

**ANNUAL PROCUREMENT PROGRAM  
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

Program Control No. _____					Planned Amount				Date Submitted:				
Department/ Office: Municipal Civil Registrar's Office					Regular	Contingency		Total					
Item No.	Description	Unit Cost	Qty	Unit	Total Cost	D I S T R I B U T I O N							
						1st Quarter		2nd Quarter		3rd Quarter		4th Quarter	
						Qty.	Amount	Qty.	Amount	Qty.	Amount	Qty.	Amount
1	Civil Reg. Forms	280.00	25	rms	7,000.00						7,000.00		
2	Registration Book	1,000.00	15	pcs	15,000.00	15	15,000.00						
3	Book Paper Long	300.00	10	rms	3,000.00			10	3,000.00				
4	Book Paper Short	230.00	10	rms	2,300.00			10	2,000.00				
5	Bond Paper Long	150.00	5	rms	750.00							5	750.00
6	Bond Paper Short	135.00	5	pcs	675.00							5	675.00
7	Sign Pens	60.00	12	pcs	720.00							12	720.00
8	Ballpen (black)	12.00	36	pcs	432.00							36	432.00
9	Pencils	6.00	12	pcs	72.00							12	72.00
10	Computer Ribbon Cartridge	180.00	12	pcs	2,160.00			12	2,160.00				
11	Staple Wire	75.00	2	box	150.00							2	150.00
12	Stapler	125.00	2	pcs	250.00							2	205.00
13	Correction Pen	60.00	6	pcs	360.00							6	600.00
14	Whyteboard Pen	125.00	2	pcs	250.00							2	240.00
15	Tissue	120.00	3	doz	360.00					3	360.00		1,600.00
16	Toilet Dis-infectant	150.00	3	btls	450.00					3	450.00		
17	Carbon Long	900.00	2	boxes	1,800.00							2	1,800.00
18	Carbon Short	500.00	2	boxes	1,000.00							2	1,000.00
19	Albatros	20.00	12	pcs	240.00							12	240.00
20	Folder Brown Long	100.00	3	doz	300.00								
21	Scotch Tape	50.00	6	pcs	300.00					6	300.00		
22	Mailing Envelope (white)	500.00	1	box	500.00					1	500.00		
23	Alcohol	160.00	10	btls	1,600.00								
24	Glass	84.00	6	pcs	504.00					6	504.00		
25	Cup & Saucer	84.00	6	pcs	504.00					6	504.00		
26	Plates	84.00	6	pcs	504.00								
<b>TOTAL</b>					<b>41,181.00</b>								

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