

**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 (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.gocd@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.igu@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)589-7750 loc. 4021.

Department/Bureau/Office: **NATIONAL LABOR RELATIONS COMMISSION**  
 Region: **8TH DIVISION**  
 Address: **2/F Henry Tan Bldg, Tripe Nerl St., Cagayan De Oro City**

Contact Person: **ALLAN M. RESSOOR**  
 Position: **Acting Supply Officer**  
 E-mail : \_\_\_\_\_  
 Telephone/Mobile Nos: **088 857 19 38**

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack			12	12													24	65.00	1,560.00
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack			12	12													12	40.83	489.96
3 LED Linear Tube, 18 watts individually wrapped in carton	tube			12	12													24	43.58	1,045.92
<b>COMMON OFFICE SUPPLIES</b>																				
3 ALCOHOL, 70%, ethyl, 500ml	bottle			12	12													24	45.30	1,087.20
6 CARTOLINA, assorted color, 20 pieces per pack	pack			24	24													24	74.03	1,776.72
14 CORRECTION TAPE, 6 meters/min), 1 piece in individual plastic	piece			12	12													24	43.13	1,552.68

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2016	TOTAL AMOUNT							
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity		
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box			25	25														75	146.33	10,974.75	
25 FASTENER, for paper, metal, 50 sets per box	box			6	6														12	143.00	1,716.00	
26 CLUE, all purpose, 300 grams/mln.	pack			2	2														2	51.32	102.64	
44 MARKER, permanent, bullet type, black	pack			15	15														27	10.13	273.51	
45 MARKER, permanent, bullet type, blue	pack			15	15														27	10.13	273.51	
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pack			6	6														18	40.30	725.40	
51 PAD PAPER, Ruled	pack			25	25														100	18.34	1,834.00	
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	pack			75	75														6	107.51	645.06	
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	pack			6	6														300	120.61	36,183.00	
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	pack			6	6														6	96.64	579.84	
60 PENCIL, lead, w/eraser, one(1) dozen per box	pack			24	24														72	20.60	1,483.20	
61 PHILIPPINE NATIONAL FLAG	pack			2	2														2	314.50	629.00	
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	pack			24	24														48	63.34	3,040.32	
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	pack			25	25														50	91.19	4,559.50	
65 RUBBER BAND, 70mm min lay flat length (418)	pack			6	6														24	11.14	2,667.36	
66 RULER, plastic, 450mm, 1 piece in individual plastic	pack			12	12														12	16.38	196.56	
67 SIGN PEN, black	pack			50	50														150	46.21	6,931.50	
68 SIGN PEN, blue	pack			25	25														175	46.21	8,086.75	
73 STAPLE WIRE, Heavy duty, 23/13	pack			24	24														36	31.94	1,149.84	
73 STAPLE WIRE, Standard	pack			12	12														48	19.87	953.76	
74 TAPE, masking, 24mm, 50 meters length	pack			12	12														36	57.88	2,083.68	
77 TAPE, transparent, 48mm, 50 meters	pack			25	25														100	34.94	3,494.00	
80 TWINE, plastic, one kilo per roll	pack			6	6														18	56.78	1,022.04	
<b>COMMON OFFICE DEVICES</b>																						
3 DATING AND STAMPING MACHINE	piece			6	6														6	502.30	3,013.80	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece			2	2														2	196.56	393.12	
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece					6	6												6	126.60	759.60	
6 SCISSORS, (6")	pair			12	12														24	16.31	391.44	
7 STAPLER, standard	piece			6	6														18	96.84	1,743.12	
10 TAPE DISPENSER, table top	piece			6	6														12	50.11	601.32	
<b>COMMON JANITORIAL SUPPLIES</b>																						
1 BROOM, soft (tambol)	piece			6	6														6	109.20	655.20	
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle			12	12														24	43.68	1,048.32	
5 DETERGENT POWDER, all purpose, kilo/pouch	pouch			6	6														6	43.68	268.08	
7 DUST PAN, non-rigid plastic	piece			2	2														2	38.09	76.18	
8 FLOOR WAX, Paste, red	can					6	6												6	240.24	1,441.44	
12 MOPHANDLE, screw type, aluminum handle	piece			4	4														8	136.50	1,092.00	
13 MOPHEAD, made of rayon	piece			4	4														8	103.74	839.92	
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle			6	6														12	45.86	550.32	
<b>COMMON OFFICE EQUIPMENT</b>																						
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit			6	6														6	475.00	2,850.00	

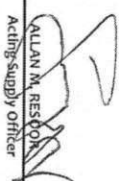
Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9,2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit			1	1			0									0	1	6,541.08	6,541.08
8 ELECTRIC FAN, Industrial	unit			3	3			0									0	3	1,201.20	3,603.60
<b>COMMON COMPUTER SUPPLIES</b>																				
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece			12	12			0									0	24	550.00	13,200.00
10 MOUSE, optical, USB connection type	unit			12	12			0									0	24	144.14	3,459.36
<b>HANDBOOK ON PROCUREMENT</b>																				
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 196 pages.	piece						0										0	0	61.83	
<b>CONSUMABLES</b>																				
1 LINK CART, BROTHER LC39BK, Black	cart				0			0									0	0	681.20	
<b>B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1																				
2																				
3																				
<b>COMMON OFFICE EQUIPMENT</b>																				
<b>SEMI EXPENDABLES SUPPLIES</b>																				
1																				
2																				
3																				
<b>COMMON OFFICE SUPPLIES</b>																				
1 Index Card Ruled, 3x5	piece			6	6			0									6	6	53.83	645.96
2 Index Card Ruled, 5x8	piece			6	6			6	6								6	6	146.31	3,511.44
3 MANILA PAPER, 10sheets per pack	pack			12	12			6	6								12	12	27.30	1,146.60
4 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool			6	6			0									6	6	16.93	203.16
<b>COMMON JANITORIAL SUPPLIES</b>																				
<b>CONSUMABLES</b>																				
<b>Toner for Copier &amp; Duplicator</b>																				



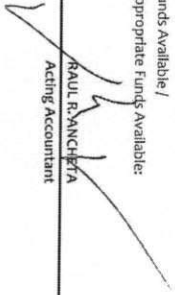
Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2016				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3		Oct	Nov	Dec	Q4
<p>** Prices are FOB Manila/Applicable for items under A.</p>																		

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.

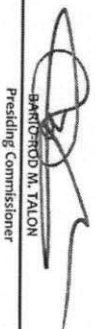
Prepared by:

  
 ALLAN M. RESPON  
 Acting Supt./y Officer

Certified Funds Available /  
 Certified Appropriate Funds Available:

  
 RAUL R. RANCHEZA  
 Acting Accountant

Approved by:

  
 BARTOLOD M. TALON  
 Presiding Commissioner

Date Prepared: