

**ANNUAL PROCUREMENT PLAN FOR 2014
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 on your area.
- For Sub - Depots please refer to the following:
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Zamboanga - **Zamboanga**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- 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.
- Do not delete any field in the APP Form.
- 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.
- 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
- Consistent with DBM Circular No. 2011-6A, the APP for FY 2014 must be submitted on or before November 15, 2013.
- Rename your APP file in the following format- APP2013 - Sector (NGA/GOCC/GFI/Constitutional Office/Other Executive Offices(OEOs)/SUC/LGU) - Name of Agency - Region (e.g. APP2012 - NGA - DBM-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)563-9397.

Department/Bureau/Office: **OMSC- LABAGAN CAMPUS**
Region: IV-B
Address: **Labagan, San Jose, Occidental Mindoro**

Contact Person: **MARLYN G. NIELO, Ph. D.**
Position: **Vice President for Academic Affairs/ Campus Director**
E-mail: **Marlyn_Nielo@yahoo.com**
Telephone/Mobile Nos: **03399264103**

Item & Specifications	Unit of Measure	Quantity Requirement												Total	PS Price Catalogue as of (06.30.2012)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
2. BALLAST, 36 watts	piece			1						1					1	4	69.63	278.52
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	10		9	5		8	17	7			14	5	11	1	87	36.40	3,166.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet							5								5	15.59	77.95
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	4					4					4				12	416.00	4,992.00
11. FUSE, 30 amperes	piece	4					4					4				12	10.35	124.20
13. STARTER, 4-40 watts	piece	4					4					4				12	3.90	46.80
14. TAPE, electrical	roll	1					1					1				3	18.20	54.60
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box		1	1	1	1					1	1	1	1		8	508.90	4,071.20
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	5		5	5	5		5		5	5	5		5	5	45	561.18	25,253.10
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box	5		5	5	5	5		5	5	5			5	5	45	462.28	20,802.60
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	2		2	2			2						2		12	715.52	8,586.24
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece								1							1	10.40	10.40
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	5				15	10	5	1	5			5	5		51	18.18	927.18
11. COMPACT DISK STORAGE CASE, 50 CDs capacity, min, made of durable plastic or nylon fabric, double sided sleeves, with closure	piece	5				10	10	5	1				5	5		41	53.04	2,174.64
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	10	2	12	12	12	12	12		2	10	2	10	2	62	14.02	869.24	
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	15	2	22	10	27				2	10	12	15	2	117	22.34	2,613.78	
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	10		1	6		5	2			3	2	2	1	32	372.32	11,914.24	
100. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	16	6	8	18	8	18	6	6	16	6	16	6	130	984.30	127,959.00		
101. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart	13	3	4	14	4	14	3	3	13	3	13	3	90	1,173.00	105,270.00		
136. INK CARTRIDGE, Epson C13T105190, Black, for printer Stylus T10/T11/T13/T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	424.32	25,459.20
137. INK CARTRIDGE, Epson C13T105390, Cyan, for printer Stylus T10/T11/T13/T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	4	4	4	4	4	4	4	4	4	4	4	4	4	48	424.32	20,367.36
138. INK CARTRIDGE, Epson C13T105390, Magenta, for printer Stylus T10/T11/T13/T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	4	4	4	4	4	4	4	4	4	4	4	4	4	48	424.32	20,367.36
139. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/T13/T30/T20E/C79/C90/TX100/TX110/TX111/TX200/TX210/TX400/TX550W/TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	4	4	4	4	4	4	4	4	4	4	4	4	4	4	48	424.32	20,367.36
164. MOUSE, optical, USB connection type	piece	3	2	2	5	1	5	3	2	3	2	4	2	2	32	174.72	5,691.04	
328. RIBBON, Epson RN 8755	cart	1	1	1	1	1	1	1	1	1	1	1	1	1	12	83.13	997.56	
329. RIBBON, Epson RN 8750	cart	14	10	12	12	10	12	12	12	14	12	14	12	14	148	75.28	11,141.44	
COMMON OFFICE SUPPLIES																		
1. ACETATE, gauge #3, 50m in length	roll	3		2				2	2					2	2	15	612.02	9,180.30
2. AIR FRESHENER, 280ml/can	can	13	5	4	14	5	15	7	4	10	12	11	6	106	89.44	9,480.64		
3. ALCOHOL, 70%, ethyl	bottle	12	5	8	12	9	18	9	4	12	15	15	6	125	40.04	5,005.00		
5. BINDER, 3-ring, D-type, A4, 64mm(2.5"), with insert clear-view pocket on front, back and spine for label	pair	1														6	114.40	686.40
6. BINDER, 3-ring, D-type, legal, 64MM(2.5"), with insert clear-view pocket on front, back and spine for label	pair							5								6	119.60	717.60
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	1														1	327.60	327.60
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	2						1								3	331.50	994.50
9. CARTOLINA, assorted color, 20s/pack	pack	15	1	11	15	26	34	14	4	7	10	17	2	156	69.89	10,902.84		
10. CARTOLINA, white, 20s/pack	pack	12		10	8	20	13	11	2	8	6	12	3	105	41.60	4,368.00		
11. CHALK, white, dustless, 100 pcs/box	box	10	7	5	6	5	37	5	9	5	23	5	9	126	34.32	4,324.32		
12. CLIP, bulldog (3")	piece	36	16	16	26	16	26	36	16	16	36	16	16	272	7.68	2,088.96		
13. CLIP, backfold, 25mm, 12s/box	box	4	3	6	3	4	24	3	3	6	14	3	3	76	14.56	1,106.56		
14. CLIP, backfold, 50mm, 12s/box	box	2	3	5	2	2	24	2	2	5	12	3	2	64	42.12	2,695.68		
15. CLIP, backfold, 90mm, 12s/box	box			1			10	1						1	23	73.42	1,734.26	
16. CLIP, backfold, 32mm, 12s/box	box	1			1		12			1		10		1	26	16.64	432.64	
17. COLUMNAR PAD, 4 cols, 50 gsm min.	pad	1					1			1				1	4	24.44	97.76	

