

**ANNUAL PROCUREMENT PROGRAM
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

Program Control No. _____					Planned Amount					Date Submitted:				
Department/ Office: Municipal Accounting 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	Book paper long	200.00	55	ream	11,000.00	20	1,100.00	10	550.00	10	550.00	15	825.00	
2	Book paper short	180.00	32	ream	5,760.00	8	256.00	8	256.00	8	256.00	8	256.00	
3	Computer ink -black	150.00	30	bot	4,500.00	10	300.00	5	150.00	5	150.00	10	300.00	
4	Computer ink -cyan	150.00	18	bot	2,700.00	2	36.00	2	36.00	6	108.00	8	144.00	
5	Computer ink -magenta	150.00	18	bot	2,700.00	2	36.00	2	36.00	6	108.00	8	144.00	
6	Computer ink-yellow	150.00	18	bot	2,700.00	2	36.00	2	36.00	6	108.00	8	144.00	
7	Alcohol	80.00	8	bot	640.00			3	24.00	3	24.00	2	16.00	
8	stapler #35	300.00	2	pc	600.00		-	2	4.00		-		-	
9	staple wire #35	40.00	18	box	720.00	6	108.00	3	54.00	6	108.00	3	54.00	
10	Correction tape	50.00	24	pc	1,200.00	6	144.00	6	144.00	6	144.00	6	144.00	
11	Air freshner	300.00	4	bot	1,200.00		-	2	8.00	2	8.00		-	
12	Ballpen black	10.00	48	pc	480.00	7	336.00	8	384.00	24	1,152.00	9	432.00	
13	Pentel pen black	50.00	6	pc	300.00		-	3	18.00	3	18.00		-	
14	Tarpaulin with glass (functional chart)	1,500.00	1	pc	1,500.00		-		-	1	1.00		-	
15	Folder long white	10.00	12	pc	120.00		-	6	72.00	6	72.00		-	
16	Folder short white	10.00	12	pc	120.00		-	6	72.00	6	72.00		-	
17	Calculator	2,000.00	1	unit	2,000.00		-	1	1.00		-		-	
18	PVC long	15.00	100	pc	1,500.00	100	10,000.00		-		-		-	
19	keyboard	375.00	1	pc	375.00		-	1	1.00		-		-	
20	Book paper long (colored)	200.00	1	ream	200.00	1	1.00		-		-		-	
21	Book paper short (colored)	180.00	1	ream	180.00	1	1.00		-		-		-	
22	Blank CD with case	20.00	10	pc	200.00	3	30.00		-	3	30.00	4	40.00	
23	Linen paper long by 10	30.00	8	pack	240.00	8	64.00		-		-		-	
24	Linen paper short by 10	30.00	2	pack	60.00	2	4.00		-		-		-	
25	USB 16g	840.00	2	pc	1,680.00		-	1	2.00		-	1	2.00	

26	Binder small	20.00	6	pc	120.00	6	36.00		-		-		-
27	Binder medium	30.00	3	pc	90.00	3	9.00		-		-		-
28	Binder large	40.00	3	pc	120.00	3	9.00		-		-		-
29	Computer mouse	375.00	1	pc	375.00		-		-		-	1	1.00
30	Pentel pen ink (refill)	60.00	2	pc	120.00	1	2.00		-	1	2.00		-
	total				43,500.00								

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