

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 in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **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 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.
- 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, DPWH, CHED, TESDA and SUCs
 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **COOPERATIVE DEVELOPMENT AUTHORITY-KIDAPAWAN EXTENSION OFFICE**

Region: **XII**

Address: **CHRLDC Bldg., Apo Sandawa Homes III, Kidapawan City**

Contact Person: **FLORENCIA G. ROXAS**

Position: **CDS II/Acting Supply Officer**

E-mail : **florgroxas@yahoo.com**

Telephone/Mobile Nos: **064 521 0342 / 0920 506 4132**

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack				0								0				0	18.08
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack				0								0				0	15.58
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0								0				0	80.64
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0								0				0	120.69
5 FLUORESCENT LAMP, tubular, 36 watts	tube				0								0				0	43.78
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0								0				0	107.42
7 TAPE, electrical	roll				0								0				0	19.20

[illegible]

Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue as of Sept 9,2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
43 MARKER, whiteboard, bullet type, red	piece				0				0				0				0	0	12.45	-
44 MARKER, permanent, bullet type, black	piece				0				0				0				0	0	10.18	-
45 MARKER, permanent, bullet type, blue	piece				0				0				0				0	0	10.18	-
46 MARKER, permanent, bullet type, red	piece				0				0				0				0	0	10.18	-
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				0				0				0				0	0	10.87	-
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				0				0				0	0	32.92	-
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				0				0				0	0	40.49	-
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				0				0				0				0	0	57.03	-
51 PAD PAPER, Ruled	pad				0				0				0				0	0	18.43	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				20				20				20				20	80	14.26	1,41.09
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				25				25				25				25	100	7.13	713.18
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0				0				0	0	124.31	-
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0				0				0	0	139.28	-
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				50				50				50				50	200	108.02	21,604.29
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				50				50				50				50	200	121.19	24,237.57
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				0				0	0	97.10	-
59 PAPER, Thermal, 216mm x 30m	roll				0				0				0				0	0	37.63	-
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				3				0				0				0	3	20.70	62.10
61 PHILIPPINE NATIONAL FLAG	piece				2				0				0				0	2	315.99	631.99
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				10				10				10				10	40	63.64	2,545.50
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				5				5				5				5	20	91.63	1,832.54
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	271.00	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				0				0				0				0	0	111.67	-
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				3				3				3				3	12	16.46	197.50
67 SIGN PEN, black	piece				20				20				20				20	80	46.43	3,714.44
68 SIGN PEN, blue	piece				10				10				10				10	40	46.43	1,857.22
69 SIGN PEN, red	piece				2				2				2				2	8	46.43	371.44
70 STAMP PAD INK, violet, 50ml	bottle				5				5				5				5	20	24.14	482.77
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				0				0				0				0	0	32.79	-
72 STAPLE WIRE, Heavy duty, 23/13	box				4				0				0				0	4	32.09	-
73 STAPLE WIRE, Standard	box				0				0				0				0	0	19.96	-
74 TAPE, masking, 24mm, 50 meters length	roll				0				0				0				0	0	58.15	-
75 TAPE, masking, 48mm, 50 meters length	roll				0				0				0				0	0	110.82	-
76 TAPE, transparent, 24mm, 50 meters	roll				5				5				5				5	20	18.33	366.51
77 TAPE, transparent, 48mm, 50 meters	roll				10				10				10				10	40	35.11	1,404.42
78 TAPE, packaging, 48mm, 50 meters length	roll				5				5				5				5	20	35.11	702.21
79 TOILET TISSUE, 12 rolls per pack	pack				10				10				10				10	40	79.73	3,189.05
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	57.05	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				0				0				0				0	0	118.92	-
COMMON OFFICE DEVICES																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				0				0				0				0	0	8.28	-
2 CUTTER KNIFE, heavy duty	piece				5				0				0				0	5	20.50	102.49
3 DATING AND STAMPING MACHINE	piece				0				0				0				0	0	504.69	-

