November 22, 2017

**MS. RUBY P. MURO**
OIC Director
Department of Budget and Management-Regional Office IV-A
PLJ Bldg., Gen. Solano St.,
San Miguel, Manila

Dear OIC Dir. Muro:

Greetings!

We are pleased to submit herewith hardcopy of our 2018 Annual Procurement Plan.

Please acknowledge receipt hereof.

Thank you very much.

Very truly yours,

**SALVADOR V. VALEROSO**
Regional Director

Cc: Mr. Giovanni T. Platero
Acting Executive Director
Cooperative Development Authority
#827 Aurora Boulevard,
Brgy. Immaculate Concepcion,
Cubao, Quezon City

# ANNUAL PROCUREMENT PLAN FOR 2018
## For Common-Use Supplies and Equipment

**INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:**

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commmonality of freight cost):
   a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
   b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
   c. Surigao Del Norte - **Surigao Del Norte**
   d. Zamboanga Sibugay- **Zamboanga Sibugay**
   e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. 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
6. The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
   a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
   b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
   c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
   d. ps.app.deped@gmail.com- For primary and secondary schools
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015.**
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
9. 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-CALAMBA EXTENSION OFFICE**
Region: **IV**
Address: **2nd Flr., Penthouse Bldg. Halang, Calamba City**

Contact Person: **HILARIO B. DELOS REYES**
Position: **Admin Aide V/ Supply Officer**
E-mail : **cdaregion4@gmail.com**
Telephone/Mobile Nos: **(049) 5451486**