9. 3 in 1 Printer, Scanner, Photocopier	unit	1				5						6	7,000.00	42,000.00
10. Projector, ACER x1140A	unit					2			1			3	25,000.00	75,000.00
11. DVD ROM, LG	pc	2										2	1,000.00	2,000.00
12. Computer (desktop) i5	unit		1			1				1		3	28,000.00	84,000.00
13. Portable External Hard Drive 500Gb	pc	1					1					2	3,120.00	6,240.00
14. Flash Drive 16Gb	pc	11										11	720.00	7,920.00
15. Printer Epson L210 W/ CISS	unit	2		1		2						5	8,300.00	41,500.00
16. Printer Epson LX500-II Model P1708	unit	1										1	10,000.00	10,000.00
17. External Hard Drive, Samsung,1TB	unit			1								1	4,000.00	4,000.00
18. HP Scanjet, G3110	unit			1								4	6,890.00	6,890.00
19. AVR	unit	3				1						4	700.00	2,800.00
20. Keyboard	unit	3				1						4	600.00	2,400.00
21. Headset(wireless)	unit	3										3	380.00	1,140.00
22. Speaker	unit	7										7	580.00	4,060.00
23. Laptop, ACER	unit	1										1	35,000.00	35,000.00
24. Printer L3 w/ Scanner and CISS	unit	1										1	7,795.00	7,795.00
*Other Categories														
1. First-Aide Medical Kit Cabinet	pc					1						1	1,000.00	1,000.00
2. Sets of Curtain with Curtain rod, 6pcs/ set	pc					2						2	2,500.00	5,000.00
3. Tarpauline 3'x5'	pc	4								4		8	550.00	4,400.00
4. Curtain	pc	1										1	19,500.00	19,500.00
5. Curtain, Yellow	panel	1			10	10	1					22	2,000.00	44,000.00
6. Gina Cloth, Yellow	yard			10								10	15.00	150.00
7. Curtain	pc					6				6		12	120.00	1,440.00
8. Ultra Violet Penlight	pc					3						3	200.00	600.00
9. Blood Typing SERA(A&B) 10ml	pc					1						1	3,000.00	3,000.00
10. Phenolphthalein Presumptive Blood kit	kit					1						1	2,000.00	2,000.00
11. Diphenylamine 1% in Sulphuric Acid 100ml	kit					1						1	2,500.00	2,500.00
12. Curtain for Windows	piece					10						10	400.00	4,000.00
13. Vehicle, Patrol Car	unit					1						1	200,000.00	200,000.00

