



Department of Social Welfare and Development



07 December 2015

MS. LIZA B. FANGSILAT

Regional Director
DBM – CAR, Baguio City

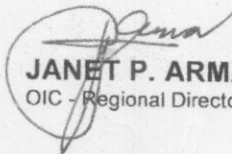
Dear Dir. Fangsilat:

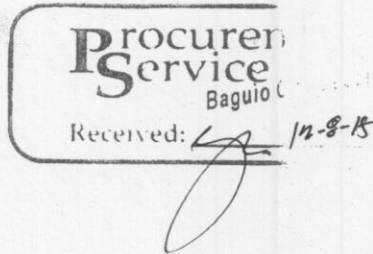
In compliance to National Budget Circular No. 555, we are submitting the revised CY 2016 APP-CSE based on the updated format, for your ready reference.

The soft copy of the said document was also sent at ps.app.nga@gmail.com e-mail address.

Thank you.

Very truly yours,


JANET P. ARMAS
OIC - Regional Director



JPA/MBD/FAK/RCLR/JAG/PMMV/NILA/nila

ANNUAL PROCUREMENT PLAN FOR 2016
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 (Cataraman) **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 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.**
- 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 SUGS
- 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
- Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
- Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
- 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.

Department/Bureau/Office: Department of Social Welfare and Development
Region: Cordillera Administrative Region
Address: 40 North Drive, Baguio City

Contact Person: Peachy May M. Verzola
Position: Administrative Officer II
E-mail : psu.car@dswd.gov.ph
Telephone/Mobile Nos: 442-7917/444-8129

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			

A. AVAILABLE AT PROCUREMENT SERVICE STORES

COMMON ELECTRICAL SUPPLIES

1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack	25			25	15			15	15			15	25			25	80	17.57	1,405.48
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack	10			10	0			0	0			0	0			0	10	15.14	151.39
3 BATTERY, size D, alkaline, 2 pieces per blister pack	pack				0	0			0	0			0	0			0	0	78.35	-
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0	0			0	0			0	0			0	0	117.26	-
5 FLUORESCENT LAMP, tubular, 36 watts	tube	5			5	15			15	5			5	5			5	25	42.54	1,063.44
6 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece	3			3	3			3	3			3	3			3	12	104.37	1,252.39
7 TAPE, electrical	roll	6			6	0			0	0			0	1			1	7	18.66	130.59

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COMMON OFFICE SUPPLIES																			
1 ACETATE, gauge #3, 50m per roll	roll	1			1	1		1	1								4	639.60	2,558.40
2 AIR FRESHENER, 280ml/can	can	33			33	51		51	48								183	83.15	15,216.08
3 ALCOHOL, 70%, ethyl, 500ml	bottle	344			344	356		359	359								1410	44.22	62,348.09
4 CARBON FILM, A4 size, 100 sheets per box	box	3			3			3									6	229.19	1,375.14
5 CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0			0									0	260.27	-
6 CARTOLINA, assorted color, 20 pieces per pack	pack	311			311	317		317	300								1233	72.26	89,099.66
7 CHALK, white, dustless, 100 pieces per box	box				0			0									0	26.51	-
8 CLEARBOOK, A4 size	piece				0			0									0	38.38	-
9 CLEARBOOK, Legal size	piece				0			3									6	42.64	255.84
10 CLIP, backfold, 19mm, 12 pieces per box	box	338			338	76		76	280								69	7.46	5,693.51
11 CLIP, backfold, 25mm, 12 pieces per box	box	355			355	108		108	311								105	17.06	14,992.22
12 CLIP, backfold, 32mm, 12 pieces per box	box	283			283	43		43	246								40	21.20	12,972.56
13 CLIP, backfold, 50mm, 12 pieces per box	box	278			278	63		63	261								53	44.77	29,335.66
14 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	810			810	831		808	808								819	42.11	137,605.68
15 DATA FILE BOX, made with chipboard, with closed ends	box	137			137	60		60	50								50	71.47	21,227.56
16 DATA FOLDER, made with chipboard, taglia lock	piece	115			115	103		103	100								100	78.87	32,969.23
17 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	122			122	91		91	91								90	413.61	162,961.55
18 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	96			96	94		94	93								93	520.09	195,551.96
19 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	140			140	119		119	107								118	637.25	308,430.33
20 ENVELOPE, EXPANDING, plastic	piece				0			0									0	35.91	-
21 ENVELOPE, MAILING, 500 pieces per box	box				0	3		3	0								3	142.84	428.53
22 ENVELOPE, MAILING, with window, 500 pieces per box	box	4			4	5		5	0								4	200.24	800.98
23 ERASER, felt, for blackboard/whiteboard	piece				0	5		5	0								5	10.32	51.61
24 ERASER, plastic or rubber	piece	15			15	15		15	15								45	2.21	99.63
25 FASTENER, for paper, metal, 50 sets per box	box	138			138	141		138	138								133	58.52	32,184.49
26 FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	174			174	4		6	6								184	84.94	15,629.28
27 FILE TAB DIVIDER, A4, five (5) colors per set	set				0			0									0	12.79	-
28 FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				0			0									0	17.06	-
29 FOLDER, Fancy, A4, 50s/bundle	bundle	10			10			0									10	239.85	2,398.50
30 FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	10			10			0									10	298.48	2,984.80
31 FOLDER, L-type, A4, 50 pieces pack	pack				0			0									0	170.56	-
32 FOLDER, L-type, Legal size, 50 pieces per pack	pack				0			0									0	186.55	-
33 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box	6			6	5		5	5								22	959.29	21,104.32
34 FOLDER, Tagboard, A4, 100 pieces per pack	pack	101			101	95		96	96								94	254.77	98,342.76
35 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	134			134	125		125	125								121	307.48	155,277.15
36 GLUE, all purpose, 300 grams min.	jar	133			133	131		128	128								132	50.10	26,353.45
37 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	22			22	2		2	2								2	52.11	1,459.11
38 LOOSELEAF COVER, sockets per bundle	bundle				0	2		2	3								5	553.25	2,766.27
39 MAGAZINE FILE BOX, LARGE	piece				0			0									0	44.94	-
40 MARKER, fluorescent, 3 colors per set	set	121			121	117		118	118								115	36.44	17,162.65
41 MARKER, whiteboard, bullet type, black	piece	294			294	66		66	291								60	12.10	8,599.55
42 MARKER, whiteboard, bullet type, blue	piece	268			268	33		33	258								30	12.10	7,123.96

