.85	1	19.85		-				
18	Ballpen	10.00	12	pc	120.00	5	50.00	5	50.00	2	20.00		
19	Bond Paper - Long Sub. 20	198.00	8	ream	1,584.00	4	792.00	3	594.00	1	198.00		
20	Bond Paper - Short Sub. 20	165.00	12	ream	1,980.00	8	1,320.00	3	495.00	1	165.00		
21	Columnar Book - 12 columns	55.00	15	pc	825.00	15	825.00		-		-		
22	Correction Tape	43.10	8	pc	344.80	5	215.50	3	129.30		-		-
23	Envelope Short	5.00	20	pc	100.00	20	100.00		-		-		-
24	Folder Long	5.00	20	pc	100.00	20	100.00		-		-		-
25	Longbook - 150 pages	58.00	15	pc	870.00	15	870.00		-		-		-
26	Logbook - 300 pages	65.00	5	pc	325.00	5	325.00		-		-		-
27	Printer Ink - Black	150.00	7	bottle	1,050.00	5	750.00	2	300.00		-		
28	Printer Ink - Cyan	150.00	4	bottle	600.00	3	450.00	1	150.00		-		
29	Printer Ink - Magenta	150.00	4	bottle	600.00	3	450.00	1	150.00		-		
30	Printer Ink - Yellow	150.00	4	bottle	600.00	3	450.00	1	150.00		-		
31	Stabelo - Highlighter	43.00	5	box	215.00	3	129.00	2	86.00		-		

32	Staple Wire No. 35	19.85	2	box	39.70	1	19.85	1	19.85		-	
33	Alcohol - 500 mL.	35.00	4	bottle	140.00	3	105.00	1	35.00		-	
34	Packaging Tape	35.00	2	roll	70.00	2	70.00		-		-	
35	Scotch Tape 1"	19.00	3	roll	57.00	2	38.00	1	19.00		-	
36	Masking Tape 1"	25.00	2	roll	50.00	1	25.00	1	25.00		-	
37	Rubber Stamp	150.00	1	pc	150.00	1	150.00		-		-	
38	Stamp Pad	58.00	2	pc	116.00	2	116.00		-		-	
39	Stamp Pad Ink	35.00	5	bottle	175.00	5	175.00		-		-	
40	Paper Clip - Coated Big	19.00	2	box	38.00	2	38.00		-		-	
41	Alcohol - 500 mL.	35.00	2	bottle	70.00	2	70.00		-		-	
42	Ballpen	10.00	12	pc	120.00	8	80.00	2	20.00	2	20.00	
43	Bond Paper - Long Sub. 20	198.00	7	ream	1,386.00	6	1,188.00	1	198.00		-	
44	Bond Paper - Short Sub. 20	165.00	6	ream	990.00	5	825.00	1	165.00		-	
45	Columnar Book - 12 columns	55.00	1	pc	55.00	1	55.00		-		-	
46	Correction Tape	43.10	4	pc	172.40	3	129.30	1	43.10		-	
47	Envelope Short	5.00	20	pc	100.00	20	100.00		-		-	
48	Folder Long	5.00	20	pc	100.00	20	100.00		-		-	
49	LED Lights - bulb	250.00	7	box	1,750.00	7	1,750.00		-		-	
50	Logbook - 300 pages	65.00	1	pc	65.00	1	65.00		-		-	
51	Longbook - 150 pages	58.00	1	pc	58.00	1	58.00		-		-	
52	Masking Tape 1"	25.00	2	roll	50.00	1	25.00	1	25.00		-	
53	Packaging Tape	35.00	2	roll	70.00	2	70.00		-		-	
54	Printer Ink - Black	150.00	4	bottle	600.00	3	450.00	1	150.00		-	
55	Printer Ink - Cyan	150.00	3	bottle	450.00	3	450.00		-		-	
56	Printer Ink - Magenta	150.00	3	bottle	450.00	3	450.00		-		-	
57	Printer Ink - Yellow	150.00	3	bottle	450.00	3	450.00		-		-	
58	Rubber Stamp	150.00	1	pc	150.00	1	150.00		-		-	
59	Scotch Tape 1"	19.00	3	roll	57.00	2	38.00	1	19.00		-	
60	Stabelo - Highlighter	43.00	3	box	129.00	2	86.00	1	43.00		-	
61	Stamp Pad	58.00	2	pc	116.00	2	116.00		-		-	
62	Stamp Pad Ink	35.00	6	bottle	210.00	6	210.00		-		-	
63	Staple Wire No. 35	19.85	1	box	19.85	1	19.85		-		-	
	total				21,803.60							

This is to certify that the above procurement program is in accordance with the objective of this Office

Recommended by:

ANECIETA O. BRIGENTE
Asst. Municipal Treasurer/OIC

Approved by:

ATTY. JOSE JIMMY S. SAGARINO
Local Chief Executive