***GRAND TOTAL: 4,892,675.88
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 5,381,943.47
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:


AILEENE T. DAGOS
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:


GRACE M. ANCHETA
Accountant /
Local Budget Officer

Approved:


ARNOLD N. VENTURINA Ph. D.
Head of Office/Agency

Date Prepared: _____

-	32,520.80	7,670.00	1,840.80	613.60		613.60	7,670.00	3,681.60	7,363.20	3,068.00		
-	9,048.00	7,800.00							312.00	936.00		
-	8,619.00	8,619.00										
-	2,421.12	1,513.20		100.88							201.76	
-	2,402.40				686.40	100.88	201.76	302.64		228.80		915.20
-	7,425.60			176.80	2,828.80	343.20		228.80				442.00
-	9,204.00			156.00	2,496.00	88.40		3,536.00	353.60			390.00
-	4,914.00	702.00		93.60	468.00	78.00		4,680.00	936.00	156.00		361.60
-	5,137.60							2,808.00		93.60	187.20	540.80
-	22,240.40	135.20	4,056.00	540.80	8,788.00	202.80	270.40	4,056.00	811.20	540.80	1,622.40	270.40
-	10,687.04	174.72		1,310.40	4,950.40	291.20	116.48	1,805.44		524.16	232.96	582.40
-	14,782.56		8,611.20	717.60	861.12			1,722.24		287.04	1,722.24	861.12
-	-											
-	59,554.98	1,369.08	6,845.40	9,697.65	1,711.35	14,831.70	1,140.90	6,845.40	6,845.40	3,422.70	684.54	3,422.70
-	142,500.14			124,048.00	2,325.90	3,876.50	775.30	4,651.80		3,876.50	465.18	1,550.60
-	6,858.00		6,858.00									930.36
-	48,397.44	1,728.48	8,642.40	11,523.20	1,440.40				14,404.00	7,202.00		3,456.96
-	-											
-	3,993.60							2,662.40			1,331.20	
-	7,488.00	1,872.00		1,872.00								3,744.00
-	1,970.80			394.16								
-	2,338.20							788.32			788.32	
-	6,240.00								935.28	467.64	6,240.00	935.28
-	-											
-	19,552.00			19,552.00								
-	57,564.00	11,232.00						4,212.00			42,120.00	2,142.40
-	23,566.40	8,569.60		1,071.20				4,284.80		7,498.40		
-	2,059.20		1,029.60	1,029.60								
-	8,736.00	4,368.00						4,368.00				
-	-											
-	24,910.08							20,758.40			4,151.68	
-	74,214.40							74,214.40				
-	68,546.40			22,848.80							45,697.60	
-	-											
-	-											
-	1,000.00											1,000.00
-	69,000.00						23,000.00				46,000.00	
-	25,000.00						5,000.00				20,000.00	
-	180,000.00										180,000.00	
-	10,000.00										10,000.00	
-	32,500.00					6,500.00				13,000.00	13,000.00	
-	33,000.00											
-	200,000.00									33,000.00	200,000.00	
-	240,000.00							80,000.00		200,000.00	160,000.00	
-	25,000.00								25,000.00			
-	25,000.00								25,000.00			
-	50,000.00		25,000.00					25,000.00				
-	15,000.00				15,000.00							
-	10,000.00			10,000.00								
-	-											
-	720.00											720.00
-	460.00											460.00
-	150.00											150.00
-	288.00						108.00					180.00
-	550.80											550.80
-	504.00						84.00				420.00	
-	420.00										420.00	
-	420.00										420.00	
-	2,400.00										2,400.00	
-	600.00										600.00	
-	208.00										208.00	
-	450.00										450.00	
-	1,305.00		580.00								725.00	
-	3,500.00										3,500.00	
-	3,444.00							504.00		2,772.00	168.00	
-	4,000.00										4,000.00	
-	40,000.00										40,000.00	
-	280.00		140.00							140.00		
-	850.00		340.00							510.00		
-	3,300.00							1,650.00	1,100.00	550.00		
-	1,800.00									1,800.00		
-	180.00									180.00		
-	3,487.00		634.00	951.00						1,902.00		
-	951.00									951.00		
-	15,600.00									15,600.00		
-	240.00									240.00		
-	270.00									270.00		
-	500.00									500.00		
-	720.00									720.00		
-	10,000.00							9,600.00		400.00		
-	450.00									450.00		
-	1,300.00		1,000.00							300.00		
-	480.00									480.00		
-	322,000.00		210,000.00					49,000.00	56,000.00	7,000.00		
-	5,000.00				2,500.00				2,500.00			
-	70.20							23.40		46.80		
-	715.00						65.00	325.00		325.00		
-	10,000.00									10,000.00		
-	840.00									840.00		
-	7,000.00									7,000.00		
-	346.00									346.00		
-	414.40									414.40		
-	1,300.00									1,300.00		
-	1,280.00									1,280.00		
-	312.00						96.00			96.00		
-	4,054.05									4,054.05		
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	3,068.00							3,068.00				
-	851.64									851.64		

