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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-philspps.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 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-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-igu.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/Of: NATIONAL LABOR RELATIONS COMMISSION Agency Account Code: No Code  
 Region: VIII - Tacloban Contact Person: AMELIA B. DOCEÑA  
 Address: TRECE MARTIRES ST. TACLOBAN CITY Position: EXECUTIVE LABOR ARR  
 E-mail: RAB8NLRC@YAHOO.CC  
 Telephone/Mobile Nos: 53832016

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price					
		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			0	0		0	0			0	0			0	0		0	2	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			0	0		0	0			0	0			0	0		0	1	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack			0	0		0	0			0	0			0	0		0	0	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	1	12	4
5 Light Bulb, LED, 7 watts 1 pc in individual box	piece	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	1	12	7
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	2			2	1						1					1		5	1
<b>COMMON OFFICE SUPPLIES</b>																				
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll	1		1	2	1					1	2	1			1	2	1	8	70

2	AIR FRESHENER, aerosol, 280ml/15.98 ml	can	5	5	10	5	5	10	5	5	10	5	5	10	5	5	10	5	5	10	40	
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (.5ml)	bottle	18	18	36	18	18	36	18	18	36	18	18	36	18	18	36	18	18	36	144	
4	CARBON FILM, PE, black, size 210mm x 297mm	box			0			0			0			0			0			0	0	2
5	CARBON FILM, PE, black, size 216mm x 330mm	box	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	4	2
6	CARTOLINA, assorted colors	pack	1		1	1		1	1		1	1		1	1		1	1		4	6	
7	CHALK, molded, white, dustless, length: 78mm min	box			0			0			0			0			0			0	0	2
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece			0			0			0			0			0			0	0	3
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			0			0			0			0			0			0	0	4
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	3		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	12	1
11	CLIP, BACKFOLD, all metal, clamping: 35mm (-1mm)	box	3		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	12	1
12	CLIP, BACKFOLD, all metal, clamping: 33mm (-1mm)	box	3		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	12	1
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	3		3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	12	4
14	CORRECTION TAPE, film base type, UL 6m min	piece	30	30	90	30	30	90	30	30	90	30	30	90	30	30	90	30	30	90	360	1
15	DATA FILE BOX, made of chipboard, with closed ends	box	15		15	15		15	15		15	15		15	15		15	15		15	60	7
16	DATA FOLDER, made of chipboard, taglia lock	piece			0			0			0			0			0			0	0	7
17	ENVELOPE, DOCUMENTARY, for A4 size document	box			0			0			0			0			0			0	0	4
18	ENVELOPE, DOCUMENTARY, for legal size document	box	1		1	1		1	1		1	1		1	1		1	1		1	4	53
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			0			0			0			0			0			0	0	66
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0			0			0			0			0			0	0	2
21	ENVELOPE, MAILING, white, 80gsm (.5%)	box	2	2	6	2	2	6	2	2	6	2	2	6	2	2	6	2	2	6	24	34
22	ENVELOPE, mailing, white, with window	box			0			0			0			0			0			0	0	42
23	ERASER, FELT, for blackboard/whiteboard	piece			0			0			0			0			0			0	0	11
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			0			0			0			0			0			0	0	6
25	FASTENER, METAL, 70mm between prongs	box	5	5	15	5	5	15	5	5	15	5	5	15	5	5	15	5	5	15	60	55
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0			0			0			0			0			0	0	73
27	FILE TAB DIVIDER, bristol board, for A4	set			0			0			0			0			0			0	0	12

























