


**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 (Catarman)- **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 [philgeps.gov.ph](http://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](mailto:ps.app.nga@gmail.com)- For central and regional offices of all national government agencies
  - b. [ps.app.suc@gmail.com](mailto:ps.app.suc@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [ps.app.gocc@gmail.com](mailto:ps.app.gocc@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [ps.app.deped@gmail.com](mailto:ps.app.deped@gmail.com)- For primary and secondary schools
  - e. [ps.app.lgu@gmail.com](mailto:ps.app.lgu@gmail.com)- For Local government units
7. Consistent with National Budget Circular No. 555, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
8. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

  
 01 JUL 25 '18 PM 1:07:33  
 HELELE PINOY

Department/Bureau/Office: Logistics & Property Management Department, PHLPOST  
 Region: Main, NCR  
 Address: Liwasang Bonifacio  
 1000 Manila

Agency Account Code: \_\_\_\_\_

Contact Person: Lorelei J. de Castro  
 Position: Supply Officer IV  
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Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2017	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>																					
1. BATTERY, dry cell AA, 2 pieces per blister pack	pack				25					25								25	125	17.42	2,177.50
2. BATTERY, dry cell AAA, 2 pieces per blister pack	pack				0					0								0	50	15.03	751.50
3. BATTERY, dry cell D, 2 pieces per blister pack	pack				0					0								0	0	77.56	-
4. FLUORESCENT LAMP, tubular, 28 watts	tube				0					0								0	0	114.40	-
5. LED Linear Tube, 18 watts individually wrapped in carton	tube				0					0								0	0	36.30	-
6. Light Bulb, LED, 7 watts 1 pc in individual box	piece				0					0								0	0	93.29	-
7. TAPE, electrical	roll				0					0								0	0	18.20	-
<b>COMMON OFFICE SUPPLIES</b>																					

