

**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 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, Cagayan, 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 Dept of, DOH, DPWH, CHED, TESDA and SUCS

The accomplished SOFT COPY of the APP-CSE shall be submitted to the following email addresses:

 - 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.goccs@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps-app.deped@gmail.com- For primary and secondary schools
 - ps-app.igu@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**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -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-MAIN
Region: NCR
Address: 837 Aurora Blvd., Brgy. Immaculate Conception, Subaog, Quezon City

Contact Person: ELMER A. BAJADO
Position: Supply Officer II
E-mail: eabajado@yahoo.com / e_bajado@cda.gov.ph
Telephone/Mobile Nos: 7238306

Agency Account Code: A638


Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	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	23	11	28	62	20	11	27	58	19	10	27	56	19	10	18	47	223	17.42	3,884.66
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	12	12	25	49	11	12	22	45	10	11	22	43	10	11	18	39	176	15.03	2,645.28
3 BATTERY, dry cell D, 2 pieces per blister pack	pack	0	0	6	6	0	0	6	6	0	0	6	6	0	0	2	2	20	77.56	1,551.20
4 FLUORESCENT LAMP, tubular, 28 watts	tube	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	114.40	-
5 LED Linear Tube, 18 watts individually wrapped in carton	tube	20	20	20	60	20	20	20	60	20	20	20	60	20	20	20	60	240	36.30	8,712.00
6 Light Bulb, LED, 7 watts 1 pc in individual box	piece	5	5	5	15	5	5	5	10	0	0	0	0	5	5	0	10	35	93.29	3,265.15
7 TAPE, electrical	roll	3	0	0	3	3	0	0	3	3	0	0	3	3	0	0	3	12	18.20	218.40
COMMON OFFICE SUPPLIES																				
1 ACETATE, gauge #3, 50m per roll	roll	3	5	3	11	3	1	3	5	1	5	1	7	1	5	1	7	30	624.00	18,720.00
2 AIR FRESHENER, 280ml/150g min	can	7	8	12	27	7	8	12	27	7	8	12	27	7	8	12	27	108	83.20	8,985.60
3 ALCOHOL, 70%, ethyl, 500ml	bottle	22	17	35	74	19	17	31	67	19	17	31	67	18	16	29	63	371	47.82	12,959.22
4 CARBON FILM, A4 size, 100 sheets per box	box	6	1	1	8	5	1	1	7	4	0	1	5	4	0	0	4	24	197.58	4,741.92
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	1	2	202.80	405.60
6 CARTOLINA, assorted color, 20 pieces per pack	pack	9	14	2	25	7	10	7	18	7	10	1	18	7	10	1	18	79	64.48	5,093.92
7 CHALK, white, enamel, 100 pieces per box	box	0	1	0	1	0	0	0	0	0	0	1	0	0	0	0	0	2	25.86	51.72

