

### 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/DepEd in your area.
- For Sub-DepEds please refer to the following (Arranged Classified according to commonality of freight cost):
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Orquieta) and Southern Leyte (Masabo) Region XIII
  - Misamis Oriental, Zamboanga, Cotabato, Calbayog, Compostela, Northern Samar (Catamban) Regions VI, VII, VIII, X, XI
  - Surigao Del Norte - Surigao Del Norte
  - Zamboanga Sibugay - Zamboanga Sibugay
  - Cebu - Cebu
- 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](http://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: offices of DepEd, DOs, DPWH, CHED, TESDA and SUCS
- the accomplished SOFT COPY of the APP/CSE shall be submitted to the following email addresses:
  - [ps.app.iga@gmail.com](mailto:ps.app.iga@gmail.com) For main and select campuses of all state universities and colleges
  - [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com) For central and regional offices of government-owned and controlled corporations
  - [ps.app.dapwd@gmail.com](mailto:ps.app.dapwd@gmail.com) For primary and secondary schools
  - [ps.app.lgu@gmail.com](mailto:ps.app.lgu@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.
- Re-name your APP file in the following format: APP2017-Name of Agency Region (e.g. APP-2017-PS-Central Office)
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6316 or (02)561-7750 loc. 8031.



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 Telephone/Mobile No.: 092032948253 / 56262582424

Agency Account Code: \_\_\_\_\_

Procurement Office: NATIONAL LABOR RELATIONS COMMISSION  
 REGIONAL ARBITRATION BRANCH NO. VII  
 3rd Floor, LEE Bldg., corner, Gimaja Blvd.,  
 Liborante St., Cebu City



Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT						
		Jan	Feb	March	Qt	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	QA	Total Quantity	
1 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box	1			1													1	4	507.40	2,029.60
2 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	6.21-73	
3 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	27.05	
4 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box	5	5	5	24	5	24	5	5	5	5	5	5	5	5	5	5	24	96	499.20	47,931.50
5 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	561.65	
6 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	11.11	
7 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	2.29	
8 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box	16	16	16	44	16	44	16	16	16	16	16	16	16	16	16	16	44	176	57.09	10,042.64
9 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	70.67	
10 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	13.48	
11 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	16.64	
12 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	234.00	
13 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	291.20	
14 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	166.40	
15 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	203.84	
16 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	246.72	
17 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	179.18	
18 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	200.37	
19 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box	5			3		3												3	44.18	365.35
20 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	58.84	
21 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	539.26	
22 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	41.60	
23 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	35.55	
24 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	162.28	
25 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	102.28	
26 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	102.28	
27 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box	25	16	21	53	21	53	21	16	21	16	21	16	21	16	21	16	53	221	9.65	2,142.50
28 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box				0														0	9.65	
29 ENVELOPE, COLLEMAN ENVELOPE, 10 1/2 x 15 1/2, 500 pieces per box	Box	12	8	12	32	8	32	8	12	8	12	8	12	8	12	8	12	32	120	9.65	1,158.00

































Item & Specifications	Units of Measure	Quantity Requirements												Price Catalogue as of August 16, 1988	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q3	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
*Other Categories																			
C. TOTAL (A + B)																			533,977.98
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			53,397.80
E. GRAND TOTAL (C + D)																			\$587,375.78
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words																			
G. MONTHLY CASH REQUIREMENTS																			
G.1. Available at Procurement Service Stores																			
G.2. Other Items not Available at PS but regularly purchased from other sources																			
TOTAL MONTHLY CASH REQUIREMENTS																			

69275  
56341  
135523

63820  
53844  
31724

67285  
55853  
133998

70529  
96314  
463093

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 15, 2016	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec
<p>Refer to the RFP Manual/Appendix for items under A.</p> <p>We hereby warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Plan to procure the listed commodity supplies, materials and equipment has been included to or is within our approved budget for the year.</p>																		

Prepared By:

*[Signature]*  
 Acting Deputy Supplies Officer

Public Procurement

Approved By:

*[Signature]*  
 Head of Procurement

Certified Goods Supplier/  
 Certified Approved Vendor/Supplier

*[Signature]*  
 Head of Procurement