

ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment

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

1. 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.
2. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philegpps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Partion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
3. 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.
4. 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. app.nga:ps@gmail.com- For central and regional offices of all national government agencies
- b. app.suc:ps@gmail.com- For main and other campuses of all state universities and colleges
- c. app.gocc:ps@gmail.com- For all central and regional offices of government owned and controlled corporations
- d. app.deped:ps@gmail.com- For primary and secondary schools
- e. app.lgu:ps@gmail.com - For Local government units

5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos: (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/OH NATIONAL LABOR RELATIONS COMMISSION SEVENTH DIVISION
 Region: VII - Cebu Agency Account Code: No Code Contact Person: SECUNDINO E. CENIZA, JR.
 Address: 5TH FLOOR, DOLE VII BUILDING, GORRORO AVENUE, CEBU Telephone: 322336537
 CITY: _____ E-mail: nirc_7th_division@yahoo.com

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TO AMO				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	3			3	3			3	3			3	3			3	12	20.28	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5			5	5			5	5			5	5			5	20	19.20	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	10			10	10			10	10			10	10			10	40	40.97	
5 Light Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	2			2	2			2	2			2	2			2	8	18.93	

46	MARKER, PERMANENT, bullet type, red	piece	5	5	5	15	5	5	5	5	15	5	5	5	5	15	5	5	5	15	60	10.04
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0					0					0				0	0	12.52
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	1			1					1					1				1	4	32.45
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	1			1					1					1				1	4	44.32
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	1			1					1					1				1	4	59.49
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	2	2	2	6	2	2	2	2	6	2	2	2	2	6	2	2	2	6	24	18.99
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	5	5	5	15	5	5	5	5	15	5	5	5	15	5	5	5	15	60	6.91	
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	5	5	5	15	5	5	5	5	15	5	5	5	15	5	5	5	15	60	14.04	
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	30	30	30	90	30	30	30	30	90	30	30	30	90	30	30	30	30	90	360	137.66
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	40	40	40	120	40	40	40	40	120	40	40	40	120	40	40	40	40	120	480	160.94
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	30	30	30	90	30	30	30	30	90	30	30	30	90	30	30	30	30	90	360	119.09
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	40	40	40	120	40	40	40	40	120	40	40	40	120	40	40	40	40	120	480	123.08
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	1			1					1				1					1	4	95.18
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m±0.3m	roll	3			3					3				3					3	12	34.29
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	3			3					3				3					3	12	20.40
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1			1					0				1					0	2	319.07
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0					0									0	0	62.73
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	10			20					10				20					10	80	97.34
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	1			1					1				1					1	4	267.14
65	RUBBER BAND, 70mm min lay flat length (#8)	box	1	1	1	3	1	1	1	1	3	1	1	1	3	1	1	1	1	3	12	97.04
66	RULER, plastic, 450mm (18"), width: 38mm min tip	piece	2	2	2	6	2	2	2	2	6	2	2	2	6	2	2	2	2	6	24	16.10
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	10	10	10	30	10	10	10	10	30	10	10	10	30	10	10	10	10	30	120	35.99
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	10	10	10	30	10	10	10	10	30	10	10	10	30	10	10	10	10	30	120	35.99

Item #	Description	Unit	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE		
2	CALCULATOR, compact, 12 digits	unit	2		2	2		2	2		2	2		2	2		2	2		2	2		2	2	140.61
3	CHAIR, monobloc, beige, with backrest w/o armrest	piece	30		30	30		30	30		30	30		30	30		30	30		30	30		30	30	273.10
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	30		30	30		30	30		30	30		30	30		30	30		30	30		30	30	273.10
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	4		4	4		4	4		4	4		4	4		4	4		4	4		4	4	6,828.14
6	DOCUMENT CAMERA, 3.2M pixels	unit	2		2	2		2	2		2	2		2	2		2	2		2	2		2	2	26,391.04
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit			0	0		0	0		0	0		0	0		0	0		0	0		0	0	1,091.33
8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0	0		0	0		0	0		0	0		0	0		0	0		0	0	1,372.55
9	ELECTRIC FAN, STAND type, plastic blade	unit	2		2	2		2	2		2	2		2	2		2	2		2	2		2	2	1,046.65
10	ELECTRIC FAN, WALL type, plastic blade	unit	2		2	2		2	2		2	2		2	2		2	2		2	2		2	2	782.00
11	FACSIMILE MACHINE, uses thermal paper	unit	2		2	2		2	2		2	2		2	2		2	2		2	2		2	2	3,642.83
12	PROJECTOR, DRY (Certified funds)	unit	3		3	3		3	3		3	3		3	3		3	3		3	3		3	3	1,123.78
13	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	1		1	1		1	1		1	1		1	1		1	1		1	1		1	1	27,542.94
14	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1		1	1		1	1		1	1		1	1		1	1		1	1		1	1	8,411.60
15	PAPER SHREDDER, cutting width: 3mm-4mm	unit	1		1	1		1	1		1	1		1	1		1	1		1	1		1	1	5,927.47
16	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	2		2	2		2	2		2	2		2	2		2	2		2	2		2	2	19,457.98
17	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	15		15	15		15	15		15	15		15	15		15	15		15	15		15	15	6,064.78
18	PRINTER, LASER, monochrome, network-ready	unit	1		1	1		1	1		1	1		1	1		1	1		1	1		1	1	744.14
19	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit			0	0		0	0		0	0		0	0		0	0		0	0		0	0	1,379.04
20	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit			0	0		0	0		0	0		0	0		0	0		0	0		0	0	1,379.04
21	Desktop Computer, branded	unit	30		30	30		30	30		30	30		30	30		30	30		30	30		30	30	35,887.49
22	Laptop Computer, branded	unit	13		13	13		13	13		13	13		13	13		13	13		13	13		13	13	36,587.28

COMMON COMPUTER SUPPLIES

*Other Categories									
9	10								
1	MODULAR	set	2	2	0	0	0	0	0
2	PEDESTAL (3-DRAWERS)	pc	10	10	0	0	0	0	0
3	STAFF CHAIRS	pc	30	30	0	0	0	0	0
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
C. TOTAL (A + B):									
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)									
E. GRAND TOTAL (C + D)									
F. APPROVED BUDGET BY THE AGENCY HEAD									
G. MONTHLY CASH REQUIREMENTS									
G.1 Available at Procurement Service Stores				2E+06	444507	444507	427200		156
G.2 Other Items not available at PS but regularly purchased from other sources				2E+06	21300	21300	25800		56
TOTAL MONTHLY CASH REQUIREMENTS				4E+06	448500	465807	453000		188

*Other categories that are not indicated herein
 **Prices are FOB Manila/Applicable for Items under A.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