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | | | | Total Quantity | Price as of Oct. 1, 2017 | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | | |
| **AVAILABLE AT PROCUREMENT SERVICE STORES** | | | | | | | | | | | | | | | | | | | | | | | | |
| **COMMON ELECTRICAL SUPPLIES** | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 BATTERY, size AA, , 2 pieces per blister pack | pack | | | 2 | 2 | 39 | | | 2 | 2 | 39 | | | 2 | 2 | 39 | | | 2 | 2 | 39 | 8 | 19.50 | 156.00 |
| 2 AIR FRESHENER, 280mL/can | can | | | 6 | 6 | 511.68 | | | 6 | 6 | 511.68 | | | 6 | 6 | 511.68 | | | 5 | 5 | 426.4 | 23 | 85.28 | 1,961.44 |
| 3 ALCOHOL, 70%, ethyl, 500ml | bottle | | | 15 | 15 | 717.3 | | | 15 | 15 | 717.3 | | | 15 | 15 | 717.3 | | | 12 | 12 | 573.84 | 57 | 47.82 | 2,725.74 |
| 4 CARBON FILM, A4 size, 100 sheets per box | box | | | 1 | 1 | 197.58 | | | 1 | 1 | 197.58 | | | 1 | 1 | 197.58 | | | 1 | 1 | 197.58 | 4 | 197.58 | 790.32 |
| 14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic | piece | | | 50 | 50 | 878 | | | | 0 | 0 | | | 50 | 50 | 878 | | | | 0 | 0 | 100 | 17.56 | 1,756.00 |
| 19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box | box | | | 2 | 2 | 1284.3 | | | 2 | 2 | 1284.3 | | | 2 | 2 | 1284.3 | | | 2 | 2 | 1284.3 | 8 | 642.15 | 5,137.20 |
| 33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box | box | | | 2 | 2 | 1493.44 | | | 3 | 3 | 2240.2 | | | 2 | 2 | 1493.44 | | | 3 | 3 | 2240.16 | 10 | 746.72 | 7,467.20 |
| 38 LOOSELEAF COVER, 50sets per bundle | bundle | | | 1 | 1 | 650 | | | | 0 | 0 | | | 1 | 1 | 650 | | | | 0 | 0 | 2 | 650.00 | 1,300.00 |
| 44 MARKER, permanent, bullet type, black | piece | | | 10 | 10 | 96.5 | | | 10 | 10 | 96.5 | | | 10 | 10 | 96.5 | | | 10 | 10 | 96.5 | 40 | 9.65 | 386.00 |
| 48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad | pad | | | 5 | 5 | 156 | | | 5 | 5 | 156 | | | 5 | 5 | 156 | | | 5 | 5 | 156 | 20 | 31.20 | 624.00 |
| 51 PAD PAPER, Ruled | pad | | | 15 | 15 | 260.25 | | | 15 | 15 | 260.25 | | | 15 | 15 | 260.25 | | | 15 | 15 | 260.25 | 60 | 17.35 | 1,041.00 |
| 56 PAPER, Multi-Purpose (COPY) A4, 80gsm | ream | | | 50 | 50 | 5725.5 | | | 50 | 50 | 5725.5 | | | 50 | 50 | 5725.5 | | | 50 | 50 | 5725.5 | 200 | 114.51 | 22,902.00 |
| 57 PAPER, Multi-Purpose (COPY), Legal size, 80gsm | ream | | | 5 | 5 | 591.75 | | | 5 | 5 | 591.75 | | | 5 | 5 | 591.75 | | | 5 | 5 | 591.75 | 20 | 118.35 | 2,367.00 |
| 60 PENCIL, lead, w/eraser, one(1) dozen per box | box | | | 5 | 5 | 98.1 | | | 5 | 5 | 98.1 | | | 5 | 5 | 98.1 | | | 5 | 5 | 98.1 | 20 | 19.62 | 392.40 |
| 62 RECORD BOOK, 300 pages, size: 214mm x 278mm min | book | | | 50 | 50 | 3016 | | | 4 | 4 | 241.28 | | | 4 | 4 | 241.28 | | | 5 | 5 | 301.6 | 63 | 60.32 | 3,800.16 |
| 67 SIGN PEN, black | piece | | | 100 | 100 | 3461 | | | 0 | 0 | 0 | | | 100 | 100 | 3461 | | | 0 | 0 | 0 | 200 | 34.61 | 6,922.00 |
| 70 STAMP PAD INK, violet, 50mL | bottle | | | 5 | 5 | 123.15 | | | 5 | 5 | 123.15 | | | 5 | 5 | 123.15 | | | 5 | 5 | 123.15 | 20 | 24.63 | 492.60 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | | | | Total Quantity | Price as of Oct. 1, 2017 | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | | |
| 73 STAPLE WIRE, Standard | box | | | 49 | 49 | 1013.32 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 49 | 20.68 | 1,013.32 |
| 74 TAPE, masking, 24mm, 50 meters length | roll | | | 3 | 3 | 165.36 | | | 3 | 3 | 165.36 | | | 3 | 3 | 165.36 | | | 3 | 3 | 165.36 | 12 | 55.12 | 661.44 |
| 76 TAPE, transparent, 24mm, 50 meters | roll | | | 3 | 3 | 32.76 | | | 3 | 3 | 32.76 | | | 3 | 3 | 32.76 | | | 3 | 3 | 32.76 | 12 | 10.92 | 131.04 |
| 78 TAPE, packaging, 48mm, 50 meters length | roll | | | 3 | 3 | 83.88 | | | 3 | 3 | 83.88 | | | 3 | 3 | 83.88 | | | 3 | 3 | 83.88 | 12 | 27.96 | 335.52 |
| 80 TWINE, plastic, one kilo per roll | roll | | | 2 | 2 | 99.84 | | | 2 | 2 | 99.84 | | | 2 | 2 | 99.84 | | | 2 | 2 | 99.84 | 8 | 49.92 | 399.36 |
| 1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube | tube | | | 3 | 3 | 29.49 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 3 | 9.83 | 29.49 |
| 5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box | piece | | | 3 | 3 | 342.84 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 3 | 114.28 | 342.84 |
| 6 SCISSORS, (6") | pair | | | 3 | 3 | 41.19 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 3 | 13.73 | 41.19 |
| 7 STAPLER, standard | piece | | | 3 | 3 | 246.48 | | | 0 | 0 | 0 | | | 3 | 3 | 246.48 | | | 0 | 0 | 0 | 6 | 82.16 | 492.96 |
| 9 STAPLE REMOVER, plier type | piece | | | 3 | 3 | 65.52 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 3 | 21.84 | 65.52 |
| COMMON JANITORIAL SUPPLIES | | | | | | | | | | | | | | | | | | | | | | | | |
| BROOM, soft (tambo) | piece | | | 2 | 2 | 176.8 | | | 2 | 2 | 176.8 | | | 2 | 2 | 176.8 | | | 2 | 2 | 176.8 | 8 | 88.40 | 707.20 |
