

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 SABLAYAN CAMPUS**
Region: **IVB**
Address: **Buenavista, Sablayan, Occidental Mindoro**

Contact Person: **NELMA S. DELA CRUZ**
Position: **Campus Coordinator**
E-mail : _____
Telephone/Mobile No: _____

Item & Specifications	Unit of Measure	Quantity Requirement												Total	PS Price Catalogue as of	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec						
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
COMMON ELECTRICAL SUPPLIES																			
3. BATTERY, size AA, alkaline, 2 pcs/packet	packet	10					10									20	36.40	728.00	
COMMON COMPUTER SUPPLIES/CONSUMABLES																			
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	8			8								8				24	561.18	13,468.32
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	8			8								8				24	871.78	20,922.72
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	8			8								8				24	462.28	11,094.72
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	3						3					3				9	14.02	126.18
13. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	3						3					3				9	22.34	201.06
14. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	5							5								10	372.32	3,723.20
34. INK CARTRIDGE, HP C4814AA (HP13), black, 28 ml, for HP Officejet Pro K850, HP Business Inkjet CP1700, 1000, 1100, 1200, 2000, 2200, 2230, 2250, 2280, 2300, 2500, 2600, 2800, 3000 printer series	cart	10								10							20	981.24	19,624.80
164. MOUSE, optical, USB conection type	piece	10								10							20	174.72	3,494.40
COMMON OFFICE SUPPLIES																			
1. ACETATE, gauge #3, 50m in length	roll							1									1	612.02	612.02
3. ALCOHOL, 70%, ethyl	bottle	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	72	40.04	2,882.88
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	2								2							4	331.50	1,326.00
9. CARTOLINA, assorted color, 20s/pack	pack	2								2			2				6	69.89	419.34
10. CARTOLINA, white, 20s/pack	pack	2								2			2				6	41.60	249.60
11. CHALK, white, dustless, 100 pcs/box	box	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	240	34.32	8,236.80
12. CLIP, bulldog (3")	piece	6								6			6				18	7.68	138.24
14. CLIP, backfold, 50mm, 12s/box	box	6								6			6				18	42.12	758.16
22. CORRECTION TAPE, disposable, usable length of 6 meters (min), 5mm width	pair	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	20.75	1,245.00
23. DATA FILE BOX, (5" x 9" x 15" x 3/4")	box	30						30					30				90	61.36	5,522.40
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	5											5				20	66.56	1,331.20
27. ENVELOPE, documentary (10"x15"), 500s/box	box	2											2				4	585.52	2,342.08
28. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1											1				2	650.57	1,301.14
29. ENVELOPE, mailing white, 500s/box	box	1							1								1	152.59	152.59
32. ENVELOPE, expanding, plastic, legal size	piece									10					10		30	45.76	1,372.80
33. ENVELOPE, documentary, A4, 500s/box	box									30							2	460.62	921.24
34. ERASER, blackboard/whiteboard	piece	30											30				10	10.59	953.10
35. ERASER, rubber	piece				5												9	5.18	51.80
38. FOLDER, tagboard, legal size, 100s/box	pack	2											2				4	327.60	1,310.40
39. FOLDER, tagboard, A4 size, 100s/box	pack	1											1				2	296.40	592.80
40. FOLDER, morocco/fancy, legal size, 50s/pack	pack	1											1				2	257.92	515.84
44. GLUE, all purpose, 300 grams min.	jar	2											2				8	45.76	366.08
45. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece	3															6	32.76	196.56
46. INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack	1											1				2	40.98	81.96
50. INDEX TAB, self-adhesive, 10 pcs/box	box	5															10	49.40	494.00
55. MAP PIN, round head, 100s/case	case	3															9	36.40	327.60
56. MARKER, fluorescent, 3 colors/set	set																10	41.08	410.80
57. MARKING PEN, whiteboard, black	piece																20	11.86	237.20
60. MARKER, permanent, black	piece	5						5					5				15	12.25	183.75
61. MARKER, permanent, blue	piece	5						5					5				15	12.25	183.75
62. MARKER, permanent, red	piece	5						5					5				15	12.25	183.75
67. NOTE PAD, (2"x3"), 100 sheets/pad	pad																1	31.20	31.20
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4), 70gsm	ream	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	110.12	6,607.20
72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	194.66	11,679.60
73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad							20									40	19.55	782.00
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	82.04	984.48
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	14.04	168.48
80. PAPER CLIP, gem type, 32mm, 100s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	7.80	93.60
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	10															30	20.53	615.90
83. PUSH PIN, flat head type, assorted colors, 100s/case	case	3															9	37.44	336.96
84. RECORD BOOK, 300 pages, Smythe sewn	book	5															15	57.20	858.00
85. RECORD BOOK, 500 pages, Smythe sewn	book	5															15	88.40	1,326.00
92. RING BINDER, 12.7mm x 1.12m (1/2"x4"), plastic	piece																10	4.52	45.20
97. RING BINDER, 25mm x 1.12m (1"x4"), plastic	piece																10	12.22	122.20
100. RING BINDER, 50mm x 1.12m (2" x 4"), plastic	piece																10	29.12	291.20
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box																2	132.68	265.36
102. RULER, plastic, 300mm	piece																6	3.64	43.68
103. RULER, plastic, 450mm	piece																4	36.40	145.60
104. SIGN PEN, black	bottle	10															30	42.34	1,270.20
107. STAMP PAD INK, violet, 50ml	bottle																3	11.84	35.52
108. STAMP PAD, felt pad, min 60mm x 100mm	piece																2	24.96	99.84
109. STAPLE WIRE, standard, #35	box	3															11	23.59	259.49
112. TAPE, masking, 24mm, 50 meters length	roll	3															9	45.76	411.84
113. TAPE, masking, 48mm, 50 meters length	roll	3															9	91.31	821.79
114. TAPE, transparent, 24mm, 50 meters	roll	6			6												36	14.56	524.16
115. TAPE, transparent, 48mm, 50 meters	roll	5			5												30	30.11	903.30
116. TAPE, packaging, 48mm, 50 meters length	roll	3															9	30.11	270.99
119. TOILET TISSUE, 12 rolls/pack	pack	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	72.80	873.60
120. TWINE, plastic, one kilo per roll	roll																2	45.64	91.28

