

**ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Ororoleta) and Southern Leyte (Maasin) - Region XIII
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataman) - Regions VI, VII, VIII, X, & XI
 - c. Surigao Del Norte - Surigao Del Norte
 - d. Zamboanga Sibugay- Zamboanga Sibugay
 - e. Camiguin - Camiguin
3. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.**
5. For Other items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the items. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - a. ps-app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps-app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps-app.gocs@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps-app-deped@gmail.com- For primary and secondary schools
 - e. ps-app-igu@gmail.com For Local Government Units
7. **Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before November 30, 2016.**
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.



Department/Bureau/Office: _____ Agency Account Code: _____
 Region: _____ Contact Person: _____
 Address: _____ Position: _____
 E-mail: _____ Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT			
		Jan	Feb	March	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			Oct	Nov	Dec
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		

COMMON ELECTRICAL SUPPLIES														
1	BATTERY, dry cell AA, 2 pieces per blister	pack	0	0	0	0	0	0	0	0	0	0	0	52.26
2	BATTERY, dry cell AAA, 2 pieces per blister	pack	0	0	0	0	0	0	0	0	0	0	0	15.03
3	BATTERY, dry cell D, 2 pieces per blister	pack	0	0	0	0	0	0	0	0	0	0	0	77.56
4	FLUORESCENT LAMP, tubular, 28 watts	tube	0	0	0	0	0	0	0	0	0	0	0	13,041.60
5	FLUORESCENT LAMP, tubular, 36 watts	tube	0	0	0	0	0	0	0	0	0	0	0	17,971.20
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	0	0	0	0	0	0	0	0	0	0	0	-
7	TAPE, electrical	roll	0	0	0	0	0	0	0	0	0	0	0	18.20
COMMON OFFICE SUPPLIES														
1	ACETATE, gauge #3, 50m per roll	roll	10	6240	5	3120	15	15	15	9360	0	0	0	18,720.00
2	AIR FRESHENER, 280ml/150g min	can	27	12	12	51	4243.2	24	10	20	54	4492.8	22	15,724.80
3	ALCOHOL, 70%, ethyl, 500ml	bottle	77	35	32	144	6886.1	20	15	73	3490.9	80	10	16,354.44
4	CARBON FILM, A4 size, 100 sheets per box	box	12	5	17	3358.9	5	10	15	10	1975.8	42	0	8,298.36
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	5	5	10	2028	5	10	5	1014	5	2028	35	7,098.00
6	CARTOLINA, assorted color, 20 pieces per pack	pack	36	60	96	6190.1	0	0	21	1354.1	80	5158.4	197	12,702.56
7	CHALK, white, enamel, 100 pieces per box	box	0	0	0	0	0	0	0	0	0	0	0	25.86
8	CLEARBOOK, A4 size	piece	50	50	1976	50	1976	40	50	1580.8	46	1817.9	186	7,350.72
9	CLEARBOOK, Legal size	piece	50	50	2184	60	2620.8	0	60	0	60	2620.8	170	7,425.60
10	CLIP, backfold, 19mm, 12 pieces per box	box	5	5	36.4	5	36.4	7	5	50.96	10	72.8	27	196.56
11	CLIP, backfold, 25mm, 12 pieces per box	box	20	80	30	130	1352	100	200	1040	6	62.4	436	4,534.40
12	CLIP, backfold, 32mm, 12 pieces per box	box	98	120	45	263	5028.6	10	10	497.12	6	114.72	305	5,831.60
13	CLIP, backfold, 50mm, 12 pieces per box	box	0	0	0	0	0	0	0	0	0	0	0	36.38
14	CORRECTION TAPE, 6 meters(m), 1 piece in individual plastic	piece	31	39	49	119	3712.8	13	3	624	16	18	34	7,519.20