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43 MARKER, whiteboard, bullet type, red	piece	16			16	6			6			6					6		6	34	12.10	411.23
44 MARKER, permanent, bullet type, black	piece	343			343	73			313			313					313		55	784	9.89	7,754.74
45 MARKER, permanent, bullet type, blue	piece	278			278	48			283			283					283		35	644	9.89	6,369.97
46 MARKER, permanent, bullet type, red	piece	20			20	5			5			5					5		5	35	9.89	346.19
47 NOTE BOOK, stenographer's, 40 leaves, spiral	piece	1036			1036	35			285			285					285		20	1376	10.56	14,527.12
48 NOTE PAD, stick-on, (2"x3")	pad	4			4	1			1			1					1		0	6	31.98	191.88
49 NOTE PAD, stick-on, (3"x3")	pad	748			748	752			752			752					752		749	3001	39.34	118,057.84
50 NOTE PAD, stick-on, (3"x4")	pad	31			31	18			25			25					25		5	79	55.41	4,377.51
51 PAD PAPER, Ruled	pad				0				0			0					0		0	0	17.91	-
52 PAPER CLIP, gem type, 48mm, 100 pieces per box	box	93			93	90			90			90					90		88	361	13.86	5,002.74
53 PAPER CLIP, gem type, 32mm, 100 pieces per box	box	99			99	95			96			96					96		92	382	6.93	2,646.88
54 PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	1331			1331	1360			1360			1335					1309		1300	5326	120.78	643,251.64
55 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	782			782	759			757			757					744		744	3042	135.32	411,644.96
56 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	10			10	10			12			12					10		10	42	104.95	4,407.89
57 PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				0				0			0					0		0	0	117.74	-
58 PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream	28			28	5			58			58					58		5	96	94.34	9,056.74
59 PAPER, Thermal, 216mm x 30m	roll	10			10	10			10			10					10		10	40	36.56	1,462.47
60 PENCIL, lead, w/eraser, one(1) dozen per box	box	101			101	52			49			49					43		43	245	20.11	4,927.07
61 PHILIPPINE NATIONAL FLAG	piece				0				0			0					0		0	0	307.01	-
62 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	435			435	336			334			334					343		343	1448	61.83	89,526.94
63 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	25			25	34			23			23					41		41	123	89.02	10,949.61
64 RING BINDER, Plastic 32mm, 10 pieces per bundle	bundle				0				0			0					0		0	0	263.29	-
65 RUBBER BAND, 70mm min lay flat length (#8)	box	6			6				0			0					0		0	6	108.50	650.98
66 RULER, plastic, 450mm, 1 piece in individual plastic	piece	3			3	3			3			3					0		0	6	15.99	95.94
67 SIGN PEN, black	piece	726			726	741			736			736					717		717	2920	45.11	131,219.33
68 SIGN PEN, blue	piece	152			152	157			151			151					135		135	595	45.11	26,840.60
69 SIGN PEN, red	piece	10			10				0			0					0		10	10	45.11	451.10
70 STAMP PAD INK, violet, 50ml	bottle	262			262	2			250			250					250		0	514	23.45	12,054.33
71 STAMP PAD, felt pad, min 60mm x 100mm	piece	262			262	4			253			253					253		0	519	31.86	16,533.78
72 STAPLE WIRE, Heavy duty, 23/13	box	3			3				0			0					66		0	3	31.18	93.54
73 STAPLE WIRE, Standard	box	400			400	69			394			394					66		66	929	19.39	18,016.10
74 TAPE, masking, 24mm, 50 meters length	roll	363			363	69			353			353					61		61	846	56.50	47,797.31
75 TAPE, masking, 48mm, 50 meters length	roll	350			350	54			344			344					46		46	794	107.67	85,486.80
76 TAPE, transparent, 24mm, 50 meters	roll	386			386	78			384			384					75		75	923	17.80	16,433.32
77 TAPE, transparent, 48mm, 50 meters	roll	360			360	59			354			354					55		55	828	34.11	28,244.74
78 TAPE, packaging, 48mm, 50 meters length	roll	353			353	43			349			349					46		46	791	34.11	26,982.59
79 TOILET TISSUE, 12 rolls per pack	pack	123			123	151			146			146					144		144	564	77.46	43,687.02
80 TWINE, plastic, one kilo per roll	roll	36			36	31			31			31					31		31	129	55.43	7,150.73
81 WRAPPING PAPER, kraft, 50 sheets per pack	pack	11			11	11			12			12					12		12	46	115.54	5,314.75
COMMON OFFICE DEVICES																						
1 CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	21			21	3			21			21					21		0	45	8.05	362.08
2 CUTTER KNIFE, heavy duty	piece	11			11	7			7			7					2		2	22	19.92	438.15
3 DATING AND STAMPING MACHINE	piece	8			8				0			0					0		0	8	490.34	3,922.72

