

ANNUAL PROCUREMENT PLAN FOR 2016
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 on your area.
- For Sub - Depots please refer to the following:
 - Bulidnon, Puerto Princesa Palawan, Bittan, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
 - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - Zamboanga - Zamboanga
 - Surigao Del Norte - Surigao Del Norte
 - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- Do not delete any field in the APP Form.
- 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.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office and email at app@procurement.gov.ph
- Consistent with DBM Circular No. 2011-6, the APP for FY 2013 must be submitted on or before November 15, 2012.
- Rename your APP file in the following format: APP2013 - Sector (NSA/SOCC/GFI/Constitutional Office/Other Executive Offices/CEOs)/SUC/LSU) - Name of Agency - Region (e.g. APP2012 - NGA - DBM-15 - Central Office)
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9997.

Department/Bureau: NATIONAL LABOR RELATIONS COMMISSION
Region V:RA8 and SRAB (Leg. and Naga)
Address: M. Dy Bigda, Rizal St. Legaspi City

Contact Person: BLESIA A. RINCON
Position: _____ Adm. Officer II/Budget Officer I
Email: bles232@yahoo.com
Tel. No. 4814248

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price	Total Amount	
		Jan	Feb	Marc	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
Ballast - 18 watts	pc.														10	P77.63	P776.30
Battery (AA)	packet														10	P38.22	P382.20
Disinfectant spray, 400 grms. Net cont. can	can														30	P160.52	P4,815.60
Flourescent light 40 watts	set														10	P436.80	P4,368.00
Electrical tape	roll														5	P19.11	P95.55
Mouse optical, USB connection type	pc.														10	P183.46	P1,834.60
Ribbon, Epson RN-8750	cart														25	P79.04	P1,976.00
Air freshener, 280 ml can	can														25	P93.91	P2,347.75
Alcohol, 70% Ethyl	bottle														100	P42.04	P4,204.00
Carbon film, polyethylene, 210mm x297 mm (A-4)	box														15	P343.98	P5,159.70
Clip, bulldog, 3"	box														100	P8.06	P806.00
Clip, backfold, 19mm, 12/box	box														100	P7.92	P792.00
Clip, backfold, 32mm, 12x box	box														100	P17.47	P1,747.00
Correction tape, disposable, usable length of 6 met	pair														75	P21.79.	P1,634.25
Data file box (5"x9"x15-34")	box														50	P64.43	P3,221.50
Data folder wd finger ring (3" x 9" x 15")	pcs.														50	P69.89	P3,494.50
Envelope, Doc. (10 x 15, 500s/box	box														5	P614.80	P3,074.00
Env., expanding kraft, legal size, 100x/box	box														10	P160.22	P1,602.20
Envelope, mailing, white, 500x/box	box														10	P683.10	P6,831.00
Eraser, whiteboard	pc.														2	P11.12	P22.24
Eraser, rubber	pc.														20	P5.44	P108.80
Folder, pressboard, plain, legal (100s/box)	box														15	P894.22	P13,413.30
Folder, tagboard, legal size, 100s/box	box														15	P343.98	P5,159.70

*Other categories that are not indicated herein
**Prices are FOB Manila/Applicable for items under A.
***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed common-use supplies, materials is or within or within our approved budget for the year.

Prepared by:


NIDA K. DIOS
Adm. Officer IV/Supply Officer-Designate

Date prepared: January 15, 2016

Certified Funds Available /
Certified Appropriate Funds Available:


BLESSIA A. RINON
Adm. Officer IV/Budget Officer I

Approved:


JOSE L. DEL VALLE, JR.
Executive Labor Arbitrator

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