

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, Biliiran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin) Region XIII
 - Misamis Oriental, Bacolod, Cebu, Bontoc and Northern Samar (Cataraman) 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 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, DTPWH, CHED, TESDA and SUCS
- The accomplished SOFT COPY of the APP-CSE shall be submitted to the following email addresses:
 - ps.appnrgn@gmail.com For central and regional offices of all national government agencies
 - ps.appsuc@gmail.com For main and other campuses of all state universities and colleges
 - ps.appgoccc@gmail.com For all central and regional offices of government owned and controlled corporations
 - ps.appdeped@gmail.com For primary and secondary schools
 - ps.applgu@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)5616116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: NATIONAL LABOR RELATIONS COMMISSION Agency Account Code: _____
 Region: REGIONAL ARBITRATION BRANCH NO. IV
 Address: 2nd Floor, Heclan Building, National Highway corner
Chipeco Ave., Brgy. Halang, Calamba City

Contact Person: KATHRYNE B. VENCO
 Position: Admin Officer I/ Property Officer
 E-mail: _____
 Telephone/Mobile Nos: 049-545-9718

Item & Specifications	Unit of Measure	Quantity Requirement												TOTAL AMOUNT										
		Jan	Feb	March	Q1 Amou NT	April	May	June	Q2 Amou NT	July	Aug	Sept	Q3 Amou NT		Oct	Nov	Dec	Q4 Amou NT	Total Amou NT	Price as of Catalogue				
A. AVAILABLE AT PROCUREMENT SERVICE STORES COMMON ELECTRICAL SUPPLIES																								
5. FLUORESCENT LAMP, tubular, 36 watts	tube	5	3	2	10	363	5	3	2	10	363	5	3	2	10	363	5	3	2	10	363	40	36.30	1,452.00