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
4 PENCIL SHARPENER, 1 piece in individual plastic case	piece	1			1				0									0	1	191.88	191.88
5 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece	12			12				0									1	13	126.52	1,644.70
6 SCISSORS, (6")	pair	26			26				5									2	36	15.92	573.06
7 STAPLER, standard	piece	19			19				5									0	24	94.54	2,268.86
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	1			1				0									0	1	1,086.25	1,086.25
9 STAPLE REMOVER, plier type	piece	31			31				7									2	40	18.07	722.83
10 TAPE DISPENSER, table top	piece	11			11				3									0	16	48.91	782.61
11 WASTE BASKET, non-rigid plastic	piece	3			3				3									0	9	31.45	283.02
COMMON JANITORIAL SUPPLIES																					
1 BROOM, soft (lambo)	piece	4			4				3									0	11	106.60	1,172.60
2 BROOM, stick (tingting)	piece	3			3				3									0	9	24.52	220.66
3 CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	3			0				0									0	0	42.64	-
4 CLEANER, scouring powder, .550grams/can	can	12			12				9									3	36	18.66	671.58
5 DETERGENT POWDER, all purpose, .4kilo/pouch	pouch	191			191				191									191	764	42.64	32,576.96
6 DISINFECTANT SPRAY, 400-550 grams	can	6			6				7									6	28	117.26	3,283.28
7 DUST PAN, non-rigid plastic	piece	6			6				8									0	20	37.19	743.74
8 FLOOR WAX, Paste, red	can	1			1				4									1	4	234.52	1,876.16
9 FURNITURE CLEANER, aerosol, 300ml/can	can	1			1				1									1	4	86.88	347.52
10 INSECTICIDE, aerosol type, 600ml/can	can	26			26				26									28	95	120.46	11,443.51
11 MOPBUCKET	piece				0				0									0	0	1,918.80	-
12 MOPHANDLE, screw type, aluminum handle	piece				0				0									0	0	133.25	-
13 MOPHEAD, made of rayon	piece	2			2				3									0	10	101.27	1,012.70
14 RAG, all cotton, 32 pieces per kilo per bundle	bundle	5			5				5									5	20	44.77	895.44
15 SCOURING PAD, 5 pieces per pack	pack	11			11				8									14	38	122.59	4,658.42
16 TRASHBAG, plastic, transparent, tops/roll	roll	66			66				51									66	51	143.38	33,550.22
COMMON OFFICE EQUIPMENT																					
2 CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit				0				7									1	2	157.77	1,577.68
6 DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit				0				1									0	1	6,385.34	6,385.34
10 ELECTRIC FAN, stand type	unit	1			1				1									0	1	1,062.80	1,062.80
PAPER TRIMMER/CUTTING MACHINE, max paper size: B4, 30 sheets cutting cap., automatic clamping, stationary blade guard, A4-A6 format indications	unit	1			1				0									0	1	8,154.90	8,154.90
PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit				0				1									0	1	5,628.48	5,628.48
COMMON COMPUTER SUPPLIES																					
1 COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	3			3				0									0	3	616.95	1,850.84
7 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	5			5				0									0	5	21.90	109.52

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT						
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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/Msata7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece				0				0									0	0	3,170.28	-
9 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	67			67	6			6									26	102	239.85	24,464.70
10 MOUSE, optical, USB connection type	unit	5			5	5			5									4	17	140.71	2,392.10
HANDBOOK ON PROCUREMENT																					
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT- RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0				0									0	0	29.62	-
CONSUMABLES																					
24 INK CART, EPSON C31T05190(73N)(91N), Black	cart	9			9	9			9									9	36	437.06	15,734.16
25 INK CART, EPSON C31T05290(73N)(91N), Cyan	cart	3			3	3			3									3	12	437.06	5,244.72
26 INK CART, EPSON C31T05390(73N)(91N), Magenta	cart	3			3	3			3									3	12	437.06	5,244.72
27 INK CART, EPSON C31T05490(73N)(91N), Yellow	cart	3			3	3			3									3	12	437.06	5,244.72
28 INK CART, EPSON C31T664100 (T6641), Black	cart				0				0									0	0	261.17	-
29 INK CART, EPSON C31T664200 (T6642), Cyan	cart				0				0									0	0	261.17	-
30 INK CART, EPSON C31T664300 (T6643), Magenta	cart	2			2	2			2									0	4	261.17	1,044.68
31 INK CART, EPSON C31T664400 (T6644), Yellow	cart	2			2	2			2									0	4	261.17	1,044.68
43 INK CART, HP C6578DA, (HP78), Tri-color	cart	5			5	5			5									5	20	1,551.03	31,020.60
64 INK CART, HP CC640WA, (HP60), Black	cart	10			10	10			10									4	34	650.26	22,108.84
65 INK CART, HP CC641WA, (HP60XL), Black	cart	1			1	1			1									1	4	1,433.77	5,735.08
66 INK CART, HP CC643WA, (HP60), Tri-color	cart	2			2	2			2									0	6	766.45	4,598.72
93 INK CART, LEXMARK 10N0217 (#7), Black	cart	9			9	9			9									9	36	1,028.69	37,032.84
94 INK CART, LEXMARK 10N0227 (#7), Colored	cart	3			3	3			3									3	12	1,225.90	14,710.80
95 TONER CART, BROTHER TN-2025, Black	cart				0				0									0	0	2,620.23	-
96 TONER CART, BROTHER TN-2130, Black	cart				0	3			3									3	9	1,865.50	16,789.50
115 TONER CART, HP CE278A, Black	cart	19			19	19			19									20	77	3,146.83	242,306.06
116 TONER CART, HP CE285A (HP85A), Black	cart	41			41	5			5									20	101	2,774.80	280,254.60
136 TONER CART, HP Q2612A, Black	cart	10			10	6			6									6	28	3,045.56	85,275.74
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1 BALLAST, 36 watts	piece				0				0									0	0	76.65	-
2 FLUORESCENT LAMP, tubular, 14 watts	tube	40			40	40			40									40	160	90.61	14,497.60
3 FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set	10			10				0									0	10	373.10	3,731.00
COMMON OFFICE EQUIPMENT																					
1 CALCULATOR, MINI-PRINTING, 1 unit per box	unit				0				0									0	0	954.07	-
2 CALCULATOR, PRINTING, DESKTOP, 1 unit per box	unit	10			10				0									0	10	2,014.74	20,147.40
COMMON OFFICE SUPPLIES																					
1 CARTOLINA, white, 20 pieces per pack	pack	14			14	15			15									10	5	53.30	2,345.20
2 CLIP, bulldog, 73mm (3")	piece	63			63	13			13									13	7	8.53	818.69

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9,2015	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4		
3 COLUMNAR PAD, 18 cols, 50 gsm min.	pad				0														0	0	67.16	-
4 ENVELOPE, PAY, 500 pieces per box	box				0														0	0	117.58	-
5 ILLUSTRATION BOARD, (30"x40")	piece				0	2													0	0	35.93	143.71
6 INDEX CARD BOX, 3"x5"	piece	1			1														0	0	37.31	37.31
7 INDEX CARD BOX, 5"x8"	piece	1			1														0	0	56.50	56.50
8 INDEX CARD, 3"x5", 500 pieces per pack	pack	1			1														0	0	52.55	52.55
9 INDEX CARD, 5"x8", 500 pieces per pack	pack				0	1													0	0	142.82	142.82
10 MANILA PAPER, 10sheets per pack	pack	42			42	32													32	128	26.65	3,411.20
11 MAP PIN, round head, 100 pieces per case	case	2			2	3													1	6	41.36	248.15
12 OIL, for general purpose lubricant, 120 mL	bottle				0														0	0	37.82	-
13 PAPER, Thermal, 210mm x 30m	roll				0														0	0	30.70	-
14 PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	3			3														3	6	25.58	153.50
15 RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool	5			5														0	5	16.52	82.62
16 RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle				0														0	0	154.57	-
17 RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle				0														0	0	298.31	-
18 STAPLE WIRE, Heavy duty, 23/17	box	3			3														0	3	42.52	127.55
19 TAPE DISPENSER, handheld	piece	1			1														0	1	29.83	29.83
20 TAPE, for adding machine	roll	5			5														0	5	8.31	41.56
21 TIME CARD, for Amano Bundy Clock,100 pieces bundle	bundle				0														0	0	71.21	-
COMMON JANITORIAL SUPPLIES																						
1 FLOOR WAX, Liquid type, natural	can				0														0	0	379.76	-
2 FLOOR WAX, Paste type, natural	can				0														0	0	229.19	-
3 SOAP, BATHROOM, 90 grams, 1 piece in individual box	piece	170			170	170													170	730	22.92	16,730.87
CONSUMABLES																						
Office Equipment and Accessories																						
1 White board, office mobile, 72w x 40h, Reversible dry erase adjustable magnetic white board	piece	1			1														0	1	5,000.00	5,000.00
2 White board, 72 x 40 (w X h inches), school office teaching learning white board, Standard aluminum white board surface, 4" x 6" board size, Satin finished aluminum frame, full length marker tray and hanging system included	piece	1			1														0	1	5,000.00	5,000.00
3 Corkboard, 36w x 24h with aluminum frame	piece				0	5													0	5	2,500.00	12,500.00
4 Whiteboard with stand, Aluminum frame, 3x3 ft	unit	2			2														0	2	3,000.00	6,000.00
Office Supplies																						
1 Columnar notebook, 12 cols	piece	2			2	2													2	8		-
2 Marker, permanent, chisel type, black	piece	20			20	5													5	35	12.50	437.50
3 Marker, permanent, chisel type, blue	piece	15			15														0	15	12.50	187.50
4 Marker, permanent, chisel type, red	piece	15			15														0	15	12.50	187.50
5 Notepad, 2"x2", 400 sheets	pad	4			4	1													1	6	101.50	609.00
6 Ruler, plastic, 300mm	piece	1			1	9													6	16	3.00	48.00
7 BALLPOINT PEN, fine point, black	piece	896			896	576													570	2617	15.00	39,135.00
8 BALLPOINT PEN, fine point, blue	piece	225			225	125													130	150	15.00	9,450.00

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
9 Ballpen, black, retractable	piece	12			12	12												12	48	14.00	672.00
10 COLUMNAR NOTEBOOK, 6 columns	piece	2			2														2	38.80	77.60
11 Frame for certificate, A4	piece	10			10														20	120.00	2,400.00
12 Glossy Photo Paper (A4 5z, 210mm x 297 mm) 200gsm/10 sheets	pack	22			22	14													50	110.00	5,500.00
13 ID Badge	piece	451			451														451	10.00	4,510.00
14 ID Holder with lace	piece	200			200														200	30.00	6,000.00
15 Paper, specialty, A4, 100g/250gsm	pack	38			38	20													108	50.00	5,400.00
16 Scrap Book for Kids, 100 leaves	piece	10			10	10													40	100.00	4,000.00
17 Sticker paper, 10 pieces/20 sheets, 8.5"x11"	pack	80			80														110	35.00	3,850.00
18 Tape, double sided, 1"	roll	3			3														3	40.00	120.00
Audio and visual presentation and composing equipment																					
Photographic or filming or video equipment																					
Cleaning Equipment and Supplies																					
1 Detergent bar	bar	45			45	35													55	143.38	27,241.63
2 DISHWASHING PASTE, 400g	jar	0.24			0.34	0.24													0.34	40.00	-
3 Toilet Pump, rubber (plunger)	piece	0.3			0.3	0													0	50.00	-
4 RAAG, rectangular, for floor 18"	piece	0			0	0													0	30.00	-
5 Bleach, 4 liters/gallon	gallon	3			3	13													13	120.00	4,440.00
6 Wash bag		14			0	14													14	0.00	-
Paper Materials and Products																					
Lighting and fixtures and accessories																					
Electrical equipment and components and supplies																					
1 Fuse, 30 amperes	piece	5			5	5													5	103.00	1,545.00
2 Fuse, 60 amperes	piece	5			5	5													5	30.00	450.00
3 Starter, 4-40 watts	piece	50			50	55													215	6.00	1,290.00
4 Extension wheel, 10m, wew-10m	unit	3			3	0													3	875.00	2,625.00
Computer Supplies																					
1 Compact Disk Recordable, 700mb	piece	76			76	0													76	12.00	912.00
2 Compact Disk Rewritable, 700mb	piece	520			520	20													20	19.00	20,520.00
3 DVD Recordable, 4,7GB	piece	20			20	20													80	13.00	1,040.00
4 Ink Cartridge, Epson T6441, black	cart	2			2	2													4	262.00	1,048.00
5 Epson ink, 70 ml, black	bottle	89			89	89													89	400.00	142,400.00
6 Epson ink, 70ml, cyan	bottle	89			89	89													89	400.00	142,400.00

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT						
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity	
7 Edson Ink, 70ml, magenta	bottle	89			89	89		89	89			89	89				89	356	400.00	142,400.00	
8 Edson Ink, 70ml, yellow	bottle	89			89	89		89	89			89	89				89	356	400.00	142,400.00	
9 5. INK Refill for CANNON MP 280 series, (black, magenta, blue)	bottle	22			22	6		6	22			22	6				6	56	200.00	11,200.00	
10 Black	bottle	58			58	18		18	58			58	18				18	152	200.00	30,400.00	
11 Tri color (magenta, blue and yellow)	cart	2			2	2		2	2			2	2				2	4	262.00	1,048.00	
12 Ink Cartridge, Epson T6441, black	piece	1			1				2			2					2	3	535.00	1,605.00	
13 Micro, SD, 16GB	cart	11			11				0			0					0	11	1,950.00	21,450.00	
14 Toner TNP22, black	cart	3			3				0			0					0	3	4,500.00	13,500.00	
15 Toner TNP22, cyan	cart	3			3				0			0					0	3	4,500.00	13,500.00	
16 Toner TNP22, magenta	cart	3			3				0			0					0	3	4,500.00	13,500.00	
17 Toner TNP22, yellow	cart	3			3				0			0					0	3	4,500.00	13,500.00	
18 Toner Cartridge, brother TN2060	piece	6			6	6		6	6			6	6				6	24	1,444.10	34,658.40	
Computer Equipment and Accessories																					
1. Uninterruptible Power Supply, Output power capacity 300 wats/500VA, Max configurable power 300 wats/500VA, Nominal output voltage 230V, Output frequency (sync to mains) 47-53 Hz for 50Hz nominal, 57-63 Hz for 60 Hz nominal, Topology - Standby, Output connections - (4) NEMA 5-15R (Battery Backup), Normal input voltage 230V, Input frequency 60Hz +/-3 Hz, Input connections NEMA 5-15P, Cord Length 1.83 meters, Input voltage range for main operations 165-276V, Maximum Input Current 7A, Input breaker capacity 7A, Physical maximum height - 96.00mm, maximum width- 273.00mm, maximum depth - 174.00mm net weight 5.92KG, standard warranty - 1 year repair and replace		piece	4			4			4	4			4	4				4	8	3,500.00	28,000.00
2					0			0				0					0	0			
*Other Categories																					
A. Communication Supplies																					
1 Cellcard, smart 300	piece	722			722	702		702	718			718	702				702	2844	300.00	853,200.00	
2 Cellcard, globe 300	piece	663			663	654		654	654			654	648				648	2619	300.00	785,700.00	
3 Cellcard, TM300	piece	227			227	227		227	227			227	227				227	908	300.00	272,400.00	
4 Cellcard, smart 500	piece	15			15	15		15	15			15	15				15	60	500.00	30,000.00	
5 Cellcard, globe 500	piece	3			3	3		3	3			3	3				3	12	500.00	6,000.00	
6 Cellcard, Talk and text 300	piece	260			260	254		254	260			260	254				254	1028	300.00	308,400.00	
B. Medicines																					
1 VITAMINS, Multivitamins Combos, for adults, capsule,	box	5			5			0				0					0	5	100.00	500.00	
2 VITAMINS, Multivitamins Combos, 120ml, syrup	bottle	10			10			0				0					0	10	50.00	500.00	
3 VITAMINS, Multivitamins Combos, 15ml, drops	bottle	10			10			0				0					0	10	30.00	300.00	
4 VITAMINS, Vitamin C (Ascorbic Acid), 500mg, tablet,	box	6			6			0				0					0	6	150.00	900.00	
5 VITAMINS, Vitamin C (Ascorbic Acid), 100mg/5ml, 60ml,	bottle	10			10			0				0					0	10	20.00	200.00	
6 VITAMINS, Vitamin C (Ascorbic Acid), 100mg/ml, 15ml, oral	bottle	10			10			0				0					0	10	20.00	200.00	
7 COUGH AND COLDS COMBO, Mucotuss, capsule, 100/box	box	3			3			0				0					0	3	650.00	1,950.00	
8 COUGH AND COLDS COMBO, Phenylpropanolamine HCL,	bottle	10			10			0				0					0	10	60.00	600.00	
9 COUGH AND COLDS COMBO, Phenylpropanolamine HCL,	bottle	10			10			0				0					0	10	40.00	400.00	
10 COUGH - MUCOLYTIC Ambroxol (Mucosolve), 15mg/5ml,	box	3			3			0				0					0	3	150.00	450.00	
11 COUGH - MUCOLYTIC Ambroxol (Mucosolve), 15mg/5ml,	bottle	5			5			0				0					0	5	32.00	160.00	
12 COUGH - MUCOLYTIC Ambroxol (Mucosolve), 6mg/ml,	bottle	5			5			0				0					0	5	33.00	165.00	
13 ANTI-ASTHMATIC AND COLD PREPARATION, Salbutamol	nebul	10			10			0				0					0	10	4.50	45.00	

