

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

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin) - Region XIII
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman) - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Zamboanga Sibugay - Zamboanga Sibugay
 - Camiguin - Camiguin
- 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.
- 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.**
- 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.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office - for entities in the Central Office
 - 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:
 - ps-app.ngs@gmail.com - For central and regional offices of all national government agencies
 - ps-app.suc@gmail.com - For main and other campuses of all state universities and colleges
 - ps-app.goccc@gmail.com - For all central and regional offices of government owned and controlled corporations
 - ps-app.deped@gmail.com - For primary and secondary schools
 - ps-app.lgu@gmail.com - For Local government units
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- 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/Office: NATIONAL LABOR RELATIONS COMMISSION Agency Account Code: 160040000000
 Region: NATIONAL CAPITAL REGION
 Address: NO. 5 FPSTA BUILDING, BANAUE COR. P. FLORENTINO STREET, QUEZON CITY, METRO MANILA

Contact Person: AMALIA L. CELINO
 Position: LAA/OIC, ADMINISTRATIVE DIVISION
 E-mail: nlrc_adm_div@yahoo.com.ph
 Telephone/Mobile Nos: 02-7407733 / 02-7817871

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT							
		Jan	Feb	March	April	May	June	July	Aug	Sept	Q3	Oct	Nov			Dec	Q4	Total Quantity				
A-AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	25			25	25		25	435.5	25						25	25	25	100	17.42	1,742.00	
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	10			10	10		10	150.3	10						10	10	10	40	15.03	601.20	
7 TAPE, electrical	roll		10			10			182			10				10			40	18.20	728.00	
COMMON OFFICE SUPPLIES																						
1 ACETATE, gauge #3, 50m per roll	roll	1																1				
2 AIR FRESHENER, 380ml/150g min	can	20	20	20	20	20	20	20	4992	20	20	20	20	20	20	20	20	20	20	60	624.00	1,248.00
3 ALCOHOL, 70%, ethyl, 500ml	bottle	25	25	25	25	25	25	25	3586.5	25	25	25	25	25	25	25	25	25	240	83.20	19,968.00	
4 CARBON FILM, A4 size, 100 sheets per box	box	5	5	5	5	5	5	5	3963.7	5	5	5	5	5	5	5	5	5	300	47.82	14,346.00	
6 CARTOLINA, assorted color, 20 pieces per pack	pack	5	5	5	5	5	5	5	967.2	5	5	5	5	5	5	5	5	5	60	197.58	11,654.80	
																			60	64.48	3,868.80	

