

**ANNUAL PROCUREMENT PLAN FOR 2021
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@procurementsservice.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	Sept	Oct	Nov	Dec			Total	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1 BATTERY, Charger	piece				1										1	450.00	450.00
2 BATTERY, size AA, Rechargeable	piece				6										6	160.00	960.00
3 BATTERY, size AAA, alkaline, 2 pcs./packet	packet				3					3					6	27.00	162.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1 ALCOHOL, 70%, ethyl (3785 ml)	gallon				18						18				36	480.00	17,280.00
2 DATA FILE BOX, (5"x9"x15-3/4")	box				25						25				50	91.00	4,550.00
3 DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece				50						50				100	78.00	7,800.00
4 ENVELOPE, expanding, kraft, legal size, 100s/box	box										1				1	677.00	677.00
5 ENVELOPE, mailing white, 500s/box	box										1				1	320.00	320.00
6 ENVELOPE, kraft, legal size	piece				50						50				100	3.00	300.00
7 ENVELOPE, kraft, letter size	piece				50						50				100	2.50	250.00
8 Flash Drive 16 GB, USB2.0, plug and play	piece				29										29	850.00	24,650.00
9 FOLDER, tagboard, legal size, 100s/box	pack				1						1				2	400.00	800.00
10 FOLDER, tagboard, letter size, 100s/box	pack				1										1	350.00	350.00
11 MARKING PEN, whiteboard, black	piece				6						6				12	35.00	420.00
12 MARKER, Neon Color	pieces				20						13				33	35.00	1,155.00
13 MARKER, permanent, black	piece				12						12				24	35.00	840.00
14 PAPER, thermal, 216mmx30M, 1/2" core	roll				1						1				2	61.00	122.00
15 PAPER, bond, multicopy, premium grade, laser printing- letter size 70 g/m2	ream				75						75				150	200.00	30,000.00

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16 PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box				24								24				48	26.00	1,248.00
17 PAPER Fastener, Plastic Colored	boc				6								6				12	31.00	372.00
18 PAPER CLIP, gem type, 32mm, 100s/box	box				24								24				48	14.00	672.00
19 PENCIL, lead, w/eraser, one(1) dozen per box	box				3								3				6	110.00	660.00
20 RECORD BOOK, 300 pages, smyth sewn	book				6								6				12	75.00	900.00
21 Reimbursement Expense Receipt (RER)	pad				3								3				6	28.00	168.00
22 STAMP PAD, blue, 50mL	bottle				6								6				12	38.00	456.00
23 STAPLE WIRE, standard, #35	box				12								24				36	60.00	2,160.00
24 STAPLE WIRE, standard, #23/23	box				6								6				12	93.00	1,116.00
25 TAPE, Double-Sided	rolls				3								2				5	37.00	185.00
26 TAPE, masking, 24mm, 50 meters length	roll				3								3				6	37.00	222.00
27 TAPE, transparent, 24mm, 50 meters	roll				15								15				30	36.00	1,080.00
28 TAPE, packaging, 48mm, 50 meters length	roll				3								3				6	27.00	162.00
29 TOILET TISSUE, 12 rolls/pack	pack				18								18				36	97.00	3,492.00
																	0		-
COMMON OFFICE DEVICES																	0		-
1 STAPLER, heavy duty, standard	piece				3								3				6	450.00	2,700.00
2 Cutter (steel), Heavy duty	piece				3								2				5	300.00	1,500.00
3 Scissors 6"	piece				3								3				6	50.00	300.00
COMMON JANITORIAL SUPPLIES																	0		-
1 BROOM, soft (tambo)	piece				2								2				4	80.00	320.00
2 DETERGENT POWDER, all purpose, 500gms.	pouch				6								6				12	33.00	396.00
3 DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar				6								6				12	28.00	336.00
4 DUST PAN, non-rigid plastic, with detachable handle	piece				1								2				3	36.00	108.00
5 INSECTICIDE, 600mL (420g) /can	can				5								5				10	120.00	1,200.00
6 TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box				5								5				10	58.00	580.00
7 TRASHBAG, plastic, black, (XL)	roll				12								12				24	85.00	2,040.00
8 DISINFECTANT solution	bottle				6								6				12	452.00	5,424.00
9 Disinfectant Spray	bottle				3								3				6	245.00	1,470.00
LEGAL SIZE PAPER																	0		-
1 PAPER,multicopy, 210mm x 297mm(legal), 70gsm	ream				60								60				120	210.00	25,200.00
																	0		-
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	0		-
Office Supplies																	0		-
1 GLUE, all purpose, 907 grams	pieces				2								1				3	270.00	810.00
2 PAPER, bond, Premium Grade-Color Blue	ream				3								3				6	189.00	1,134.00
3 PAPER, bond, Premium Grade-Color Green	ream				3								3				6	189.00	1,134.00
4 PAPER, bond, Premium Grade-Color Yellow	ream				3								3				6	189.00	1,134.00
5 PAPER, bond, Premium Grade-Color Pink	ream				4								4				8	189.00	1,512.00
6 TIME CARD, for Yokata Bundy Clock 9000	piece				150								150				300	3.00	900.00
7 RIBBON, for Yokata Bundy Clock 9000	roll												1				1	750.00	750.00
8 CHECK, Landbank of thePhilippines	booklet				6								6				12	450.00	5,400.00
9 CORRECTION TAPE, 5mm x 6 m	piece				50								20				70	35.00	2,450.00
10 PAPER, Linen for office letterhead (stationery), legal size	box				1								2				3	960.00	2,880.00
11 PAPER, Linen for office letterhead (stationery), letter size	box				2								3				5	750.00	3,750.00
12 CLEARBOOK, long size, 20 sheets	piece				6								6				12	120.00	1,440.00
13 PEN, fine point (black)	piece				50								50				100	20.00	2,000.00
14 PEN, fine point (blue)	piece				50								50				100	20.00	2,000.00
15 SIGN PEN, 0.5 G-2, black	piece				30								30				60	59.00	3,540.00
16 SIGN PEN, 0.7 G-2, black	piece				30								30				60	59.00	3,540.00
17 SIGN PEN, 0.5 G-2, blue	piece				30								30				60	59.00	3,540.00
18 CLIP, backfold, (2"), 12s/box	box				10								10				20	110.00	2,200.00

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19	CLIP, backfold, (1"), 125/box	box				18							18				36	44.00	1,584.00
20	STICKY NOTES/POST-IT, 3X3 inch	pad				24							24				48	23.00	1,104.00
21	STICKY NOTES/POST-IT, 0.75x 3 inch	pad				24							24				48	20.00	960.00
22	STAMP, Rubber	pieces				3											3	700.00	2,100.00
23	Writing Clip board	piece				2											2	150.00	300.00
Cleaning Equipment and Supplies																			-
1	Bleach, 3785 ml	bottle				3							2				5	300.00	1,500.00
2	Feather Duster	piece				2							1				3	42.00	126.00
3	FRESHENER, car	can				3							3				6	99.00	594.00
4	FRESHENER, air 320mL (scented)	bottle				12							12				24	185.00	4,440.00
5	Doormat	piece				2							2				4	30.00	120.00
6	BATHROOM Scrubber	piece				1							1				2	41.00	82.00
7	DISHWASHING SOAP, liquid	piece				6							6				12	59.00	708.00
8	HAND GLOVES	piece				2							1				3	91.00	273.00
9	HAND SOAP	bottle				16							20				36	94.00	3,384.00
10	PLASTIC BAG, (Sando), Large	pack				3							3				6	45.00	270.00
11	PLASTIC BAG, (Sando), XL	pack				3							3				6	70.00	420.00
12	SPONGE	piece				3							3				6	28.00	168.00
13	MURIATIC ACID, 500mL	bottle				5							5				10	68.00	680.00
14	GLASS CLEANER, 500mL	bottle				12							12				24	86.00	2,064.00
15	TOILET CLEANER, 50ml	bottle				3							3				6	88.00	528.00
Computer Supplies																	0		-
1	TONER CARTRIDGE, HP Laserjet 83A, black	cart				1							1				2	3,300.00	6,600.00
2	TONER CARTRIDGE, Printer copier Sharp	cart				1							1				2	7,500.00	15,000.00
3	TONER CARTRIDGE, Printer copier Optimum OPT-55A	cart				2							3				5	5,000.00	25,000.00
4	INK BOTTLE, Epson L3110 Ink 003, black	bottle				44							44				88	360.00	31,680.00
5	INK BOTTLE, Epson L3110 Ink 003, cyan	bottle				28							28				56	360.00	20,160.00
6	INK BOTTLE, Epson L3110 Ink 003, cyan	bottle				28							28				56	360.00	20,160.00
7	INK BOTTLE, Epson L3110 Ink 003, yellow	bottle				28							28				56	360.00	20,160.00
8	INK BOTTLE, Epson L360 T664, black	bottle				15							15				30	360.00	10,800.00
9	INK BOTTLE, Epson L360 T664, cyan	bottle				10							10				20	360.00	7,200.00
10	INK BOTTLE, Epson L360 T664, magenta	bottle				10							10				20	360.00	7,200.00
11	INK BOTTLE, Epson L360 T664, yellow	bottle				10							10				20	360.00	7,200.00
12	INK CARTRIDGE, HP 1015	cart				2							1				3	580.00	1,740.00
*Other Categories																			-
1	CASH BOOK	pieces				2							1				3	716.00	2,148.00
2	Surgical Disposable Face Mask	box				96							96				192	200.00	38,400.00
3	Face shield	pieces				32											32	140.00	4,480.00
4	Epson Printer L3110, 3 in 1 Printer	unit				1											1	7,500.00	7,500.00
5	AVR 500W	unit				3							2				5	450.00	2,250.00
*Other Equipment																	0		-
1	TARPAULIN 4X6 sq.ft.	pieces				5							5				10	480.00	4,800.00
2	TARPAULIN 5X8 sq.ft.	pieces				2							3				5	800.00	4,000.00
3	STREAMER, 5 meters	pieces				1							1				2	600.00	1,200.00
4	PLAQUE, 8X10 sq.in.	pieces				5							5				10	2,000.00	20,000.00
5	CUSTOMIZED SHIRTS, with embroidered logo	pieces				78							77				155	550.00	85,250.00

***GRAND TOTAL:

550,000.00

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

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APPROVED BUDGET:


550,000.00

*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 our approved budget

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: Dec 11, 2020

**ANNUAL PROCUREMENT PLAN FOR 2021
For Common-Use Supplies and Equipment**

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CAPITAL OUTLAY																		
1. Computer Set	unit				2											2	50,000.00	100,000.00
2. Laptop	unit				1											1	35,000.00	35,000.00
3. Aircon																		
> 2 HP Window Type	unit				2											2	35,000.00	70,000.00
> 2 HP Split type	unit				1											1	65,000.00	65,000.00
SEMI-EXPENDABLE EQUIPMENTS																		
1. ITP students' chair, Fabric Thick Cushion w/o arm rest	pcs				12											12	2,400.00	28,800.00
2. Visitor's Chair, Fabric Thick Cushion w/o arm rest	pcs				12											12	2,400.00	28,800.00
3. UPS 650 VA	unit				10											10	2,000.00	20,000.00
*** nothing follows ***																		

***GRAND TOTAL: **347,600.00**
 TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
 APPROVED BUDGET: **347,600.00**


*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 our approved budget for the

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
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