

**ANNUAL PROCUREMENT PLAN FOR 2016**  
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 (Ororquieta) and Southern Leyte (Maasin) - Region XIII
  - Misamis Oriental, Bacolod, Cebu, Bohol, Boracay, Cebu and Northern Samar (Catarman) - Regions VI, VII, VIII, X, & XI
  - Surigao Del Norte - Surigao Del Norte
  - Zamboanga Sibuyan - Zamboanga Sibuyan
  - 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](http://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 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.
- 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.nga@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
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before November 30, 2015.
- Rename your APP file in the following format: APP2016-Name of Agency-Region (e.g. APP2016-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/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION  
Region: NATIONAL CAPITAL REGION  
Address: POSTA BLDG., NO. 5 BANAWAY ST., QUEZON CITY

Contact Person: AMALIA L. CELINO  
Position: OIC, Administrative Division  
Email: [mlcelinis@yahoo.com](mailto:mlcelinis@yahoo.com)  
Telephone/Mobile Nos: 7407737/87871

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 5, 2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
<b>AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	17.14	2,056.80
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	14.77	1,772.40
3 FLUORESCENT LAMP, tubular, 28 watts	tube	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	114.40	6,864.00
4 FLUORESCENT LAMP, tubular, 36 watts	tube	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	41.50	9,960.00
5 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	4	4	4	12	4	4	4	12	4	4	4	12	4	4	4	12	48	101.82	4,887.36
6 TAPE, electrical	roll	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	18.20	436.80
<b>COMMON OFFICE SUPPLIES</b>																				
1 ACETATE, gauge #3, 50m per roll	roll	1			1				1				1				1	2	624.00	1,248.00
2 AIR FRESHENER, 280ml/can	can	10			10				10				10				10	10	81.12	811.20
3 ALCOHOL, 70%, ethyl, 500ml bottle	bottle	20			20				20				20				20	20	43.14	862.80
4 CARTOLINA, assorted color, 20 pieces per pack	pack	3			3				3				3				3	3	70.50	211.50

