

**ANNUAL PROCUREMENT PLAN FOR 2015
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 commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the 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; The agency will be informed by 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 of 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 catalog as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at app@procurementservice.org or at app.psd@m@yahoo.com.
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2014.
8. Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -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
 Region: **IX**
 Address: CERILLES BLDG., STA. LUCIA DISTRICT, PAGADIAN CITY
 ZAMBOANGA DEL SUR

Contact Person: GEORGE A. CAMINADE
 Position: DESIGNATE SUPPLY OFFICER
 E-mail : cdazampen@gmail.com
 Telephone/Mobile Nos: (062) 214-1398, 925-0221

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet		10												10	21.20	212.00
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		10												10	15.90	159.00
3. TAPE, electrical	roll		2												2	20.30	40.60
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece		30												30	10.95	328.50
15. EXTERNAL HARD DRIVE, 500GB, 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		2												2	2,480.20	4,960.40

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		10												10	403.00	4,030.00
98. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart		6												6	350.40	2,102.40
382. MOUSE, optical, USB connection type	piece		5												5	151.70	758.50
COMMON OFFICE SUPPLIES																	
2. AIR FRESHENER, 280mL/can	can		10												10	85.45	854.50
3. ALCOHOL, 70%, ethyl	bottle		8												8	39.25	314.00
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair		5												5	117.40	587.00
6. BINDER, 3-ring, D-type, legal, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair		5												5	120.45	602.25
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box		1												1	346.05	346.05
9. CARTOLINA, assorted color, 20s/pack	pack		1												1	74.50	74.50
10. CARTOLINA, white, 20s/pack	pack		1												1	54.75	54.75
14. CLIP, bulldog (3")	piece		10												10	8.00	80.00
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair		25					25							50	12.70	635.00
24. DATA FILE BOX, (5"x9"x15-3/4")	box		25					25							50	73.45	3,672.50
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box		5												5	632.70	3,163.50
30. ENVELOPE, mailing white, long, 500s/box	box		5												5	146.60	733.00
41. FOLDER, tagboard, legal size, 100s/box	pack		3					2							5	288.00	1,440.00
47. GLUE, all purpose, 300 grams min.	jar		5					5							10	50.35	503.50
48. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece		1					1							2	41.10	82.20
60. MARKER, fluorescent, 3 colors/set	set		5					5							10	36.80	368.00
61. MARKING PEN, whiteboard, black	piece		2												2	12.45	24.90
62. MARKING PEN, whiteboard, blue	piece		2												2	12.45	24.90
63. MARKING PEN, whiteboard, red	piece		2												2	12.45	24.90
64. MARKER, permanent, black	piece		2												2	12.45	24.90
65. MARKER, permanent, blue	piece		2												2	12.80	25.60
66. MARKER, permanent, red	piece		2												2	15.35	30.70
75. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream		50					50							100	98.99	9,899.07
80. PAPER, thermal, 210mmx30M, 1/2" core	roll		10					10							20	36.21	724.15
83. PAPER FASTENER, for paper, metal, 50 sets/box	box		10					10							20	69.00	1,380.00
84. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box		10					10							20	14.25	285.00
85. PAPER CLIP, gem type, 32mm, 100s/box	box		10					10							20	7.15	143.00
89. RECORD BOOK, 300 pages, Smythe sewn	book		10					10							20	57.05	1,141.00
90. RECORD BOOK, 500 pages, Smythe sewn	book		10					10							20	91.45	1,829.00
91. RIBBON, nylon, manual typewriter	spool		5												5	17.00	85.00
100. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece		2					2							4	12.00	48.00
102. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece		3					2							5	12.90	64.50
106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		1					1							2	111.45	222.90
110. SIGN PEN, black	piece		10					10							20	48.90	978.00
111. SIGN PEN, blue	piece		10					10							20	48.90	978.00