| ROOM, stick (tingting) | piece | | | 1 | 1 | 23.92 | | | | 0 | 0 | | | 1 | 1 | 23.92 | | | | 0 | 0 | 2 | 23.92 | 47.84 |
| 3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap | bottle | | | 3 | 3 | 124.8 | | | 3 | 3 | 124.8 | | | 3 | 3 | 124.8 | | | 3 | 3 | 124.8 | 12 | 41.60 | 499.20 |
| 4 CLEANSER, scouring powder, 350grams/can | can | | | 3 | 3 | 63.81 | | | 3 | 3 | 63.81 | | | 3 | 3 | 63.81 | | | 3 | 3 | 63.81 | 12 | 21.27 | 255.24 |
| 5 DETERGENT POWDER, all purpose, 1kilo/pouch | pouch | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 37.43 | 0.00 |
| 6 DISINFECTANT SPRAY, 400-550 grams | can | | | 2 | 2 | 240.76 | | | 2 | 2 | 240.76 | | | 2 | 2 | 240.76 | | | 2 | 2 | 240.76 | 8 | 120.38 | 963.04 |
| 7 DUST PAN, non-rigid plastic | piece | | | 1 | 1 | 27.04 | | | 0 | 0 | 0 | | | 1 | 1 | 27.04 | | | 0 | 0 | 0 | 2 | 27.04 | 54.08 |
| 8 FLOOR WAX, Paste, red | can | | | 2 | 2 | 538.72 | | | 2 | 2 | 538.72 | | | 2 | 2 | 538.72 | | | 2 | 2 | 538.72 | 8 | 269.36 | 2,154.88 |
| 9 FURNITURE CLEANER, aerosol, 300mL/can | can | | | 3 | 3 | 262.08 | | | 3 | 3 | 262.08 | | | 3 | 3 | 262.08 | | | 2 | 2 | 174.72 | 11 | 87.36 | 960.96 |
| 10 INSECTICIDE, aerosol type, 600mL/can | can | | | 3 | 3 | 411.84 | | | 3 | 3 | 411.84 | | | 3 | 3 | 411.84 | | | 3 | 3 | 411.84 | 12 | 137.28 | 1,647.36 |
| 11 MOPBUCKET | piece | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | | 0.00 |
| 12 MOPHANDLE, screw type, aluminum handle | piece | | | 1 | 1 | 142.48 | | | 1 | 1 | 142.48 | | | 1 | 1 | 142.48 | | | 1 | 1 | 142.48 | 4 | 142.48 | 569.92 |
| 13 MOPHEAD, made of rayon | piece | | | 1 | 1 | 106.08 | | | 1 | 1 | 106.08 | | | 1 | 1 | 106.08 | | | 1 | 1 | 106.08 | 4 | 106.08 | 424.32 |
| 14 RAG, all cotton, 32 pieces per kilo per bundle | bundle | | | 3 | 3 | 149.07 | | | 3 | 3 | 149.07 | | | 3 | 3 | 149.07 | | | 3 | 3 | 149.07 | 12 | 49.69 | 596.28 |
| 15 SCOURING PAD, 5 pieces per pack | pack | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | | 0.00 |
| 16 TRASHBAG, plastic, transparent, 10pcs/roll | roll | | | 15 | 15 | 2098.2 | | | 10 | 10 | 1398.8 | | | 15 | 15 | 2098.2 | | | 10 | 10 | 1398.8 | 50 | 139.88 | 6,994.00 |
| | | | | | 0 | | | | | 0 | | | | | 0 | | | | | 0 | | | | |
| | | | | | 0 | | | | | 0 | | | | | 0 | | | | | 0 | | | | |
| COMMON OFFICE EQUIPMENT | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 FLASH DRIVE, 16GB, USB 2.0, plug and play | piece | | | 10 | 10 | 2516.8 | | | 10 | 10 | 2516.8 | | | 10 | 10 | 2516.8 | | | 10 | 10 | 2516.8 | 40 | 251.68 | 10,067.20 |
| 10 MOUSE, optical, USB connection type | unit | | | 2 | 2 | 255.6 | | | 2 | 2 | 255.6 | | | 2 | 2 | 255.6 | | | 2 | 2 | 255.6 | 8 | 127.80 | 1,022.40 |
| 172 RIBBON CART, EPSON C13S015632, Black, for LX-310 | cart | | | 3 | 3 | 227.76 | | | 2 | 2 | 151.84 | | | 3 | 3 | 227.76 | | | 2 | 2 | 151.84 | 10 | 75.92 | 759.20 |
| | | | | | 0 | | | | | 0 | | | | | 0 | | | | | 0 | | | | |
| THER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 PAPER, Thermal, 216mm x 30m | roll | | | 3 | 3 | 98.91 | | | 3 | 3 | 98.91 | | | 3 | 3 | 98.91 | | | 2 | 2 | 65.94 | 11 | 32.97 | 362.67 |
| Office Supplies | | | | | 0 | | | | | 0 | | | | | 0 | | | | | 0 | | | | |
| 1 Ball Pen Black | | | | 98 | 98 | 980 | | | 98 | 98 | 980 | | | 98 | 98 | 980 | | | 98 | 98 | 980 | 392 | 10.00 | 3,920.00 |
| 2 Ball Pen Red | | | | 4 | 4 | 37.76 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | | | 0 | 0 | 0 | 4 | 9.44 | 37.76 |
| 3 Conqueror Paper Long (Ream) | | | | 2 | 2 | 2000 | | | 2 | 2 | 2000 | | | 2 | 2 | 2000 | | | 2 | 2 | 2000 | 8 | 1,000.00 | 8,000.00 |
| 4 Notarial Seal | | | | 10 | 10 | 450 | | | 10 | 10 | 450 | | | 10 | 10 | 450 | | | 10 | 10 | 450 | 40 | 45.00 | 1,800.00 |
| 5 Official Receipt /Acountable Forms | | | | 13 | 13 | 1300 | | | 12 | 12 | 1200 | | | 13 | 13 | 1300 | | | 12 | 12 | 1200 | 50 | 100.00 | 5,000.00 |
| Computer Equipment and Accessories | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 Printer Continuous Ink | | | | 3 | 3 | 21600 | | | 3 | 3 | 21600 | | | 3 | 3 | 21600 | | | 3 | 3 | 21600 | 12 | 7,200.00 | 86,400.00 |
| *Other Categories | | | | | 0 | | | | | 0 | | | | | 0 | | | | | 0 | | | | 0.00 |
| 1 Diesel | | | | 450 | 450 | 15750 | | | 450 | 450 | 15750 | | | 450 | 450 | 15750 | | | 450 | 450 | 15750 | 1800 | 35.00 | 63,000.00 |
| 2 Unleaded | | | | 15 | 15 | 750 | | | 15 | 15 | 750 | | | 15 | 15 | 750 | | | 15 | 15 | 750 | 60 | 50.00 | 3,000.00 |
| 3 Oil and Lubricants package change Oil | | | | 1 | 1 | 9000 | | | 1 | 1 | 9000 | | | 1 | 1 | 9000 | | | 1 | 1 | 9000 | 4 | 9,000.00 | 36,000.00 |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| C. TOTAL (A + B): | | | | | | | | | | | | | | | | | | | | | | | | 299,000.00 |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | | | | 29,900.00 |

