

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

2016 JAN 18 PM 1:56

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 (Cataman)- **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.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.

Agency: NATIONAL LABOR RELATIONS COMMISSION-CAR
 Region: RAB-CAR, Baguio City
 Address: No. 17 Private Road, Magsaysay Avenue, Baguio City

Contact Person: DENNIS D. TOMILAS
 Position: Administrative Officer I
 E-mail: mrabcac@gmail.com
 Telephone/Mobile Nos: (074)445-8380/0917-685-8854

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9,2015	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		

Item & Specifications	Unit of Measure	Quantity Requirement												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	Total Quantity
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				5				0				0				0	5	17.57	87.84
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				2				0				0				0	2	15.14	30.28
7 TAPE, electrical	roll				5				0				0				0	5	18.66	93.28
COMMON OFFICE SUPPLIES																				
2 AIR FRESHENER, 280ml/can	can				3				0				3				0	6	83.15	498.89
4 CARBON FILM, A4 size, 100 sheets per box	box				0				0				0				0	0	229.19	-
CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				5				0				5				0	10	260.27	2,602.68
CORRECTION TAPE, 6 meters (min), 1 piece in individual blister	piece				6				6				6				6	24	42.11	1,010.57
18 ENVELOPE, DOCUMENTARY, for legal size document, 500 pieces per box	box				0				1				0				0	1	520.09	520.09
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				0				0				0				0	0	637.25	-
21 ENVELOPE, MAILING, 500 pieces per box	box				0				0				5				0	5	142.84	714.22
24 ERASER, plastic or rubber	piece				5				0				0				0	5	2.21	11.07
25 FASTENER, for paper, metal, 50 sets per box	box				5				0				5				0	10	58.52	585.17
31 FOLDER, L-type, A4, 50 pieces per pack	pack				1				0				0				0	1	170.56	170.56
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				1				0				0				0	1	186.55	186.55
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				1				0				0				0	1	959.29	959.29
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				1				0				0				0	1	254.77	254.77
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				7				0				2				0	9	307.48	2,767.32
36 GLUE, all purpose, 300 grams min.	jar				2				0				0				0	2	50.10	100.20
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				1				0				0				0	1	52.11	52.11
40 MARKER, fluorescent, 3 colors per set	set				5				0				0				0	5	36.44	182.19
41 MARKER, whiteboard, bullet type, black	piece				6				0				0				0	6	12.10	72.57
44 MARKER, permanent, bullet type, black	piece				24				0				0				0	24	9.89	237.39
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				3				0				0				0	3	31.98	95.94
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				3				0				0				0	3	39.34	118.02
51 PAD PAPER, Ruled	pad				10				0				10				0	20	17.91	358.14
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				12				0				0				0	12	13.86	166.30
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				12				0				0				0	12	6.93	83.15
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	120.78	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	135.32	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				10				0				5				0	15	104.95	1,574.25
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				15				0				15				0	45	117.74	5,298.38
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				3				0				0				0	3	20.11	60.33
61 PHILIPPINE NATIONAL FLAG	piece				1				1				1				1	4	307.01	1,228.03
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				3				3				3				3	12	61.83	741.94
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				3				3				3				3	12	89.02	1,068.26
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				5				0				0				0	5	15.99	79.95

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67 SIGN PEN, black	piece				12				0									0	12	45.11	541.32		
68 SIGN PEN, blue	piece				12				0									0	12	45.11	541.32		
70 STAMP PAD INK, violet, 50ml	bottle				6				0									0	6	23.45	140.71		
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				6				0									0	6	31.86	191.14		
72 STAPLE WIRE, Heavy duty, 23/13	box				1				0									0	1	31.18	31.18		
73 STAPLE WIRE, Standard	box				10				0									0	10	19.39	193.93		
74 TAPE, masking, 24mm, 50 meters length	roll				12				0									0	12	56.50	677.98		
75 TAPE, masking, 48mm, 50 meters length	roll				12				0									0	12	107.67	1,291.99		
76 TAPE, transparent, 24mm, 50 meters	roll				12				12									0	36	17.80	640.95		
77 TAPE, transparent, 48mm, 50 meters	roll				5				0									0	10	34.11	341.12		
78 TAPE, packaging, 48mm, 50 meters length	roll				5				5									0	10	34.11	341.12		
79 TOILET TISSUE, 12 rolls per pack	pack				54				54									0	216	77.46	16,731.20		
80 TWINE, plastic, one kilo per roll	roll				3				0									0	6	55.43	332.59		
81 WRAPPING PAPER, Kraft, 50 sheets per pack	pack				1				0									0	1	115.54	115.54		
COMMON OFFICE DEVICES																							
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				5				0									0	5	8.05	40.23		
2 CUTTER KNIFE, heavy duty	piece				5				0									0	5	19.92	99.58		
3 DATING AND STAMPING MACHINE	piece				1				0									0	1	490.34	490.34		
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				3				0									0	3	126.52	379.55		
6 SCISSORS, (6")	pair				5				0									0	5	15.92	79.59		
7 STAPLER, standard	piece				3				0									0	3	94.54	283.61		
9 STAPLE REMOVER, plier type	piece				6				0									0	6	18.07	108.42		
10 TAPE DISPENSER, table top	piece				6				0									0	6	48.91	293.48		
11 WASTE BASKET, non-rigid plastic	piece				6				0									0	6	31.45	188.68		
COMMON JANITORIAL SUPPLIES																							
1 BROOM, soft (tambo)	piece				3				0									0	3	106.60	319.80		
2 BROOM, stick (thngtng)	piece				3				0									0	3	24.52	73.55		
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				2				0									0	2	42.64	85.28		
4 CLEANER, scouring powder, 350grams/can	can				24				0									0	24	18.66	447.72		
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0									0	0	42.64	-		
6 DISINFECTANT SPRAY, 400-550 grams	can				2				2									0	6	117.26	703.56		
7 DUST PAN, non-rigid plastic	piece				2				0									0	2	37.19	74.37		
10 INSECTICIDE, aerosol type, 600ml/can	can				2				2									0	6	120.46	722.75		
12 MOPHANDLE, screw type, aluminum handle	piece				0				1									0	1	133.25	133.25		
13 MOPHEAD, made of rayon	piece				1				1									0	3	101.27	303.81		
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				12				0									0	12	44.77	537.26		
15 SCOURING PAD, 5 pieces per pack	pack				1				0									0	1	122.59	122.59		

