

**ANNUAL PROCUREMENT PLAN FOR 2020
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: **BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO**
 Address: **2ND FLOOR AUDIO MAGS ACCESSORIES BLDG., QUEZON AVENUE, COTABATO CITY**

Contact Person: **MARY JEAN C. QUINLAT**
 Position: **OWWO II/ SUPPLY OFFICER DESIGNATE**
 E-mail : **armm@owwa.gov.ph**
 Telephone/Mobile Nos: **(064) 421-7237/421-7236**

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					1							1			2	25.00	50.00
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet					1							1			2	25.00	50.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
1. ALCOHOL, 70%, ethyl	bottle					17							18			35	75.00	2,625.00
2. DATA FILE BOX, (5"x9"x15-3/4")	box					50							50			100	90.00	9,000.00
3. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece					50							50			100	77.00	7,700.00
4. ENVELOPE, expanding, kraft, legal size, 100s/box	box												1			1	675.00	675.00
5. ENVELOPE, mailing white, 500s/box	box												1			1	315.00	315.00
6. ERASER, rubber	piece												6			6	18.00	108.00
7. FOLDER, tagboard, legal size, 100s/box	pack					3							3			6	400.00	2,400.00
8. FOLDER, tagboard, letter size, 100s/box	pack					3							3			6	350.00	2,100.00
9. FOLDER, expanding with tab, Legal size, green	pack					10							15			24	10.00	240.00
10. MARKING PEN, whiteboard, black	piece					7							5			12	35.00	420.00
11. MARKER, Neon Color	pieces					25							10			35	35.00	1,225.00
12. MARKER, permanent, black	piece					10							10			20	35.00	700.00
14. PAPER, thermal, 216mmx30M, 1/2" core	roll					1							1			2	60.00	120.00
15. PAPER,multicopy, 210mm x 297mm(A4), 70gsm	ream					50							50			100	140.00	14,000.00