8	CLEARBOOK, A4 size	piece	6	0	11	17	6	0	11	17	3	0	11	14	62	39.52	2,450.24
9	CLEARBOOK, Legal size	piece	6	0	11	17	6	0	11	17	3	0	11	14	62	43.68	2,708.16
10	CUP, backfold, 19mm, 12 pieces per box	box	9	10	5	24	8	9	4	21	8	9	4	18	84	7.28	611.52
11	CLIP, backfold, 25mm, 12 pieces per box	box	13	25	5	43	8	24	3	35	11	18	3	32	141	13.50	1,903.50
12	CUP, backfold, 32mm, 12 pieces per box	box	9	25	5	39	8	23	3	34	7	17	3	28	128	24.47	3,147.36
13	CLIP, backfold, 50mm, 12 pieces per box	box	13	24	4	41	8	18	3	29	11	17	2	26	126	43.08	5,593.68
14	CORRECTION TAPE, 6 meters (min), 1 piece in individual plastic	piece	36	31	41	108	21	30	50	101	21	30	40	91	20	31.20	12,105.60
15	DATA FILE BOX, made with chipboard, with closed ends	box	50	18	14	82	34	8	23	65	34	8	1	43	34	69.78	16,328.52
16	DATA FOLDER, made with chipboard, taglia lock	piece	58	40	42	140	32	40	13	85	32	12	13	57	44	68.64	33,337.60
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	2	2	13	17	1	1	10	12	1	1	10	12	2	381.54	20,984.70
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	2	2	2	6	1	1	1	3	1	1	1	0	2	507.40	7,611.00
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	3	17	103	123	2	2	52	56	1	16	52	69	1	621.71	200,190.62
20	ENVELOPE, EXPANDING, plastic	piece	52	2	250	304	2	2	0	4	2	2	0	4	316	27.61	8,724.75
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	3	8	3	14	3	8	3	14	2	7	1	10	2	499.20	23,462.40
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box	2	0	1	3	2	0	1	3	2	0	1	3	2	561.60	6,177.60
23	ERASER, felt, for blackboard/whiteboard	piece	4	6	8	18	2	6	6	14	2	6	2	10	50	11.11	555.50
24	ERASER, plastic or rubber	piece	2	2	8	12	2	2	2	8	12	2	2	8	12	2.29	109.92
25	FASTENER, for paper, metal, 50 sets per box	box	30	4	62	96	4	1	73	78	3	1	73	77	6	57.09	19,125.15
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	3	3	6	12	3	3	3	6	12	3	3	6	12	70.67	3,180.15
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	8	8	11	27	4	4	4	7	15	4	4	4	12	12.48	833.68
28	FILE TAB DIVIDER, Legal size, five (5) colors per set	set	8	8	11	30	4	7	4	15	4	7	7	18	4	16.64	1,297.92
29	FOLDER, fancy, A4, 50s/bundle	bundle	8	3	6	17	6	3	5	14	5	2	5	14	66	234.00	12,870.00
30	FOLDER, fancy, Legal, 50 pieces per bundle	bundle	11	5	6	22	8	3	5	16	7	2	5	14	66	291.20	19,219.20
31	FOLDER, L-type, A4, 50 pieces pack	pack	5	0	2	7	0	0	2	2	0	0	2	2	0	166.40	1,830.40
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	1	3	2	6	0	3	2	5	0	3	2	5	0	209.84	3,672.96
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	8	3	9	20	4	2	6	12	4	1	6	11	3	746.72	39,576.16
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	2	1	1	4	1	1	1	3	1	1	1	0	2	179.28	1,972.08
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	2	1	1	4	1	1	1	3	1	1	1	0	2	200.37	2,204.07
36	GLUE, all purpose, 300 grams min.	jar	7	3	7	17	2	3	6	11	4	3	6	11	52	44.18	2,297.36
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	37	12	13	62	17	12	20	49	15	12	13	40	179	50.84	9,100.96
38	LOOSELEAF COVER, 50sets per bundle	bundle	2	0	0	2	2	0	0	2	2	0	0	2	0	539.76	4,318.08
39	MAGAZINE FILE BOX, LARGE	piece	4	8	2	14	2	6	0	8	2	6	0	8	38	41.60	1,580.80
40	MARKER, fluorescent, 3 colors per set	set	7	8	9	24	4	7	8	19	4	7	4	15	77	35.50	2,737.35
41	MARKER, whiteboard, bullet type, black	piece	10	18	22	50	8	11	15	34	6	10	14	30	6	10.28	1,511.16
42	MARKER, whiteboard, bullet type, blue	piece	8	18	21	47	5	10	14	29	6	10	14	30	5	10.28	1,428.92
43	MARKER, whiteboard, bullet type, red	piece	5	4	15	24	2	8	8	18	3	8	8	19	2	10.28	771.00
44	MARKER, permanent, bullet type, black	piece	14	25	13	52	9	12	12	33	13	11	11	35	6	9.65	1,505.40
45	MARKER, permanent, bullet type, blue	piece	12	24	12	48	9	11	11	31	12	10	10	32	6	9.65	1,399.25
46	MARKER, permanent, bullet type, red	piece	7	11	11	29	5	3	9	17	2	8	9	19	2	9.65	704.45
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	66	35	292	393	31	75	32	138	41	75	32	148	26	10.40	8,299.20
48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	11	5	16	33	11	9	13	33	11	9	13	33	11	31.20	3,962.40
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	11	6	16	33	11	9	13	33	11	9	13	33	11	40.54	5,148.58
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	13	6	17	36	11	10	13	34	13	10	13	36	11	54.06	7,189.98
51	PAD PAPER, Ruled	pad	9	6	8	23	5	2	5	12	5	2	5	12	5	18.26	1,059.08
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box	25	5	12	42	7	4	9	20	7	5	7	19	7	12.85	1,297.85
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box	20	7	13	40	10	5	10	25	11	6	9	26	8	6.43	720.16
54	PAPER, MULTICOPI, 80gsm, size: 210mm x 297mm	ream	190	120	185	495	165	120	132	417	170	100	152	422	145	112.32	191,954.88
55	PAPER, MULTICOPI, 80gsm, size: 216mm x 330mm	ream	78	43	123	244	58	43	60	161	48	23	95	166	45	132.02	91,885.92
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	91.94	-
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	114.35	-
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream	4	3	6	13	1	3	6	10	4	3	1	8	1	88.40	3,182.40
59	PAPER, Thermal, 216mm x 30m	roll	13	4	12	29	12	3	6	21	14	3	6	23	11	31.15	2,803.50
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	24	12	28	64	14	7	23	44	16	5	8	29	6	19.62	3,158.82
61	PHILIPPINE NATIONAL FLAG	piece	4	3	3	10	1	1	1	3	1	1	1	3	1	278.72	5,295.68
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	26	3	3	32	3	13	3	19	8	3	3	14	13	60.32	5,066.88