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1 ACETATE, gauge #3, 50m per roll	roll				0				0				40					40	624.00	24,960.00
2 AIR FRESHENER, 280mL/150g min	can				0				50				50					100	83.20	8,320.00
3 AI COHOL, 70%, ethyl, 500ml	bottle				0				100				100					100	47.82	14,346.00
4 CARBON FILM, A4 size, 100 sheets per box	box				300				300				300					300	197.58	237,096.00
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				100				100				100					100	202.80	81,120.00
6 CARTOLINA, assorted color, 20 pieces per pack	pack				0				0				0					0	64.48	-
7 CHALK, white, enamel, 100 pieces per box	box				0				0				0					0	25.86	-
8 CLEARBOOK, A4 size	piece				0				0				0					0	39.52	-
9 CLEARBOOK, Legal size	piece				0				0				0					0	43.68	-
10 CLIP, backfold, 19mm, 12 pieces per box	box				100				100				100					100	7.28	2,912.00
11 CLIP, backfold, 25mm, 12 pieces per box	box				50				50				50					100	13.50	3,375.00
12 CLIP, backfold, 32mm, 12 pieces per box	box				50				50				50					100	19.12	4,780.00
13 CLIP, backfold, 50mm, 12 pieces per box	box				50				50				50					100	43.68	10,920.00
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece				500				500				500					500	31.20	62,400.00
15 DATA FILE BOX, made with chipboard, with closed ends	box				500				500				500					500	69.78	139,560.00
16 DATA FOLDER, made with chipboard, taglia lock	piece				0				0				0					0	68.64	-
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				10				10				10					10	381.54	15,261.60
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				20				20				20					20	507.40	40,592.00
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				15				15				15					15	621.71	37,302.60
20 ENVELOPE, EXPANDING, plastic	piece				100				100				100					100	27.61	11,044.00
21 ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				300				300				300					300	499.20	599,040.00
22 ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				750				750				750					750	561.60	1,684,800.00
23 ERASER, felt, for blackboard/whiteboard	piece				5				5				5					5	11.11	222.20
24 ERASER, plastic or rubber	piece				0				0				0					0	2.29	-
25 FASTENER, for paper, metal, 50 sets per box	box				200				200				150					200	57.09	42,817.50
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0				0				0					0	70.67	-
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0				0				0					0	12.48	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0				0				0					0	16.64	-
29 FOLDER, Fancy, A4, 50s/ bundle	bundle				0				0				0					0	234.00	-
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle				0				0				0					0	291.20	-
31 FOLDER, I-type, A4, 50 pieces pack	pack				0				0				0					0	166.40	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0				0				0					0	203.84	-
33 FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box				0				0				0					0	746.72	-
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack				50				100				100					100	179.28	62,748.00
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				75				75				100					100	200.37	70,129.50
36 GLUE, all purpose, 300 grams min.	jar				240				240				240					240	44.18	42,412.80
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				15				15				15					15	50.84	3,050.40
38 LOOSELEAF COVER, 50sets per bundle	bundle				15				15				15					15	539.76	32,385.60
39 MAGAZINE FILE BOX, LARGE	piece				0				0				0					0	41.60	-
40 MARKER, fluorescent, 3 colors per set	set				72				72				72					72	35.55	10,238.40
41 MARKER, whiteboard, bullet type, black	piece				240				240				240					240	10.28	9,868.80
42 MARKER, whiteboard, bullet type, blue	piece				30				30				30					30	10.28	1,233.60
43 MARKER, whiteboard, bullet type, red	piece				30				30				30					30	10.28	1,233.60
44 MARKER, permanent, bullet type, black	piece				480				480				450					450	9.65	17,949.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
45 MARKER, permanent, bullet type, blue	piece				30				30				30				30	120	9.65	1,158.00
46 MARKER, permanent, bullet type, red	piece				30				30				30				30	120	9.65	1,158.00
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece				25				25				25				25	100	10.40	1,040.00
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad				0				200				100				0	300	31.20	9,360.00
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad				0				50				50				50	150	40.54	6,081.00
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad				15				15				15				15	60	54.06	3,243.60
51 PAD PAPER, Ruled	pad				5				50				50				50	155	18.26	2,830.30
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box				240				300				240				240	1020	12.85	13,107.00
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box				60				60				60				60	240	6.43	1,543.20
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				6000				6000				6000				6000	24000	112.32	2,695,680.00
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				4000				3000				3000				2000	12000	132.02	1,584,240.00
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				0				0				0				0	0	91.94	-
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0				0				0	0	114.35	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				0				0				20				20	40	88.40	3,536.00
59 PAPER, Thermal, 216mm x 30m	roll				24				24				24				24	96	31.15	2,990.40
60 PENCIL, lead, w/eraser, one(1) dozen per box	box				0				0				0				0	0	19.62	-
61 PHILIPPINE NATIONAL FLAG	piece				0				0				0				0	0	278.72	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				180				180				180				180	720	60.32	43,430.40
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				100				100				100				100	400	86.85	34,740.00
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0				0				0	0	256.87	-