| Item & Specifications | Unit of Measure | Quantity Requirement | | | | | | | | | | | | | | | | | | | | Total Quantity | Price as of Oct. 1, 2017 | TOTAL AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Jan | Feb | Mar | Q1 | Q1 AMOUNT | April | May | June | Q2 | Q2 AMOUNT | July | Aug | Sept | Q3 | Q3 AMOUNT | Oct | Nov | Dec | Q4 | Q4 AMOUNT | | | |
| E. GRAND TOTAL (C + D) | | | | | | | | | | | | | | | | | | | | | | | | |
| F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words: | | | | | | | | | | | | | | | | | | | | | | | | 328,900.00 |
| G. MONTHLY CASH REQUIREMENTS | | | | | | | | | | | | | | | | | | | | | | | | |
| G.1 Available at Procurement Service Stores | | | | | 28907.61 | | | | | 19302.78 | | | | | 24617.82 | | | | | 19014.03 | | | | |
| G.2 Other Items not available at PS but regulary purchased from other sources | | | | | 51867.76 | | | | | 51730 | | | | | 51830 | | | | | 51730 | | | | |
| TOTAL MONTHLY CASH REQUIREMENTS | | | | | 80775.37 | | | | | 71032.78 | | | | | 76447.82 | | | | | 70744.03 | | | | |

*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:**

**HILARIO B. DELOS REYES**
**Property/Supply Officer**

Certified Funds Available /
Certified Appropriate Funds Available:

**ALYSSA JEANNE M. LATAG**
**Accountant /**
**Local Budget Officer**

**Approved by:**

**SALVADOR V. VALEROSO**
**Head of Office/Agency**

**Date Prepared:**