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**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-phillipsps.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.**
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.goc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. app.dep.ed.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/Office: NATIONAL LABOR RELATIONS COMMISSION

Agency Account Code: No37

Region: V - Legazpi  
 Address: 3 F Tyler Bldg, Rizal St., Brgy. Tinago, Legazpi City, Albay, 4500

Contact Person: AGNES B. MALDO-BACOTOC  
 Position: AO I / Supply Officer I  
 E-mail: maldobacotoc@yahoo.com  
 Telephone/Mobile Nos: 527424874

**PROCUREMENT SERVICE - DBM**  
**REGIONAL DEPTV**  
**RECEIVED**  
 11-15-17

DATE: 11/14/2017  
 TIME: 4:01  
 Quiselle

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	1			1			0		1			1		1		1	3	20.28	60.84
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0			0		0			0		0		0	0	19.20	-
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0			0		0			0		0		0	0	91.94	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0			0		0			0		0		0	0	40.97	-
5 Light Bulb, LED, 7 watts 1 pc in individual box	piece				0			1		1			0		1		1	2	75.39	150.78
6 TAPE, ELECTRICAL, 18mm x 16M min	roll		1				1			1			1		1		1	4	18.93	75.71
<b>COMMON OFFICE SUPPLIES</b>																				
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0			0					0		0		0	0	766.73	-
2 AIR FRESHENER, aerosol, 280ml/50g min	can	2	2	3	7	2	2	2	6	3	3	3	9	3	3	2	8	30	88.69	2,660.74





55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	21	1	2	24	6	7	3	4 of 17	2	2	4	8	3	4	5	12	60	160.94	9,656.40
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0			0					0				0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0			0					0				0	0	123.08	-
58	PAPER, PARACHMENT, size: 210 x 297mm, multi-purpose	ream				0			0					0				0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm:11mm x 30m-0.3m	roll		1		1		1	1		1	1		1		1		1	4	34.29	137.16
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	20.40	489.72
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	319.07	3,838.86
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	1			1	1	2		3	1			1	1		4	5	10	62.73	637.33
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	1			1	1	5		6	1			1	1		4	5	13	97.34	1,265.47
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0				0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box	1			1				0	1			1				0	2	97.04	194.08
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0				0				0				0	0	16.10	-
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	2	2	3	7	4	6	5	15	5	5	5	15	6	6	6	18	55	35.99	1,979.69
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	2	2	3	7	4	6	5	15	5	5	5	15	6	6	6	18	55	35.99	1,979.69
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	35.99	431.93
70	STAMP PAD INK, purple or violet	bottle	1			1	2			2	2			2	2			2	7	25.62	179.31
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2			2	2			2	2			2	2			2	8	28.77	230.13
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box	1			1			1	1				0		1		1	3	21.51	64.52
73	STAPLE WIRE, STANDARD, (26/6)	box	3			3	1	1	4	6	3	1	1	5	2	2	2	6	20	19.68	393.54
74	TAPE, MASKING, width: 24mm (±1mm)	roll	3			3	3			3	3			3	3			3	12	57.32	687.90
75	TAPE, MASKING, width: 48mm (±1mm)	roll	3			3	3			3	3			3	3			3	12	109.24	1,310.90
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	3	1		4	3	1		4	3			3	3			3	14	29.08	407.10
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	3			3	3			3	3			3	3			3	12	11.36	136.28
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	3	1		4	3	1		4	3	1		4	3	1		4	16	27.58	441.29
79	TOILET TISSUE PAPER 2-ply's sheets, 150 pulls	pack	3	2	1	6	2	2	2	6	2	2	2	6	2	2	2	6	24	70.30	1,687.30
80	TWINE, plastic, one (1) kilo per roll	roll	1			1	1			1	1			1	1			1	4	51.92	207.67

























*Other Categories											
1	Executive Chair w/ High Back Leather-Black	piece	2	2	0	0	0	0	2	6,000.00	12,000.00
2	Junior Executive Chair	piece	2	2	0	0	0	0	2	4,500.00	9,000.00
3	Long Bench	piece	2	2	0	0	0	0	2	3,000.00	6,000.00
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	-	-
<b>C. TOTAL (A + B):</b>										<b>449,159.11</b>	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>										<b>44,915.91</b>	
<b>E. GRAND TOTAL (C + D)</b>										<b>494,075.02</b>	
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>											
<b>G. MONTHLY CASH REQUIREMENTS</b>											
C.1 Available at Procurement Service Stores			137098	27059	28557	24249	216963.5416				
C.2 Other Items not available at PS but regularly purchased from other sources			103379	37892	47719	43205	232195.57				
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>			<b>240478</b>	<b>64951</b>	<b>76277</b>	<b>67454</b>	<b>449159.1116</b>				

\*\*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:

AGNES B. MALDO-BACOTOC  
Property/Supply Officer

Certified Funds Available / Certified  
Appropriate Funds Available:

BLESIA A. RINON  
Accountant / Local Budget Officer

Approved by:

JOSE C. DEL VALLE, JR.  
Head of Office/Agency

Date: 11/13/2017

Email  
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11/17/17 3:07 PM  
app.ngo.ps@gmail.com

