

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-philegpeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted.
3. 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.
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 main and other campuses of all state universities and colleges
 - b. app.suc.ps@gmail.com- For central and regional offices of all national government agencies
 - 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.lgu.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/OH COOPERATIVE DEVELOPMENT OFFICE

Region: XIII - Butuan

Address: PILI DRIVE, BUTUAN CITY

Agency Account Code: No Code

Contact Person:

Position:

E-mail:

Telephone/Mobile Nos:

FIL CHRISTIAN Y. VILLANUEVA

SUPPLY OFFICER DESIGNATE

fc_villanueva@cdco.gov.ph

3425530

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1) BATTERY, dry cell, AA, 2 pieces per blister pack	pack	2			2								0				0	2	20.28	40.56
2) BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	2			2								0				0	2	19.20	38.40
3) BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0								0				0	0	91.94	-
4) FLUORESCENT LAMP, 48 WATTS, linear tubular (T8)	tube				0								0				0	0	40.97	-
5) Light Bulb, LED, 7 watts 1 pc in individual box	piece	6			6								0				0	6	75.39	452.34
6) TAPE, ELECTRICAL, 18mm x 16M min	roll	1			1								0				0	1	18.93	18.93

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22	ENVELOPE, mailing, white, with window	box																			0							0			427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece	1																		0							0	1		11.55	11.55
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	2																		0							0	2		6.23	12.46
25	FASTENER, METAL, 70mm between prongs	box																			0							0	0		59.37	-
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece																			0							0	0		73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set																			0							0	0		12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set																			0							0	0		17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle	0																		0							0	0		258.50	-
30	FOLDER, FANCY, for legal size documents	bundle	2																		0							0	2		302.85	605.70
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack																			0							0	0		177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack																			0							0	0		222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box																			0							0	0		776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack	1																		0							0	1		226.05	226.05
35	FOLDER, TAGBOARD, for legal size documents	pack	2																		2							0	6		208.38	1,250.28
36	GLUE, all purpose, gross weight: 200 grams min	jar																			0							0	0		49.73	-
37	INDEX TAB, self-adhesive, transparent	box																			0							0	0		53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle																			0							0	0		676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece																			0							0	0		43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	3																		0							0	3		36.97	110.91
41	MARKER, whiteboard, black, felt tip, bullet type	piece	12																		2							2	22		10.69	235.18
42	MARKER, whiteboard, blue, felt tip, bullet type	piece																			0							0	0		10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece	2																		0							0	2		10.69	21.38
44	MARKER, PERMANENT, bullet type, black	piece	10																		4							2	10		10.04	200.80

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7	STAPLER, STANDARD TYPE, load cap: 200 staples/min	piece	2																0						0	2	85.45	170.90
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece																	0						0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece																	0						0	0	18.91	-
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece																	0						0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece																	0						0	0	25.96	-
COMMON JANITORIAL SUPPLIES																												
1	BROOM, soft (tambo)	piece	2																0						0	2	91.94	183.88
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece																	0						0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	3																3	3					3	12	43.26	519.12
4	CLEANSER, SCOURING POWDER, 350g min./can	can																	0						0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch	3																3	3					3	12	38.93	467.16
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can																	0						0	0	125.20	-
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1																0						0	1	28.12	28.12
8	FLOOR WAX, PASTE, RED	can																	0						0	0	280.13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can																	0						0	0	90.85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can	2																2	2					2	8	142.77	1,142.16
11	MOP BUCKET, heavy duty, hard plastic	piece	1																0						0	1	1,987.44	1,987.44
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	1																0						0	1	148.18	148.18
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	2																0						0	2	110.32	220.64
14	RACS, all cotton, 32 pieces per kilogram min	bundle	1																0						0	1	51.68	51.68
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack																	0						0	0	107.08	-
16	TRASHBAG, plastic, transparent	roll	1																1	1					1	4	145.48	581.92

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[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

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144	TONER CART, SAMSUNG MLT-D203S, Black	cart																									-	-	2,855.42	0	0	-
145	TONER CART, SAMSUNG MLT-D203E, Black	cart																									-	-	7,403.55	0	0	-
146	TONER CART, SAMSUNG MLT-D203L, Black	cart																									-	-	4,802.30	0	0	-
147	TONER CART, SAMSUNG MLT-D203U, black	cart																									-	-	9,842.56	0	0	-
148	TONER CART, SAMSUNG MLT-D205E, Black	cart																									-	-	9,572.16	0	0	-
149	TONER CART, SAMSUNG MLT-D205L, Black	cart																									-	-	5,267.39	0	0	-
150	TONER CART, SAMSUNG SCX-D655SA, Black	cart																									-	-	4,531.90	0	0	-
151	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart																									-	-	6,312.22	0	0	-
152	TONER CARTRIDGE, CANON 324 II, for printer LPB6780x	cart																									-	-	13,935.33	0	0	-

