

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_philgsgps.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 email 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 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.
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 SUGS
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.rnga.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/Off: NATIONAL LABOR RELATIONS COMMISSION REGIONAL ARBITRATION BRANCH NO. XII
 Region: XII - Koronadal
 Address: Corner Aldeguer and Arellano Streets, Brgy. Zone III, Koronadal City, 9506
 Agency Account Code: No Code
 Contact Person: (083) 228-6332
 Position: Administrative Officer I
 E-mail: grabeekalle@gmail.com
 Telephone/Mobile Nos: 9218744011

Item & Specifications	Unit of Measure	Quantity Requirement												Price Category					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3		Oct	Nov	Dec	Q4	Total quantity
COMMON ELECTRICAL SUPPLIES																			
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0				0				0					0	20.20
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0				0				0					0	19.20
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0					0	91.90
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0					0	40.90
5 Light Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0					0	75.35
6 TAPE, ELECTRICAL, 18mm x 16M min	roll				0				0				0					0	18.93
COMMON OFFICE SUPPLIES																			

25	FASTENER, METAL, 70mm between prongs	box		17		17				3 of 20		17		17				0		34	59.
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0					0								0		0	73.
27	FILE TAB DIVIDER, bristol board, for A4	set			0					0								0		0	12.5
28	FILE TAB DIVIDER, bristol board, for legal	set			0					0								0		0	17.7
29	FOLDER, FANCY, for A4 size documents	bundle			0					0								0		0	258.
30	FOLDER, FANCY, for legal size documents	bundle			0					0								0		0	302.
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			0					0								0		0	177.9
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			0					0								0		0	222.
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box			0					0								0		0	776.
34	FOLDER, TAGBOARD, for A4 size documents	pack			0					0								0		0	226.
35	FOLDER, TAGBOARD, for legal size documents	pack		6		6				0		6						0		12	208.
36	GLUE, all purpose, gross weight: 200 grams min	jar			0					0								0		0	49.7
37	INDEX TAB, self-adhesive, transparent	box			0					0								0		0	53.7
38	LOOSELEAF COVER, made of chipboard, for legal	bundle			0					0								0		0	676.6
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			0					0								0		0	43.2
40	MARKER, FLUORESCENT, 3 assorted colors per set	set			0					0								0		0	36.9
41	MARKER, whiteboard, black, felt tip, bullet type	piece			0					0								0		0	10.6
42	MARKER, whiteboard, blue, felt tip, bullet type	piece		15		15				0		15						0		30	10.6
43	MARKER, whiteboard, red, felt tip, bullet type	piece			0					0								0		0	10.6
44	MARKER, PERMANENT, bullet type, black	piece			0					0								0		0	10.04
45	MARKER, PERMANENT, bullet type, blue	piece			0					0								0		0	10.04
46	MARKER, PERMANENT, bullet type, red	piece			0					0								0		0	10.04
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			0					0								0		0	12.52
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			0					0								0		0	32.45

Office Equipment and Accessories

Water Dispenser

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