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
14 ANTI-ASTHMATIC AND COLD PREPARATION, Salbutamol	pc	50			50							0					0	50	1.50	75.00
15 ANTI-ASTHMATIC AND COLD PREPARATION, Salbutamol	bottle	2			2							0					0	2	20.00	40.00
16 ANTIHISTAMINES, Cetirizine 10mg, tablet	pc	30			30							0					0	30	2.50	75.00
17 ANTIHISTAMINES, Cetirizine 5mg/5ml, 30ml, syrup	bottle	2			2							0					0	2	90.00	180.00
18 ANTIHISTAMINES, Cetirizine 100mg/ml, 10ml, drops	bottle	2			2							0					0	2	80.00	160.00
19 ANTI-BIOTICS (PENICILLINS), Amoxicillin 500mg, capsule,	box	5			5							0					0	5	250.00	1,250.00
20 ANTI-BIOTICS (PENICILLINS), Amoxicillin 250mg/5ml, 60ml,	bottle	5			5							0					0	5	25.00	125.00
21 ANTI-BIOTICS (PENICILLINS), Amoxicillin 100mg/ml, 15ml,	bottle	5			5							0					0	5	25.00	125.00
22 NSAIDS, Ibuprofen, 400mg, tablet, 100/box	box	2			2							0					0	2	150.00	300.00
23 ANALGESIC/ANTI-PYRETIC, Paracetamol 500mg, tablet,	box	0			0			0				0					0	1	150.00	153.75
24 ANALGESIC/ANTI-PYRETIC, Paracetamol 120mg/5ml	bottle	5			5							0					0	5	20.00	100.00
25 ANALGESIC/ANTI-PYRETIC, Paracetamol 100mg/ml, 15ml,	bottle	5			5							0					0	5	15.00	75.00
26 ANTI-DIARRHEALS, Oral Rehydration Salts (ORS 75-	sachet	50			50							0					0	50	10.00	500.00
27 ANTI-EMETIC, Bonamine, 12.5 mg, chewtab	pc	60			60							0					0	60	10.00	600.00
28 ANTIACID, Aluminum Hydroxide + magnesium Hydroxide	bottle	2			2							0					0	2	30.00	60.00
29 ANTIACID, Aluminum Hydroxide + magnesium Hydroxide	pc	50			50							0					0	50	4.00	200.00
30 ANTI-DIARRHEALS, Loperamide 2mg, capsule	pc	50			50							0					0	50	2.00	100.00
31 ANTI-PSYCHOTIC, Risperidone 2mg, tablet	pc	30			30							0					0	30	15.00	450.00
32 VITAMINS, Vitamin A 200,000 iu, soft gel capsule with	pc	50			50							0					0	50	2.00	100.00
33 ANTI-HELMINTIC, albendazole 400mg, chewtab, 100/box	pc	1			1							0					0	1	150.00	150.00
34 ANTI-DEPRESSANTS, Sertraline 50mg, tablet	pc	30			30							0					0	30	15.00	450.00
35 PROTON PUMP INHIBITORS, Omeprazole 200mg, capsules	pc	20			20							0					0	20	3.00	60.00
36 MACROLIDES, Clarithromycin 500mg, tablet	pc	30			30							0					0	30	15.00	450.00
37 ACE INHIBITOR, Captopril 25mg, tablet	pc	30			30							0					0	30	1.50	45.00
38 LAXATIVE, Bisacodyl 5 mg, tablet	pc	20			20							0					0	20	2.50	50.00
39 TOPICAL ANTI-BACTERIAL, Mupirocin 2% 15g, Ointment	tube	2			2							0					0	2	200.00	400.00
40 BURN OINTMENT, Silver Sulfadiazine 1% 25g	tube	2			2							0					0	2	150.00	300.00
41 ANTI-FUNGAL, Bonil Solution	bottle	3			3							0					0	3	40.00	120.00
42 ANTI-BACTERIAL/ANTI-FUNGAL OINTMENT, Bioderm 15g	tube	2			2							0					0	2	90.00	180.00
43 ANTI-INFLAMMATORY/ANTI-PRURITIC, Calamine lotion, 8%	bottle	3			3							0					0	3	75.00	225.00
44 PEDICULICIDE, Permethrin (Kwell) 10ml	sachet	20			20							0					0	20	40.00	800.00
45 DEODORIZER, Tawas Powder, 50g	jar	50			50							0					0	50	10.00	500.00
46 ANTI-SEPTIC SOLUTION, Povidone iodine 7.5%, 120ml	bottle	2			2							0					0	2	70.00	140.00
47 Co-amoxiclav Syrup, 250 mg/62.mg/ml	bot	5			5							5					5	20	210.00	4,200.00
48 Cetirizine, 5 mg/ml, drops	bot	10			10							5					5	30	70.00	2,100.00
49 Cetirizine, 5 mg/5ml, syrup	bot	12			12							6					6	36	75.00	2,700.00
50 Hydrogen Peroxide, Agua Oxegina, 250 ml	bot	5			5							0					0	10	70.00	700.00
51 Betadine, Povidone Iodine, 10% Antiseptic Solution 120ml	bot	6			6							4					4	20	100.00	2,000.00
53 Phenylpropanolamine Plus Chlorpheniramine Syrup, 60 ml	bot	5			5							10					10	30	50.00	1,500.00
53 Phenylpropanolamine Plus Chlorpheniramine Drops, 15 ml	bot	5			5							10					10	30	60.00	1,800.00
54 Carbocisteine Syrup, 50mg/ml	bot	5			5							10					10	30	50.00	1,500.00
55 Carbocisteine Drops, 50mg/ml	bot	5			5							10					10	30	60.00	1,800.00
56 Ambroxol Syrup, 15mg/ml	bot	5			5							10					10	30	70.00	2,100.00
57 Ambroxol Drops, 15mg/ml	bot	5			5							10					10	30	50.00	1,500.00
58 Paracetamol Drops, 100 mg /ml	bot	10			10							10					10	40	50.00	2,000.00
59 Paracetamol Syrup, 250mg/5ml	bot	10			10							10					10	40	50.00	2,000.00
60 Clarithromycin, 125 mg/5ml	bot	6			6							10					10	32	165.00	5,280.00
61 Oral rehydration salts (liquid), Flavored, 500ml	bot	10			10							10					10	40	120.00	4,800.00

