

**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 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, and Misamis Occidental (Oroquieta) - **Region XIII**
  - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
  - 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by 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 items. 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@procurementsservice.org or at app.psd@m@yahoo.com.
- Consistent with DBM Circular No. 2011-8, the APP for FY 2014 must be submitted on or before November 15, 2013.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -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 OF BUDGET AND MANAGEMENT**  
**Regional Office XI**

**R E C E I V E D**

By: ncs  
Date: 11/20/13  
Time: 10:20 am

Bureau/Office: UNIVERSITY OF THE PHILIPPINES MINDANAO  
REGION XI-Southern Mindanao  
Central, Tigbok District, Davao City

Contact Person: Socorro Brenda E. Acuña  
Position: Chief, Supply and Property Management Office  
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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			
<b>TABLE AT PROCUREMENT SERVICE STORES</b>																	
<b>COMMON ELECTRICAL SUPPLIES</b>																	
1.5T, 36 watts	piece	18						15							33	74.58	2,461.19
1.5Y, size AA, alkaline, 2 pcs./packet	packet	36	1	4	9	1	4	21					9		85	21.13	1,795.71
1.5Y, size AAA, alkaline, 2 pcs./packet	packet	22		1	8			22					7		60	15.83	950.04
1.5Y, size D, alkaline, 2 pcs./packet	packet								1	1					2	78.62	157.25
1.5SCENT LIGHTING FIXTURE, 1 x 20W	set	5													5	327.60	1,638.00
1.5SCENT LIGHTING FIXTURE, 1 x 40W	set	12	1				3	10							26	382.20	9,937.20
1.5SCENT LAMP, tubular, 36 watts	piece	48			8		5	32					8		101	38.22	3,860.22
1.5ACT FLUORESCENT LIGHT, 18 watts	piece			1				2	1						4	105.82	423.28
1.5ER, 4-40 watts	piece	26					6	20							52	3.68	191.10
1.5electrical	piece	14			1		1	5					2		23	20.20	464.65
	piece																
<b>IN COMPUTER SUPPLIES/CONSUMABLES</b>																	
1.5TER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 100 sheets/box	piece	4		2	2		1	4		2			3	1	19	467.92	8,890.52

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Item & Specifications	Unit of Measure														** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
UTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", s/box	piece	3		2	1		2	3		2		1	2	16	543.60	8,697.53
UTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", s/box	piece			1										1	876.33	876.33
ACT DISK RECORDABLE, min. of 700MB, 1x - 52x speed, 80 min recording time	piece	15	10	110	12	112	11	15	110	10	10	110	10	10	10.00	99.96
PACT DISK REWRITABLE, 700MB min. capacity, es recording time, 4x - 10x min speed	piece	5						5						10	16.87	168.74
RNAL HARD DRIVE, 1TB, 2.5" HDD, USB ward compatible with USB 2.0), 5400 RPM, with r LED light to indicate USB 3.0/USB 2.0 sion, USB powered, Systems Requirements: USB lows XP/Vista/7; MacOSx 10.4 or above, with USB and product guide,	piece	6					2							2	4,103.74	8,207.47
RNAL HARD DRIVE, 500GB, 2.5"HDD, USB 3.0 d compatible with USB 2.0), 5400 RPM, with r LED light to indicate USB 3.0/ USB 2.0 sion, USB powered, System Requirements: USB lows XP/Vista/7; MacOSx 10.4 or above, with USB and product guide	piece	1												1	2,793.34	2,793.34
RECORDABLE, 16x speed, 4.7GB capacity	piece	5		10			10	5		10				10	10.21	102.06
RE-WRITABLE, 4x speed, 4.7GB capacity	piece	23	10	10	10	10	12	15	10	10	10	10	10	10	20.92	209.16
H DRIVE, 16GB, USB 2.0, plug and play	piece	25			1		4							30	529.62	15,888.60
ARTRIDGE, Canon Part No. CL-811, colored	piece	1			1			1			1			4	1,007.92	4,031.66
ARTRIDGE, Canon Part No. PG-810, colored	piece	1			1			1			1			4	756.21	3,024.84
CARTRIDGE, HP 51645A (HP 45), black, for HP 10c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 25c, 1180c, 1220c, 1600c, 1600cm, 6122, Officejet G55, G85, G95, K60, K80, r45, r65, t45, One HP Officejet Pro 1150c, 1170c, 1175c All-in-One Photosmart P1000, P1100, P1215, P1218	piece						1				1			2	1,375.92	2,751.84
ARTRIDGE, HP C1823DA (HP 23), tricolor, for HP 10c, 720c, 810c, 830c, 880c, 890c, 895cxi, 25c HP Officejet Pro 1170c, 5, r65, t45, t65 All-in-One HP PSC 500 All-in-One	cart	1												1	1,681.68	1,681.68
ARTRIDGE, HP C8727AA (HP 27), black, 10mL, skjet 3320, 3325, 3420, 3535, 3550, 3650, 3744, 5 HP PSC 1110, 1210, 1315 All-in-One	piece			1			1			1			1	4	840.84	3,363.36
ARTRIDGE, HP Q8893AA (C8728AA) (HP 28), tri-HP Deskjet 3320, 3325, 3420, 3535, 3550, 3650, 5, 3845, HP Officejet 4110, 4255 All-in-One, HP 1210, 1315 All-in-One	piece			1			1			1			1	4	934.75	3,739.01
ARTRIDGE, HP C9351AA (HP 21), black, for HP 120, 3940, HP PSC 1410, 1402	piece	2			2		2			2				8	658.48	5,267.81

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
ARTRIDGE, HP C9352AA (HP 22), tri-color, for HP 920, 3940, HP Officejet 5610, HP PSC 1410,	piece	1			1			1					1		4	758.94	3,035.76	
ARTRIDGE, HP CD887AA (HP703), black deskjet, skjet D730, F735 All-in-One	cart	2			1			1							4	345.07	1,380.29	
ARTRIDGE, HP CD888AA(HP 703), tricolor or HP Deskjet D730, F735 All-in-One	cart	2			1			1							4	345.07	1,380.29	
ARTRIDGE, HP CD971AA (HP 920), black, for HP 5000, 7000	piece	1													1	800.44	800.44	
ARTRIDGE, HP CD972AA (HP920XL), cyan, for HP 5000, 7000	piece	1													1	600.60	600.60	
ARTRIDGE, HP CD973AA (HP920XL), magenta, lizejet 6000, 7000	piece	1													1	600.60	600.60	
ARTRIDGE, HP CD974AA (HP 920XL), yellow, for jet 6000, 7000	piece	1													1	600.60	600.60	
CARTRIDGE, Epson C13T105190, Black, for ylus T10/T11/ T13/ /C79/C90/TX100/TX110/TX111/TX200/TX210/TX /0W/TX300F/TX510FN/TX600FW/CX3900/CX5500 CX6900F/CX8300/CX9300F, Pigment - 73N	piece	3		2		2	1	2					2		2	14	454.27	6,359.81
CARTRIDGE, Epson C13T105290, Cyan, for ylus T10/T11/ T13/ /C79/C90/TX100/TX110/TX111/TX200/TX210/TX /0W/TX300F/TX510FN/TX600FW/CX3900/CX5500 CX6900F/CX8300/CX9300F, Pigment - 73N	piece	2		1		1		1					1		1	7	454.27	3,179.90
CARTRIDGE, Epson C13T105390, Magenta, for ylus T10/T11/ T13/ /C79/C90/TX100/TX110/TX111/TX200/ /400/TX550W/ X510FN/TX600FW/CX3900/CX5500/CX5900/CX6 /300/CX9300F, Pigment - 73N	piece	2		1		1		1					1		1	7	454.27	3,179.90
CARTRIDGE, Epson C13T105490, Yellow, for ylus T10/T11/ T13/ /C79/C90/TX100/TX110/TX111/TX200/ /400/TX550W/ X510FN/TX600FW/CX3900/CX5500/CX5900/CX6 /300/CX9300F, Pigment - 73N	piece	2		1		1		1					1		1	7	454.27	3,179.90
ER CARTRIDGE, HP Q2612A, black, for HP 1010, 1012, 1015, 1018, 1020, 1022, 3015, 30, 3050, 3052, 3055, M1005, M1319f MFP	piece	4			2			2						3		11	3,142.02	34,562.22
ER CARTRIDGE, Brother TN-2025	piece	1			2			2						1		6	2,986.62	17,919.72
ON, Epson RN 8750	piece	1						1								2	80.59	161.18
ER CARTRIDGE, Samsung ML-2010D3 (ML-1610)	piece	2			2			2						2		8	3,712.80	29,702.40