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
16 TRASHBAG, plastic, transparent, 10pc/roll	roll				1			1				1					1	4	143.38	573.51
COMMON OFFICE EQUIPMENT																				
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				1			0				0					0	1	424.27	424.27
9 ELECTRIC FAN, orbit type	unit							0				0					0	0	1,279.20	-
COMMON COMPUTER SUPPLIES																				
EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light 8 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			0				0					0	1	3,170.28	3,170.28
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				3			0				0					0	3	239.85	719.55
10 MOUSE, optical, USB connection type	unit				1			1				1					0	3	140.71	422.14
HANDBOOK ON PROCUREMENT																				
CONSUMABLES																				
13 INK CART, CANON PG-810, Black	cart				1			1				1					0	3	635.34	1,906.01
17 INK CART, CANON CL-811, Colored	cart				1			1				1					0	3	840.01	2,520.02
28 INK CART, EPSON C13T6664100 (T6641), Black	cart				5			5				5					0	15	261.17	3,917.55
29 INK CART, EPSON C13T664200 (T6642), Cyan	cart				5			0				0					0	5	261.17	1,305.85
30 INK CART, EPSON C13T664300 (T6643), Magenta	cart				5			0				0					0	5	261.17	1,305.85
70 INK CART, HP C6660AA, (HP702), Black	cart				1			1				0					0	2	1,029.76	2,059.51
169 RIBBON CART, EPSON C13S015516 (#8750), Black, for LX-300	cart				3			3				3					0	12	78.67	944.03
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON ELECTRICAL SUPPLIES																				
COMMON OFFICE EQUIPMENT																				
COMMON OFFICE SUPPLIES																				
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				1			0				0					0	1	52.55	52.55
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				1			0				0					0	1	142.82	142.82
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				5			0				0					0	5	25.58	127.92
15 RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool				6			0				0					0	6	16.52	99.14
COMMON JANITORIAL SUPPLIES																				

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				6			6				6					6	24	22.92	550.06
Office Equipment and Accessories																				
1 Power Generator, 7500watts					1			0				0					0	1	35,000.00	35,000.00
2 Conference Table 6 sitters, set					1			0				0					0	1	20,000.00	20,000.00
3					0			0				0					0	0		-
4					0			0				0					0	0		-
5					0			0				0					0	0		-
6					0			0				0					0	0		-
7					0			0				0					0	0		-
8					0			0				0					0	0		-
9					0			0				0					0	0		-
10					0			0				0					0	0		-
Office Supplies																				
1 BALLPEN, Pilot, black					9			9				9					9	36	20.00	720.00
2 BALLPEN, Pilot, black					6			6				6					6	24	20.00	480.00
3 BALLPEN, Pilot, red					6			6				6					6	12	20.00	240.00
4 SIGNPEN, EnerGel, .07, black					6			6				6					6	24	70.00	1,680.00
5 SIGNPEN, EnerGel, .07, blue					6			6				6					6	24	70.00	1,680.00
6 SIGNPEN, G-Tech, Pilot, black					1			1				1					1	3	60.00	180.00
7 Calendar Planner 2016					2			0				0					0	2	250.00	500.00
8 NLRC-Case Folder w/Inscription					0			500				0					0	500	10.00	5,000.00
9					0			0				0					0	0		-
10					0			0				0					0	0		-
Audio and Visual presentation and composing equipment																				
1					0			0				0					0	0		-
2					0			0				0					0	0		-
3					0			0				0					0	0		-
4					0			0				0					0	0		-
5					0			0				0					0	0		-
6					0			0				0					0	0		-
7					0			0				0					0	0		-
8					0			0				0					0	0		-
9					0			0				0					0	0		-
10					0			0				0					0	0		-

