

**ANNUAL PROCUREMENT PROGRAM
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

Program Control No. _____					Planned Amount						Date Submitted:		
Department/ Office: Municipal Treasurer'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	Bond Paper long Substance 16	154.00	20	ream	3,080.00	10	30,800.00	5	15,400.00	5	15,400.00		
2	Bond Paper short Substance 16	145.00	10	ream	1,450.00	5	7,250.00	5	7,250.00		-		
3	Computer Ribbon With Cartridge (LX 300-II)	150.00	5	cart	750.00	3	2,250.00	2	1,500.00		-		
4	Computer Ribbon With Cartridge (LQ 310)	150.00	5	cart	750.00	3	2,250.00	2	1,500.00		-		
5	Paper, Multicopy, (LEGAL SIZE 8 ½ X 14) LONG	138.40	20	ream	2,768.00	10	27,680.00	10	27,680.00	10	27,680.00		
6	Paper, Multicopy, (LEGAL SIZE 8 ½ X 11) SHORT	123.50	6	ream	741.00	3	2,223.00	3	2,223.00		-		
7	STAPLE WIRE STANDARD #35	19.85	5	box	99.25	5	496.25		-		-		
8	FOLDER (LONG)	5.00	20	pc	100.00	20	2,000.00		-		-		
9	CARBON PAPER	266.15	1	box	266.15	1	266.15		-		-		
10	PAPER FASTENER	68.65	1	box	68.65	1	68.65		-		-		
11	CORRECTION TAPE	43.10	5	pc	215.50	5	1,077.50		-		-		
12	LOG BOOK (300 PAGES)	63.25	2	book	126.50	2	253.00		-		-		
13	COLUMNAR BOOK (18 COLUMNS)	66.70	4	sheet	266.80	2	533.60	2	533.60		-		-
14	CORRECTION FLUID (TOUCH & GO)	60.00	10	pc	600.00	10	6,000.00		-		-		-
15	COMPUTER INK FOR EPSON L110 (BLACK)	330.00	7	bot	2,310.00	7	16,170.00						
16	COMPUTER INK FOR EPSON L110 (MAGENTA)	330.00	4	bot	1,320.00	4	5,280.00						
17	COMPUTER INK FOR EPSON L110 (YELLOW)	330.00	4	bot	1,320.00	4	5,280.00						
18	COMPUTER INK FOR EPSON L110 (CYAN)	330.00	4	bot	1,320.00	4	5,280.00						
19	BALLPEN	10.00	40	pc	400.00	20	8,000.00	20	8,000.00		-		
20	LENIN PAPER (8 ½ X 11 PER 10 SHEETS)	30.00	15	sheet	450.00	15	6,750.00						
21	STABELO	43.00	5	pc	215.00	5	1,075.00						
22	ACCOUNTABLE FORM 51	150.00	32	stab	4,800	20	96,000.00	10	48,000.00	2	9,600.00		-
23	ACCOUNTABLE FORM 55 @ 5.00	125.00	21	stab	2,625	10	26,250.00	10	26,250.00	1	2,625.00		-
24	ACCOUNTABLE FORM 55 @ 2.00	125.00	21	stab	2,625	10	26,250.00	10	26,250.00	1	2,625.00		-
25	ACCOUNTABLE FORM 56	210.00	15	stab	3,150	10	31,500.00	5	15,750.00		-		-
26	BIR FORM 0016 (CTC)	100.00	28	stab	2,800	15	42,000.00	10	28,000.00	3	8,400.00		-
	total				34,616.85								

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