HANDBOOK ON PROCUREMENT		HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT - TRA		9th Edition, 6" x 9", 296 pages.		1,174.77		
CONSUMABLES		piece		7		6		
1	INK CART, BROTHER LC39BK, Black	cart	0	0	0	0	0	681.20
2	INK CART, BROTHER LC39C, Cyan	cart	0	0	0	0	0	447.20
3	INK CART, BROTHER LC39M, Magenta	cart	0	0	0	0	0	447.20
4	INK CART, BROTHER LC39Y, Yellow	cart	0	0	0	0	0	447.20
5	INK CART, BROTHER LC67B, Black	cart	0	0	0	0	0	910.00
6	INK CART, BROTHER LC67C, Cyan	cart	0	0	0	0	0	546.00
7	INK CART, BROTHER LC67M, Magenta	cart	0	0	0	0	0	546.00
8	INK CART, BROTHER LC67Y, Yellow	cart	0	0	0	0	0	1538.16
9	INK CART, BROTHER LC67HYBK, Black	cart	0	0	0	0	0	868.40
10	INK CART, BROTHER LC67HYC, Cyan	cart	0	0	0	0	0	868.40
11	INK CART, BROTHER LC67HYM, Magenta	cart	0	0	0	0	0	868.40
12	INK CART, BROTHER LC67HY, Yellow	cart	0	0	0	0	0	737.36
13	INK CART, CANON PG-810, Black	cart	0	0	0	0	0	574.08
14	INK CART, CANON PG-740, Black	cart	0	0	0	0	0	534.56
15	INK CART, CANON PGI-725, Black	cart	0	0	0	0	0	970.32
16	INK CART, CANON CLI-726, Black	cart	0	0	0	0	0	945.36
17	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0	535.60
18	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0	535.60
19	INK CART, CANON CLI-726, Cyan	cart	0	0	0	0	0	491.92
20	INK CART, CANON CLI-726, Magenta	cart	0	0	0	0	0	770.64
21	INK CART, CANON CLI-726, Yellow	cart	0	0	0	0	0	426.40
22	INK CART, EPSON C13T038190 (To 38), Black	cart	0	0	0	0	0	426.40
23	INK CART, EPSON C13T039090 (To 39), Colored	cart	0	0	0	0	0	426.40
24	INK CART, EPSON C13T039073N(91N), Black	cart	0	0	0	0	0	426.40
25	INK CART, EPSON C13T039073N(91N), Cyan	cart	0	0	0	0	0	426.40
26	INK CART, EPSON C13T039073N(91N), Magenta	cart	0	0	0	0	0	426.40
27	INK CART, EPSON C13T039073N(91N), Yellow	cart	0	0	0	0	0	426.40
28	INK CART, EPSON C13T664100 (T6641), Black	cart	51	25	31	107	42	24
29	INK CART, EPSON C13T664200 (T6642), Cyan	cart	46	23	23	92	30	104
30	INK CART, EPSON C13T664300 (T6643), Magenta	cart	46	23	23	92	30	81
31	INK CART, EPSON C13T664400 (T6644), Yellow	cart	46	23	23	92	30	81
32	INK CART, HP 51645A, (HP45), Black	cart	0	0	0	0	0	1,346.80
33	INK CART, HP C1829A, (HP29), Tri-color	cart	0	0	0	0	0	1,612.00
34	INK CART, HP C4844A, (HP10), Black	cart	0	0	0	0	0	1,554.80
35	INK CART, HP C4906AA, (HP940XL), Black	cart	0	0	0	0	0	1,554.80
36	INK CART, HP C4907AA, (HP940XL), Cyan	cart	0	0	0	0	0	1,554.80
37	INK CART, HP C4908AA, (HP940XL), Magenta	cart	0	0	0	0	0	1,554.80
38	INK CART, HP C4909AA, (HP940XL), Yellow	cart	0	0	0	0	0	1,554.80
39	INK CART, HP C4936A, (HP18), Black	cart	0	0	0	0	0	1,034.80
40	INK CART, HP C4937A, (HP18), Cyan	cart	0	0	0	0	0	1,034.80
41	INK CART, HP C4938A, (HP18), Magenta	cart	0	0	0	0	0	1,034.80
42	INK CART, HP C4939A, (HP18), Yellow	cart	0	0	0	0	0	1,034.80
43	INK CART, HP C6578DA, (HP78), Tri-color	cart	0	0	0	0	0	1,606.80
44	INK CART, HP C6615DA, (HP15), Black	cart	0	0	0	0	0	1,337.60
45	INK CART, HP C6625AA, (HP17), Tri-color	cart	0	0	0	0	0	1,346.80
46	INK CART, HP C6656AA, (HP56), Black	cart	0	0	0	0	0	921.44
47	INK CART, HP C6657AA, (HP57), Tri-color	cart	0	0	0	0	0	1,466.40
48	INK CART, HP C8727AA, (HP27), Black	cart	0	0	0	0	0	826.80
49	INK CART, HP C8765WA, (HP94), Black	cart	0	0	0	0	0	930.80
50	INK CART, HP C8766WA, (HP95), Tri-color	cart	2	2	2	6	2	1,133.60
51	INK CART, HP C8767WA, (HP96), Black	cart	2	2	2	6	2	1,430.00
52	INK CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0	650.00
53	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0	751.92