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				0				0				0				0	0
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				2				2				2				2	8
6 SCISSORS, (6")	pair				5				5				5				5	20
7 STAPLER, standard	piece				0				0				0				0	0
8 STAPLER, binder type, heavy duty for high volume stapling, 25-70 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				0				0				0				0	0
9 STAPLE REMOVER, plier type	piece				0				0				0				0	0
10 TAPE DISPENSER, table top	piece				0				0				0				0	0
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0
COMMON JANITORIAL SUPPLIES																		
1 BROOM, soft (tampo)	piece				6				0				0				0	6
2 BROOM, stick (tingting)	piece				1				0				0				0	1
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0
4 CLEANER, scouring powder, 350grams/can	can				0				0				0				0	0
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0
6 DISINFECTANT SPRAY, 400-550 grams	can				2				2				2				2	8
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0
8 FLOOR WAX, Paste, red	can				0				0				0				0	0
9 FURNITURE CLEANER, aerosol, 300ml/can	can				2				2				2				2	8
10 INSECTICIDE, aerosol type, 600ml/can	can				0				0				0				0	0
11 MOPBUCKET	piece				0				0				0				0	0
12 MOPHANDLE, screw type, aluminum handle	piece				0				0				0				0	0
13 MOPHEAD, made of rayon	piece				0				0				0				0	0
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				2				2				2				2	8
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				1				0				0				0	1
					5				5				5				5	20
COMMON OFFICE EQUIPMENT																		
BINDING AND PUNCHING MACHINE, two(2) hand lever system, 134cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				0				0	0
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				3				0				0				0	3
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit				1				0				0				0	1
4 CHAIR, monobloc, without armrest, beige	piece				0				0				0				0	0
5 CHAIR, monobloc, without armrest, white	piece				0				0				0				0	0
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				0				0				0	0
7 DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600x) consecutive zoom, PC and Doc Cam video switcher, still and play	unit				0				0				0				0	0
8 ELECTRIC FAN, industrial	unit				0				0				0				0	0
9 ELECTRIC FAN, orbit type	unit				0				0				0				0	0
									</									

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10 ELECTRIC FAN, stand type	unit				0							0				0	0	1,093.91	-
11 ELECTRIC FAN, wall type	unit				0							0				0	0	985.29	-
12 FACSIMILE MACHINE, uses thermal paper, 50m/roll, for documents 216mm x 60mm; 15 sec. transmission speed, running width 20.8mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit				0							0				0	0	3,695.37	-
13 FIRE EXTINGUISHER, dry chemical, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs.), brand new	unit				0							0				0	0	1,367.11	*
14 FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC, for ABC class of fire, stored pressure type, non-electrical conductor, non-corrosive, 4.5kg (10 lbs.), brand new	unit				0							0				0	0	4,156.19	-
15 MULTIMEDIA PROJECTOR, 4000 ansi lumens, 3600 hours lamp life, supports SVGA to SXGA, (compressed) resolution	unit				0							0				0	0	43,378.12	-
16 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indications	unit				0							0				0	0	8,393.58	-
17 PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				1							0				0	1	5,793.22	5,793.22
18 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column, 480 cps print speed	unit				0							0				0	0	19,430.11	-
19 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 column, 337 cps print speed	unit				0							0				0	0	6,152.25	-
20 PRINTER, INKJET, wireless capable, 35ppm speed, 512MB memory, duplex printing capable	unit				0							0				0	0	10,550.00	-
21 PRINTER, LASER, monochrome, 24ppm speed, 1200 x 1200 dpi	unit				0							0				0	0	1,744.55	-
22 TABLE, monobloc, square, 36" x 36", white, four(4) seater, for indoor and outdoor use	unit				0							0				0	0	1,300.18	-
23 TABLE, monobloc, square, 36" x 36", beige, four(4) seater, for indoor and outdoor use	unit				0							0				0	0	1,301.24	-
COMMON COMPUTER SUPPLIES																			
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box				0							0				0	0	635.00	-
2 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box				0							0				0	0	930.97	-
3 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box				0							0				0	0	721.08	-
4 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box				0							0				0	0	1,002.84	-
5 COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box				0							0				0	0	602.31	-
6 COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box				0							0				0	0	960.05	-
7 DVD REWRITABLE, 4x speed, 47GB capacity	piece				12							0				0	12	22.55	270.54
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSX 10.4 or above, with USB 3.0 cable and product guide	piece				5							0				0	5	3,263.07	16,315.36
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				10							0				0	0	246.87	2,468.70
10 MOUSE - optical, USB connection type	unit				5							0				0	5	144.83	724.15