-	851.64				851.64				
-	851.64				851.64				
-	851.64				851.64				
-	1,400.00			700.00	700.00				
-	700.00				700.00				
-	350.00				350.00				
-	750.00			250.00	500.00				
-	500.00				500.00				
-	2,500.00				2,500.00				
-	2,500.00				2,500.00				
-	2,500.00				2,500.00				
-	4,500.00				4,500.00				
-	4,500.00				4,500.00				
-	4,500.00				4,500.00				
-	5,000.00				5,000.00				
-	5,000.00				5,000.00				
-	5,000.00				5,000.00				
-	700.00			700.00					
-	1,740.00	120.00	120.00		1,500.00				
-	1,000.00		1,000.00						
-	634.00	634.00							
-	39,000.00	39,000.00							
-	18,000.00		18,000.00						
-	-								
-	4,500.00							4,500.00	
-	120,000.00							120,000.00	
-	12,000.00							12,000.00	
-	5,900.00							5,900.00	
-	8,500.00							8,500.00	
-	6,500.00							6,500.00	
-	4,800.00							4,800.00	
-	40,000.00				40,000.00		4,800.00		
-	10,000.00		10,000.00						
-	25,000.00	25,000.00							
-	-								
-	8,500.00						8,500.00		
-	15,000.00				15,000.00				
-	800.00				800.00				
-	66,000.00				66,000.00				
-	-								
-	1,000.00								800.00
-	6,240.00	4,800.00		360.00			200.00		720.00
-	800.00						360.00		800.00
-	225.00						45.00		180.00
-	2,000.00							2,000.00	
-	100.00							100.00	
-	65.00						65.00		
-	1,280.00		1,280.00						
-	-								
-	160,000.00								160,000.00
-	7,250.00	5,000.00		250.00	1,000.00	750.00		250.00	
-	4,644.00				4,644.00				
-	300.00			300.00					
-	246.00			246.00					
-	1,200.00		1,200.00						
-	720.00	720.00							
-	-								
-	6,400.00								6,400.00
-	3,000.00								3,000.00
-	-								
-	4,200.00								4,200.00
-	4,800.00							4,800.00	
-	13,000.00							13,000.00	
-	13,000.00							13,000.00	
-	400.00							400.00	
-	11,600.00				10,000.00		1,600.00		
-	9,600.00				8,000.00		1,600.00		
-	9,600.00				8,000.00		1,600.00		
-	9,600.00				8,000.00		1,600.00		
-	10,208.16						10,208.16		
-	6,413.04						6,413.04		
-	4,541.04						4,541.04		
-	4,541.04						4,541.04		
-	3,000.00				3,000.00				
-	2,000.00				2,000.00				
-	2,000.00				2,000.00				
-	2,000.00				2,000.00				
-	3,000.00				3,000.00				
-	2,000.00				2,000.00				
-	2,000.00				2,000.00				
-	2,000.00				2,000.00				
-	3,000.00				3,000.00				
-	750.00				3,000.00				
-	400.00				750.00				
-	10,000.00				400.00				
-	6,000.00				10,000.00				
-	3,500.00				6,000.00				
-	200.00				3,500.00				
-	200.00			200.00					
-	200.00			200.00					
-	200.00			200.00					
-	200.00			200.00					
-	3,394.56		3,394.56						
-	3,394.56		3,394.56						
-	3,394.56		3,394.56						
-	3,394.56		3,394.56						
-	118,320.00		118,320.00						
-	54,000.00		54,000.00						
-	2,400.00		2,400.00						
-	1,200.00		1,200.00						
-	1,200.00		1,200.00						
-	1,200.00		1,200.00						
-	240.00		240.00						
-	20,000.00		20,000.00						
-	9,000.00	9,000.00							
-	4,000.00	4,000.00							
-	-								
-	8,500.00								8,500.00
-	7,000.00								7,000.00
-	15,000.00								15,000.00
-	6,000.00	4,000.00							2,000.00
-	48,000.00								48,000.00
-	6,000.00								6,000.00
-	175,000.00		25,000.00					125,000.00	25,000.00
-	26,000.00							26,000.00	