Item & Specifications	Unit of Measure	Quantity Requirement												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	Total Quantity	
Photographic or filming or video equipment																					
1					0				0									0	0	-	
2					0				0									0	0	-	
3					0				0									0	0	-	
4					0				0									0	0	-	
5					0				0									0	0	-	
6					0				0									0	0	-	
7					0				0									0	0	-	
8					0				0									0	0	-	
9					0				0									0	0	-	
10					0				0									0	0	-	
Cleaning Equipment and Supplies																					
1	Planilla, Handkerchief				10				0									0	10	10.00	100.00
2	Zanrox, Bleach				1				1									1	4	125.00	500.00
3	Alcohol, Greencross 500ml w/moisturizer 500ml				18				18									18	72	75.00	5,400.00
4	Glass cleaner Kiwi				1				1									1	4	85.00	340.00
5	Dishwashing Paste				3				3									3	12	45.00	540.00
6					0				0									0	0	-	
7					0				0									0	0	-	
8					0				0									0	0	-	
9					0				0									0	0	-	
10					0				0									0	0	-	
Paper Materials and Products																					
1	BONDPAPER, short S20				4				4									4	16	120.00	1,920.00
2	ONIONSKIN, long PX				10				10									10	40	110.00	4,400.00
3	BONDPAPER, cactus 8.5x14				1				1									1	4	170.00	680.00
4	BONDPAPER, pink, legal				0				0									0	0	140.00	-
5	COLUMNAR BOOK 24 columns, vallant				3				0									0	3	55.00	165.00
6	COLUMNAR BOOK 14 columns, vallant				2				0									0	2	35.00	70.00
7	BUNDY CARD ER 1500 (ER) Max 100/pck				1				1									1	4	120.00	480.00
8	COLUMNAR BOOK 16 Columns, vallant				2				0									0	2	35.00	70.00
9					0				0									0	0	-	
10					0				0									0	0	-	
Lighting and fixtures and accessories																					
1	LED T-10 Fluorescent Lamp 16watts				7				0									0	7	560.00	3,920.00
2	LED T-10 Fluorescent Fixtures				5				0									0	5	140.00	700.00
3	Electrical Wires No. 14				20				0									0	20	50.00	1,000.00

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4 outlet Female Power Outlet, universal					2			0				0					0	2	55.00	110.00
5					0			0				0					0	0		-
6					0			0				0					0	0		-
7					0			0				0					0	0		-
8					0			0				0					0	0		-
9					0			0				0					0	0		-
10					0			0				0					0	0		-
Electrical equipment and components and supplies																				
1					0			0				0					0	0		-
2					0			0				0					0	0		-
3					0			0				0					0	0		-
4					0			0				0					0	0		-
5					0			0				0					0	0		-
6					0			0				0					0	0		-
7					0			0				0					0	0		-
8					0			0				0					0	0		-
9					0			0				0					0	0		-
10					0			0				0					0	0		-
Computer Supplies																				
1	Inkflow refill ink, black 1 liter				1			0				0					0	1	600.00	600.00
2	Inkflow refill ink, blue 100ml				2			0				0					0	4	75.00	300.00
3	Inkflow refill ink, magenta 100ml				2			0				0					0	4	75.00	300.00
4	Inkflow refill ink, yellow 100ml				2			0				0					0	4	75.00	300.00
5	Toner, TN 116, Ineo 164 ink powder				0			0				0					0	1	3,500.00	3,500.00
6	Developer Ineo 164				0			0				0					0	1	2,500.00	2,500.00
7	Inked Cassette Ribbon ER-R100E,Max-ER-1500 Bundy Clock				0			0				0					0	1	950.00	950.00
8					0			0				0					0	0		-
9					0			0				0					0	0		-
10					0			0				0					0	0		-
Computer Equipment and Accessories																				
1	Central Processing Unit				2			0				0					0	2	22,000.00	44,000.00
2	Monitor LED 18.5"				2			0				0					0	2	4,300.00	8,600.00
3	UPS/AVR 650 VA				3			0				0					0	3	3,000.00	9,000.00
4	USB Port Keyboard				1			0				0					0	3	350.00	1,050.00
5					0			0				0					0	0		-
6					0			0				0					0	0		-
7					0			0				0					0	0		-

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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:

DENNIS D. TOMILAS
Property/Supply Officer

Certified Funds Available /

Certified Appropriate Funds Available:

Approved by:

ATHANASIA C. VICENTE
Accountant /
Local Budget Officer

HON. MONROE C. TABINGCAN
Head of Office/Agency

Date Prepared: