

ANNUAL PROCUREMENT PLAN FOR 2015
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 (Cataman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibuyan- **Zamboanga Sibuyan**
 - 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 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. 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 an electronic copy** at app@philgeps.gov.ph or at app.psd@m@yahoo.com.
7. Consistent with DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before November 30, 2014.
8. Rename your APP file in the following format: APP2015- Name of Agency- Region (e.g. APP2015-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.

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1. BALLAST, 18 watts	piece																	10.15	72.70	72.70	
2. BALLAST, 36 watts	piece																	10.15	71.03	71.03	
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	2	2	2	6	93,7251	2	2	2	6	93,7251	2	2	2	6	93,7251	24	10.15	15.39	15.62	374.90
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	2	2	2	6	29,3538	2	2	2	6	29,3538	2	2	2	6	29,3538	8	10.15	14.46	14.68	117.42
5. BATTERY, size D, alkaline, 2 pcs./packet	packet																	10.15	71.75	72.84	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 8W	set																	10.15	327.60	332.51	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set																	10.15	384.80	390.57	
8. FLUORESCENT LAMP, tubular, 18 watts	piece																	10.15	35.36	35.89	
9. FLUORESCENT LAMP, tubular, 36 watts	piece	4			4	147,284	4			4	147,284	4			4	147,284	16	10.15	36.40	36.95	591.14
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	4			4	404-9444	4			4	404-9444				4	404-9444	12	10.15	99.74	101.24	1,214.83
11. FUSE, 20 amperes	piece																	10.15	12.48	12.67	
12. FUSE, 40 amperes	piece																	10.15	28.08	28.50	
13. STARTER, 4-40 watts	piece	2			2	10,556	2			2	10,556	2			2	10,556	8	10.15	5.20	5.28	42.21
14. TAPE, electrical	roll																	10.15	17.63	17.89	
COMMON COMPUTER SUPPLIES/CONSUMABLES																					
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9 1/2", 2000 sheets/box	box																	10.15	555.86	564.20	
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14 7/8", 2000 sheets/box	box																	10.15	777.56	789.22	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9 1/2", 1000 sets/box	box																	10.15	622.13	631.46	
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14 7/8", 1000 sets/box	box																	10.15	903.60	917.15	
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9 1/2", 500 sets/box	box																	10.15	518.80	526.58	
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14 7/8", 500 sets/box	box																	10.15	778.80	790.48	
7. COMPACT DISK RECORDABLE, min. of 700MB, 1x-32x minimum speed, 80 min recording time	piece																	10.15	9.46	9.60	
8. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x-10x min speed	piece																	10.15	17.42	17.68	
9. COMPACT DISK STORAGE CASE, 50 CDs capacity, min. made of durable plastic or nylon fabric, double sided sleeves, with closure	piece																	10.15	54.79	55.61	
10. DRUM UNIT, Brother DR3000	cart																	10.15	8,528.00	8,655.82	
11. DRUM UNIT, Brother DR2000	cart																	10.15	#####	8,022.56	
12. DRUM UNIT, Brother DR3115	cart																	10.15	#####	#####	
13. DRUM UNIT, Brother DR4000	cart																	10.15	6,572.80	6,671.39	
14. 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, Systems Requirements: USB 3.0: Windows XP/Vista/7; MacOS 10.4 or above, with USB 3.0 cable and enclosure	piece																	10.15	3,316.56	3,366.31	
15. EXTERNAL HARD DRIVE, 500GB, 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; MacOS 10.4 or above, with USB 3.0 cable and enclosure	piece																	10.15	2,355.60	2,390.93	
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																	10.15	11.19	11.36	
17. DVD REWRITABLE, 4x speed, 4.7GB capacity	piece																	10.15	21.11	21.43	
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece																	10.15	182.72	188.46	
19. DISKETTE, floppy disk, 3.5", double sided, High density, formatted to track	pack																	10.15	53.87	54.68	
20. IMAGING UNIT, Samsung Part No. SCX866/65A	cart																	10.15	#####	10556	
21. IMAGING UNIT, Hewlett Packard Part No. CE111A, color imaging unit	cart																	10.15	3,785.60	3,840.38	
22. INK CARTRIDGE, Canon Part No. CL-811, colored	cart																	10.15	893.36	906.76	
23. INK CARTRIDGE, Canon Part No. CL-741, colored	cart																	10.15	944.32	958.48	
24. INK CARTRIDGE, Canon Part No. CL-98, colored	cart																	10.15	691.60	701.97	