Item & Specifications	Unit of Measure	Quantity Requirement												Total Quantity	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
62 Chloramphenicol Syrup, 125mg/5ml	bot	5			5	10		10	5			5	10				10	30	50.00	1,500.00
63 Mupirocin Ointment, 5g	tube	6			6	5		5	6			6	5				5	22	210.00	4,620.00
64 Hydrocortisone Cream, 10g	tube	10			10	5		10	10			10	5				5	30	250.00	7,500.00
65 Carbocysteine Capsule, 500mg, 100's/box	box	5			5	6		5	5			5	6				6	22	200.00	4,400.00
66 ANALGESIC, Metenamic Acid 350 mg/capsule	box	5			5	0		5	5			5	0				0	10	100.00	1,000.00
67 ANALGESIC, Acetaminophen 500 mg/capsule	box	5			0	0		0	5			0	0				0	0	150.00	-
68 ANALGESIC/ ANTIPIRETTIC, Paracetamol 500mg/ tablet	box	5			5	0		5	5			5	0				0	10	90.00	900.00
69 ANTIHISTAMINES, Cetirizine 10 mg/ tablet	box	5			5	0		5	5			5	0				0	10	200.00	2,000.00
70 VITAMINS, Multivitamin tablet/capsule	box	10			10	0		10	10			10	0				0	20	120.00	2,400.00
71 ANTI BIOTICS, Amoxicillin 500MG tablet	box	4			4	0		4	4			4	0				0	8	150.00	1,200.00
72 ANTI BIOTICS, Cefalexin 500mg, 100's	box	5			5	0		5	5			5	0				0	10	200.00	2,000.00
73 COLDS PREPARATIONS, Carboesteinecaps/tab, 500mg/tab	box	3			3	0		3	3			3	0				0	6	115.00	690.00
74 Cough and colds tablet, 500mg	box	3			3	0		3	3			3	0				0	6	158.00	948.00
75 ANTIDIARRHEALS, Loperamide 2mg/ tablet/ capsule	box	10			10	0		10	10			10	0				0	20	250.00	5,000.00
76 ANTI FUNGAL, Clotrimazole cream 1%	tube	5			5	0		5	5			5	0				0	10	78.00	780.00
77 ANTI INFLAMMATORY, Hydrocortisone 2.5% topical cream	tube	5			5	0		5	5			5	0				0	10	125.00	1,250.00
78 ANTI BACTERIALS, Mupirocin 2% topical ointment	tube	10			10	0		10	10			10	0				0	20	90.00	1,800.00
C. TOTAL (A + B):																				7,539,620.47
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				753,962.05
E. GRAND TOTAL (C + D)																				8,293,582.51
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores																				
G.2 Other Items not available at PS but regularly purchased from other sources																				
TOTAL MONTHLY CASH REQUIREMENTS																				
*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:

Reviewed by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved by:

LEONILA G. LAPADA
SWASST

JULIE A. GASCON
Administrative Officer V

KORIE C. CASIMERA
Budget Officer

JANET P. ARMAS
Head of Office/Agency

27 November 2015

MS. LIZA B. FANGSILAT

Regional Director
DBM – CAR, Baguio City

Dear Dir. Fangsilat:

In compliance to DBM Circular No. 2013-14, we are submitting the CY 2016 APP-CSE for your ready reference.

The soft copy of the said document will also be sent at the following email addresses:

- app.psdmbm@yahoo.com
- app@philgeps.gov.ph
- ps.app.nga@gmail.com

Thank you.

Very truly yours,

JANET P. ARMAS

OIC - Regional Director

JPA/MBD/FAK/RCLR/JAG/PMMV/NILA/nila