

**ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

1. 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.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-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.**
3. 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.
4. 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
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com- For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018-PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi Polomolok Water District
 Region: XII - Koronadal
 Address: National Highway, Polomolok, South Cotabato

Contact Person: Myrna B. Belgado
 Position: BAC Secretariat
 E-mail: myrna_belgado@yahoo.com
 Telephone/Mobile Nos: 5008008

Agency Account Code: No Code

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	24			24				0								0	24	20.28	486.72
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	24			24				0								0	24	19.20	460.80
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0								0	0	91.94	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0								0	0	40.97	-
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0								0	0	75.39	-
6 TAPE, ELECTRICAL, 18mm x 16M min	roll				0				0								0	0	18.93	-
COMMON OFFICE SUPPLIES																				

		6		6		Pages 3 0					0	6	59.37	356.22
25	FASTENER, METAL, 70mm between prongs	box		6							0	6	59.37	356.22
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece		0		0					0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set		0		0					0	0	12.98	-
28	FILE TAB DIVIDER, bristol board, for legal	set		0		0					0	0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle		0		0					0	0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle		0		0					0	0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		0		0					0	0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		0		0					0	0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		0		0					0	0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack		0		0					0	0	226.05	-
35	FOLDER, TAGBOARD, for legal size documents	pack		0		0					0	0	208.38	-
36	GLUE, all purpose, gross weight: 200 grams min	jar		0		0					0	0	49.73	-
37	INDEX TAB, self-adhesive, transparent	box		0		0					0	0	53.74	-
38	LOOSELEAF COVER, made of chipboard, for legal	bundle		0		0					0	0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece		0		0					0	0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set		0		0					0	0	36.97	-
41	MARKER, whiteboard, black, felt tip, bullet type	piece		0		0					0	0	10.69	-
42	MARKER, whiteboard, blue, felt tip, bullet type	piece		0		0					0	0	10.69	-
43	MARKER, whiteboard, red, felt tip, bullet type	piece		0		0					0	0	10.69	-
44	MARKER, PERMANENT, bullet type, black	piece	28	28		0	28				0	56	10.04	562.24
45	MARKER, PERMANENT, bullet type, blue	piece	28	28		0	28				0	56	10.04	562.24
46	MARKER, PERMANENT, bullet type, red	piece	29	29		0	29				0	58	10.04	582.32
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		0		0					0	0	12.52	-
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	5	5		0	5				0	10	32.45	324.50

G.1 Available at Procurement Service Stores	53,818.93		Pages 23 of 46	29,055.87	934.44	P	84,743.68
G.2 Other Items not available at PS but regularly purchased from other sources	301,935.00		2,548.00	139,183.00	2,548.00	P	446,204.00
TOTAL MONTHLY CASH REQUIREMENTS	355,743.93		3,482.44	168,238.87	3,482.44	P	530,947.68

*Other categories that are not indicated herein

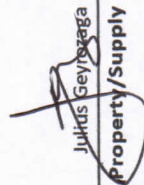
**Prices are FOB Manila/Applicable for items under A.

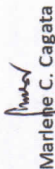
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

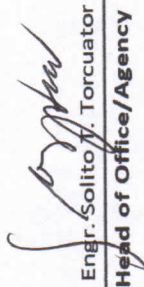
Prepared by:

Certified Funds Available / Certified
Appropriate Funds Available:

Approved by:


Judds Geyrozaga
Property/Supply Officer


Marlene C. Cagata
Accountant / Local Budget Officer


Engr. Solito J. Torcuator
Head of Office/Agency

Date: 11/15/2017