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	Q3 AMOUNT	July	Aug	Sept			Q3	Oct	Nov	Dec	Q4	Total Quantity
78) TAPE, packaging, 48mm, 50 meters length	pack	10	10	10	30	10	10	10	30	918.9	10	10	10	30	10	10	10	30	120	30.63	3,675.60
80) TWINE, plastic, one kilo per roll	pack	10	10	10	30	10	10	10	30	1497.6	10	10	10	30	10	10	10	30	120	49.92	5,990.40
81) WRAPPING PAPER, kraft, 50 sheets per pack	pack	2	2	2	6	2	2	2	6	748.8	2	2	2	6	2	2	2	6	24	124.80	2,995.20
COMMON OFFICE DEVICES																					
4) PENCIL SHARPENER, 1 piece in individual plastic case	piece	1	1	1	3	1	1	1	3	561.6	1	1	1	3	1	1	1	3	12	187.20	2,246.40
5) PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	10	10	10	30	10	10	10	30	3428.4	10	10	10	30	10	10	10	30	120	114.28	13,713.60
6) SCISSORS, (6")	pair	10	10	10	30	10	10	10	30	411.9	10	10	10	30	10	10	10	30	120	13.73	1,647.60
7) STAPLER, standard	piece	10	10	10	30	10	10	10	30	2464.8	10	10	10	30	10	10	10	30	120	82.16	9,859.20
8) STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece	1	1	1	3	1	1	1	3	878.8	1	1	1	3	1	1	1	3	4	878.80	3,515.20
9) STAPLE REMOVER, plier type	piece	10	10	10	30	10	10	10	30	545.4	10	10	10	30	10	10	10	30	120	18.18	2,181.60
10) TAPE DISPENSER, table top	piece	1	1	1	3	1	1	1	3	95.44	1	1	1	3	1	1	1	3	6	47.72	286.32
11) WASTE BASKET, non-rigid plastic	piece	1	1	1	3	1	1	1	3	71.7	1	1	1	3	1	1	1	3	12	23.90	286.80
COMMON JANITORIAL SUPPLIES																					
9) FURNITURE CLEANER, aerosol, 300mL/can	can	20	20	20	60	20	20	20	60	5085.6	20	20	20	60	20	20	20	60	240	84.76	20,342.40
10) INSECTICIDE, aerosol type, 600mL/can	can	20	20	20	60	20	20	20	60	7488	20	20	20	60	20	20	20	60	240	124.80	29,952.00
14) RAG, all cotton, 32 pieces per kilo per bundle	bundle	8	8	8	24	8	8	8	24	944.11	8	8	8	24	8	8	8	24	76	49.69	3,776.44
COMMON OFFICE EQUIPMENT																					
2) CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	1	1	1	3	1	1	1	3	437.08	1	1	1	3	1	1	1	3	12	142.36	1,708.32
17) PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	1	1	1	3	1	1	1	3	5699.2	1	1	1	3	1	1	1	3	3	5,699.20	17,097.60
COMMON COMPUTER SUPPLIES																					
7) DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	15	15	15	45	15	15	15	45	980.55	15	15	15	45	15	15	15	45	180	21.79	3,922.20
EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	1	1	1	3	1	1	1	3	2818.4	1	1	1	3	1	1	1	3	4	2,818.40	11,273.60
9) FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	10	10	10	30	10	10	10	30	5894.4	10	10	10	30	10	10	10	30	120	194.48	23,337.60
10) MOUSE, optical, USB connection type	unit	10	10	10	30	10	10	10	30	3834	10	10	10	30	10	10	10	30	120	127.80	15,336.00
HANDBOOK ON PROCUREMENT																					
1) HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0	0									0	61.83	-
CONSUMABLES																					
34) INK CART, EPSON C13T105190(73M)(91N),Black	cart	2	2	2	6	2	2	2	6	2132	2	2	2	6	2	2	2	6	20	426.40	8,528.00
35) INK CART, EPSON C13T105290(73M)(91N),Cyan	cart	2	2	2	6	2	2	2	6	2132	2	2	2	6	2	2	2	6	21	426.40	8,954.40
36) INK CART, EPSON C13T105390(73M)(91N),Magenta	cart	2	2	2	6	2	2	2	6	2132	2	2	2	6	2	2	2	6	21	426.40	8,954.40
37) INK CART, EPSON C13T105490(73M)(91N),Yellow	cart	2	2	2	6	2	2	2	6	2132	2	2	2	6	2	2	2	6	21	426.40	8,954.40

