

**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	pack	BATTERY, dry cell AA, 2 pieces per blister	0	0	0	0	0	0	0	0	0	0	0	52.26	
2	pack	BATTERY, dry cell AAA, 2 pieces per blister	0	0	0	0	0	0	0	0	0	0	0	15.03	
3	pack	BATTERY, dry cell D, 2 pieces per blister	0	0	0	0	0	0	0	0	0	0	0	77.56	
4	tube	FLUORESCENT LAMP, tubular, 28 watts	0	0	0	0	0	0	0	0	0	0	114.40	13,041.60	
5	tube	FLUORESCENT LAMP, tubular, 36 watts	0	0	0	0	0	0	0	0	0	0	280.80	17,971.20	
6	piece in individual box	COMPACT FLUORESCENT LAMP, 18 watts,	0	0	0	0	0	0	0	0	0	0	0	-	
7	roll	TAPE, electrical	0	0	0	0	0	0	0	0	0	0	18.20	-	
COMMON OFFICE SUPPLIES															
1	roll	ACETATE, gauge #3, 50m per roll	10	6240	5	3120	15	15	15	9360	0	0	30	624.00	18,720.00
2	can	AIR FRESHENER, 280ml/150g min	12	4243.2	24	4492.8	22	10	32	2662.4	30	17	5	83.20	15,724.80
3	bottle	ALCOHOL, 70%, ethyl, 500ml	32	6886.1	20	1673.7	53	20	73	3490.9	80	10	90	47.82	16,354.44
4	box	CARBON FILM, A4 size, 100 sheets per box	5	3358.9	5	2963.7	10	10	10	1975.8	0	0	42	197.58	8,298.36
5	box	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	5	2028	5	2028	5	5	5	1014	5	5	10	202.80	7,098.00
6	pack	CARTOLINA, assorted color, 20 pieces per pack	60	6190.1	0	0	21	21	21	1354.1	80	80	5158.4	644.8	12,702.56
7	box	CHALK, white, enamel, 100 pieces per box	0	0	0	0	0	0	0	0	0	0	0	25.86	-
8	piece	CLEARBOOK, A4 size	50	1976	50	1976	40	40	40	1580.8	46	46	1817.9	39.52	7,350.72
9	piece	CLEARBOOK, Legal size	50	2184	60	2620.8	0	0	0	0	60	60	2620.8	43.68	7,425.60
10	box	CLIP, backfold, 19mm, 12 pieces per box	5	36.4	5	36.4	7	5	7	50.96	10	10	72.8	7.28	196.56
11	box	CLIP, backfold, 25mm, 12 pieces per box	80	130	200	2080	100	100	100	1040	6	6	62.4	10.40	4,534.40
12	box	CLIP, backfold, 32mm, 12 pieces per box	120	263	5028.6	10	10	26	26	497.12	6	6	114.72	19.12	5,831.60
13	box	CLIP, backfold, 50mm, 12 pieces per box	0	0	0	0	0	0	0	0	0	0	0	36.38	-
14	piece	CORRECTION TAPE, 6 meters(mn), 1 piece in individual plastic	31	371.8	119	2121.6	20	3	68	2121.6	20	16	18	31.20	7,519.20

15	DATA FILE BOX, made with chipboard, with closed ends	box																			0	0	0	69,78	-	
16	DATA FOLDER, made with chipboard, taglia lock	piece																			0	0	0	68,64	-	
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	2	3	5	1907.7														3	1144.6	1	1	381.54	5,733.10	
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	2	2	4	2029.6															3	1522.2	3	1522.2	6,088.80	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	5		5	3108.6	5														4	2486.8	7	4352	13,055.91	
20	ENVELOPE, EXPANDING, plastic	piece	117	160	77	354	9773.9	15	21	85	121	3346.8	145								21	166	4583.3	74	2043.1	19,741.15
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	3		1	4	1996.8	3													3	998.4	1	499.2	4,992.00	
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	4			4	2246.4														0	0	0	561.60	2,246.40	
23	ERASER, felt, for blackboard/whiteboard	piece	82	240		322	3577.4														0	0	0	11.11	3,577.42	
24	ERASER, plastic or rubber	piece	90			90	206.1														30	68.7		0	274.80	
25	FASTENER, for paper, metal, 50 sets per box	box	48	34	4	86	4909.7	34	30	30	94	5366.5	30								30	1712.7		0	11,988.90	
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	20	10	17	47	321.5	5	10	13	28	1978.8	15	27	15	57	4028.2	20	10	18	48	3392.2	180	70.67	12,720.60	
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				0	0				0	0									0	0	0	12.48	-	
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0	0				0	0									0	0	0	16.64	-	
29	FOLDER, Fancy, A4, 50/ bundle	bundle	8	12	12	32	7488	5	10	28	43	10062	5								5	1170	3	10	7	23,400.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	14	11	15	40	11648	5	6	8	19	5532.8	7	5	5	12	3494.4	10	8	12	30	8736	101	291.20	29,411.20	
31	FOLDER, L-type, A4, 50 pieces pack	pack				0	0				0	0									0	0	0	166.40	-	
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				0	0				0	0									0	0	0	203.84	-	
33	FOLDER, Pressboard, size 240mm x 370mm, 100/box	box	15		15	15	11201	15			15	11201									5	5	3733.6	0	0	26,135.20
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	5			5	896.4		10		10	1792.8									0	0	0	179.28	4,302.72	
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				0	0				0	0									0	0	0	200.37	-	
36	GLUE, all purpose, 300 grams min.	jar	15		11	26	1148.7		17		17	751.06	20								20	883.6	21	927.78	44.18	3,771.12