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Item & Specifications	Unit of Measure													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
TONER CARTRIDGE, TK 100, for Kyocera Mita KM-	piece	1			3			2			2			8	3,044.28	24,354.20
IMAGING UNIT, Hewlett Packard Part No. CE314A, imaging unit	piece													0	3,974.88	
TONER CARTRIDGE, Kyocera Mita TK330, for printer 00DN (TK-439)	piece	2						2						4	8,444.44	33,777.74
MOUSE, optical, USB connection type	piece	5			1	1		1						8	151.24	1,209.94
<b>COMMON OFFICE SUPPLIES</b>																
NETATE, gauge #3, 50m in length	piece	4			1		1	4			1			11	589.68	6,486.48
FRAGRANCE FRESHENER, 280mL/can	piece	18	1	2	4	1	4	10	1	2	2			45	93.91	4,226.04
ALCOHOL, 70%, ethyl	piece	49	2	10	24	2	11	43	3	11	25	2	9	191	40.13	7,665.02
COVER, 3-ring, D-type, A4, 64mm(2.5"), with insert-view pocket on front, back and spine for label	piece	8						5						13	114.66	1,490.58
COVER, 3-ring, D-type, legal, 64MM(2.5"), with insert-view pocket on front, back and spine for label	piece	3												3	120.12	360.36
ARBON FILM, polyethylene, 210mm x 297mm(A-4), /box	piece	2												2	343.98	687.96
ARBON FILM, polyethylene, 216mm x 330mm, /box	piece	3						2						5	305.41	1,527.07
ARTOLINA, assorted color, 20s/pack	piece	6			1	2	1		2			2		14	74.26	1,039.58
ARTOLINA, white, 20s/pack	piece	26	1		2		3	12			1			45	47.94	2,157.44
WAX PAPER, white, dustless, 100 pcs/box	piece	17			6		3	12			6			44	29.43	1,294.99
LEARNER, A4 SIZE, for 210mm x 297mm (A4 size) documents, refillable, plastic, overall size (min) of cover (L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of cover, with twenty(20) clear transparent plastic pockets	piece	13					4							17	81.90	1,392.30
LEARNER, LEGAL SIZE, for 216mm x 330mm (legal documents, refillable, plastic, overall size(min) of cover (L x 242mm(W) and 0.48mm thickness, assorted colors(black, blue, red, yellow), 0.06mm(min) thickness of cover, with twenty(20) clear transparent plastic pockets	piece	19						5			5			29	87.36	2,533.44
LIP, bulldog (3")	piece	46						10						56	7.54	422.18
LIP, backfold, 25mm, 12s/box	piece	19	5	4	2		1	10						41	11.47	470.11
LIP, backfold, 50mm, 12s/box	piece	23	4	5				9						41	43.68	1,790.88
LIP, backfold, 19mm, 12s/box	piece	10			3		1	1			1			16	7.97	127.51
LIP, backfold, 32mm, 12s/box	piece	10			1		1	2			1			15	18.56	278.46
OLUMNAR PAD, 14 cols, 50 gsm min.	piece	5					1	5						11	44.77	492.49
OLUMNAR PAD, 16 cols, 50 gsm min.	piece	1					1							2	44.77	89.54
OLUMNAR PAD, 18 cols, 50 gsm min.	piece	2								2				4	57.88	231.50
OLUMNAR NOTEBOOK, 12 cols	piece	14						6						20	20.75	414.96

