

**ANNUAL PROCUREMENT PLAN FOR 2019
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 on your area.
- For Sub - Depots please refer to the following:
 - 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.
- Do not delete any field in the APP Form.
- 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.
- 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@procurementservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: **OVERSEAS WORKERS WELFARE ADMINISTRATION**

Region: **XII**

Address: **ILAO BUILDING, JUDGE ALBA ST., KORONADAL CITY**

Contact Person: **JENNY U. UMAG**

Position: **OWWO II/ SUPPLY OFFICER DESIGNATE**

E-mail : **owwaxii.philgeps@gmail.com**

Telephone/Mobile Nos: **9177162102**

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet	2	2	2	2	2	2	2	2	2	2	2	2	2	24.00	25.00	600.00
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	2	2	2	2	2	2	2	2	2	2	2	2	2	24.00	25.00	600.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. ALCOHOL, 70%, ethyl	bottle	30	30	30	30	30	30	30	30	30	30	30	30	30	360.00	75.00	27,000.00
2. DATA FILE BOX, (5"x9"x15-3/4")	box	10			10			10			10			10	40.00	90.00	3,600.00
3. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	77.00	9,240.00
4. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	1	12.00	675.00	8,100.00
5. ENVELOPE, mailing white, 500s/box	box	1			1			1			1			1	4.00	315.00	1,260.00
6. ERASER, rubber	piece	5			5			5			5			20.00	3.00	60.00	
7. FOLDER, tagboard, legal size, 100s/box	pack	5			5			5			5			20.00	400.00	8,000.00	
8. FOLDER, tagboard, letter size, 100s/box	pack													0.00	350.00	-	
9. FOLDER, expanding with tab, Legal size, green	pack													0.00	10.00	-	
10. MARKING PEN, whiteboard, black	piece	2						2						4.00	35.00	140.00	
11. MARKER, Neon Color	pieces													0.00	35.00	-	
12. MARKER, permanent, black	piece	2	2	2	2	2	2	2	2	2	2	2	2	24.00	35.00	840.00	
13. MECHANICAL PENCIL, lead 0.5	pieces													0.00	75.00	-	

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14. PAPER, thermal, 216mmx30M, 1/2" core	roll													0.00	60.00	-
15. PAPER,multicopy, 210mm x 297mm(A4), 70gsm	ream	20	20	20	20	20	20	20	20	20	20	20	20	240.00	140.00	33,600.00
16. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	10	10	10	10	10	10	10	10	10	10	10	10	120.00	21.00	2,520.00
17. PAPER CLIP, gem type, 32mm, 100s/box	box													0.00	12.00	-
18. PENCIL, lead, w/eraser, one(1) dozen per box	box	2			2				2			2		8.00	22.00	176.00
19. PUSH PIN, flat head type, assorted colors, 100s/box	box													0.00	20.00	-
20. RECORD BOOK, 300 pages, smyth sewn	book	5	5	5	5	5	5	5	5	5	5	5	5	60.00	55.00	3,300.00
21. RULER, plastic, 300mm	piece	2			2				2			2		8.00	30.00	240.00
22. STAMP PAD INK, blue, 50mL	bottle	1	1	1	1	1	1	1	1	1	1	1	1	12.00	25.00	300.00
23. STAMP PAD, felt pad, min 60mm x 100mm	piece													0.00	25.00	-
24. STAPLE WIRE, standard, #35	box	5	5	5	5	5	5	5	5	5	5	5	5	60.00	25.00	1,500.00
25. TAPE, Double-Sided	rolls	2												2.00	35.00	70.00
26. TAPE, masking, 24mm, 50 meters length	roll	2	2	2	2	2	2	2	2	2	2	2	2	24.00	45.00	1,080.00
27. TAPE, transparent, 24mm, 50 meters	roll													0.00	20.00	-
28. TAPE, packaging, 48mm, 50 meters length	roll	3	3	3	3	3	3	3	3	3	3	3	3	36.00	25.00	900.00
29. TISSUE, Facial 2-ply	rolls	4	4	4	4	4	4	4	4	4	4	4	4	48.00	70.00	3,360.00
30. TOILET TISSUE, 12 rolls/pack	pack	5	5	5	5	5	5	5	5	5	5	5	5	60.00	90.00	5,400.00
COMMON OFFICE DEVICES																
1. SCISSORS, (6")	pair	5												5.00	50.00	250.00
2. STAPLER, heavy duty, standard	piece	5												5.00	150.00	750.00
3. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	2												2.00	50.00	100.00
4. PAPER, Tray	pieces													0.00	350.00	-
COMMON JANITORIAL SUPPLIES																
1. BROOM, soft (tambo)	piece	3						3						6.00	80.00	480.00
2. DETERGENT POWDER, all purpose, 500gms.	pouch	3	3	3	3	3	3	3	3	3	3	3	3	36.00	30.00	1,080.00
3. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	2	2	2	2	2	2	2	2	2	2	2	2	24.00	23.00	552.00
4. DUST PAN, non-rigid plastic, with detachable handle	piece													0.00	30.00	-
5. FURNITURE CLEANER, 300mL/can min	can	5	5	5	5	5	5	5	5	5	5	5	5	60.00	120.00	7,200.00
6. INSECTICIDE, 600mL (420g) /can	can	5	5	5	5	5	5	5	5	5	5	5	5	60.00	120.00	7,200.00
7. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	5	5	5	5	5	5	5	5	5	5	5	5	60.00	20.00	1,200.00
10. TRASH CAN, plastic, big	pieces													0.00	223.00	-
11. TRASH CAN, Plastic, small	pieces													0.00	100.00	-
12. TRASHBAG, plastic, black, (XL)	roll	2	2	2	2	2	2	2	2	2	2	2	2	24.00	100.00	2,400.00
LEGAL SIZE PAPER																
1. PAPER,multicopy, 210mm x 297mm(legal), 70gsm	ream	25	22	30	30	30	30	30	30	30	30	30	30	347.00	160.00	55,520.00
COMMON OFFICE EQUIPMENT																
1. CALCULATOR	unit	2												2.00	600.00	1,200.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Supplies																
1.GLUE, all purpose, 130 grams	bottle	3												9.00	45.00	405.00
1.GLUE, all purpose, 907 grams	bottle					3								0.00	270.00	-
3. PAPER, bond, Premium Grade-Color Blue	ream													0.00	180.00	-
4. PAPER, bond, Premium Grade-Color Green	ream													0.00	180.00	-

