

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

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

- 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 [ps-phileps.gov.ph](http://ps-phileps.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:
  - app.nga.ps@gmail.com- For central and regional offices of all national government agencies
  - app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
  - app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
  - app.deped.ps@gmail.com- For primary and secondary schools
  - app.lgu.ps@gmail.com - For Local government units
- Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
- Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
- For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office:	Northern Iloilo Polytechnic State College - Concepcion Campus	Agency Account Code:	No Code	Contact Person:	LOIDA D. PUNSALAN
Region:	VI - Bacolod			Position:	AO I
Address:	D.B. Oñate Street, Poblacion, Concepcion, Iloilo			E-mail:	npsccfinance@gmail.com
				Telephone/Mobile Nos:	9398121518

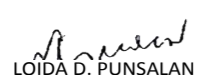
Item & Specifications	Unit of Measure	Quantity Requirement																Price Catalogue	TOTAL AMOUNT			
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total Quantity		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																						
<b>COMMON ELECTRICAL SUPPLIES</b>																						
<b>COMMON OFFICE SUPPLIES</b>																						
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle			30	30						0						0	30	49.73	1,491.90	
14	CORRECTION TAPE, film base type, UL 6m min	piece			24	24						0						0	24	18.26	438.24	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box			2	2						0						0	2	667.84	1,335.68	
25	FASTENER, METAL, 70mm between prongs	box			24	24						0						0	24	59.37	1,424.88	
39	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box			1	1						0						0	1	776.59	776.59	
38	GLUE, all purpose, gross weight: 200 grams min	jar			10	10						0						0	10	49.73	497.30	
40	MARKER, FLUORESCENT, 3 assorted colors per set	set			5	5						0						0	5	36.97	184.85	
41	MARKER, whiteboard, black, felt tip, bullet type	piece			48	48						0						0	48	10.69	513.12	
51	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			48	48						0						0	48	6.91	331.68	
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			24	24						0						0	24	14.04	336.96	
65	RUBBER BAND, 70mm min lay flat length (#18)	box			12	12						0						0	12	97.04	1,164.48	
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			48	48						0						0	48	35.99	1,727.52	
73	STAPLE WIRE, STANDARD, (26/6)	box			12	12						0						0	12	19.68	236.16	
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			10	10						0						0	10	70.30	703.00	
<b>COMMON OFFICE DEVICES</b>																						
1	CUTTER BLADE, for heavy duty cutter	tube			5	5						0						0	5	10.22	51.10	
2	CUTTER KNIFE, for general purpose	piece			5	5						0						0	5	20.55	102.75	
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece			2	2						0						0	2	913.95	1,827.90	
<b>COMMON JANITORIAL SUPPLIES</b>																						
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle			6	6						0						0	6	43.26	259.56	
5	DETERGENT POWDER, all purpose, 1kg	pouch			3	3						0						0	3	38.93	116.79	
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			6	6						0						0	6	125.20	751.20	
8	FLOOR WAX, PASTE, RED	can			24	24						0						0	24	280.13	6,723.12	
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can			3	3						0						0	3	90.85	272.55	
10	INSECTICIDE, aerosol type, net content: 600ml min	can			6	6						0						0	6	142.77	856.62	
16	TRASHBAG, plastic, transparent	roll			3	3						0						0	3	145.48	436.44	
<b>COMMON OFFICE EQUIPMENT</b>																						
<b>COMMON COMPUTER SUPPLIES</b>																						
<b>HANDBOOK ON PROCUREMENT</b>																						
<b>CONSUMABLES</b>																						
6	INK CART, EPSON C13T664100 (T6641), Black	cart			8	8						0						0	8	264.99	2,119.92	
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart			8	8						0						0	8	264.99	2,119.92	
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart			8	8						0						0	8	264.99	2,119.92	
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart			8	8						0						0	8	264.99	2,119.92	
<b>COMMON OFFICE EQUIPMENT</b>																						
<b>COMMON OFFICE SUPPLIES</b>																						
<b>COMMON JANITORIAL SUPPLIES</b>																						
<b>CONSUMABLES</b>																						
<b>C. TOTAL (A + B):</b>																				<b>P</b>	<b>31,040.07</b>	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																					<b>P</b>	<b>3,104.01</b>
<b>E. GRAND TOTAL (C + D)</b>																					<b>P</b>	<b>34,144.08</b>
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																						
<b>G. MONTHLY CASH REQUIREMENTS</b>																						
G.1 Available at Procurement Service Stores					31,040.07																<b>P</b>	31,040.07
G.2 Other Items not available at PS but regularly purchased from other sources					-																<b>P</b>	-
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					31,040.07																<b>P</b>	31,040.07

\*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 year.

Prepared by:

  
LOIDA D. PUNSALAN  
Property/Supply Officer

Certified Funds Available / Certified Appropriate  
Funds Available:

  
GLAIZA B. ALERTA  
Accountant / Local Budget Officer

Approved by:

  
MERCEDITA L. LEANO  
Head of Office/Agency

Date: 11/17/2017