Item No.	Description	Unit	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	
Computer Equipment and Accessories																								
1	UPS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Printer, all-in-one, CIS	unit	0	3	3	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Multi-function Center	unit	0	2	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Laser Remote Presenter	unit	0	0	1	1	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5		unit	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
*Other Categories																								
1	Executive Chair	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Computer Table	piece	0	0	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	Whiteboard, with stand & Roller	piece	0	0	3	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Ruler, metal, 18in.	piece	0	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	Megaphone, w/ built-in sirens, rechargeable, 16w min.	unit	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	Capacitor for Aircon	piece	10	10	10	30	0	0	0	0	10	10	10	30	0	0	0	0	0	0	0	0	0	0
7			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
C. TOTAL (A + B):																								
D. ADDITIONAL PROVISION FOR INFLATION (10% of E. GRAND TOTAL (C + D))																								
E. GRAND TOTAL (C + D)																								
F. APPROVED BUDGET BY THE AGENCY HEAD																								
G. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores																								
G.2 Other items not available at Procurement Service Stores																								
TOTAL MONTHLY CASH REQUIREMENTS																								
**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:  ELMER A. BALDO
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:

Approved by:  RAY R. ELEVAZO
Head of Office/Agency

ROSANNA B. SIANO
Accountant /
Local Budget Officer

Date Prepared: November 25, 2016