

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

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-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.**
5. 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.
6. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. 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:

 - a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - c. ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. ps.app.deped@gmail.com- For primary and secondary schools
 - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **BUREAU OF LOCAL EMPLOYMENT (BLE-PESO)** Agency Account Code: _____
 Region: _____ Contact Person: _____
 Address: _____ Position: _____
 E-mail: _____ Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	0	2	0	2	0	5	0	5	0	5	0	5	5	0	0	5	17	15.03	255.51

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
COMMON OFFICE SUPPLIES																				
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	0	0	0	0	0	0	0	0	10	0	0	0	5	0	0	5	15	95.26	1,428.90
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	0	0	0	0	0	0	5	5	0	0	0	0	0	0	0	0	5	114.35	571.75
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream	0	0	0	0	5	0	0	5	0	5	0	0	0	0	0	0	10	88.40	884.00
78 TAPE, packaging, 48mm, 50 meters length	roll	0	0	0	0	0	0	0	0	0	5	0	5	0	0	0	0	5	32.74	163.70
COMMON COMPUTER SUPPLIES																				
10 MOUSE, optical, USB connection type	unit	0	0	0	0	0	0	5	5	5	0	0	5	0	0	0	0	10	127.80	1,278.00
CONSUMABLES																				
71 INK CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	2	0	0	2	2	0	0	0	0	0	0	0	4	358.80	1,435.20
72 INK CART, HP CD888AA, (HP703), Tri-color	cart	0	0	0	0	3	0	0	3	3	0	0	3	0	0	0	0	6	358.80	2,152.80
86 INK CART, HP CZ107AA, (HP678), Black	cart	0	0	0	0	0	2	0	2	0	2	0	2	0	0	0	0	4	358.80	1,435.20
87 INK CART, HP CZ108AA, (HP678), Tricolor	cart	0	0	0	0	0	6	0	6	0	3	0	3	0	0	0	0	6	360.88	2,165.28
116 TONER CART, HP CE285A (HP85A), Black	cart	1	0	0	1	0	1	0	1	2	0	0	2	2	0	0	0	6	2,756.00	16,536.00
136 TONER CART, HP Q2612A, Black	cart	1	0	0	1	2	0	0	2	1	0	0	1	0	1	0	1	5	3,104.40	15,522.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON OFFICE EQUIPMENT																				
1 Printer	unit	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	1	4,400.00	4,400.00
COMMON OFFICE SUPPLIES																				
1 BALLPOINT PEN, black	piece	0	100	0	100	0	100	0	100	100	0	0	0	0	100	0	100	400	3.40	1,360.00
4 PHOTO PAPER, A4 10pcs/box	packs	0	0	0	0	0	0	0	0	5	0	0	5	0	0	0	0	5	120.00	600.00
5 TAPE, ADHESIVE, 1" (DOUBLE SIDED)	roll	0	0	0	0	0	0	0	0	5	0	0	5	0	0	0	0	5	35.00	175.00
6 ID Plastic Card Jacket (A2), with lace, Glue Card	piece	0	100	0	100	100	0	0	100	0	100	0	100	100	0	0	0	400	6.00	2,400.00
7 Laminating Film (A4), 100s/box	box	0	0	0	0	0	0	0	0	5	0	0	5	0	0	0	0	5	480.00	2,400.00
8 Specialty Paper A4 Size, 10s/pack (for calling card)	packs	0	0	0	0	0	0	0	0	20	0	0	20	0	0	0	0	20	150.00	3,000.00
9 FRAME, Certificate A4 Size	piece	0	0	0	0	0	0	0	0	5	0	0	5	0	0	0	0	5	250.00	1,250.00
CONSUMABLES																				
1 TONER CART, HP CF219A (19a, Black for HP LJ Pro M120a	cart	2	0	0	2	2	0	0	2	0	2	0	2	0	2	0	0	8	3,000.00	24,000.00
2 Card Printed Ribbon for ZXP Series 3 Zebra ID Card Printer	cart	0	0	0	0	0	0	0	0	3	0	0	3	0	0	0	0	3	3,200.00	9,600.00
3 Proximity Card	piece	0	0	0	0	0	0	0	0	500	0	0	500	0	0	0	0	500	33.90	16,950.00
C. TOTAL (A + B):																				
109,963.34																				
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				
10,996.33																				