

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

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

1. Indicate the agency's monthly requirement per item in the APP form. This form will automatically compute for the Total Quarterly requirement, Total Amount per Item and the Grand Total.
2. APPs are considered Incomplete if: a) forms used is other than the prescribed format downloaded at <http://philappc.gov.ph> and b) correct format is used but fields were deleted and/or inserted in Part II.A of the APP. The agency will be informed through e-mail if the submission is incomplete.
3. For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify in the Items 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 e-commerce catalogue if visual source is soon as it is procured and made available by the Procurement Service.
4. The accomplished HEAD COPY of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entries in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DeptId, DOId, DIPPdId, CHED, TESDA and SUCS

The accomplished SOFT COPY of the APP CSE shall be submitted to the following email addresses:

 - a. appcse@dmr.com- For central and regional offices of all national government agencies
 - b. appcse@dmr.com- For main and other campuses of all state universities and colleges
 - c. appcse@dmr.com- For all central and regional offices of government-owned and controlled corporations
 - d. appcse@dmr.com- For primary and secondary schools
 - e. appcse@dmr.com- For Local government units
5. Consistent with Circular Letter No. 2017-10 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Retain your APP in the following format: APP2018- Name of Agency-Region (e.g. APP2018-PS-Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02) 6261-6944 or (02) 6261-9234 loc. 1021.

Department/Office/University of the Philippines: _____ Agency Account Code: _____

Region: _____ City: _____

Contact Person: _____

Position: _____

E-mail: _____

Telephone Number: _____

Item Description	Quantity Requirement												Price Change	TOTAL AMOUNT			
	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
AVAILABLE PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
BATTERIES, dry cell, AA, 1.5 volt, per 1000 pack	20													0	20	30.25	605.00
BATTERIES, dry cell, AAA, 1.5 volt, per 1000 pack	20								1						30	19.20	576.00
BATTERIES, dry cell, 1.5 volt, alkaline	4														4	91.91	367.64
COMMON CHEMICAL SUPPLIES																	
ADMICHIPTON, 500ml, 3000/lot	10									1					11	84.59	930.50
ALUMINA, 500g, 1000/lot	21								20						40	45.23	1,809.30
ALUMINUM, 500g, 1000/lot	5								5						10	205.48	2,054.80
ALUMINUM, 500g, 1000/lot	1								0						1	38.19	38.19
ALUMINUM, 500g, 1000/lot	1								0						1	48.47	48.47
ALUMINUM, 500g, 1000/lot	11								0						11	7.87	86.57

1	CUP BOARDS, all metal, slinking 20mm (1mm)	box	1															1	13.94	70.04
2	CUP boards, all metal, damping 31mm (1mm)	box	2															1	16.66	14.85
3	CUP BOARDS, all metal, damping 30mm (1mm)	box	1															6	41.10	13.39
4	CORRECTION TONE, for laser type, 4.0 mm min	piece	25															21	18.26	1.6666
5	CORRECTION TONE, laser type, 4.0 mm min	box	18															15	22.57	3.4814
6	DATA RIBBON, 6mm x 110mm, 100 sheets, with dust proof	piece	3															6	71.39	141.77
7	DATA RIBBON, 6mm x 110mm, 100 sheets	box	1															6	424.47	84.47
8	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	1															6	352.84	661.84
9	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	4															6	627.13	1788.83
10	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	3															6	11.55	46.21
11	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	11															7	55.37	1484.81
12	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	3															6	73.59	188.77
13	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	2															6	18.88	29.64
14	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	2															6	17.37	34.71
15	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	5															6	256.30	1291.91
16	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	5															6	320.85	1815.14
17	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	5															6	177.93	894.65
18	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	5															6	223.27	571.81
19	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	1															6	776.59	766.09
20	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	6															6	226.65	1728.33
21	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	6															6	208.38	1224.31
22	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	6															6	49.73	296.89
23	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	box	10															6	53.94	311.07
24	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	1															6	63.16	344.11
25	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	3															6	36.97	114.63
26	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	35															6	36.59	645.96
27	DATA RIBBON, 6mm x 110mm, 100 sheets, for legal size document	piece	21															6	30.59	314.83