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16. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box					6							6			12	21.00	252.00
17. PAPER CLIP, gem type, 32mm, 100s/box	box					6							6			12	12.00	144.00
18. PENCIL, lead, w/eraser, one(1) dozen per box	box					3							3			6	22.00	132.00
19. PUSH PIN, flat head type, assorted colors, 100s/box	box												2			2	20.00	40.00
20. RECORD BOOK, 300 pages, smyth sewn	book					20							15			35	55.00	1,925.00
21. RULER, plastic, 300mm	piece					12							12			24	30.00	720.00
22. STAMP PAD INK, blue, 50mL	bottle					3							3			6	25.00	150.00
23. STAMP PAD, felt pad, min 60mm x 100mm	piece					6							6			12	25.00	300.00
24. STAPLE WIRE, standard, #35	box					40							30			70	25.00	1,750.00
25. TAPE, Double-Sided	rolls					3							3			6	35.00	210.00
26. TAPE, masking, 24mm, 50 meters length	roll					3							3			6	45.00	270.00
27. TAPE, transparent, 24mm, 50 meters	roll					24							12			36	34.00	1,224.00
28. TAPE, packaging, 48mm, 50 meters length	roll					3							3			6	20.00	120.00
29. TISSUE, Facial 2-ply	rolls					6							6			6	70.00	420.00
30. TOILET TISSUE, 12 rolls/pack	pack					12							12			12	90.00	1,080.00
COMMON OFFICE DEVICES																		
1. SCISSORS, (6")	pair					15							15			30	50.00	1,500.00
2. STAPLER, heavy duty, standard	piece					3							3			3	450.00	1,350.00
3. TAPE DISPENSER, heavy duty, for 24mm(1")	piece												3			3	50.00	150.00
COMMON JANITORIAL SUPPLIES																		
1. BROOM, soft (tambo)	piece					2							4			6	80.00	480.00
2. DETERGENT POWDER, all purpose, 500gms.	pouch					3							3			6	30.00	180.00
3. DETERGENT BAR, min 392 grams net mass, four(4) pc	bar					3							3			6	23.00	138.00
4. DUST PAN, non-rigid plastic, with detachable handle	piece												2			2	30.00	60.00
5. FURNITURE CLEANER, 300mL/can min	can					6							6			12	120.00	1,440.00
6. INSECTICIDE, 600mL (420g) /can	can					6							6			12	120.00	1,440.00
7. TOILET DEODORANT CAKE, 99% paradichlorobenzene	box					6							6			12	12.00	144.00
10. TRASH CAN, plastic, big	pieces												2			2	223.00	446.00
11. TRASH CAN, Plastic, small	pieces												3			3	100.00	300.00
12. TRASHBAG, plastic, black, (XL)	roll					3							3			6	100.00	600.00
LEGAL SIZE PAPER																		
1. PAPER,multicopy, 210mm x 297mm(legal), 70gsm	ream					50							50			100	160.00	16,000.00
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					10							10			20	45.00	900.00
1.GLUE, all purpose, 907 grams	bottle					1							1			2	270.00	540.00
3. PAPER, bond, Premium Grade-Color Blue	ream					3							3			6	180.00	1,080.00
4. PAPER, bond, Premium Grade-Color Green	ream					3							3			6	180.00	1,080.00
5.PAPER, bond, Premium Grade-Color Yellow	ream					3							3			6	180.00	1,080.00
6.PAPER, bond, Premium Grade-Color Pink	ream					4							4			8	180.00	1,440.00
7.TIME CARD, for Yokata Bundy Clock 9000	piece					150							150			300	3.00	900.00
8.RIBBON, for Yokata Bundy Clock 9000	roll												1			1	732.21	732.21
9. CHECK, Landbank of thePhilippines	booklet					2							10			12	450.00	5,400.00
10. CORRECTION TAPE, 5mm x 6 m	piece					50							20			70	30.00	2,100.00
11. PAPER, Linen for office letterhead (stationery), legal	box					1							2			3	740.00	2,220.00
12. PAPER, Linen for office letterhead (stationery), lette	box					2							3			5	650.00	3,250.00
15. CLEARBOOK, long size, 20 sheets	piece												2			2	120.00	240.00
16. PEN, fine point (black)	piece					50							50			100	20.00	2,000.00
17. PEN, fine point (blue)	piece					50							50			100	20.00	2,000.00
18. ENVELOPE, kraft, letter size	piece					100							100			200	2.00	400.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	Amount			
19. ENVELOPE, kraft, legal size	piece					100							100			200	2.50	500.00
20. SIGN PEN, 0.5 G-2, black	piece					30							30			60	58.00	3,480.00
21. SIGN PEN, 0.7 G-2, black	piece					30							30			60	58.00	3,480.00
22. SIGN PEN, 0.5 G-2, blue	piece					30							30			60	58.00	3,480.00
24. Paper Fastener, Plastic colored	box												6			6	30.00	180.00
25. CLIP, bulldog (3")	piece					3							3			6	10.00	60.00
26. CLIP, bulldog (2")	piece					3							3			6	8.00	48.00
27. CLIP, bulldog (1")	piece					3							3			6	6.00	36.00
28. CLIP, backfold, (3"), 12s/box	box					6							6			12	50.00	600.00
29. CLIP, backfold, (2"), 12s/box	box					6							6			12	43.00	516.00
30. CLIP, backfold, (1"), 12s/box	box					6							6			12	25.00	300.00
31. STICKY NOTES/POST-IT, 3X3 inch	pad					30							30			60	20.00	1,200.00
32. STICKY NOTES/POST-IT, 3/4X3 inch	pad					30							30			60	20.00	1,200.00
34. REIMBURSEMENT EXPENSE RECEIPT (RER)						3							3			6	28.00	168.00
35. RISOGRAPH, Forms Legal Size	reams					7							8			15	420.00	6,300.00
36. STAMP, Rubber	pieces												3			3	700.00	2,100.00
37. RING BINDER, (1" x 44"), plastic	pieces												3			3	48.00	144.00
38. RING BINDER, (3/4" x 44"), plastic	pieces												3			3	48.00	144.00
39. RING BINDER, (1/2" x 44"), plastib	pieces												3			3	37.00	111.00
40. RING BINDER, (1/4" x 44"), plastic	pieces												3			3	15.00	45.00
Cleaning Equipment and Supplies																		
1. Feather Duster	piece					1							1			2	40.00	80.00
2. FRESHENER, car	can					3							3			6	135.00	810.00
3. FRESHENER, air 320mL (scented)	bottle					6							6			12	170.00	2,040.00
4. Doormat	piece					3										3	20.00	60.00
5. BATHROOM Scrubber	piece					1							1			2	40.00	80.00
6. DISHWASHING SOAP, liquid	piece					6							6			12	25.00	300.00
7. HAND GLOVES	piece												2			2	90.00	180.00
8. HAND SOAP	bottle					15							20			35	75.00	2,625.00
9. PLASTIC BAG, (Sando), Large	pack					3							3			6	35.00	210.00
10. PLASTIC BAG, (Sando), XL	pack					3							3			6	70.00	420.00
11. SPONGE	piece					2							1			3	21.00	63.00
12. TOILET CLEANER/MURIATIC ACID, 500mL	bottle					6							6			12	70.00	840.00
13. GLASS CLEANER, 500mL	bottle					6							6			12	85.00	1,020.00
14. SOAP, 70gms	piece					6										6	20.00	120.00
Computer Supplies																		
1. TONER CARTRIDGE, printer copier Optimum OPT-55A	cart					1							2			5	5,000.00	25,000.00
2. TONER CARTRIDGE, printer copier Optimum OPT-83A	cart												1			3	1,838.00	5,514.00
3. TONER CARTRIDGE, Process Unit, printer copier	cart					1							1			2	7,900.00	15,800.00
4. TONER CARTRIDGE, HP Laserjet 17A, black	cart					3							3			6	3,400.00	20,400.00
5. TONER CARTRIDGE, HP Laserjet 83A, black	cart					1							1			2	3,300.00	6,600.00
6. TONER CARTRIDGE, Drumkit, Sharp AR-5520D printer	cart					1							1			2	4,000.00	8,000.00
7. TONER CARTRIDGE, printer copier Sharp MX237FT	cart					4							4			8	7,500.00	60,000.00
8. TONER CARTRIDGE, Developer, Sharp AR-5520D print	cart					1							1			2	1,700.00	3,400.00
9. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece					15							15			30	850.00	25,500.00
10. AVR, 500W	units					3							3			6	450.00	2,700.00
11. INK BOTTLE, Epson L3110 Ink 003, black	bottle					30							30			60	360.00	21,600.00
12. INK BOTTLE, Epson L3110 Ink 003, cyan	bottle					12							12			24	360.00	8,640.00
13. INK BOTTLE, Epson L3110 Ink 003, magenta	bottle					12							12			24	360.00	8,640.00
14. INK BOTTLE, Epson L3110 Ink 003, yellow	bottle					12							12			24	360.00	8,640.00
15. INK BOTTLE, Epson L360 T664, black	bottle					12							24			36	360.00	12,960.00
16. INK BOTTLE, Epson L360 T664, cyan	bottle					6							6			12	360.00	4,320.00

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total			
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17. INK BOTTLE, Epson L360 T664, magenta	bottle					6								6			12	360.00	4,320.00
18. INK BOTTLE, Epson L360 T664, yellow	bottle					6								6			12	360.00	4,320.00
19. INK CARTRIDGE, Canon 810, black	bottle					2								1			3	1,000.00	3,000.00
20. INK CARTRIDGE, Canon 811, colored	bottle					2								1			3	1,100.00	3,300.00
19. KEYBOARD	units													5			5	500.00	2,500.00
20. MONITOR 18.5	unit					1								1			2	8,000.00	16,000.00
22. UPS, 650VA	units					1								2			3	1,000.00	3,000.00
*Other Categories																			
1. CASH BOOK	pieces					2								1			3	650.00	1,950.00
3. ID PVC, 2.2x3.5 sq. in.	pieces					15								20			35	50.00	1,750.00
4. ID PVC, ARTA size	pieces					15								20			35	100.00	3,500.00
5. PVC COVER, Legal size	pieces					50								50			100	10.00	1,000.00
6. PVC COVER, Letter size	pieces					40								40			80	9.00	720.00
*Other Equipment																			
1. BALLAST, 1 x 40 watts	units					3								3			6	45.00	270.00
2. EXTENSION WIRE, 5m	pieces					1								1			2	350.00	700.00
3. FLOURESCENT LAMP, tubular, 40 watts	pieces					3								3			6	40.00	240.00
4. STARTER, 4-40 watts	unit					3								3			6	8.00	48.00
5. TABLE NAME PLATE, PVC	pieces					12											12	800.00	9,600.00
6. TARPAULIN, 4x6 sq.ft.	pieces					1								1			2	300.00	600.00

***GRAND TOTAL: 427,527.21

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

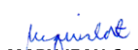
APPROVED BUDGET:

*Other categories that are not indicated herein

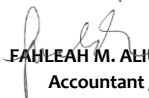
***Grand total for items under A and B

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:


MARY JEAN C. QUINLAT
 Property/Supply Officer

Certified Funds Available /
 Certified Appropriate Funds Available:


FAHLEAH M. ALIUDEN
 Accountant /
 Local Budget Officer

Approved:


UGA L. SULAIMAN
 Head of Office/Agency

Date Prepared: January 2, 2020