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5.PAPER, bond, Premium Grade-Color Yellow	ream													0.00	180.00	-
6.PAPER, bond, Premium Grade-Color Pink	ream													0.00	180.00	-
7.TIME CARD, for Yokata Bundy Clock 9000	piece													0.00	3.00	-
8.RIBBON, for Yokata Bundy Clock 9000	roll													0.00	855.00	-
9. CHECK, Landbank of thePhilippines	booklet													0.00	450.00	-
10. CORRECTION TAPE, 5mm x 6 m	piece	10	10	10	10	10	10	10	10	10	10	10	10	120.00	30.00	3,600.00
11. PAPER, Linen for office letterhead (stationery), legal	box													0.00	740.00	-
12. PAPER, Linen for office letterhead (stationery), letter	box													0.00	650.00	-
15. CLEARBOOK, long size, 20 sheets	piece													0.00	120.00	-
16. PEN, fine point (black)	piece													0.00	20.00	-
17. PEN, fine point (blue)	piece													0.00	20.00	-
18. ENVELOPE, kraft, letter size	piece													0.00	2.00	-
19. ENVELOPE, kraft, legal size	piece	30	30	20	30	30	20	30	30	20	27	30	20	317.00	2.50	792.50
20. SIGN PEN, 0.5 G-2, black	piece	10	10	10	10	10	10	10	10	10	10	10	10	120.00	58.00	6,960.00
21. SIGN PEN, 0.7 G-2, black	piece	5	5	5	5	5	5	5	5	5	5	5	5	60.00	58.00	3,480.00
22. SIGN PEN, 0.5 G-2, blue	piece													0.00	58.00	-
24. Paper Fastener, Plastic colored	box													0.00	30.00	-
25. CLIP, bulldog (3")	piece													0.00	10.00	-
26. CLIP, bulldog (2")	piece													0.00	8.00	-
27. CLIP, bulldog (1")	piece													0.00	6.00	-
28. CLIP, backfold, (3"), 12s/box	box	2	2	2	2	2	2	2	2	2	2	2	2	24.00	50.00	1,200.00
29. CLIP, backfold, (2"), 12s/box	box	5	5	5	5	5	5	5	5	5	5	5	5	60.00	43.00	2,580.00
30. CLIP, backfold, (1"), 12s/box	box	5	5	5	5	5	5	5	5	5	5	5	5	60.00	25.00	1,500.00
31. STICKY NOTES/POST-IT, 3X3 inch	pad													0.00	20.00	-
32. STICKY NOTES/POST-IT, 3/4X3 inch	pad													0.00	20.00	-
34. REIMBURSEMENT EXPENSE RECEIPT (RER)														0.00	28.00	-
35. RISOGRAPH, Forms Legal Size	reams													0.00	420.00	-
36. STAMP, Rubber	pieces													0.00	700.00	-
Cleaning Equipment and Supplies																
1. Feather Duster	piece	2						2						4.00	40.00	160.00
2. FRESHENER, car	can	2	2	2	2	2	2	2	2	2	2	2	2	24.00	135.00	3,240.00
3. FRESHENER, air 320mL (scented)	bottle													0.00	170.00	-
4. Doormat	piece	5	5	5	5	5	5	5	5	5	5	5	5	60.00	20.00	1,200.00
5. BATHROOM Scrubber	piece	2						2						4.00	40.00	160.00
6. DISHWASHING SOAP, liquid	piece	2	2	2	2	2	2	2	2	2	2	2	2	24.00	25.00	600.00
7. HAND GLOVES	piece													0.00	90.00	-
8. HAND SOAP	bottle	3	3	3	3	3	3	3	3	3	3	3	3	36.00	75.00	2,700.00
9. PLASTIC BAG, (Sando), Large	pack													0.00	35.00	-
10. PLASTIC BAG, (Sando), XL	pack													0.00	70.00	-
11. SPONGE	piece	2	2	2	2	2	2	2	2	2	2	2	2	24.00	21.00	504.00
12. TOILET CLEANER/MURIATIC ACID, 500mL	bottle													0.00	70.00	-
13. GLASS CLEANER, 500mL	bottle	5	5	5	5	5	5	5	5	5	5	5	5	60.00	85.00	5,100.00
Computer Supplies																
1. TONER CARTRIDGE, printer copier Optimum OPT-55A	cart													0.00	5,000.00	-
2.TONER CARTRIDGE, printer copier Optimum OPT-83A	cart													0.00	1,838.00	-