COMMON OFFICE DEVICES																
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	5												15	9.36	140.40
2. CUTTER, heavy duty	piece	5												15	27.98	419.70
3. PUNCHER, heavy duty	piece	2												4	98.80	395.20
4. SCISSORS, (6")	pair	5												20	17.35	347.00
5. SHARPENER, single cutterhead	piece	2												4	171.60	686.40
6. STAMPING DATER, self-inking stamp	piece	2												4	442.00	1,768.00
7. STAPLER, heavy duty, standard	piece	3												9	144.23	1,298.07
8. STAPLE REMOVER, twin jaws	piece	5												15	16.52	247.80
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece													4	52.00	208.00
11. WASTE BASKET, PLASTIC	piece													30		
														60	26.00	1,560.00
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	8	8	8	8	8	8	8	8	8	8	8	8	96	19.76	1,896.96
2. BROOM, soft (tambo)	piece	5												20	119.60	2,392.00
3. BROOM, STICK (tingting)	piece	10												40	17.68	707.20
5. DETERGENT POWDER, all purpose, 500gms.	pouch	10	10	10	10	10	10	10	10	10	10	10	10	120	22.88	2,745.60
8. DUST PAN, non-rigid plastic, with detachable handle	piece	6												24	33.28	798.72
9. FLOOR WAX, paste, natural, 2kgs.	can	1	1	1	1	1	1	1	1	1	1	1	1	12	306.80	3,681.60
11. FLOOR WAX, liquid type, 3-9L/ plastic container	container	1												6	344.76	2,068.56
13. INSECTICIDE, 600ml. (420g) /can	can													6	114.40	686.40
14. MOPHANDLE, screw type, wooden handle	piece													10	88.40	884.00
15. MOPHEAD, 100% rayon, 400g	piece													20	78.00	1,560.00
16. RAG, COTTON, (7") in diameter	kilo													20	46.80	936.00
17. SCOURING PAD, economy size	pack	3	3	3	3	3	3	3	3	3	3	3	3	36	135.20	4,867.20
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	10	10	10	10	10	10	10	10	10	10	10	10	120	67.60	8,112.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	15	15	15	15	15	15	15	15	15	15	15	15	180	29.12	5,241.60
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	5												30	143.52	4,305.60
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	5	5	5	5	5	5	5	5	5	5	5	5	60	114.09	6,845.40
2. PAPER, mimeo, Groundwood	ream	80												240	77.53	18,607.20
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit													1	1,331.20	1,331.20
3. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display, AC power source, Canon	unit													4	1,872.00	7,488.00
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit	2												4	155.88	623.52
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
1. Bookshelves														5	6,000.00	30,000.00
2. Chalkboard	unit													6	2,500.00	15,000.00
3. Computer Table, lomg	unit													5	9,000.00	45,000.00
4. Corkboard, 4x8	unit													6	4,500.00	27,000.00
5. Long Table	unit													4	8,500.00	34,000.00
6. Money Counter	unit													1	14,000.00	14,000.00
7. Office Table and Chair	unit													5	6,500.00	32,500.00
8. Paper Cutter	unit													1	2,000.00	2,000.00
9. Podium	unit													6	4,700.00	28,200.00
10. Steel Filing Cabinet, 4 drawers	unit													1	12,000.00	12,000.00
11. Whiteboard	unit													6	4,500.00	27,000.00
Office Supplies																
1. Ballpoint pen, black, Faber Castell	piece	10	10	10	5	5	10	10	10	10	5	10	10	105	24.00	2,520.00
2. Ballpoint pen, blue, Faber Castell	piece	10	10	10	5	5	10	10	10	10	5	10	10	105	24.00	2,520.00
3. Ballpoint pen, red, Faber Castell	piece	10	10	10	5	5	10	10	10	10	5	10	10	105	24.00	2,520.00