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity
COMMON OFFICE EQUIPMENT																				
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0								0				0	0	981.99	
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit				0								0				0	0	2,073.71	
3 ELECTRONIC TIME RECORDER OR BUNDY CLOCK, electronic, compact design with large clock face, 2-color ribbon, with dot matrix printer, wall or desk mount, 220 volts	unit				0								0				0	0	3,497.87	
4 MEGAPHONE, portable sound system, all ABS resin body, 330mm length, 200mm Horn Diameter, 16 watts(min), 300 meters(min), rechargeable, with built-in siren, red or blue color	unit				0								0				0	0	2,852.72	
5 WIRELESS N-ROUTER, wireless speed: 300 Mbps, standard: IEEE 802.11g, IEEE 802.3u, IEEE 802.3, interface: 4 x 10/100 ports, 1 x 10/100 WAN port, LED indicator: Power, WLAN, LAN(10/100), Internet Status, with patch cable and power adapter, warranty: one(1) year warranty, frequency band: 2.4 GHz, one(1) unit/box	unit				0								0				0	0	1,095.01	
COMMON OFFICE SUPPLIES																				
1 CARTOLINA, white, 20 pieces per pack	pack				0								0				0	0	54.86	
2 CLIP: bulldog, 73mm (3")	piece				0								0				0	0	8.78	
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0								0				0	0	69.12	
4 ENVELOPE, PAY, 500 pieces per box	box				0								0				0	0	121.02	
5 ILLUSTRATION BOARD, (30"x40")	piece				0								0				0	0	36.98	
6 INDEX CARD BOX, 3"x5"	piece				0								0				0	0	38.40	
7 INDEX CARD BOX, 5"x8"	piece				1								0				0	1	58.15	
8 INDEX CARD, 3"x5", 500 pieces per pack	pack				5								0				0	5	54.09	
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0								0				0	0	147.00	
10 MANILA PAPER, 10sheets per pack	pack				0								0				0	0	27.43	
11 MAP PIN, round head, 100 pieces per case	case				0								0				0	0	42.57	
12 OIL, for general purpose lubricant, 120 mL	bottle				2								0				0	2	38.93	
13 PAPER, Thermal, 210mm x 30m	roll				0								0				0	0	31.60	
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case				3								0				0	3	26.33	
15 RIBBON, for manual typewriter, in box,, with each spool individually wrapped in plastic	spool				2								2				2	8	17.01	
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0								0				0	0	159.09	
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0								0				0	0	307.04	
18 STAPLE WIRE, Heavy duty, 23/17	box				4								0				0	4	43.76	
19 TAPE DISPENSER, handheld	piece				0								0				0	0	30.70	
20 TAPE, for adding machine	roll				0								0				0	0	8.56	
21 TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle				0								0				0	0	73.29	
COMMON JANITORIAL SUPPLIES																				
1 FLOOR WAX, Liquid type, natural	can				0								0				0	0	390.88	
2 FLOOR WAX, Paste type, natural	can				0								0				0	0	235.90	
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece				0								0				0	0	23.59	

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
4					0				0				0				0	0	
5					0				0				0				0	0	
6					0				0				0				0	0	
7					0				0				0				0	0	
8					0				0				0				0	0	
9					0				0				0				0	0	
10					0				0				0				0	0	
*Other Categories																			
1 File Cabinets, steel, adjustable, 4 layers	unit				0				0				0				0	0	
2 Window curtains	spands				20				0				0				0	20	
3					0				0				0				0	0	
4					0				0				0				0	0	
5					0				0				0				0	0	
6					0				0				0				0	0	
7					0				0				0				0	0	
8					0				0				0				0	0	
9					0				0				0				0	0	
10					0				0				0				0	0	
C. TOTAL (A + B):		315,000.00																	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		31,500.00																	
E. GRAND TOTAL (C + D)		346,500.00																	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																			
G. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores		49305.9		19155.4		19155.4		19155.4		19155.4		19155.4		19155.4		19155.4		19155.4	
G.2 Other Items not available at PS but regularly purchased from other sources		102913		35325		35325		35325		35325		35325		35325		35325		35325	
TOTAL MONTHLY CASH REQUIREMENTS		152219		54480.4		54480.4		54480.4		54480.4		54480.4		54480.4		54480.4		54480.4	

*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 year.

Prepared by:

Certified Funds Available /

Approved by:

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec
Certified Appropriate Funds Available:  FLORENCIA G. ROJAS, MPA Property/Supply Officer 11/19/15  MARK VAN C. CASERES, CPA Assistant / Local Budget Officer 11/23/15																		
 AMINODEN A. ELIAS, MPA Head of Office/Agency																		

Date Prepared: 19-Nov-15