

**ANNUAL PROCUREMENT PROGRAM  
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

Program Control No. _____					Planned Amount						Date Submitted:		
Department/ Office: Municipal Planning and 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	Ink Cartridge 704 HP black	520.00	10	cart	5,200.00	3	1,560.00	3	1,560.00	2	1,040.00	2	1,040.00
2	Ink Cartridge 704 HP tricolor	520.00	10	cart	5,200.00	3	1,560.00	3	1,560.00	2	1,040.00	2	1,040.00
3	Mouse optical ,USB	151.24	1.00	pc.	151.24	1	151.24						
4	Alcohol 70% ethyl	39.12	1	bot.	39.12	1	39.12						
5	Folder Morocco legal size	305.76	1	pack	305.76	1	305.76						
6	Glue all purpose 300gms	50.21	1	jar	50.21	1	50.21						
7	Paper Multicopy A4	185.00	25	ream	4,625.00	10	1,850.00	5	925.00	5	925.00	5	925.00
8	Push Pin	20.03	1	case	20.03	1	20.03			1	20.03		
9	Record Book	56.89	1	pc	56.89	1	56.89						
10	Ring Binder ( 1/2 'x' 44" )	55.69	8	bundle	445.54	8	445.54						
11	Rind Binder 16 mm	95.55	8	bundle	764.4	5	477.75	3	286.65				
12	Ring Binder 3/4	948.8	9	bundle	948.4	9	948.4						
13	Ring Binder 22 mm	155.6	1	bundle	155.6	1	155.6						
14	Sign Pen	46.21	5	pcs	231.05	5	231.05						
15	Paper Multicopy (Long)	225.00	50	reams	11,250.00	20	4,500.00	10	2,250.00	10	2,250.00	10	2,250.00
16	Paper fastener	25.00	1	bot	25.00	1	25.00						
17	Paper clip	14.20	1	box	14.20	1	14.20						
18	Ball pen pilot	20.00	14	pcs.	280.00	14	280.00						
	total				29,762.44								

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