65 RUBBER BAND, 70mm min lay flat length (#18)	box				50				50				50				50	200	93.31	18,662.00
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece				15				15				15				15	60	15.48	928.80
67 SIGN PEN, black	piece				300				300				300				300	1200	38.10	45,720.00
68 SIGN PEN, blue	piece				300				300				300				300	1200	38.10	45,720.00
69 SIGN PEN, red	piece				150				150				150				150	600	38.10	22,860.00
70 STAMP PAD INK, violet, 50mL	bottle				3000				3000				3000				3000	12000	24.63	295,560.00
71 STAMP PAD, felt pad, min 60mm x 100mm	piece				125				150				150				125	550	27.66	15,213.00
72 STAPLE WIRE, Heavy duty, 23/13	box				480				480				480				480	1920	30.42	58,406.40
73 STAPLE WIRE, Standard	box				0				0				0				0	0	18.92	-
74 TAPE, masking, 24mm, 50 meters length	roll				120				120				120				120	480	55.12	26,457.60
75 TAPE, masking, 48mm, 50 meters length	roll				120				120				120				120	480	105.04	50,419.20
76 TAPE, transparent, 24mm, 50 meters	roll				240				240				240				240	960	17.37	16,675.20
77 TAPE, transparent, 48mm, 50 meters	roll				120				120				120				120	480	26.52	12,729.60
78 TAPE, packaging, 48mm, 50 meters length	roll				240				240				240				240	960	30.63	29,404.80
79 TOILET TISSUE, 12 rolls per pack	pack				0				0				0				0	0	67.60	-
80 TWINE, plastic, one kilo per roll	roll				0				0				0				0	0	49.92	-
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack				500				500				500				500	2000	124.80	249,600.00
<b>COMMON OFFICE DEVICES</b>																				
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube				25				25				25				25	250	9.19	2,297.50
2 CUTTER KNIFE, heavy duty	piece				100				100				100				300	600	19.76	11,856.00
3 DATING AND STAMPING MACHINE	piece				15				15				15				15	60	478.38	28,702.80
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece				12				12				12				12	48	187.20	8,985.60
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece				50				50				50				50	200	114.28	22,856.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2017	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
6 SCISSORS, (6")	pair				100				100				300				100	600	13.73	8,238.00
7 STAPLER, standard	piece				100				100				100				100	400	82.16	32,864.00
8 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece				5				5				5				5	150	878.80	131,820.00
9 STAPLE REMOVER, plier type	piece				50				50				50				50	200	18.18	3,636.00
10 TAPE DISPENSER, table top	piece				20				20				20				20	80	47.72	3,817.60
11 WASTE BASKET, non-rigid plastic	piece				0				0				0				0	0	23.90	-
<b>COMMON JANITORIAL SUPPLIES</b>																				
1 BROOM, soft (tamba)	piece				20				0				0				0	20	88.40	1,768.00
2 BROOM, stick (tingting)	piece				0				0				0				0	0	23.92	-
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle				0				0				0				0	0	41.60	-
4 CLEANSER, scouring powder, 350grams/can	can				0				0				0				0	0	21.27	-
5 DETERGENT POWDER, all purpose, 1kilo/pouch	pouch				0				0				0				0	0	37.43	-
6 DISINFECTANT SPRAY, 400-550 grams	can				60				0				0				0	60	119.60	7,176.00
7 DUST PAN, non-rigid plastic	piece				0				0				0				0	0	27.96	-
8 FLOOR WAX, Paste, red	can				0				0				0				0	0	202.80	-
9 FURNITURE CLEANER, aerosol, 300ml/can	can				30				28				0				0	58	84.76	4,916.08
10 INSECTICIDE, aerosol type, 600ml/can	can				0				0				0				0	0	124.80	-
11 MOPBUCKET	piece				0				0				0				0	0	1,820.00	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				20				0				20	40	142.48	5,699.20
13 MOPHEAD, made of rayon	piece				0				50				0				50	100	98.80	9,880.00
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle				0				0				0				0	0	49.69	-
15 SCOURING PAD, 5 pieces per pack	pack				0				0				0				0	0	102.96	-
16 TRASHBAG, plastic, transparent, 10pcs/roll	roll				130				130				0				0	260	139.88	36,368.80
17 DISINFECTANT, bleaching solution	cont				60				0				0				0	60	101.82	6,109.20
18 DETERGENT BAR, 140g as packed (-2.5%)	bar				0				0				0				0	0	7.28	-
<b>COMMON OFFICE EQUIPMENT</b>																				
1 BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit				0				0				2				2	4	10,400.00	41,600.00
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				60				60				60				60	500	142.36	71,180.00
8 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				15				15				15				5	50	2,818.40	140,920.00
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				100				100				300				200	700	194.48	136,136.00
10 MOUSE, optical, USB connection type	unit				0				0				0				0	0	127.80	-
<b>HANDBOOK ON PROCUREMENT</b>																				
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0				0				0	50	61.83	3,091.50

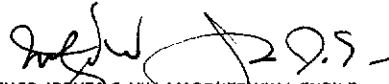
Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of August 16, 2017	TOTAL AMOUNT
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C. TOTAL (A + B):																				9,287,460.38
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				928,746.04
E. GRAND TOTAL (C + D)																				10,216,206.42
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					2379605				2274719					2334703				2136597		9125623.58
G.2 Other Items not available at PS but regularly purchased from other sources					0				0					0				0		0
TOTAL MONTHLY CASH REQUIREMENTS					2379605				2274719					2334703				2136597		9125623.58

\*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:


  
ENGR. IRENEA G. VILLAMOR/JERWIN I. ENRILE  
Manager, LPMD/Chief, Supply Division

Certified Funds Available /

Certified Appropriate Funds Available:

  
GLORIA C. MIRANDA/ GLADYS G. GERONIMO  
Chief, Budget Division/Chief, Claims Processing Division

Approved by:

  
JOELL OTARRA  
Head of Office/Agency  
Postmastr General & CEO

Date Prepared: November 27, 2017