COMMON OFFICE SUPPLIES

2	AIR FRESHENER, 380ml/15oz min	can	5	3	2	10	832	5	3	2	10	832	5	3	2	10	832	5	3	2	10	832	5	3	2	10	832	5	3	2	10	832	40	3,328.00
3	ALCOHOL, 70%, ethyl, 500ml	bottle	10	5	5	20	956.4	10	5	5	20	956.4	10	5	5	20	956.4	10	5	5	20	956.4	10	5	5	20	956.4	10	5	5	20	956.4	80	47.82
4	CARBON FILM, A4 size, 100 sheets per box	box	10	5	5	20	3952	10	5	5	20	3952	10	5	5	20	3952	10	5	5	20	3952	10	5	5	20	3952	10	5	5	20	3952	80	3,825.60
12	CLIP, backfold, 32mm, 12 pieces per box	box	1	1	1	2	38.24	1	1	1	2	38.24	1	1	1	2	38.24	1	1	1	2	38.24	1	1	1	2	38.24	1	1	1	2	38.24	8	197.58
13	CLIP, backfold, 50mm, 12 pieces per box	box	1	1	1	2	87.36	1	1	1	2	87.36	1	1	1	2	87.36	1	1	1	2	87.36	1	1	1	2	87.36	1	1	1	2	87.36	8	15,806.40
14	CORRECTION TAPE, 6 meters(min.), 1 piece in individual plastic	piece	10	5	5	20	624	10	5	5	20	624	10	5	5	20	624	10	5	5	20	624	10	5	5	20	624	10	5	5	20	624	80	19,12
15	DATA FILE BOX, made with chipboard, with closed ends	box	2	2	2	1	348.9	2	2	2	1	348.9	2	2	2	1	348.9	2	2	2	1	348.9	2	2	2	1	348.9	2	2	2	1	348.9	20	69.78
16	DATA FOLDER, made with chipboard, taglia lock	piece	2	2	2	1	343.2	2	2	2	1	343.2	2	2	2	1	343.2	2	2	2	1	343.2	2	2	2	1	343.2	2	2	2	1	343.2	20	68.64
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1	1	1	5	507.4	1	1	1	5	507.4	1	1	1	5	507.4	1	1	1	5	507.4	1	1	1	5	507.4	1	1	1	5	507.4	20	1,395.60
19	ENVELOPE, EXPANDING, KRATBOARD, for legal size documents, 100 pieces per box	box	1	1	1	1	621.7	1	1	1	1	621.7	1	1	1	1	621.7	1	1	1	1	621.7	1	1	1	1	621.7	1	1	1	1	621.7	1	507.40
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	10	10	10	5	12480	10	10	10	5	12480	10	10	10	5	12480	10	10	10	5	12480	10	10	10	5	12480	10	10	10	5	12480	100	49,920.00
25	FASTENER, for paper, metal, 50 sets per box	box	10	10	10	5	1427	10	10	10	5	1427	10	10	10	5	1427	10	10	10	5	1427	10	10	10	5	1427	10	10	10	5	1427	100	57,09
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	10	5	5	20	4007	10	5	5	20	4007	10	5	5	20	4007	10	5	5	20	4007	10	5	5	20	4007	10	5	5	20	4007	80	200.37
36	GLUE, all purpose, 300 grams min.	jar	5	3	3	2	441.8	5	3	3	2	441.8	5	3	3	2	441.8	5	3	3	2	441.8	5	3	3	2	441.8	5	3	3	2	441.8	40	1,767.20
40	MARKER, fluorescent, 3 colors per set	set	1	1	1	1	35.55	1	1	1	1	35.55	1	1	1	1	35.55	1	1	1	1	35.55	1	1	1	1	35.55	1	1	1	1	35.55	4	35.55
44	MARKER, permanent, bullet type, black	piece	10	10	10	5	241.3	10	10	10	5	241.3	10	10	10	5	241.3	10	10	10	5	241.3	10	10	10	5	241.3	10	10	10	5	241.3	100	965.00
51	PAD PAPER, Ruled	pad	10	5	5	20	365.2	10	5	5	20	365.2	10	5	5	20	365.2	10	5	5	20	365.2	10	5	5	20	365.2	10	5	5	20	365.2	80	1,460.80
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	10	5	5	20	257	10	5	5	20	257	10	5	5	20	257	10	5	5	20	257	10	5	5	20	257	10	5	5	20	257	80	1,460.80
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	10	5	5	20	128.6	10	5	5	20	128.6	10	5	5	20	128.6	10	5	5	20	128.6	10	5	5	20	128.6	10	5	5	20	128.6	80	1,028.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	5	3	3	10	1317	5	3	3	10	1317	5	3	3	10	1317	5	3	3	10	1317	5	3	3	10	1317	5	3	3	10	1317	40	5,268.00
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	10	10	10	30	4542	10	10	10	30	4542	10	10	10	30	4542	10	10	10	30	4542	10	10	10	30	4542	10	10	10	30	4542	120	18,168.00
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	40	30	30	100	11465	40	30	30	100	11465	40	30	30	100	11465	40	30	30	100	11465	40	30	30	100	11465	40	30	30	100	11465	400	45,860.00
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	10	5	5	20	2675	10	5	5	20	2675	10	5	5	20	2675	10	5	5	20	2675	10	5	5	20	2675	10	5	5	20	2675	80	10,700.00
59	PAPER, Thermal, 216mm x 30mm	roll	2	2	2	5	155.8	2	2	2	5	155.8	2	2	2	5	155.8	2	2	2	5	155.8	2	2	2	5	155.8	2	2	2	5	155.8	20	623.00
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	1	1	1	1	19.62	1	1	1	1	19.62	1	1	1	1	19.62	1	1	1	1	19.62	1	1	1	1	19.62	1	1	1	1	19.62	4	78.48