3. TONER CARTRIDGE, Process Unit, printer copier	cart													0.00	7,900.00	-
4. TONER CARTRIDGE, HP Laserjet 17A, black	cart													0.00	3,400.00	-
5. TONER CARTRIDGE, HP Laserjet 83A, black	cart													0.00	3,300.00	-
6. TONER CARTRIDGE, Drumkit, Sharp AR-5520D printer	cart													0.00	4,000.00	-
7. TONER CARTRIDGE, printer copier Sharp MX237FT	cart													0.00	7,500.00	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Amount		
8. TONER CARTRIDGE, Developer, Sharp AR-5520D print	cart														0.00	1,700.00	-
9. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece														0.00	850.00	-
10. AVR, 500W	units														0.00	450.00	-
11. INK BOTTLE, Epson L3110 Ink 003, black	bottle														0.00	360.00	-
12. INK BOTTLE, Epson L3110 Ink 003, cyan	bottle														0.00	360.00	-
13. INK BOTTLE, Epson L3110 Ink 003, magenta	bottle														0.00	360.00	-
14. INK BOTTLE, Epson L3110 Ink 003, yellow	bottle														0.00	360.00	-
15. INK BOTTLE, Epson L360 T664, black	bottle	10	10	10	10	10	10	10	10	10	10	10	10	10	120.00	360.00	43,200.00
16. INK BOTTLE, Epson L360 T664, cyan	bottle	5	5	5	5	5	5	5	5	5	5	5	5	5	60.00	360.00	21,600.00
17. INK BOTTLE, Epson L360 T664, magenta	bottle	5	5	5	5	5	5	5	5	5	5	5	5	5	60.00	360.00	21,600.00
18. INK BOTTLE, Epson L360 T664, yellow	bottle	5	5	5	5	5	5	5	5	5	5	5	5	5	60.00	360.00	21,600.00
19. KEYBOARD	units														0.00	500.00	-
20. MONITOR 18.5	unit														0.00	8,000.00	-
21. MOUSE with PAD	units														0.00	350.00	-
21. PRINTER. 3-in1	units														0.00	8,500.00	-
22. UPS, 650VA	units														0.00	1,000.00	-
*Other Categories																	
1. CASH BOOK	pieces														0.00	650.00	-
2. CURTAINS	pieces														0.00	450.00	-
3. ID PVC, 2.2x3.5 sq. in.	pieces														0.00	50.00	-
4. ID PVC, ARTA size	pieces														0.00	100.00	-
5. WATER DISPENSER, Cabinet	unit														0.00	4,500.00	-
*Other Equipment																	
1. AIRCON, 1HP	units														0.00	14,500.00	-
2. BALLAST, 1 x 40 watts	units														0.00	45.00	-
3. CHAIR, Swivel	units														0.00	3,500.00	-
4. CLOCK	unit														0.00	150.00	-
5. COFFEE MAKER	unit														0.00	5,000.00	-
6. EXTENSION WIRE, 5m	pieces														0.00	350.00	-
7. FLOURESCENT LAMP, tubular, 40 watts	pieces														0.00	40.00	-
8. KITCHEN WARES (set of glass, plate, cup, etc)	pieces														0.00	500.00	-
9. LED Bulb, 18W	pieces														0.00	200.00	-
10. STARTER, 4-40 watts	unit														0.00	8.00	-
11. TABLE, Clerical	unit														0.00	4,000.00	-
12. TELEPHONE HANDSET	unit														0.00	1,000.00	-

***GRAND TOTAL: 331,999.50
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET: 331,999.50

*Other categories that are not indicated herein
***Grand total for items under A and B

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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

Prepared by:

Certified Funds Available /
 Certified Appropriate Funds Available:

Approved:

JENNY U. UMAG
 Property/Supply Officer

KIMMY A. LOPEZ
 Accountant /
 Local Budget Officer

CHRISTELYN R. CACERES
 Head of Office/Agency

Date Prepared: