

**ANNUAL PROCUREMENT PLAN FOR 2018**  
**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 in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
  - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
  - Surigao Del Norte - **Surigao Del Norte**
  - Zamboanga Sibugay- **Zamboanga Sibugay**
  - Camiguin - **Camiguin**
- 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philegpe.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.**
- 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.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
  - DBM Central Office- for entities in the Central Office
  - 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:

  - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - ps.app.goccc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - ps.app.deped@gmail.com- For primary and secondary schools
  - ps.app.igu@gmail.com - For Local government units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2017**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **BUREAU OF LOCAL EMPLOYMENT (BLE-K TO 12 DOLE-AMP FUND)** Agency Account Code: \_\_\_\_\_  
 Region: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Person: **OD**  
 Position: \_\_\_\_\_  
 E-mail : **od\_ble@yahoo.com**  
 Telephone/Mobile Nos: **528-0087**

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	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	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	17.42	87.10
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	15.03	75.15
<b>COMMON OFFICE SUPPLIES</b>																					
3 ALCOHOL, 70%, ethyl, 500ml	bottle	2	0	0	2	2	0	0	2	0	0	0	0	2	0	0	0	2	8	47.82	382.56
8 CLEARBOOK, A4 size	piece	3	0	0	3	2	0	0	2	0	0	0	0	0	0	0	0	0	5	39.52	197.60
9 CLEARBOOK, Legal size	piece	3	0	0	3	2	0	0	2	0	0	0	0	0	0	0	0	0	5	43.68	218.40
11 CLIP, backfold, 25mm, 12 pieces per box	box	3	0	0	3	3	0	0	3	0	0	0	0	3	0	0	0	3	12	10.40	124.80
12 CLIP, backfold, 32mm, 12 pieces per box	box	3	0	0	3	3	0	0	3	0	0	0	0	3	0	0	0	3	12	19.12	229.44

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
		13 CLIP, backfold, 50mm, 12 pieces per box	box	3	0	0	3	3	0	0	3	3	0			0	0	3	0	0
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	3	12	31.20	374.40
15 DATA FILE BOX, made with chipboard, with closed ends	box	2	0	0	2	2	0	0	2	2	0	0	0	2	0	0	0	6	69.78	418.68
16 DATA FOLDER, made with chipboard, taggila lock	piece	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	6	68.64	411.84
20 ENVELOPE, EXPANDING, plastic	piece	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	6	27.61	165.66
24 ERASER, plastic or rubber	piece	2	0	0	2	2	0	0	2	2	0	0	0	2	0	0	0	4	2.29	9.16
25 FASTENER, for paper, metal, 50 sets per box	box	1	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	2	57.09	114.18
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	70.67	212.01
27 FILE TAB DIVIDER, A4, five (5) colors per set	set	5	0	0	5	5	0	0	5	5	0	0	0	5	0	0	0	5	12.48	62.40
29 FOLDER, Fancy, A4, 50% bundle	bundle	1	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	1	234.00	234.00
36 GLUE, all purpose, 300 grams min.	jar	1	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	1	44.18	44.18
40 MARKER, fluorescent, 3 colors per set	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	35.55	213.30
41 MARKER, whiteboard, bullet type, black	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	10.28	20.56
42 MARKER, whiteboard, bullet type, blue	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	10.28	20.56
43 MARKER, whiteboard, bullet type, red	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	10.28	20.56
44 MARKER, permanent, bullet type, black	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	9.65	19.30
45 MARKER, permanent, bullet type, blue	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	9.65	19.30
48 NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	9	31.20	280.80
49 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	9	40.54	364.86
50 NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	54.06	324.36
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	12	12.85	154.20
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	12	6.43	77.16
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	10	0	0	10	10	0	0	10	10	0	0	0	10	0	0	0	40	95.26	3,810.40
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	0	0	0	0	1	0	0	1	1	0	0	0	1	0	0	0	1	19.62	19.62
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	1	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	1	60.32	60.32
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	1	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	1	86.85	86.85
67 SIGN PEN, black	piece	2	0	0	2	2	0	0	2	2	0	0	0	2	0	0	0	2	38.10	76.20
68 SIGN PEN, blue	piece	2	0	0	2	2	0	0	2	2	0	0	0	2	0	0	0	2	38.10	76.20
69 SIGN PEN, red	piece	2	0	0	2	2	0	0	2	2	0	0	0	2	0	0	0	2	38.10	76.20
73 STAPLE WIRE, Standard	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9	18.92	170.28
74 TAPE, masking, 24mm, 50 meters length	roll	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	6	55.12	330.72
75 TAPE, masking, 48mm, 50 meters length	roll	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	3	105.04	315.12
76 TAPE, transparent, 24mm, 50 meters	roll	3	0	0	3	3	0	0	3	3	0	0	0	3	0	0	0	6	10.92	65.52
78 TAPE, packaging, 48mm, 50 meters length	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	32.74	65.48
79 TOILET TISSUE, 12 rolls per pack	pack	1	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	4	67.60	270.40
<b>COMMON OFFICE DEVICES</b>																				
<b>COMMON JANITORIAL SUPPLIES</b>																				
<b>COMMON OFFICE EQUIPMENT</b>																				
3 CALCULATOR, SCIENTIFIC, 1 unit per box	unit	1	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	1	258.84	258.84
10 ELECTRIC FAN, stand type	unit	1	0	0	1	1	0	0	1	1	0	0	0	1	0	0	0	1	967.10	967.10
<b>COMMON COMPUTER SUPPLIES</b>																				