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	Q3	Q4	Aug	Sept			Oct	Nov	Dec	Q4	Total Quantity	
11 Envelope, Mailing w/ Letterhead	box	5	5	3	13	5	4	3	12	5520	5	5	3	13	5	4	3	12	50	460.00	23,000.00
12 Folder, Expanding	pack	142	140	140	422	140	135	135	410	5740	135	135	135	405	135	135	135	405	1642	14.00	22,988.00
13 Folder, Expanding (Maroon)	pack	36	30	30	96	30	30	30	90	1440	30	30	30	90	30	30	30	90	366	16.00	5,856.00
14 Frame for Certificate	piece	10	10	8	28	8	8	8	24	2400	8	8	8	24	8	8	8	24	100	100.00	10,000.00
15 Frame of COA Mission Vision	piece	5	5	5	15	5	5	5	15	75	5	5	5	15	5	5	5	15	5	2,000.00	10,000.00
16 1D Laminating Film 100/box	box	2	2	2	6	2	2	2	6	375	1	1	1	3	1	1	1	3	5	375.00	1,875.00
17 Index Card Box, 3x5	piece	5	5	5	15	5	5	5	15	546	5	5	5	15	5	5	5	15	60	36.40	2,184.00
18 Index Card Ruled, 3x5	piece	1000	1000	1000	3000	1000	1000	1000	3000	270	1000	1000	1000	3000	1000	1000	1000	3000	12000	0.09	1,080.00
19 Index Card Ruled, 4x6	piece	1000	1000	1000	3000	1000	1000	1000	3000	810	1000	1000	1000	3000	1000	1000	1000	3000	12000	0.27	3,240.00
20 Index Card Ruled, 5x8	piece	1500	1500	1500	4500	1500	1500	1500	4500	2025	1500	1500	1500	4500	1500	1500	1500	4500	18000	0.45	8,100.00
21 Ink, for Numbering Machine	bottle	10	5	5	20	10	5	5	20	2560	10	5	5	20	10	5	5	20	80	128.00	10,240.00
22 Memo Pad	pad	60	60	60	180	60	60	60	180	9000	60	60	60	180	60	60	60	180	700	50.00	35,000.00
23 Paper Bond Colored	ream	10	10	10	30	10	10	10	30	2740	10	10	10	30	10	10	10	30	120	258.00	30,960.00
24 Paper, Bond Multiplicity Short	ream	50	50	50	150	50	50	50	150	18577.5	50	50	50	150	50	50	50	150	600	123.45	74,070.00
25 Paper, Bond w/ Letterhead Long 8 1/2 x 13	ream	5	5	5	15	5	5	5	15	5400	5	5	5	15	5	5	5	15	60	360.00	21,600.00
26 Paper, Bond w/ Letterhead Short 8 1/2 x 11	ream	10	5	5	20	10	5	5	20	7200	10	5	5	20	10	5	5	20	80	360.00	28,800.00
27 Parchment Seal	box	1	1	1	3	1	1	1	3	1650	1	1	1	3	1	1	1	3	12	550.00	6,600.00
28 Paste, Solid with applicator	piece	20	20	20	60	20	20	20	60	1494	20	20	20	60	20	20	20	60	240	24.90	5,976.00
29 Photo Paper 20/pack	pack	2	2	2	6	2	2	2	6	900	2	2	2	6	2	2	2	6	22	150.00	3,300.00
30 Push Pin	box	5	5	5	15	5	5	5	15	374.4	5	5	5	15	5	5	5	15	60	24.96	1,497.60
31 Ribbon for Brother Fax Machine	piece	4	4	4	12	4	4	4	12	7062	4	4	4	12	4	4	4	12	44	588.50	25,894.00
32 Ribbon Fullmark, Manual Typewriter	piece	1	1	1	3	1	1	1	3	46.8	1	1	1	3	1	1	1	3	12	15.60	187.20
33 Rubber Duster	piece	10	5	5	20	10	5	5	20	1600	10	5	5	20	10	5	5	20	80	80.00	6,400.00
34 Rubber Mat (For Cutter)	piece	2	2	2	6	2	2	2	6	0	0	0	0	0	0	0	0	0	2	600.00	1,200.00
35 Special Paper for Appointment (8 1/2 x 13, Ellt, p. Cream, Seruni, 220 grams)	pack	20	20	20	60	20	20	20	60	2250	15	15	15	45	15	15	15	45	200	45.00	9,000.00
36 Special Paper for Loyalty & Certificates (8 1/2 x 11, 120 gsm, H. White, Pre-Colonial)	pack	45	45	45	135	45	45	45	135	5000	40	40	40	120	40	40	40	120	500	40.00	20,000.00
37 Specialty Board 8 1/2 x 11 Color White (Vellum) 220gsm	pack	1	1	1	3	1	1	1	3	75	1	1	1	3	1	1	1	3	12	25.00	300.00
38 Specialty Paper (bevania splendorgel, long, 220gsm)	pack	25	25	20	70	20	20	20	60	1680	20	20	20	60	20	20	20	60	250	28.00	7,000.00
39 Specialty Paper (bevania splendorgel, short, 220gsm)	pack	25	25	20	70	20	20	20	60	1680	20	20	20	60	20	20	20	60	250	28.00	7,000.00
40 Sticker Paper	pack	20	20	20	60	20	20	20	60	2250	15	15	15	45	15	15	15	45	210	37.50	7,875.00
41 Tape, Double Sided	piece	3	3	2	8	2	2	2	6	360	2	2	2	6	2	2	2	6	26	60.00	1,560.00
42 Thumb Tacks	box	2	1	1	3	1	1	1	3	49.92	1	1	1	3	1	1	1	3	9	24.96	224.64
43 Time Card	piece	200	200	200	600	200	200	200	600	720	200	200	200	600	200	200	200	600	2000	1.20	2,400.00
44 White Board 20x24 (12 x 18)	piece	1	1	1	3	1	1	1	3	500	1	1	1	3	1	1	1	3	3	500.00	1,500.00
COMMON JANITORIAL SUPPLIES																					
CONSUMABLES																					
1 Epson L800 T6731 Black	cart	3	3	3	9	3	2	2	7	3885	3	2	2	7	3	2	2	7	30	555.00	16,650.00
2 Epson L800 T6732 Cyan	cart	2	2	2	6	2	2	2	6	3330	2	2	2	6	2	2	2	6	21	555.00	11,655.00
3 Epson L800 T6733 Magenta	cart	2	2	2	6	2	2	2	6	3330	2	2	2	6	2	2	2	6	22	555.00	12,210.00
4 Epson L800 T6734 Yellow	cart	3	2	2	7	3	2	2	7	3885	3	2	2	7	3	2	2	7	28	555.00	15,540.00
5 Epson L800 T6735 Light Cyan	cart	2	2	2	6	2	2	2	6	3330	2	2	2	6	2	2	2	6	23	555.00	12,765.00
6 Epson L800 T6736 Light Magenta	cart	3	2	2	7	2	2	2	7	3330	2	2	2	6	2	2	2	6	25	555.00	13,875.00
7 Epson Stylus TX 100 - Black	cart	1	1	1	3	1	1	1	3	954	1	1	1	3	1	1	1	3	12	318.00	3,816.00
8 Epson Stylus TX 100 - Cyan	cart	1	1	1	3	1	1	1	3	954	1	1	1	3	1	1	1	3	12	318.00	3,816.00

