

**ANNUAL PROCUREMENT PLAN FOR 2018
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, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay- **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, 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 is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through 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 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.
 - The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs
 The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com. For Local Government Units
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -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/Bureau/Office: NORTHERN ILOILO POLYTECHNIC STATE COLLEGE AJUY CAMPUS
Region: VI - ILOILO
Address: SAN ANTONIO, AJUY, ILOILO

Contact Person: ENGR. ARNULFO G. SAUL
Position: AO1
E-mail: villapezj@yahoo.com
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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of August 16, 2016	TOTAL AMOUNT							
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	July	Aug	Sept			Q3	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
5	FLUORESCENT LAMP,	tube				3	108.9											0	0	3	36.30	108.90
7	TAPE, electrical	roll				5	91											0	0	5	18.20	91.00
COMMON OFFICE SUPPLIES																						
2	AIR FRESHENER, 280ml/can	can				10	832											0	0	10	83.20	832.00
3	ALCOHOL, 70%, ethyl, 500ml	bottle				10	478.2											0	0	10	47.82	478.20
7	CHALK, white, dustless, 100	box				5	129.3											0	0	5	25.86	129.30
41	MARKER, whiteboard, bullet	piece				30	308.4											0	0	30	10.28	308.40
44	MARKER, permanent, bullet	piece				30	289.5											0	0	30	9.65	289.50
60	PENCIL, lead, w/eraser,	box				10	196.2											0	0	10	19.62	196.20
63	RECORD BOOK, 500 pages,	book				10	868.5											0	0	10	86.85	868.50
67	SIGN PEN, black	piece				30	1143											0	0	30	38.10	1,143.00
72	STAPLE WIRE, Heavy duty,	box				10	304.2											0	0	10	30.42	304.20
73	STAPLE WIRE, Standard	box				10	189.2											0	0	10	18.92	189.20
COMMON OFFICE DEVICES																						
4	PENCIL SHARPENER, 1 piece	piece				2	374.4											0	0	2	187.20	374.40
6	SCISSORS, (6")	pair				5	68.65											0	0	5	13.73	68.65
7	STAPLER, standard	piece				5	410.8											0	0	5	82.16	410.80
8	STAPLER, binder type, heavy	piece				2	1757.6											0	0	2	878.80	1,757.60
COMMON JANITORIAL SUPPLIES																						
1	BROOM, soft (tambo)	piece				3	265.2											0	0	3	88.40	265.20
3	CLEANER, TOILET BOWL	bottle				10	416											0	0	10	41.60	416.00
COMMON OFFICE EQUIPMENT																						
2	CALCULATOR, COMPACT,	unit				5	711.8											0	0	5	142.36	711.80
COMMON COMPUTER SUPPLIES																						
8	EXTERNAL HARD DRIVE, 1TB,	piece				1	2818.4											0	0	1	2,818.40	2,818.40
9	FLASH DRIVE, 16GB, USB 2.0,	piece				3	583.44											0	0	3	194.48	583.44
HANDBOOK ON PROCUREMENT																						
CONSUMABLES																						
13	INK CART, CANON PG-810,	cart				6	4424.2											0	0	6	737.36	4,424.16
17	INK CART, CANON CL-811,	cart				5	4851.6											0	0	5	970.32	4,851.60
28	INK CART, EPSON	cart				2	509.6											0	0	2	254.80	509.60
29	INK CART, EPSON	cart				2	509.6											0	0	2	254.80	509.60
30	INK CART, EPSON	cart				2	509.6											0	0	2	254.80	509.60
31	INK CART, EPSON	cart				2	509.6											0	0	2	254.80	509.60
84	INK CART, HP CN692AA,	cart				6	2152.8											0	0	6	358.80	2,152.80
85	INK CART, HP CN693AA,	cart				5	1794											0	0	5	358.80	1,794.00
86	INK CART, HP CZ107AA,	cart				6	2152.8											0	0	6	358.80	2,152.80
87	INK CART, HP CZ108AA,	cart				5	1804.4											0	0	5	360.88	1,804.40
C. TOTAL (A + B):																				31,562.85		
D. ADDITIONAL PROVISION																				3,156.29		
E. GRAND TOTAL (C + D)																				34,719.14		
F. APPROVED BUDGET BY																						
G. MONTHLY CASH																						
G.1 Available at Procurement						31563												0				31562.85
G.2 Other Items not available at						-												-				-
TOTAL MONTHLY CASH						31563												0				31562.85

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

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


Prepared by:


ENGR. ARNULFO G. SAUL
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:


KATHLEEN R. BUÑE, CPA
Accountant /
Local Budget Officer

Approved by:


DR. WILFREDA G. ARONES
Head of Office/Agency

Date Prepared:
11/27/2017