

**ANNUAL PROCUREMENT PROGRAM  
CALENDAR YEAR 2016**

Name of Local Government Unit: Municipality of Sulop

Program Control No. _____					Planned Amount			Date Submitted:					
Department/ Office: Vice 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	BOOK PAPER LONG70 GSM PAPER ONE	175.00	35	ream	6,125.00	20	3,500.00			15	2,625.00		
2	BOOK PAPER LONG 80 GSM(PAPER ONE)	180.00	35	ream	6,300.00	20	3,600.00			15	2,700.00		
3	BOOK PAPER SHORT 70 GSM (PAPER ONE)	170.00	35	pc	5,950.00	20	3,400.00			15	2,550.00		
4	BALLPEN PILOT BLACK -RETRACTABLE	60.00	36	pc	2,160.00	20	1,200.00			16	960.00		
5	BALLPEN PILOT BLUE 1 BOX 12 PCS.	60.00	36	pc	2,160.00	20	1,080.00			16	960.00		
6	BALLPEN PILOT RED 1 BOX 12 PCS.	60.00	36	pc	2,160.00	20	1,080.00			16	960.00		
7	TRAY 3 LAYER, STEEL	370.00	2	pc	740.00	2	740.00						
8	STAPLE WIRE-MAX NO. 35	70.00	10	pc	700.00	5	700.00			5	350.00		
9	TISSUE TABLE NAPKIN-FOLDED	180.00	9	pack	1,620.00	4	720.00			5	720.00		
10	INK REFILL-PRINTER-EPSON 210-T6642 CYAN	315.00	6	bot	1,890.00	4	1,260.00			2	630.00		
11	INK REFILL -PRINTER EPSON 210-T6641 BLACK	315.00	6	bot	1,890.00	4	1,260.00			2	630.00		
12	INK REFILL-PRINTER-EPSON 210-T6643 MAGENTA	315.00	6	bot	1,890.00	4	1,260.00			2	630.00		
13	INK REFILL-PRINTER-EPSON 210-T6644 YELLOW	315.00	7	bot	2,205.00	5	1,260.00			2	630.00		
14	DISINFECTANT SPRAY, 400 GRAMS NET CONTENT	180.00	5	bot	900.00	3	540.00			2	360.00		
15	COMFORT ROOM DISINFECTANT	180.00	4	bot	720.00	2	362.00			2	362.00		
16	BROOM, SOFT (TAMBO)	105.00	4	pc	420.00	4	420.00						
17	TOILET TISSUE, 12 ROLLS/PACK, CLEENE	90.00	5	pack	450.00	3	270.00			2	180.00		
18	TAPE, MASKING, 48MM, 50 MTRS LENGTH	85.00	4	roll	340.00	4	340.00						
19	PENTIL PEN, BLACK, PILOT	80.00	5	pc	400.00	5	400.00						
20	PENTIL PEN, BLUE, PILOT	75.00	5	pc	375.00	5	375.00						
21	WHITE BOARD PEN	60.00	6	pc	360.00	4	240.00			2	120.00		
22	WHITE BOARD INK- PILOT	80.00	4	pc	320.00	4	320.00						
23	GLUE, ALL PURPOSE, 300 GRMS MIN	85.00	4	pc	340.00	4	340.00						
24	FOLDER, UNIQUE PRESS TAGBOARD, LEGAL SIZE, 100S/BC	35.00	35	pc	1,225.00	35	1,400.00						
25	VINYL FLOOR POLISH	600.00	5	pc	3,000.00	5	3,000.00						
26	FILE ORGANIZER,EXPANDING, LEGAL, CLOSE E	300.00	5	pc	1,500.00	5	1,500.00						
27	ALCOHOL 70% EHTYL	92.00	10	bot	920.00	5	460.00			5	460.00		
28	GLASS CLEANER	200.00	3	bot	600.00	3	600.00						
29	WOODEN POLISH	200.00	3	bot	600.00	3	600.00						
30	KEYBOARD	596.00	1	pc	596.00	1	596.00				596.00		
31	MOUSE PAD	170.00	5	pc	850.00	5	850.00						
<b>TOTAL</b>					<b>49,706.00</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