-	42,000.00								7,000.00				35,000.00	
-	75,000.00			25,000.00									50,000.00	
-	2,000.00										2,000.00			
-	84,000.00			28,000.00										
-	6,240.00										56,000.00			
-	7,920.00	3,600.00	2,880.00								6,240.00			
-	41,500.00			8,300.00	8,300.00			8,300.00			1,440.00			
-	10,000.00								10,000.00		16,600.00			
-	4,000.00							4,000.00						
-	6,890.00							6,890.00						
-	2,800.00	2,100.00			700.00									
-	2,400.00	1,800.00			600.00									
-	1,140.00					1,140.00								
-	4,060.00	1,740.00				2,320.00								
-	35,000.00	35,000.00												
-	7,795.00	7,795.00												
-	-													
-	1,000.00												1,000.00	
-	5,000.00												5,000.00	
-	4,400.00										4,400.00			
-	19,500.00								19,500.00					
-	44,000.00	4,000.00						40,000.00						
-	150.00							150.00						
-	1,440.00				1,440.00									
-	600.00			600.00										
-	3,000.00			3,000.00										
-	2,000.00			2,000.00										
-	2,500.00			2,500.00										
-	4,000.00			4,000.00										
-	200,000.00			200,000.00										
-	-													
-	-													
-	10,063.00	279,486.00	685,799.00	386,624.58	426,444.97	46,837.64	13,757.29	254,575.34	543,524.77	270,299.60	607,936.88	144,271.47	799,081.81	423,973.53
-	11,069.30	307,434.60	754,378.90	425,287.04	469,089.47	51,521.40	15,133.02	280,032.87	597,877.25	297,329.56	668,730.57	158,698.62	878,989.99	466,370.88
-	10,063.00	279,486.00	658,799.00	386,624.58	426,444.97	46,801.24	13,757.29	254,575.34	543,524.77	270,299.60	607,936.88	144,271.47	799,081.81	423,973.53
-	Sports	Edtech	VPAA	Registrar	Criminology	M&D Clinic	CULTURAL	BED	IQA	Library	GUIDANCE	HRM	GED	Cashier