B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

COMMON ELECTRICAL SUPPLIES

[illegible]

COMMON OFFICE EQUIPMENT

[illegible]

COMMON OFFICE SUPPLIES															
1	Illustration Board (30" x 40")	piece	10											0	380.00
2	Manila Paper 10 sheets per pack	pack	2						2					0	112.00
3	STAPLER W/ REMOVER	piece	4						0					0	440.00
4	Glue, All purpose, 100ml	bottle	6						0					0	240.00
5	Typewriter Ribbon	spool	6						0					0	150.00
6	Correction Pen (Uni Brand)	piece	6						0					0	540.00
7	Board Paper A4	pack	1						0					0	45.00
8	Ring Binder 3/4" size 10pcs/bundle	bundle	2						0					0	46.00
9	Marker refill ink, (plot) black	bottle	1						0					0	175.00
10	Sign Pen, black (Uni/Ball Impact/1.0)	piece	1			1	1		1					1	240.00
11	Sign Pen Refill (Dong-a, My gel .5)	piece	7			2	5		2					2	224.00
12	Ball pen .5 Ball Point, Black	piece	100						0					0	500.00
13	Vinyl Coated Fastener	box	40						0					0	1,000.00
14	Correction Tape (Joy Brand)	piece	25						0					0	635.00
15	Double Sided Adhesive 1"	roll	2						0					0	130.00
16	Staple Wire, Copper #35	box	2						0					0	70.00
17	Mechanical Pencil	piece	2						0					0	90.00
18	Marker, Permanent Broad Type, Black	piece	10						0					0	300.00
19	Shoe Lace	piece	60						0					0	600.00
20	Notarial Seal (Globe Brand #23)	pack	10						0					0	380.00
COMMON JANITORIAL SUPPLIES															
1	Zonrox Bleach 1 litre	bottle	2						2					2	280.00

2	Car fresher	bottle	2				2	2				2	2				2	8	80.00	640.00
3	Class Cleaner Spray Bottle	bottle	2				2	2				2	2				2	8	150.00	1,200.00
4	Dishwashing Paste	piece	3				3	3				3	3				3	12	25.00	300.00
5	Hand Sanitizer Soap refill 1L	bottle	6				6	6				6	6				6	24	150.00	3,600.00
CONSUMABLES																				
1	Toner Cart, HP laserjet P2035 (osA) Black	cart	2				2						0				0	2	2,900.00	5,800.00
2	Toner Cart, Minolta 1690 MF, Black	cart	1				1	1					1	1			1	4	1,980.00	7,920.00
3	Mobile Phone Load 100	card	42	42	42	42	126	42	42	42	42	126	42	42	42	42	126	504	95.00	47,880.00
4	Obligation Requests Forms (Riso)	ream	1				1						0				0	1	250.00	250.00
5	Route Slip Forms (Riso)	ream	1				1						0				0	1	250.00	250.00
6	Checklist of COC Doc. Req. Forms (Riso)	ream	2				2						0				0	2	250.00	500.00
7	Route Slip for COC (Riso)	ream	1				1						0				0	1	250.00	250.00
8	Inspection Report Form "Annex 2" (Riso)	ream	2				2						0				0	2	250.00	500.00
9	Inspection Instrument form (Riso)	ream	1				1						0				0	1	250.00	250.00
10	Social Audit Report Forms (Riso)	ream	1				1						0				0	1	250.00	250.00
11	Performance Audit Report Fomis (Riso)	ream	1				1						0				0	1	250.00	250.00
12	List of Officers & Trainings Attended (Riso)	ream	1				1						0				0	1	250.00	250.00
13	Reports on Mediation/ Conciliation Conducted	ream	1				1						0				0	1	250.00	250.00
14	Statement of Accounts Forms (Riso)	ream	1				1						0				0	1	250.00	250.00
15	Forms of ISO compliance (CAPR form)	ream	4				4						0				0	4	250.00	1,000.00
16	VEHICLE Fuel Diesel	ltrs	90	90	90	90	270	90	90	90	90	270	90	90	90	90	270	1080	38.00	41,040.00
17	Motorcycle Gasoline	ltrs	15	15	15	15	45	15	15	15	15	45	15	15	15	15	45	180	38.00	6,840.00
18	Engine Oil Filter (for every 5000 miles)	piece	1				1						0				0	1	840.00	840.00

