

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 (Oroquieta) 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 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 item/s. 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 SUCSThe 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.succ@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.goccc@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.lgu@gmail.com - For Local government units
7. Consistent with National Budget Circular No. 555, 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 Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **NATIONAL LABOR RELATIONS COMMISSION**

Agency Account Code: B-0859

Region: **REGIONAL ARBITRATION BRANCH NO. 02**

Address: **2nd Flr., Casibang Bldg., No. 17 Provincial Road,**

Caritan Sur, Tuguegarao City, Cagayan

Contact Person: **ALBINA C. SIUBAL**

Position: **Administrative Officer I**

E-mail : **nlrc_rab2@yahoo.com**

Telephone/Mobile Nos: **(078) 844-5073**

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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Aug 15, 2016	TOTAL AMOUNT								
		Jan	Feb	March	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept			Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity
COMMON ELECTRICAL SUPPLIES																							
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack		20		348.4	20		20	348.4	20			20	348.4	20				20	348.4	80	17.42	1,393.60
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0			0	0				0	0					0	0	0	15.03	-
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				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	114.40	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0			0	0				0	0					0	0	0	36.30	-
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0			0	0				0	0					0	0	0	93.29	-
7 TAPE, electrical	roll		1		18.2			0	0	1			1	18.2					0	0	2	18.20	36.40
COMMON OFFICE SUPPLIES																							
1 ACETATE, gauge #3, 50m per roll	roll				0			0	0				0	0					0	0	0	624.00	-
2 AIR FRESHENER, 280ml/can	can		1		83.2	1		1	83.2	1			1	83.2	1				1	83.2	4	83.20	332.80
3 ALCOHOL, 70%, ethyl, 500ml	bottle				0			0	0				0	0					0	0	0	47.82	-
4 CARBON FILM, A4 size, 100 sheets per box	box				0			0	0				0	0					0	0	0	197.58	-
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box		2		811.2	2		2	811.2	2			2	405.6	2				2	405.6	12	202.80	2,433.60
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0			0	0				0	0					0	0	0	64.48	-
7 CHALK, white, dustless, 100 pieces per box	box				0			0	0				0	0					0	0	0	25.86	-
8 CLEARBOOK, A4 size	piece				0			0	0				0	0					0	0	0	39.52	-
9 CLEARBOOK, Legal size	piece				0			0	0				0	0					0	0	0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				0			0	0				0	0					0	0	0	7.28	-
11 CLIP, backfold, 25mm, 12 pieces per box	box				0			0	0				0	0					0	0	0	13.50	-
12 CLIP, backfold, 32mm, 12 pieces per box	box				0			0	0				0	0					0	0	0	19.12	-
13 CLIP, backfold, 50mm, 12 pieces per box	box				0			0	0				0	0					0	0	0	43.68	-
14 CORRECTION TAPE, 6 meters (min), 1 piece in individual plastic	piece				0			0	0				0	0					0	0	0	31.20	-
15 DATA FILE BOX, made with chipboard, with closed ends	box				0			0	0				0	0					0	0	0	69.78	-

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Record Book : General Form No. 103																			
(Cash Book)																			
17	Record Book: General Form No. 104	piece	2			1500				0	0			0	0	0	2	750.00	1,500.00
18	Bank Cash Book	piece	2			1500				0	0			0	0	0	2	750.00	1,500.00
19	STAPLER, Swingline, heavy duty	piece		1		165				1	165			0	0	0	2	165.00	330.00
20	Numbering Machine	piece				0				0	0			0	0	0	1	2,500.00	2,500.00
21						0				0	0			0	0	0	0		
COMMON JANITORIAL SUPPLIES																			
1	Floor Wax, Liquid Type, LINCOLN 3-5	can	1	1	1	1455	1	1	1	2	970	1	1	2	970	970	9	485.00	4,365.00
2	Toilet Deodorant Cake, 50g	piece		3		84				0	0	3	3	84	84	3	9	28.00	252.00
3																			
CONSUMABLES																			
1	Drum DR 114	unit				0				0	0			0	0	0	1	20,000.00	20,000.00
2	Transfer Roller	piece				0				0	0			0	0	0	1	1,400.00	1,400.00
3	TONER TN114	bottle				0	1			1	3125	1	1	1	3125	3125	2	3,125.00	6,250.00
4						0				0	0			0	0	0			
5						0				0	0			0	0	0			
6						0				0	0			0	0	0			
7						0				0	0			0	0	0			
8						0				0	0			0	0	0			
9						0				0	0			0	0	0			
10						0				0	0			0	0	0			
11						0				0	0			0	0	0			
12						0				0	0			0	0	0			
13						0				0	0			0	0	0			
14						0				0	0			0	0	0			
15						0				0	0			0	0	0			
16						0				0	0			0	0	0			
17						0				0	0			0	0	0			
18						0				0	0			0	0	0			
19						0				0	0			0	0	0			
20						0				0	0			0	0	0			
21						0				0	0			0	0	0			
22						0				0	0			0	0	0			
23						0				0	0			0	0	0			
24						0				0	0			0	0	0			
25						0				0	0			0	0	0			
26						0				0	0			0	0	0			
27						0				0	0			0	0	0			
28						0				0	0			0	0	0			

by