4. Ballpoint pen, black, Pilot	piece	8	8	8	8	8	8	8	8	8	8	8	8	96	27.00	2,592.00
5. Ballpoint pen, blue, Pilot	piece	8	8	8	8	8	8	8	8	8	8	8	8	96	27.00	2,592.00
6. Ballpoint pen, re, Pilot	piece	8	8	8	8	8	8	8	8	8	8	8	8	96	27.00	2,592.00
7. Carolina, NEON, asstd color	piece	20												20	9.00	540.00
8. Certificate Frame, 8 1/2"x11"	piece	10												20	132.00	2,640.00
9. Chalk, colored	box													10	102.00	1,020.00
10. Class Record, College	piece													30	40.00	2,400.00
11. Copy Printer Ink, Gestetner 6123cp	cart	20												60	1,300.00	78,000.00
12. Copy Printer Mater, Gestetner 6123cp	roll	15												45	2,350.00	105,750.00
13. Filing Rack, 3 Layers, Steel	piece													4	468.00	1,872.00
14. Philippine Flag	piece	2												4	500.00	2,000.00
15. Glue Gun	piece													2	150.00	300.00
16. Glue Stick	bottle													10	87.00	1,740.00
17. Ink for Permanent marker, black Pilot	bottle	3												9	120.00	1,080.00
18. Ink for Permanent marker, blabl, Pilot	piece	3												9	125.00	1,125.00
19. Manila Paper	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	6.00	144.00
20. Styroboard 1/2" thick, 1 whole	roll													10	250.00	2,500.00
21. Tape, double sided, 1"	box	5												25	34.00	850.00
22. Thumbtacks		5												15	10.00	150.00
Cleaning Equipment and Supplies																
1. Dipper	piece													10	20.00	400.00
2. Bleaching Liquid (Zonrox)	liter	2	2	2	2	2	2	2	2	2	2	2	2	24	35.00	840.00
3. Pail, medium	piece													20	45.00	900.00
4. Scouring pad w/ foam	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	25.00	600.00
5. Toilet Bush w/ handle	piece													20	38.50	770.00
6. Tumbler, big	piece													10	165.00	3,300.00
Paper Materials and Products																
1. Felt Paper, asstd color	piece	6	6	6	6	6	6	6	6	6	6	6	6	72	22.00	1,584.00
2. Photo Paper, Glossy A4, 180 gsm,10s	pack	1												3	480.00	1,440.00
3. Paper, mimeo, whitewove, long	ream	2	2	2	2	2	2	2	2	2	2	2	2	24	190.00	4,560.00
4. Paper, speciality, short, cream, board, 180 gsm, 10's	pack	1												3	42.00	126.00
5. Paper, speciality, short, cream, 85 gsm, 10's	pack	1												3	39.00	117.00
6. Constructio Paper, lomg asstd color 250's	pack	1												3	280.00	840.00
Computer Supplies																
1. Hard Disk Drive 500GB SATA	piece	5												10	3,500.00	35,000.00
2. Ink for Canon Pixma PG 810 (black)	cart	10												20	800.00	16,000.00
3. Ink for Canon Pixma PG 811 (colored)	cart	10												20	1,200.00	24,000.00
4. RAM DDR3 13333 (2GB)	piece													5	1,200.00	6,000.00
5. Graphics Card DDR3	piece													5	1,300.00	6,500.00
6. Ink for Epson L210 (Magenta)	bot	5												15	125.00	1,875.00
7. Ink for Epson L210 (Cyan)	bot	5												15	125.00	1,875.00
8. Ink for Epson L210 (Yellow)	bot	5												15	125.00	1,875.00
9. Ink for Epson L210 (Black)	bot	10												30	125.00	3,750.00
10. Computer Ribbon Refill, Epson LX-300-ii	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	42.00	3,528.00
Computer Equipment and Accessories																
1. A4tech keyboard, mouse combo	set	10												20	500.00	10,000.00
2. Projector w/ screen (ACER)	unit													5	30,000.00	150,000.00
3. Printer Canon 3 in 1 w/ CISS	unit													2	6,000.00	12,000.00
***GRAND TOTAL:																993,697.40
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION																1,093,067.14
APPROVED BUDGET:																