19	OIL FILTER	piece	2																0	2	450.00	900.00
20	BRAKE SHOE	set	1																0	1	1,500.00	1,500.00
21	ATF	piece	1																0	1	160.00	160.00
22	COOLANT	piece	1																0	1	322.00	322.00
23	ALTERNATOR BELT	piece	1																0	1	475.00	475.00
24	FAN BELT	piece	1																0	1	350.00	350.00
25	ROTOR DISC	piece	1																0	1	1,800.00	1,800.00
26	BRAKE PAD	piece	1																0	1	2,200.00	2,200.00
27	BRAKE FLUID	piece	1																0	1	600.00	600.00
28	CARDBOARD BOXES (cigarette boxes)	box	6																0	6	10.00	60.00
29	PLAQUES	piece																5	5	1,000.00	5,000.00	
30	CAR AIRCON CLEANING	piece																	1	2	1,200.00	2,400.00
Office Equipment and Accessories																						
1	Mitsubishi Adventure Tires (set of four)	set	1																0	1	15,000.00	15,000.00
2	Motorcycle Tires (Exterior 2.75-17)	piece	4																0	4	1,130.00	4,520.00
3	Motorcycle Tires (Interior Tube 2.75-17)	piece	4																0	4	160.00	640.00
4	Battery for Motorcycle	piece	2																0	2	980.00	1,960.00
5	Battery for Vehicle	piece																	1	1	5,000.00	5,000.00
6	Motorcycle Brakeshoe	piece	4																0	4	130.00	520.00
7	Motorcycle Brake pad	piece	4																0	4	65.00	260.00
8	Engine Sprocket & Rear Chain 14T, 36T	set	2																0	2	950.00	1,900.00
9	Emmission Test for Vehicle	piece	3																0	3	500.00	1,500.00
10		set																	0	0		

Paper Materials and Products

2	BROWN ENVELOPE, Letter Size	piece	40															0	40	1.00	40.00
3	BOND PAPER, Letter Size, 70 gsm	ream	7															0	7	130.00	910.00
4	CANON PAPER, Letter Size, White	box	5															0	5	575.00	2,875.00
5	ENVELOPE, EXPANDING, assorted colors	piece	300															0	300	9.00	2,700.00
6	FOLDER EXPANDING (green color)	piece	36															0	36	9.00	324.00
7	CHECKBOOK	pad	3															0	3	700.00	2,100.00
8	OFFICIAL RECEIPT	pad	6															0	6	126.50	759.00
9	STICKER PAPER (outdoor type)	pack	6															0	6	60.00	360.00
10	PAPER TRAY (3 layers)	piece	2															0	2	310.00	620.00
Lighting and fixtures and accessories																					
1	PLYWOOD 1/4"	ply	4															0	4	380.00	1,520.00
2	WALL PAINT (ENAMEL)	gallon	8															0	8	750.00	6,000.00
3	Paint Brush	piece	4															0	4	35.00	140.00
4	Wood Varnish	ltrs	1															0	1	255.00	255.00
5	Sand Paper	sheet	10															0	10	15.00	150.00
6	Plyboard	sheet	8															0	8	650.00	5,200.00
7	Lacquer Thinner	bottle	2															0	2	50.00	100.00
8																		0	0		-
9																		0	0		-
10																		0	0		-
Electrical equipment and components and supplies																					
1	Numerical Keyboard	pc	1															0	1	450.00	450.00
2	TIE ROD END	set	1															0	1	1,000.00	1,000.00

3	PITMAN ARM	set	1															0	1	1,500.00	1,500.00
4	TIMING BELT	set	1															0	1	3,000.00	3,000.00
5	OIL SEAL	set	1															0	1	1,500.00	1,500.00
6	ROLLER CHAIN	piece	2															0	2	250.00	500.00
7	SPROCKET	piece	6															0	6	300.00	1,800.00
8																		0	0	-	-
9																		0	0	-	-
10																		0	0	-	-
Computer Supplies																					
1	MOUSE PAD	piece	2															0	2	45.00	90.00
2	COMPUTER KEYBOARD	set	2															0	2	280.00	560.00
3	FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	8															0	8	320.00	2,560.00
4	ANTI VIRUS PROTECTION FOR COMPUTER	pack	3															0	3	1,480.00	4,440.00
5	CONTACT DISK- Rewritable CD-RW	piece																0	0	50.00	-
6	UPS	unit	2															0	2	1,980.00	3,960.00
7	CPU, 500 gb, Core i3	unit																0	0	15,904.96	-
8	EXTERNAL HARD DRIVE, 500 GB	piece	1															0	1	2,750.00	2,750.00
9																		0	0	-	-
10																		0	0	-	-
Computer Equipment and Accessories																					
1	COMPUTER CLEANING KIT w/ BRUSH	set	1															0	1	200.00	200.00
2	Office Chair (swivel)	piece	4															0	4	2,500.00	10,000.00
3	UTP CABLE	m	25															0	25	10.00	250.00

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