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT							
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4			
5 CORRECTION TAPE, 6 meters/min, 1 piece in individual plastic	piece	30	30	30	90	30	30	30	30	30	30	90	30	30	30	30	30	30	30	360	41.08	14,788.80	
6 DATA FILE BOX, made with chipboard, with closed ends	box	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	69.73	4,183.80	
7 DATA FOLDER, made with chipboard, tagline lock	piece	50	50	50	150	50	50	50	50	50	50	150	50	50	50	50	50	50	50	600	76.95	46,170.00	
8 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1	1	1	2	1	1	1	1	1	1	2	1	1	1	1	1	1	1	8	403.52	3,228.16	
9 ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	box	1	1	1	2	1	1	1	1	1	1	2	1	1	1	1	1	1	1	8	507.40	4,059.20	
10 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	621.71	2,486.84	
11 ENVELOPE, MAILING, 500 pieces per box	box	50	50	50	150	50	50	50	50	50	50	150	50	50	50	50	50	50	50	600	139.36	83,616.00	
12 FASTENER, for paper, metal, 50 sets per box	box	50	50	50	150	50	50	50	50	50	50	150	50	50	50	50	50	50	50	600	57.09	34,254.00	
13 FOLDER, Tagboard, A4, 100 pieces per pack	pack	1	1	1	3	1	1	1	1	1	1	3	1	1	1	1	1	1	1	12	248.56	2,982.72	
14 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	50	50	50	150	50	50	50	50	50	50	150	50	50	50	50	50	50	50	600	299.98	179,988.00	
15 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	10	10	10	30	10	10	10	10	10	10	30	10	10	10	10	10	10	10	120	50.84	6,100.80	
16 MARKER, fluorescent, 3 colors per set	set	10	10	10	30	10	10	10	10	10	10	30	10	10	10	10	10	10	10	120	35.55	4,266.00	
17 MARKER, whiteboard, bullet type, black	piece	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	11.80	708.00	
18 MARKER, whiteboard, bullet type, blue	piece	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	11.80	708.00	
19 MARKER, permanent, bullet type, black	piece	20	20	20	60	20	20	20	20	20	20	60	20	20	20	20	20	20	20	240	9.65	2,316.00	
20 MARKER, permanent, bullet type, blue	piece	20	20	20	60	20	20	20	20	20	20	60	20	20	20	20	20	20	20	240	9.65	2,316.00	
21 MARKER, permanent, bullet type, red	piece	20	20	20	60	20	20	20	20	20	20	60	20	20	20	20	20	20	20	240	9.65	2,316.00	
22 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	10.30	618.00	
23 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	38.38	2,302.80	
24 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	54.06	3,243.60	
25 PAD PAPER, Ruled	pad	50	50	50	150	50	50	50	50	50	50	150	50	50	50	50	50	50	50	600	17.47	10,482.00	
26 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	20	20	20	60	20	20	20	20	20	20	60	20	20	20	20	20	20	20	240	13.52	3,244.80	
27 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	20	20	20	60	20	20	20	20	20	20	60	20	20	20	20	20	20	20	240	6.76	1,622.40	
28 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	200	200	200	600	200	200	200	200	200	200	600	200	200	200	200	200	200	200	2400	117.83	282,792.00	
29 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	200	200	200	600	200	200	200	200	200	200	600	200	200	200	200	200	200	200	2400	132.02	316,848.00	
30 PENCIL, lead, w/eraser, one (1) dozen per box	box	1	1	1	3	1	1	1	1	1	1	3	1	1	1	1	1	1	1	12	16.62	195.44	
31 PHILIPPINE NATIONAL FLAG	piece	1	1	1	3	1	1	1	1	1	1	3	1	1	1	1	1	1	1	12	299.52	3,594.24	
32 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	50	50	50	150	50	50	50	50	50	50	150	50	50	50	50	50	50	50	600	60.32	36,192.00	
33 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	50	50	50	150	50	50	50	50	50	50	150	50	50	50	50	50	50	50	600	86.85	52,110.00	
34 RUBBER BAND, 70mm min lay flat length (#18)	box	10	10	10	30	10	10	10	10	10	10	30	10	10	10	10	10	10	10	120	105.85	12,702.00	
35 RULER, plastic, 450mm, 1 piece in individual plastic	piece	1	1	1	3	1	1	1	1	1	1	3	1	1	1	1	1	1	1	12	15.60	187.20	
36 SIGN PEN, black	piece	50	50	50	150	50	50	50	50	50	50	150	50	50	50	50	50	50	50	600	44.01	26,406.00	
37 SIGN PEN, blue	piece	15	15	15	45	10	10	10	10	10	10	30	10	10	10	10	10	10	10	135	44.01	5,941.35	
38 STAMP PAD INK, violet, 50ml	bottle	20	20	20	60	20	20	20	20	20	20	60	20	20	20	20	20	20	20	240	22.88	5,491.20	
39 STAMP PAD, felt pad, min: 60mm x 100mm	piece	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	31.08	1,864.80	
40 STAMP PAD, felt pad, min: 60mm x 100mm	piece	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	18.92	1,135.20	
41 STAPLE WIRE, Standard	box	30	30	30	90	30	30	30	30	30	30	90	30	30	30	30	30	30	30	360	31.08	11,188.80	
42 TAPE, masking, 24mm, 50 meters length	roll	5	5	5	15	5	5	5	5	5	5	15	5	5	5	5	5	5	5	60	55.12	3,307.20	
43 TAPE, transparent, 24mm, 50 meters	roll	15	15	15	45	15	15	15	15	15	15	45	15	15	15	15	15	15	15	180	17.37	3,126.60	
44 TAPE, packaging, 48mm, 50 meters length	roll	10	10	10	30	10	10	10	10	10	10	30	10	10	10	10	10	10	10	120	32.28	3,873.60	
45 TWINE, plastic, one kilo per roll	roll	10	10	10	30	10	10	10	10	10	10	30	10	10	10	10	10	10	10	120	54.08	6,489.60	
46 WRAPPING PAPER, kraft, 50 sheets per pack	pack	1	1	1	3	1	1	1	1	1	1	3	1	1	1	1	1	1	1	12	112.72	1,352.64	
<b>COMMON OFFICE DEVICES</b>																							
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	2	2	2	6	2	2	2	2	2	6	2	2	2	2	2	2	2	2	24	7.85	188.40	
2 PENCIL SHARPENER, 1 piece in individual plastic case	piece	1	1	1	3	1	1	1	1	1	1	3	1	1	1	1	1	1	1	9	187.20	1,684.80	
3 Individual box	piece	10	10	10	20	10	10	10	10	10	10	20	10	10	10	10	10	10	10	80	123.43	9,874.40	





Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT					
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Computer Equipment and Accessories COMPUTER DESKTOP	sets	10			10	10			10				0				0	20	43,000.00	860,000.00
<b>C. TOTAL (A + B):</b>																				6,048,595.01
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				604,859.50
<b>E. GRAND TOTAL (C + D)</b>																				6,653,457.81
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:																				6,653,457.81
<b>G. MONTHLY CASH REQUIREMENTS</b>																				6,653,457.81
G.1 Available at Procurement Service Stores																				
G.2 Other Items not available at PS but regularly purchased from other sources																				
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>																				

\*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

Certified Funds Available /  
 Certified Appropriate Funds Available:  
HAROLD M. CARBO  
 Accountant /  
 Local Budget Officer

Approved by: [Signature]  
 HAROLD M. CARBO  
 Head of Office/Agency

Date Prepared: December 11, 2015