

ANNUAL PROCUREMENT PROGRAMCalendar Year 2016

| Name of Local Government Unit: Sulop,Davao del Sur | | | | | | | | | | | | | | |
|-----------------------------------------------------------|---------------------------------|-----------|-----|-------|----------------|--------------|----------|-------------|----------|-----------------|----------|-------------|----------|----------|
| Program Control No. | | | | | PLANNED AMOUNT | | | | | | | | | |
| Department/Office: MEO | | | | | Regular | Contingency | | Total | | Date Submitted: | | | | |
| Item No. | Description | Unit Cost | Qty | Unit | Total Cost | Distribution | | | | | | | | Total |
| | | | | | | 1st Quarter | | 2nd Quarter | | 3rd Quarter | | 4th Quarter | | |
| | | | | | | Qty | Amount | Qty | Amount | Qty | Amount | Qty | Amount | |
| 1 | Battery , size AA Alkaline2 pcs | 20.00 | 4 | pcs. | 80.00 | 1 | 20.00 | 1 | 20.00 | 1 | 20.00 | 1 | 20.00 | 80.00 |
| 2 | Flashed drive 16 GB | 420.00 | 8 | pcs. | 3,360.00 | 2 | 840.00 | 2 | 840.00 | 2 | 840.00 | 2 | 840.00 | 3,360.00 |
| 3 | Alcohol 70 % | 40.00 | 12 | bot. | 480.00 | 3 | 120.00 | 3 | 120.00 | 3 | 120.00 | 3 | 120.00 | 480.00 |
| 4 | Carbon film | 235.00 | 4 | box | 940.00 | 1 | 235.00 | 1 | 235.00 | 1 | 235.00 | 1 | 235.00 | 940.00 |
| 5 | correction tape | 12.00 | 20 | pcs. | 240.00 | 5 | 60.00 | 5 | 60.00 | 5 | 60.00 | 5 | 60.00 | 240.00 |
| 6 | file organizer | 80.00 | 4 | pc. | 320.00 | 1 | 80.00 | 1 | 80.00 | 1 | 80.00 | 1 | 80.00 | 320.00 |
| 7 | folder, legal size 50/ pack | 310.00 | 4 | pack | 1,240.00 | 1 | 310.00 | 1 | 310.00 | 1 | 310.00 | 1 | 310.00 | 1,240.00 |
| 8 | glue, all purpose, 300 gms. | 55.00 | 4 | pc. | 220.00 | 1 | 55.00 | 1 | 55.00 | 1 | 55.00 | 1 | 55.00 | 220.00 |
| 9 | marking pen, wht. Board, blk. | 14.00 | 8 | pcs. | 112.00 | 2 | 28.00 | 2 | 28.00 | 2 | 28.00 | 2 | 28.00 | 112.00 |
| 10 | paper fastener, metal 50 set/lt | 70.00 | 4 | box | 280.00 | 1 | 70.00 | 1 | 70.00 | 1 | 70.00 | 1 | 70.00 | 280.00 |
| 11 | paper clip | 10.00 | 4 | box | 40.00 | 1 | 10.00 | 1 | 10.00 | 1 | 10.00 | 1 | 10.00 | 40.00 |
| 12 | push pin 100/case | 25.00 | 4 | case | 100.00 | 1 | 25.00 | 1 | 25.00 | 1 | 25.00 | 1 | 25.00 | 100.00 |
| 13 | record book 500 pages | 95.00 | 8 | book | 760.00 | 2 | 190.00 | 2 | 190.00 | 2 | 190.00 | 2 | 190.00 | 760.00 |
| 14 | record book 300 pages | 57.00 | 8 | book | 456.00 | 2 | 114.00 | 2 | 114.00 | 2 | 114.00 | 2 | 114.00 | 456.00 |
| 15 | sign pen blk. | 47.00 | 36 | pcs. | 1,692.00 | 9 | 423.00 | 9 | 423.00 | 9 | 423.00 | 9 | 423.00 | 1,692.00 |
| 16 | cutter | 24.00 | 4 | pcs. | 96.00 | 1 | 24.00 | 1 | 24.00 | 1 | 24.00 | 1 | 24.00 | 96.00 |
| 17 | scissors | 20.00 | 4 | pcs. | 80.00 | 1 | 20.00 | 1 | 20.00 | 1 | 20.00 | 1 | 20.00 | 80.00 |
| 18 | waste basket | 80.00 | 4 | pcs. | 320.00 | 1 | 80.00 | 1 | 80.00 | 1 | 80.00 | 1 | 80.00 | 320.00 |
| 19 | detergent powder 500 grms | 30.00 | 4 | pouch | 120.00 | 1 | 30.00 | 1 | 30.00 | 1 | 30.00 | 1 | 30.00 | 120.00 |
| 20 | paper bond, legal size | 155.00 | 60 | reams | 9,300.00 | 15 | 2,325.00 | 15 | 2,325.00 | 15 | 2,325.00 | 15 | 2,325.00 | 9,300.00 |
| 21 | printer w/ scanner & photoco | 7,204.00 | 1 | unit | 7,204.00 | 1 | 7,204.00 | | | | | | | 7,204.00 |
| 22 | ballpen, blk. Color | 80.00 | 4 | box | 320.00 | 1 | 80.00 | 1 | 80.00 | 1 | 80.00 | 1 | 80.00 | 320.00 |
| 23 | Bond paper short | 140.00 | 16 | reams | 2,240.00 | 4 | 560.00 | 4 | 560.00 | 4 | 560.00 | 4 | 560.00 | 2,240.00 |
| 24 | ink (blk) efsn | 140.00 | 24 | bot. | 3,360.00 | 6 | 840.00 | 6 | 840.00 | 6 | 840.00 | 6 | 840.00 | 3,360.00 |

| | | | | | | | | | | | | | | |
|----|-----------------------|---------|----|------|------------|---|-----------|---|----------|---|----------|---|----------|-----------|
| 25 | ink (yellow) Efon | 140.00 | 12 | bot. | 1,680.00 | 3 | 420.00 | 3 | 420.00 | 3 | 420.00 | 3 | 420.00 | 1,680.00 |
| 26 | ink (blue) Efon | 140.00 | 12 | bot. | 1,680.00 | 3 | 420.00 | 3 | 420.00 | 3 | 420.00 | 3 | 420.00 | 1,680.00 |
| 27 | ink (magenta) Efon | 140.00 | 12 | bot. | 1,680.00 | 3 | 420.00 | 3 | 420.00 | 3 | 420.00 | 3 | 420.00 | 1,680.00 |
| 28 | staple wire | 80.00 | 8 | box | 640.00 | 2 | 160.00 | 2 | 160.00 | 2 | 160.00 | 2 | 160.00 | 640.00 |
| 29 | plastic fastener | 80.00 | 4 | box | 320.00 | 1 | 80.00 | 1 | 80.00 | 1 | 80.00 | 1 | 80.00 | 320.00 |
| 30 | stapler # 35 | 160.00 | 4 | pcs. | 640.00 | 1 | 160.00 | 1 | 160.00 | 1 | 160.00 | 1 | 160.00 | 640.00 |
| | | | | | | | | | | | | | | |
| | total | | | | 40,000.00 | | 15,403.00 | | 8,199.00 | | 8,199.00 | | 8,199.00 | 40,000.00 |
| | CAPITAL OUTLAY | | | | | | | | | | | | | |
| 31 | Laptop | 105,000 | 1 | unit | 105,000.00 | 1 | | | | | | | | |
| | | | | | 145,000.00 | | | | | | | | | |
| | | | | | | | | | | | | | | |

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