14	MARKER, white/black, red, red (10), bullet type	piece	5														0	5	10.05	85.55
15	MARKER, permanent, bullet type, black	piece	10														0	10	10.04	190.58
16	MARKER, permanent, bullet type, blue	piece	11														0	11	10.04	110.49
17	MARKER, permanent, bullet type, red	piece	5														0	5	10.04	50.20
18	NOTE PAD, white, 30 rows (8 1/2" x 11")	pad	6														0	6	32.45	194.59
19	NOTE PAD, white, 30 rows (8 1/2" x 11")	pad	4														0	5	46.52	194.82
20	NOTE PAD, white, 30 rows (8 1/2" x 11")	pad	3														0	3	59.49	102.44
21	POSSIBLE, white/black, 1/4" x 1/8" x 1/8"	piece	8														19	5	6.31	121.05
22	RAZER CLIP, white/black, 1/4" x 1/8" x 1/8"	piece	7														5	6	16.04	248.28
23	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	40														26	35	137.05	12,108.00
24	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	16														5	5	160.94	4,695.26
25	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	63														21	38	119.09	1,510.91
26	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	25														3	41	123.08	5,415.26
27	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	4														0	4	95.18	382.72
28	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	26														3	5	34.09	1,008.54
29	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	5														3	1	10.40	21.42
30	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	5														2	4	319.09	4,463.31
31	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	2														0	2	62.73	125.47
32	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	2														0	2	97.34	194.69
33	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	8														6	17	269.14	3,210.81
34	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	3														1	7	97.06	694.33
35	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	5														0	5	46.10	230.51
36	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	28														14	40	35.99	3,410.51
37	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	19														11	48	35.99	1,310.25
38	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	4														0	4	35.99	143.68
39	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	8														4	14	25.67	266.09
40	RAZER, white/black, 1/4" x 1/8" x 1/8"	piece	5														3	8	28.17	218.43

ITEMS	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	QTY	UNIT	PRICE	TOTAL	
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	31.51	31510																	41014
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	19.08	19080																	7577
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	57.32	57320																	57315
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	159.24	159240																	64887
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	29.08	29080																	48323
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	11.35	11350																	62449
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	37.58	37580																	14423
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	70.30	70300																	44014
COMMON OFFICE SUPPLIES																					
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	10.22	10220																	3407
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	20.05	20050																	8539
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	14.28	14280																	5710
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	93.95	93950																	18798
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	18.97	18970																	8736
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	51.57	51570																	10115
COMMON JANITORIAL SUPPLIES																					
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	137.20	137200																	8520
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	18.77	18770																	3614
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	44.27	44270																	4442
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	143.77	143770																	18256
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	1587.44	1587440																	128717
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	148.18	148180																	1028
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	51.88	51880																	5449
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	107.08	107080																	10323
1000 SHEET, 12" x 18" (48" x 72")	1000	sheet	145.46	145460																	8125
COMMON HOUSE EQUIPMENT																					