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Item & Specifications	Unit of Measure													Total	** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
RECTION TAPE, disposable, usable length of 6 (nin), 5mm width	piece	73	3	4	26	4	5	51	3	6	26	3	2	206	13.65	2,811.90
A FILE BOX, (5"x9"x15-3/4")	piece	47			4		3	7			2			63	64.43	4,058.96
\ FOLDER, w/ finger ring, (3" x 9" x 15")	piece	14			5		3	5						27	65.52	1,769.04
BINDER, TB, for 11" X 9-1/2" CCF	piece	12												12	49.04	588.42
LOPE, expanding, kraft, legal size, 100s/box	piece	4		1	1			1						7	606.06	4,242.42
LOPE, mailing white, 500s/box	piece	4		1				1						6	146.20	877.21
LOPE, mailing white with window, 500s	piece	2					1							3	192.07	576.20
LOPE, expanding, plastic, legal size	piece	21	6					20						47	36.46	1,713.43
LOPE, documentary, A4, 500s/box	piece	2												2	423.70	847.39
ER, blackboard/whiteboard	piece	40			1	7	2	7						57	13.08	745.73
ER, rubber	piece	17			1			11		5				34	3.28	111.38
ORGANIZER, expanding, legal, plastic, assorted	piece	26						6						32	80.14	2,564.35
LAB DIVIDER, A4, for 210mm x 297mm (A4 size) its, bristol board, 297mm x 210mm Leaf l, 65mm x 12mm Tab Size, 153 gsm., 0.22mm thickness, five (5) colors per set	piece	2												2	13.10	26.21
ER, pressboard, plain, legal, 100s/box	piece	6						2						8	884.52	7,076.16
ER, tagboard, legal size, 100s/box	piece	2						1		1				4	247.88	991.54
ER, tagboard, A4 size, 100s/box	piece	2						1						3	311.22	933.66
ER, morocco/fancy, legal size, 50s/pack	piece	1												1	353.37	353.37
ER, morocco/fancy, A4 size, 50s/pack	piece	1												1	298.99	298.99
ER, clear plastic, L-type, A4 size, 50s/pack	piece			1			1			1				3	189.66	568.98
ER, clear plastic, L-type, legal size, 50s/pack	piece	10				1	5				1			17	211.50	3,595.53
, all purpose, 300 grams min.	piece	12		2			1	3		3	1			22	54.58	1,200.74
TRATION BOARD, (30"x40"), 2 ply	piece	5						5						10	40.95	409.50
X CARD, 3"x 5", ruled both sides, 500s/pack	piece	7						1						8	49.69	397.49
X CARD, 5" x 8", ruled both side, 500s/pack	piece	1						1						2	135.41	270.82
X TAB, self-adhesive, 10 pcs/box	piece				1			2		1				4	54.60	218.40
, for mechanical pencil, 0.5mm, 12 pcs/tube	piece	1						1						2	9.83	19.66
A PAPER, 1200mm x 900mm, 60gsm., 0.14mm, pale yellow, 10 sheets per sleeves	piece	45		2	1	2	1	13	2	4	1	2		73	27.30	1,992.90
ZINE FILE BOX, 110mm x 220mm x 265mm, 1 end	piece	9		1							1			11	42.76	470.32
ZINE FILE BOX, 112mm x 200mm x 240mm, 1 end	piece			1							1			2	38.22	76.44
MIN, round head, 100s/case	piece	1												1	43.68	43.68
ER, fluorescent, 3 colors/set	piece	41			6		5	19	1		6			78	38.77	3,023.75
ING PEN, whiteboard, black	piece	67			22	5	21	42		5	52			214	12.88	2,757.07
ING PEN, whiteboard, blue	piece	62			22		10	39			43			176	12.88	2,267.50
ING PEN, whiteboard, red	piece	14			6		9				6			35	12.88	450.92
ER, permanent, black	piece	24		5	12			23			22			86	15.29	1,314.77
ER, permanent, blue	piece	20		5	7			12			12			56	15.29	856.13
ER, permanent, red	piece	19		5	6			11			11			52	15.29	794.98
BOOK, stenographer's, 40 leaves, ruled both	piece	34		100	11		105	13		100	13			376	8.52	3,201.83
PAD, (3"x3"), 100 sheets/pad	piece	14	1		9						9			45	38.00	1,709.98
PAD, (3"x4"), 100 sheets/pad	piece	3	1		17									5	54.47	272.37