*Other categories that are not indicated herein
**Prices


Prepared by:


AILEEN 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.
SUC President II
Head of Office/Agency

Date Prepared:

	TOTAL	SABLAYAN
-	728.00	728.00
-	13,468.32	13,468.32
-	20,922.72	20,922.72
-	11,094.72	11,094.72
-	126.18	126.18
-	201.06	201.06
-	3,723.20	3,723.20

-	19,624.80	19,624.80
-	3,494.40	3,494.40

-	612.02	612.02
-	2,882.88	2,882.88
-	1,326.00	1,326.00
-	419.34	419.34
-	249.60	249.60
-	8,236.80	8,236.80
-	138.24	138.24
-	758.16	758.16

-	1,245.00	1,245.00
-	5,522.40	5,522.40
-	1,331.20	1,331.20
-	2,342.08	2,342.08
-	1,301.14	1,301.14
-	152.59	152.59
-	1,372.80	1,372.80
-	921.24	921.24
-	953.10	953.10
-	51.80	51.80
-	1,310.40	1,310.40
-	592.80	592.80
-	515.84	515.84
-	366.08	366.08
-	196.56	196.56
-	81.96	81.96
-	494.00	494.00
-	327.60	327.60
-	410.80	410.80
-	237.20	237.20
-	183.75	183.75
-	183.75	183.75
-	183.75	183.75
-	31.20	31.20
-	6,607.20	6,607.20
-	11,679.60	11,679.60
-	782.00	782.00
-	984.48	984.48
-	168.48	168.48
-	93.60	93.60
-	615.90	615.90
-	336.96	336.96
-	858.00	858.00
-	1,326.00	1,326.00
-	90.40	90.40
-	244.40	244.40
-	582.40	582.40

-	265.36	265.36
-	43.68	43.68
-	145.60	145.60
-	1,294.20	1,294.20
-	131.04	131.04
-	99.84	99.84
-	259.49	259.49
-	411.84	411.84
-	821.79	821.79
-	524.16	524.16
-	903.30	903.30
-	270.99	270.99
-	873.60	873.60
-	91.28	91.28

-	140.40	140.40
-	419.70	419.70
-	395.20	395.20
-	347.00	347.00
-	686.40	686.40
-	1,768.00	1,768.00
-	1,298.07	1,298.07
-	247.80	247.80
-	208.00	208.00
-	1,560.00	1,560.00
-	1,896.96	1,896.96
-	2,392.00	2,392.00
-	707.20	707.20
-	2,745.60	2,745.60
-	798.72	798.72
-	3,681.60	3,681.60
-	2,068.56	2,068.56
-	686.40	686.40
-	884.00	884.00
-	1,560.00	1,560.00
-	936.00	936.00
-	4,867.20	4,867.20
-	8,112.00	8,112.00
-	5,241.60	5,241.60
-	4,305.60	4,305.60
-	6,845.40	6,845.40
-	18,607.20	18,607.20
-	1,331.20	1,331.20
-	7,488.00	7,488.00
-	623.52	623.52

-	30,000.00	30,000.00
-	15,000.00	15,000.00
-	45,000.00	45,000.00
-	27,000.00	27,000.00
-	34,000.00	34,000.00
-	14,000.00	14,000.00
-	32,500.00	32,500.00
-	2,000.00	2,000.00
-	28,200.00	28,200.00
-	12,000.00	12,000.00
-	27,000.00	27,000.00

-	2,520.00	2,520.00
-	2,520.00	2,520.00
-	2,520.00	2,520.00
-	2,592.00	2,592.00
-	2,592.00	2,592.00
-	2,592.00	2,592.00
-	540.00	540.00
-	2,640.00	2,640.00
-	1,020.00	1,020.00
-	2,400.00	2,400.00
-	78,000.00	78,000.00
-	105,750.00	105,750.00
-	1,872.00	1,872.00
-	2,000.00	2,000.00
-	300.00	300.00
-	1,740.00	1,740.00
-	1,080.00	1,080.00
-	1,125.00	1,125.00
-	144.00	144.00
-	2,500.00	2,500.00
-	850.00	850.00
-	150.00	150.00

-	400.00	400.00
-	840.00	840.00
-	900.00	900.00
-	600.00	600.00
-	770.00	770.00
-	3,300.00	3,300.00

-	1,584.00	1,584.00
-	1,440.00	1,440.00
-	4,560.00	4,560.00
-	126.00	126.00
-	117.00	117.00
-	840.00	840.00

-	35,000.00	35,000.00
-	16,000.00	16,000.00
-	24,000.00	24,000.00
-	6,000.00	6,000.00
-	6,500.00	6,500.00
-	1,875.00	1,875.00
-	1,875.00	1,875.00
-	1,875.00	1,875.00
-	3,750.00	3,750.00
-	3,528.00	3,528.00

-	10,000.00	10,000.00
-	150,000.00	150,000.00
-	12,000.00	12,000.00

993,697.49
1,093,067.44