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ITEM NO	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE	TAX	NET TOTAL	DATE	STATUS	REMARKS
PAPER TRAY ACCOUNTING WORKING										
Page: 1 of 4										
COMPUTER EQUIPMENT SUPPLIES										
1	CLASS: DTYPE, 10 CE capacity	piece	5					284.25	0	284.25
2	CLASS: DTYPE, 10 CE capacity	piece	5					140.59	0	140.59
COMPUTER SUPPLIES										
3	INK CARTRIDGE (HP4400) (4400), Cyan	cartr	1					264.99	0	264.99
4	INK CARTRIDGE (HP4400) (4400), Magenta	cartr	1					264.99	0	264.99
OTHER ITEMS NOT AVAILABLE AT PS BUT BEING PURCHASED FROM OTHER SOURCES (Please indicate price of item)										
POSTAL AND TELECOMMUNICATIONS										
5	Google Recorder with a 1mm x 23 mm x 46mm	pc	1					5,000.00	0	5,000.00
6	CD-RW 52X 700MB	pc	2					25.00	0	25.00
7	Internet Access fee	pc	1					5,000.00	0	5,000.00
8		pc	1						0	
COMPUTER EQUIPMENT SUPPLIES										
9	COMPUTER CONTROLLER SYSTEM (HP), P# 800	box	10					510.00	0	510.00
10	COMPUTER CONTROLLER SYSTEM (HP), P# 800	box	6					950.30	0	950.30
11	COMPUTER CONTROLLER SYSTEM (HP), P# 800	box	5					709.28	0	709.28
12	CLASS: DTYPE, 10 CE capacity	piece	50					4.00	0	4.00
13	CLASS: DTYPE, 10 CE capacity	piece	6					9.00	0	9.00
14	CLASS: DTYPE, 10 CE capacity	piece	6					15.32	0	15.32
15	CLASS: DTYPE, 10 CE capacity	piece	3					45.00	0	45.00
16	CLASS: DTYPE, 10 CE capacity	piece	3					43.00	0	43.00
17	CLASS: DTYPE, 10 CE capacity	piece	5					120.00	0	120.00
18	CLASS: DTYPE, 10 CE capacity	piece	4					150.00	0	150.00
19	CLASS: DTYPE, 10 CE capacity	piece	30					30.00	0	30.00
20	CLASS: DTYPE, 10 CE capacity	piece	3					150.00	0	150.00
21	CLASS: DTYPE, 10 CE capacity	piece	37					55.00	0	55.00
22	CLASS: DTYPE, 10 CE capacity	piece	37					26.00	0	26.00
23	CLASS: DTYPE, 10 CE capacity	piece	35					9.00	0	9.00
24	CLASS: DTYPE, 10 CE capacity	piece	32					37.41	0	37.41
25	CLASS: DTYPE, 10 CE capacity	piece	1					25.01	0	25.01
26	CLASS: DTYPE, 10 CE capacity	piece	5					13.65	0	13.65
27	CLASS: DTYPE, 10 CE capacity	piece	2					45.00	0	45.00
28	CLASS: DTYPE, 10 CE capacity	piece	3					800.00	0	800.00
29	CLASS: DTYPE, 10 CE capacity	piece	5					12.88	0	12.88
30	CLASS: DTYPE, 10 CE capacity	piece	5					300.00	0	300.00
31	CLASS: DTYPE, 10 CE capacity	piece	4					33.25	0	33.25
32	CLASS: DTYPE, 10 CE capacity	piece	5					10.39	0	10.39
33	CLASS: DTYPE, 10 CE capacity	piece	1					44.00	0	44.00
34	CLASS: DTYPE, 10 CE capacity	piece	34					44.56	0	44.56
35	CLASS: DTYPE, 10 CE capacity	piece	1						0	
POSTAL AND TELECOMMUNICATIONS										
36	Google Recorder with a 1mm x 23 mm x 46mm	pc	10					5,000.00	0	5,000.00
37	CD-RW 52X 700MB	pc	6					25.00	0	25.00
38	Internet Access fee	pc	5					5,000.00	0	5,000.00
39		pc	1						0	
40		pc	1						0	
41		pc	1						0	
42		pc	1						0	
43		pc	1						0	
44		pc	1						0	
45		pc	1						0	
46		pc	1						0	
47		pc	1						0	
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98		pc	1						0	
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100		pc	1						0	

Handwritten initials/signature.

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196	197	198	199	200
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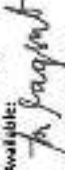
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NET TO BE PAID TO THE STATE OF CALIFORNIA

	1000	0000	1000	0000	1000	0000	1000	0000	1000	0000	1000	0000	1000	0000
a) General maintenance														
b) Printing														
c) Fuel														
d) Freight														
e) Insurance														
f) Postage														
g) Telephone														
h) Water														
i) Sewer														
j) Gas														
k) Electric														
l) Heat														
m) Miscellaneous														
n) Depreciation														
o) Amortization														
p) Interest														
q) Dividends														
r) Royalties														
s) Pensions														
t) Social Security														
u) Unemployment														
v) Workers' Compensation														
w) Health Insurance														
x) Life Insurance														
y) Dental Insurance														
z) Vision Insurance														
aa) Disability Insurance														
ab) Other Insurance														
ac) Contingency														
ad) Reserve														
ae) Other														
TOTAL (A - R)														412,553.01
GRAND TOTAL (C + D)														598,733.38
EMPLOYED BUDGET BY THE AGENCY HEAD														
MONTHLY CASH REQUIREMENTS														
Available at Approved Service Points														17,935,100
Other items received in 2017 but not yet received from other sources														12,310,400
TOTAL MONTHLY CASH REQUIREMENTS														30,245,500

We hereby warrant that the total amount reflected in this Annual Capital Equipment Procurement Plan to ensure the fleet of computers, supplies, materials and equipment has been included is or will be our approved budget for the year.

Prepared by:  Socorro Brando E. Acuna, Accountant / Local Budget Officer

Approved by:  Yvettta V. Lopez, Head of Office/Agency