

**ANNUAL PROCUREMENT PROGRAM  
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

Program Control No. _____				Planned Amount						Date Submitted:			
Department/ Office: Mayor's 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, multi copy 216mm x 330mm	138.40	45	rms	6,228.00	5	692.00	10	1,384.00	10	1,384.00	20	2,768.00
2	(8 1/2 x 13) 80 gsm				-		-		-		-		-
3	Paper, multi copy 210mm 297mm				-		-		-		-		-
4	A4) 80 gsm	123.50	45	rms	5,557.50	10	1,235.00	15	1,852.50	5	617.50	15	1,852.50
5	Paper for PPC, (Plain Paper Copier)				-		-		-		-		-
6	A4, 210mm 297 mm min of 70 gsm	107.35	50	rms	5,367.50	10	1,073.50	12	1,288.20	13	1,395.55	15	1,610.25
7	Paper for PPC, (Plain Paper Copier)				-		-		-		-		-
8	legal, 216mmx330mm (8 1/2 x 13) min 70	120.40	50	rms	6,020.00	10	1,204.00	13	1,565.20	12	1,444.80	15	1,806.00
9	Sign Pen, high tech pen, black	43.50	12	pcs	522.00	3	130.50	3	130.50	3	130.50	3	130.50
10	Folder, tagboard, legal size, 100s/box	314.40	1	pack	314.40	1	314.40		-		-		-
11	Folder, clear plastic, L-type, legal size, 50/pk	190.75	2	pack	381.50	1	190.75	1	190.75		-		-
12	Book paper long	200.00	50	reams	10,000.00	8	1,600.00	15	3,000.00	15	3,000.00	12	2,400.00
13	Book paper short	180.00	50	reams	9,000.00	8	1,440.00	15	2,700.00	15	2,700.00	12	2,160.00
14	Disinfectant spray, scented 400 gm	119.90	16	can	1,918.40	4	479.60	4	479.60	4	479.60	4	479.60
15	Detergent powder, all purpose, 500 gms	26.20	16	pouch	419.20	4	104.80	4	104.80	4	104.80	4	104.80
16	Staple Wire standard #35 5000s/box	19.85	12	box	238.20	3	59.55	3	59.55	3	59.55	3	59.55
18	Carbon paper ordinary.legal 216mm	71.95	5	box	359.75	1	71.95	1	71.95	1	71.95	2	143.90
19	Correction tape	43.10	15	pcs	646.50	5	215.50	4	172.40	3	129.30	3	129.30
20	Stapler, heavy duty	113.90	3	pcs	341.70	1	113.90	1	113.90	1	113.90		-
21	x 297mm 100s/box, Excel 767				-		-		-		-		-
22	stamp pad felt pad, 70mmx100mm	26.20	3	pcs	78.60	1	26.20	1	26.20	1	26.20		-
23	Stamp pad ink, violet, 50 ml w/applicator	28.35	3	bot	85.05	1	28.35	1	28.35	1	28.35		-
24	Stamping Dater, autimatic, w/ink pad	510.15	1	pc	510.15	1	510.15		-		-		-
25	Paper fastener, 50 sets/box	67.10	5	boxes	335.50	1	67.10	1	67.10	2	134.20	1	67.10

26	Marking pen, whiteboard, black	15.85	12	pcs	190.20	3	47.55	3	47.55	3	47.55	3	47.55
27	Marking pen, whiteboard, blue	15.85	6	pcs	95.10	2	31.70	1	15.85	1	15.85	2	31.70
28	Printer Ribbon RN8750 for LX300	60.45	12	pcs	725.40	3	181.35	3	181.35	3	181.35	3	181.35
29	Alcohol, rubbing, 500 ml	39.05	12	bots	468.60	3	117.15	3	117.15	3	117.15	3	117.15
30	Record Book 500 pages	91.05	10	book	910.50	3	273.15	2	182.10	2	182.10	3	273.15
31	Columnar Notebook 12 coll, 55 gsm	24.75	30	pcs	742.50	30	742.50		-		-		-
32	Data File Box (5x9x14 3/4)	77.95	10	box	779.50	5	389.75	5	389.75		-		-
33	Envelope, mailing, white, ordinary 102mm				-		-		-		-		-
34	x241mm (4x9 1.2) 70 gsm, 500/box	146.10	1	box	146.10	1	146.10		-		-		-
35	Envelope documentary, kraft, (10x15) legal size				-		-		-		-		-
36	150 gsm, 254mm x 381mm, 500s/box	531.80	1	box	531.80	1	531.80		-		-		-
37	File Organizer, expanding, legal	87.20	12	pcs	1,046.40	3	261.60	3	261.60	3	261.60	3	261.60
38	Tape transparent, 24mm(1)wdx50m	11.40	3	rolls	34.20	2	22.80		-		-	1	11.40
39	Correction fluid water based, 20ml/bot	20.00	12	bot	240.00	3	60.00	3	60.00	3	60.00	3	60.00
40	Paper clip, gem type, jumbo 48mm 100s/box	14.20	5	box	71.00	1	14.20	1	14.20	1	14.20	2	28.40
41	Paper clip, gem type, 32mm 100s/box	7.10	5	box	35.50	1	7.10	1	7.10	1	7.10	2	14.20
42	Push Pin, hammer head type, 100s/box	26.20	5	box	131.00	1	26.20	1	26.20	1	26.20	2	52.40
43	Ring binder ( 1 x 44) plastic 10 pcs per bundle	119.40	5	pcs	597.00	1	119.40	1	119.40	1	119.40	2	238.80
44	Ring binder ( 2x 44) plastic 10 pcs per bundle	305.05	20	pcs	6,101.00	1	305.05	5	1,525.25	5	1,525.25	9	2,745.45
45	Ring binder (3/4 x 44) plastic 10 pcs per bundle	105.20	20	pcs	2,104.00	5	526.00	5	526.00	5	526.00	5	526.00
46	Rubber Band #18 400 gms/box	103.50	5	box	517.50	1	103.50	1	103.50	2	207.00	1	103.50
47	Mophandle with mophead	174.40	6	sets	1,046.40	3	523.20		-	3	523.20		-
48	Albatross	30.00	24	pcs	720.00	6	180.00	6	180.00	6	180.00	6	180.00
49	Broom (soft)tambo rattan handle, standard size	109.00	6	pcs	654.00	2	218.00	1	109.00	2	218.00	1	109.00
50	toilet bowl & urinal cleaner, 900 ml	64.75	12	bot	777.00	3	194.25	3	194.25	3	194.25	3	194.25
51	Toilet deodorant cake, 99% 50gms	26.20	12	box	314.40	3	78.60	3	78.60	3	78.60	3	78.60
52	Toilet Tissue, 250 twin ply sheets, 12 rolls/pack	79.20	6	pack	475.20	1	79.20	1	79.20	2	158.40	2	158.40
53	Air Freshener, 280 ml/can	94.05	10	can	940.50	2	188.10	2	188.10	3	282.15	3	282.15
54	Uninterrupted Power Supply (UPS) line				-		-		-		-		-
55	interactive topology, with sealed maintenance free batteries, 520V A-600V A	1,749.45	1	unit	1,749.45		-	1	1,749.45		-		-
57	CD Rewritable- 700MB, 80 min capacity	18.30	20	pcs	366.00	5	91.50	5	91.50	5	91.50	5	91.50
58	Flash Drive, 4GB capacity	401.15	6	pcs	2,406.90	1	401.15	3	1,203.45		-	2	802.30
59	Ballpen, black, fine	25.00	100	pcs	2,500.00	30	750.00	25	625.00	20	500.00	25	625.00