25. INK CARTRIDGE, Canon Part No. PG-840, black	cart																	10.15	720.20	730.98	
26. INK CARTRIDGE, Canon Part No. PG-850, black	cart																	10.15	777.92	789.59	
27. INK CARTRIDGE, Canon Part No. CL-831, color	cart																	10.15	1,017.12	1,030.38	
28. INK CARTRIDGE, Canon Part No. PG-740, black	cart																	10.15	720.20	730.98	
29. INK CARTRIDGE, Canon Part No. PG-725, black	cart																	10.15	566.80	575.39	
30. INK CARTRIDGE, Canon Part No. CL-726, black	cart																	10.15	535.60	543.63	
31. INK CARTRIDGE, Canon Part No. CL-726, Yellow	cart																	10.15	536.60	544.65	
32. INK CARTRIDGE, Canon Part No. CL-726, cyan	cart																	10.15	536.60	544.65	
33. INK CARTRIDGE, Canon Part No. CL-726, magenta	cart																	10.15	536.60	544.65	
34. INK CARTRIDGE, HP C8810A (HP 88), black, for HP Deskjet 710c, 720c, 8200c, 8300c, 8500c, 8700c, 8800c, 8900c, 9200c, 9300c, 9500c, 9600c, 9700c, 9800c, 1000c, 1100c, 1125c, 1180c, 1200c, 1600c, 1600cm, 6120, 9300, HP Officejet C55, C85, C95, K60, K80, K45, K55, K65, K85, K100, HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart 8450, 8450, 8450, 8450	cart																	10.15	1,310.40	1,330.06	
35. INK CARTRIDGE, HP C6610A (HP 66), black, for HP Deskjet 710c, 720c, 8200c, 8300c, 8500c, 8700c, 8800c, 8900c, 9200c, 9300c, 9500c, 9600c, 9700c, 9800c, 1000c, 1100c, 1125c, 1180c, 1200c, 1600c, 1600cm, 6120, 9300, HP Officejet C55, C85, C95, K60, K80, K45, K55, K65, K85, K100, HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart 8450, 8450, 8450, 8450	cart																	10.15	1,237.60	1,256.16	
36. INK CARTRIDGE, HP C8830A (HP 88), tri-color, for HP Deskjet 710c, 720c, 8200c, 8300c, 8500c, 8700c, 8800c, 8900c, 9200c, 9300c, 9500c, 9600c, 9700c, 9800c, 1000c, 1100c, 1125c, 1180c, 1200c, 1600c, 1600cm, 6120, 9300, HP Officejet C55, C85, C95, K60, K80, K45, K55, K65, K85, K100, HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart 8450, 8450, 8450, 8450	cart																	10.15	1,601.60	1,625.62	
37. INK CARTRIDGE, HP C6625A (HP 67), tri-color, for HP Deskjet 840c, 840c	cart																	10.15	1,346.80	1,367.00	
38. INK CARTRIDGE, HP C6578AD (HP 68), tri-color, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 9700c, 9900c, 1080c, 1200c, 1280c, 1380c, 1500c, HP Officejet 510, C55, C85, C95, K60, K80, K45, K55, K65, K85, K100, HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart 8450, 8450, 8450, 8450	cart																	10.15	1,456.00	1,477.84	
39. INK CARTRIDGE, HP C6614D (HP 66), black, for HP Deskjet 610c, 620c, 640c, 660c	cart																	10.15	1,372.80	1,393.39	
40. INK CARTRIDGE, HP C8840A (HP 88), black, 60ml, for HP Officejet 4110, 9100, 9110 All-in-One, HP Business Inkjet 1100+ printer series, 1200+ printer series, 2000 printer series, 2120+, 2280+ printer series, 2300+ printer series, 2500 printer series, 3600+ printer series, HP Colour Printer 8450, 8450, 8450, 8450	cart																	10.15	1,430.00	1,451.45	
41. INK CARTRIDGE, HP C8222AA (HP 22), black, 80ml, for HP Deskjet 3200, 3300, 3400, 3500, 3550, 3740, 3745, 3845, HP PSC 1100, 1200, 1300 All-in-One, HP PSC 1100, 1200, 1300 All-in-One	cart																	10.15	800.80	812.81	
42. INK CARTRIDGE, HP C8830AA (C828AA) (HP 88), tri-color, for HP Deskjet 3200, 3300, 3400, 3500, 3550, 3650, 3740, 3745, 3845, HP Officejet 4110, 4255 All-in-One, HP PSC 1100, 1200, 1300 All-in-One	cart																	10.15	915.20	928.93	
43. INK CARTRIDGE, HP C6656AA (HP 66), black, for HP Deskjet 840c, 840c	cart																	10.15	873.60	886.70	
44. INK CARTRIDGE, HP C6657AA (HP 67), tri-color, for HP Deskjet 450 printer series, 560, 550, 560, 565, 965, 960	cart																	10.15	1,456.00	1,477.84	
45. INK CARTRIDGE, HP C6658AA (HP 68), tri-color, for HP Deskjet 450 printer series, 560, 550, 560, 565, 965, 960	cart																	10.15	1,456.00	1,477.84	

D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)						6,607.89
E. APPROVED BUDGET BY THE AGENCY HEAD						
In Figures and Words:						
F. MONTHLY CASH REQUIREMENTS (in Pesos)						
F.1 Available at Procurement Service Stores	6866.852	5458.624	5151.521	5043.368	32513.37	
F.2 Other Items not available at PS but regularly purchased from other sources	7207.5	20795	8360	7193	43565.5	
TOTAL MONTHLY CASH REQUIREMENTS	14078.35	26253.63	13511.52	12235.37	66078.87	

*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:

Certified Funds Available /
 Certified Appropriate Funds Available:

Approved by:

ROMERO P. MADUCDOC
 IRMA/STOREKEEPER

TERESITA M. BIGTING
 Corporate Accounts Analyst A

JOCELYN C. PAJARILAGA
 General Manager
 GENERAL TINIO WATER DISTRICT

Date Prepared: 3/10/2015