

**ANNUAL PROCUREMENT PROGRAM  
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

| Program Control No. _____                    |                                      |           |     |      | Planned Amount   |              |          | Date Submitted: |        |             |        |             |        |
|----------------------------------------------|--------------------------------------|-----------|-----|------|------------------|--------------|----------|-----------------|--------|-------------|--------|-------------|--------|
| Department/ Office: Sangguniang Bayan 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 80 GSM PAPER ONE          | 180.00    | 28  | ream | 5,040.00         | 40           | 6,840.00 |                 |        |             |        |             |        |
| 2                                            | BOOK PAPER LONG 80 GSM(PAPER ONE)    | 190.00    | 30  | ream | 5,700.00         | 30           | 5,700.00 |                 |        |             |        |             |        |
| 3                                            | BOOK PAPER SHORT 70 GSM (PAPER ONE)  | 175.00    | 30  | ream | 5,250.00         | 30           | 5,250.00 |                 |        |             |        |             |        |
| 4                                            | BALLPEN PILOT BLACK -RETRACTABLE     | 65.00     | 36  | pc   | 2,340.00         | 36           | 2,340.00 |                 |        |             |        |             |        |
| 5                                            | BALLPEN PILOT RED-RETRACTABLE        | 65.00     | 36  | pc   | 2,340.00         | 36           | 2,340.00 |                 |        |             |        |             |        |
| 6                                            | BALL PEN-ORDINARY                    | 8.00      | 60  | pc   | 480.00           | 60           | 480.00   |                 |        |             |        |             |        |
| 7                                            | DISH DETERGENT-LIQUID                | 85.00     | 10  | bot  | 850.00           | 9            | 850.00   |                 |        |             |        |             |        |
| 8                                            | INK REFILL-EPSON-T6641-BLACK         | 315.00    | 6   | bot  | 1,890.00         | 6            | 1,890.00 |                 |        |             |        |             |        |
| 9                                            | INK REFILL-EPSON-T6642-CYAN          | 315.00    | 3   | bot  | 945.00           | 3            | 945.00   |                 |        |             |        |             |        |
| 10                                           | INK REFILL-EPSON-T6643-MAGENTA       | 315.00    | 3   | bot  | 945.00           | 3            | 945.00   |                 |        |             |        |             |        |
| 11                                           | INK REFILL-EPSON-T6644-YELLOW        | 315.00    | 3   | bot  | 945.00           | 3            | 945.00   |                 |        |             |        |             |        |
| 12                                           | ALCOHOL (JHONSON)                    | 80.00     | 10  | bot  | 800.00           | 10           | 800.00   |                 |        |             |        |             |        |
| 13                                           | RECEIVED STAMP                       | 600.00    | 1   | pc   | 600.00           | 1            | 600.00   |                 |        |             |        |             |        |
| 14                                           | RELEASED STAMP                       | 600.00    | 1   | pc   | 600.00           | 1            | 600.00   |                 |        |             |        |             |        |
| 15                                           | ORIGINAL SIGNED                      | 600.00    | 1   | pc   | 600.00           | 1            | 600.00   |                 |        |             |        |             |        |
| 16                                           | POSTED STAMP                         | 600.00    | 1   | pc   | 600.00           | 1            | 600.00   |                 |        |             |        |             |        |
| 17                                           | EXTERNAL HARD DISK                   | 1,500.00  | 1   | unit | 1,500.00         | 1            | 1,500.00 |                 |        |             |        |             |        |
| 18                                           | DINNER PLATES                        | 85.00     | 2   | pc   | 170.00           | 2            | 2,040.00 |                 |        |             |        |             |        |
| 19                                           | CUP & SAUCER                         | 400.00    | 9   | set  | 3,600.00         | 9            | 3,600.00 |                 |        |             |        |             |        |
| 20                                           | TABLE SPOON                          | 500.00    | 2   | pc   | 1,000.00         | 2            | 1,000.00 |                 |        |             |        |             |        |
| 21                                           | FORK                                 | 500.00    | 2   | pc   | 1,000.00         | 2            | 1,000.00 |                 |        |             |        |             |        |
| 22                                           | STIRRER                              | 45.00     | 50  | pack | 2,250.00         | 50           | 2,250.00 |                 |        |             |        |             |        |
| 23                                           | TOILET TISUUE ROLL, 2 PLY ALL AROUND | 10.00     | 30  | pc   | 300.00           | 30           | 300.00   |                 |        |             |        |             |        |
| 24                                           | DUST PAN STAELESS                    | 200.00    | 3   | pc   | 600.00           | 3            | 600.00   |                 |        |             |        |             |        |
| 25                                           | STAPLE WIRE                          | 75.00     | 10  | pc   | 750.00           | 10           | 750.00   |                 |        |             |        |             |        |
| 26                                           | FURNITURE CLEANER                    | 200.00    | 3   | pc   | 600.00           | 3            | 600.00   |                 |        |             |        |             |        |
| <b>TOTAL</b>                                 |                                      |           |     |      | <b>41,695.00</b> |              |          |                 |        |             |        |             |        |

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