COMMON OFFICE EQUIPMENT														
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	1	1	142.4	1	1	142.4	1	1	142.4	4	142.36	569.44
5	CHAIR, monobloc, without armrest, white	piece	2	2	127.4	2	2	127.4	2	2	127.4	20	254.80	5,096.00
10	ELECTRIC FAN, stand type	unit	1	1	193.4	1	1	193.4	1	1	193.4	8	967.10	7,736.80
16	PAPER TRIMMER/CUTTING MACHINE, max paper size: 84, 30 sheets cutting cap.,	unit	1	1	748.8	1	1	748.8	1	1	748.8	1	748.80	7,488.00
19	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit	1	1	583.2	1	1	583.2	1	1	583.2	4	5,831.52	23,326.08
COMMON COMPUTER SUPPLIES														
1	COMPUTER CONTINUOUS FORMS, 1ply, 11" x 9-1/2", 2000 sheets/box	box	1	1	630.8	1	1	630.8	1	1	630.8	4	630.76	2,523.04
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0,	piece	1	1	281.8	1	1	281.8	1	1	281.8	4	2,818.40	11,273.60
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	2	1	777.9	2	1	777.9	2	1	777.9	16	194.48	3,111.68
10	MOUSE, optical, USB connection type	unit	1	1	255.6	1	1	255.6	1	1	255.6	8	127.80	1,022.40
HANDBOOK ON PROCUREMENT														
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x	piece			0			0			0	0	0	
CONSUMABLES														
169	RIBBON CART, EPSON C13505516 (#8750) Black, for LX300	cart	20	20	383.8	20	20	383.8	20	20	383.8	200	76.75	15,350.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)														
COMMON ELECTRICAL SUPPLIES														
1	Fluorescent Fixture	set	2	2	1820	2	2	1820	2	2	1820	20	364.00	7,280.00
COMMON OFFICE EQUIPMENT														
1					0			0			0	0		
COMMON OFFICE SUPPLIES														
1	Ballpoint Pen, Fine Point	piece	20	20	250	20	20	250	20	20	250	200	5.00	1,000.00
2	Ink, for Numbering Machine	bottle	4	4	2000	4	4	2000	4	4	2000	40	200.00	8,000.00
3	Time Card, Amano 100pcs per bundle	bundle	1	1	138.9	1	1	138.9	1	1	138.9	8	69.47	555.76

COMMON JANITORIAL SUPPLIES																																			
CONSUMABLES																																			
1	Link for Epson Laser Printer L100	piece	4	4	2	10	3900	4	4	2	10	2900	4	4	2	10	2900	4	4	2	10	2900	4	4	2	10	2900	4	4	2	10	2900	40	11,600.00	
2	Link, Toner Cartridge CE385A	bottle	4	4	2	10	7500	4	4	2	10	7500	4	4	2	10	7500	4	4	2	10	7500	4	4	2	10	7500	4	4	2	10	7500	40	30,000.00	
3	Link, Toner Cartridge CE78A	bottle	4	4	2	10	7500	4	4	2	10	7500	4	4	2	10	7500	4	4	2	10	7500	4	4	2	10	7500	4	4	2	10	7500	40	30,000.00	
Paper Materials and Products																																			
1	Paper, Onionskin (A4)	ream	10	5	5	20	3600	10	5	5	20	3600	10	5	5	20	3600	10	5	5	20	3600	10	5	5	20	3600	10	5	5	20	3600	80	14,400.00	
Computer Supplies																																			
1	USB Flash Drive / Disk 2.0 gb	piece	2				394.1	2				394.1	2				394.1	2																197.05	1,576.40
*Other Categories																																			
1							0					0					0																		
2							0					0					0																		
C. TOTAL (A+B):																																			
D. ADDITIONAL PROVISION FOR																																			
E. GRAND TOTAL (C + D)																																			
F. APPROVED BUDGET BY THE AGENCY																																			
G. MONTHLY CASH REQUIREMENTS																																			
G.1 Available at Procurement Service Stores																																			
G.2 Other Items not available at PS but regularity																																			
TOTAL MONTHLY CASH																																			
87282																																			
3994																																			
91276																																			
100774																																			
3994.1																																			
104768																																			
1E+05																																			
3994																																			
1E+05																																			
1E+05																																			
3994																																			
1E+05																																			
389603.33																																			
15976.4																																			
40579.73																																			
427,688.67																																			
42,768.87																																			
470,457.54																																			

*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

Prepared by:
 KATHRYNE B. YENCCO
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:
 JOYCE ANN E. AWITAN
 Accountant/
 Local Budget Officer

Approved by:
 DANNA M. CASTILLON
 Chairman, BAC

Date Prepared: