

**ANNUAL PROCUREMENT PROGRAM  
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

Program Control No. _____					Planned Amount				Date Submitted:				
Department/ Office: Municipal Budget 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	Paper for PPC, (Plain Paper Copier A4)	107.35	20	rms	2,147	5	536.75	5	536.75	5	536.75	5	536.75
2	Book Paper long	200.00	20	rms	4,000	2	400.00	8	1,600.00	5	1,000.00	5	1,000.00
3	Book Paper short	180.00	20	rms	3,600	4	720.00	3	540.00	8	1,440.00	5	900.00
4	5. PAPER, multicopy, legal, for laser printing	200.00	10	rms	2,000	3	600.00	3	600.00	2	400.00	2	400.00
5	Ballpen, Black	9.65	20	pcs	193	10	96.50	5	48.25		-	5	48.25
6	Ink Refill Compatible (Black)	150.00	10	bot	1,500	2	300.00	2	300.00	3	450.00	3	450.00
7	Ink Refill Compatible (Colored-)				0		-		-		-		-
8	- Magenta	150.00	10	bot	1,500	2	300.00	2	300.00	3	450.00	3	450.00
9	- Cyan	150.00	9	bot	1,350	2	300.00	2	300.00		-	5	750.00
10	- Yellow	150.00	5	bot	750	2	300.00	2	300.00		-	1	150.00
11	Brown folder	5.00	50	pcs	250	50	250.00		-		-		-
12	PVC long	10.00	50	pcs	500	20	200.00		-	20	200.00	10	100.00
13	PVC Short	10.00	20	pcs	200	20	200.00		-		-		-
14	Colored Paper long	5.00	50	pcs	250		-	50	250.00		-		-
15	Data Rack	150.00	4	pcs	600	1	150.00	1	150.00	1	150.00	1	150.00
16	Alcohol	65.00	5	bot	325	2	130.00	1	65.00	1	65.00	1	65.00
18	Record book - 500 pages	75.00	2	pcs	150	1	75.00		-	1	75.00		-
19	Air freshener	175.00	2	bot	350	1	175.00		-	1	175.00		-
20	Stamp pad	40.00	1	pc	40	1	40.00		-		-		-
21	Stamp pad ink	75.00	1	bot	75	1	75.00		-		-		-
22	Paper fastener, 50 sets/box	80.00	1	box	80	1	80.00		-		-		-
23	Marking pen, whiteboard, black	35.00	2	pcs	70	1	35.00		-	1	35.00		-
24	Marking pen, whiteboard, blue	35.00	2	pcs	70	1	35.00		-	1	35.00		-
	total				20,000.00								

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

Recommended by:

**ANECIETA O. BRIGENTE**  
Ast. Mun.Treasurer-OIC

Approved by:

**ATTY. JOSE JIMMY S. SAGARINO**  
Local Chief Executive