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	Q1 AMOUNT	July	Aug	Sept			Q3	Oct	Nov	Dec	Q4	Total Quantity
*Other Categories																					
1 Blinds	sq.ft	20	20	10	50	20	20	10	50	10000	20	20	10	50	20	20	10	50	200	200.00	40,000.00
2 Plastic Bag, Size 30"x50" PE 035	piece	175	175	175	525	175	175	175	525	6075	175	175	150	500	150	150	150	450	2000	16.50	33,000.00
3 Plastic Sack	piece	150	150	150	450	150	150	150	450	6075	150	150	150	450	150	150	150	450	1800	13.50	24,300.00
For ECTS Project																					
4 Biometrics 25-RABS and 5-NCR	Unit	2	2	2	6	2	2	2	6	30000	2	2	2	6	4	4	4	12	30	5,000.00	150,000.00
3 SVIUS 25-RABS and 5-NCR	Unit	2	2	2	6	2	2	2	6	60000	2	2	2	6	4	4	4	12	30	10,000.00	300,000.00
4 Webcam 25-RABS and 5-NCR	Unit	2	2	2	6	2	2	2	6	25200	2	2	2	6	4	4	4	12	30	4,200.00	126,000.00
5 Network Cabling Rehabilitation	Unit	1	1	1	3	1	1	1	3	150000	1	1	1	3	1	1	1	3	12	50,000.00	600,000.00
6 Anti-Virus	Unit	17	17	17	51	18	18	18	54	80190	18	18	18	54	18	18	18	54	213	1,485.00	316,395.00
7 Scanner	Unit	2	2	2	6	2	2	2	6	265500	3	3	3	9	3	3	3	9	30	44,250.00	1,327,500.00
7 System Software Development of Electronic Case Tracking	System				0				0	0				0				0	0	1,000,000.00	1,000,000.00
Books																					
1 2015 OCRA Quick Index Digest	set	1			1				0	0				0				0	1	1,900.00	1,900.00
2 Labor Code of the Phils by Asucena Vol. 1 & 2 Latest Edition	set	2			2				0	0				0				0	2	3,256.00	6,512.00
3 Labor Code of the Phils by Chan-Robles Vol. 3 (P 2,700.00)	set	1			1				0	0				0				0	1	2,700.00	2,700.00
4 Other Related Law Books	set	1			1				0	0				0				0	1	1,330.00	1,330.00
5 Supreme Court Reports Annotated (SCRA) Vol. 751-780 (P 1,100.00)	set	29			29				0	0				0				0	29	1,100.00	31,900.00
C. TOTAL (A + B):																					13,355,142.14
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					1,335,514.21
E. GRAND TOTAL (C + D)																					14,690,656.35
F. APPROVED BUDGET BY THE AGENCY HEAD																					
G. MONTHLY CASH REQUIREMENTS																					
G.1 Available at Procurement Service Stores					365464.1				1380027										1341919.1		4451452.94
G.2 Other items not available at PS but regularly purchased from other sources					1139469				1080456										1180370.4		4591481.16
TOTAL MONTHLY CASH REQUIREMENTS					1509933				2460483										2522289.4		9042934.1
*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.

Prepared by: MARY ANN S. JASTIA Property/Supply Officer

Approved by: [Signature] Head of Office/Agency

Date Prepared: _____