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Item & Specifications	Unit of Measure													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
TE PAD, (2"x2"), 400 sheets/pad	piece	8	1											9	96.10	864.86
TE PAD, (2"x3"), 100 sheets/pad	piece	32	1		5			17					5	60	33.85	2,031.12
for general purpose, 120 mL	piece	1						1						2	38.22	76.44
ER, bond, Premium Grade, 210mm x 297mm (A4),	piece	122	10	15	92	15	22	100	10	19	92	17	10	524	98.52	51,625.27
ER, mimeograph, Whitewove, 210mm x 297mm, l., 480 sheets ream	piece	7			6			4			4			21	98.52	2,068.95
ER, multicopy, 210mm x 297mm(A4), 80gsm	piece	50	5	5	43	3	8	45	10	5	37	5	5	221	111.71	24,687.80
ER, for Plain Paper Copier, 210mm x 297mm (A4)	piece	10	3	13	5	3	13	10	3	13	5	3	3	84	100.41	8,434.57
ER, for Plain Paper Copier, 254mm 356mm(B4).	piece	5						5						10	156.16	1,561.56
ER, thermal, 210mmx30M, 1/2" core	piece	7			5	1		7			6			26	36.04	936.94
ER, thermal, 216mmx30M, 1/2" core	piece	4			2			2			2			10	36.58	365.82
CHMENT PAPER, A4 size, 80 gsm, 100 sheets/pack	piece	17	1	1			1	5			1			26	129.82	3,375.37
ER FASTENER, for paper, metal, 50 sets/box	piece	18		2	5		2	8		2	6			43	68.63	2,951.00
ER CLIP, gem type, jumbo, 48mm, 100s/box	piece	25		1	6	1	2	12		1	6	1		55	12.39	681.45
ER CLIP, gem type, 32mm, 100s/box	piece	15			6	1	2	7		1	5	1		38	6.97	264.94
IL, lead, w/eraser, One(1) dozen per box	box	22			1	5	1	2	5		2	5		43	25.01	1,075.47
IL, mechanical, for 0.5mm lead	piece	4												4	21.84	87.36
SH PIN, flat head type, assorted colors, 100s/case	piece	8		1	3			2	1					15	21.24	318.62
ORD BOOK, 300 pages, Smythe sewn	piece	35			3			9						47	52.42	2,463.55
ORD BOOK, 500 pages, Smythe sewn	piece	22			1		5	6			3			37	87.36	3,232.32
BON, nylon, manual typewriter	piece	2			2									4	16.38	65.52
G BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	piece	3						2						5	34.93	174.67
NG BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece	2			2			2			2			8	11.96	95.68
BBER BAND, 1.0mm min thickness, min. ms/box or approx 220pcs	piece	10					1	2			1			14	108.09	1,513.22
JLER, plastic, 300mm	piece	15						7						15	2.38	35.75
JLER, plastic, 450mm	piece	18						7						25	19.66	491.40
GN PEN, black	piece	43	1	8	9	1	9	34	11	1	10	6	1	134	44.65	5,982.56
GN PEN, blue	piece	18	1	6	3	1	9	15	1	1	2	6	1	64	44.65	2,857.34
GN PEN, red	piece	14		2	5		3	12			5	2		43	44.65	1,919.78
AMP PAD INK, violet, 50ml	piece	24		1	15		1	16		1	14			72	24.02	1,729.73
AMP PAD, felt pad, min 60mm x 100mm	piece	10		1	2			2			4			19	23.90	454.06
APLE WIRE, standard, 5000 pcs/box	piece	26		1	9	1	5	14		2	6			64	23.46	1,501.25
APLE WIRE, HEAVY DUTY, 23/13, for use with duty staplers, metal, non-rust, chisel point. n thickness, 13mm width, 13mm leg length, 100 per strip, 1,000 staples per box, 40-90 sheets of bond paper	piece	5			2			3			2			12	32.49	389.84
APLE WIRE, HEAVY DUTY, 23/17, for heavy duty s, metal, non-rust, chisel point, 0.60mm thickness, width, 17mm Leg Length, 100 staples per trip, staples per box, 90-135 sheets of 70 gsm bond	piece	2			2			2			2			8	42.46	339.70

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