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115. STAPLE WIRE, standard, 5000 pcs/box	box		20					10							30	25.05	751.50
124. TAPE, packaging, 48mm, 50 meters length	roll		5												5	35.05	175.25
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack		2						2						4	8.76	35.03
2. CUTTER, heavy duty	piece		2												2	31.25	62.50
9. STAPLER, heavy duty, standard	piece		2												2	114.45	228.90
11. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		3												3	50.25	150.75
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece		4						4						8	22.45	179.60
2. BROOM, soft (tambo)	piece		2						2						4	109.50	438.00
3. BROOM, STICK (tingting)	piece		1												1	25.20	25.20
5. DETERGENT POWDER, all purpose, 500gms.	pouch		2						2						4	26.30	105.20
7. DISINFECTANT SPRAY, 400 grams net content	can		4						4						8	197.35	1,578.80
8. DUST PAN, non-rigid plastic, with detachable handle	piece		1						1						2	38.20	76.40
12. FURNITURE CLEANER, 300mL/can min	can		2						2						4	104.05	416.20
13. INSECTICIDE, 600mL (420g) /can	can		1						1						2	123.75	247.50
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream		50						50						100	103.69	10,368.54
COMMON OFFICE EQUIPMENT																	
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit		2												2	156.60	313.20
HANDBOOKS ON PROCUREMENT																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																	
a. Procurement of Goods & Services, 110-115 pages	piece														0	34.01	-
b. Procurement of Civil Works, 139-149 pages	piece														0	39.72	-
c. Procurement of Consulting Services, 139-149 pages	piece														0	23.59	-
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece														0	93.26	-
e. for LGUs	piece														0	119.59	-
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(6th Edition), 6" x 9", 300 pages,	piece														0	41.69	-
HANDBOOK ON PUBLIC BIDDING CHECKLIST, 6" x 9", 70 pages	piece														0	14.26	-
HANDBOOK ON GENERIC PROCUREMENT MANUAL (GPM), A-4 size(210mm x 297mm),	set														0	137.15	-

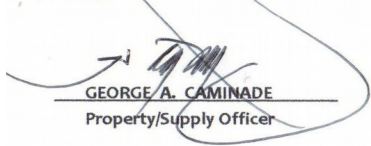
Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows:																		
Volume I (103 pages) - white color																		
Volume II (138 pages) - light blue color																		
Volume III (124 pages) - light yellow color																		
Volume IV (118 pages) - light green color																		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																		
Office Equipment and Accessories																		
1																	0	-
2																	0	-
3																	0	-
4																	0	-
5																	0	-
6																	0	-
7																	0	-
8																	0	-
9																	0	-
10																	0	-
Office Supplies																		
1. Ink Refill Epson T6641 Black																	0	-
2 Ink Refill Epson T6641 Colored																	0	-
3																	0	-
4																	0	-
5																	0	-
6																	0	-
7																	0	-
8																	0	-
9																	0	-
10																	0	-
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12																	0	-
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15																	0	-
16																	0	-
17																	0	-
18																	0	-
19																	0	-
20																	0	-
Audio and visual presentation and composing equipment																		
1																	0	-
2																	0	-
3																	0	-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4															0	-
5															0	-
Computer Supplies																
1															0	-
2															0	-
7															0	-
8															0	-
9															0	-
10															0	-
*Other Categories																
1															0	-
2															0	-
3															0	-
4															0	-
5															0	-
***GRAND TOTAL:															59,188.23	
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION															65,107.05	
APPROVED BUDGET:																

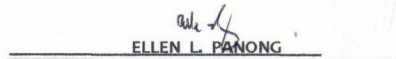
*Other categories that are not indicated herein
 **Prices are FOB Manila/Applicable for items under A.
 ***Grand total for items under A and B

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.

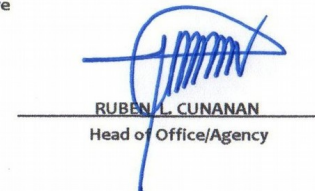
Prepared by:


 GEORGE A. CAMINADE
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:


 ELLEN L. PANONG
 Accountant /
 Local Budget Officer

Approve


 RUBEN L. CUNANAN
 Head of Office/Agency

Date Prepared: November 5, 2014