

**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 (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 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.

Department/Bureau/Office: Tabaco City Water District
 Region: V
 Address: Karangahan Blvd., Tabaco City, Albay

Contact Person: THERESA B. VELASCO
 Position: Admin. Division Manager
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 Telephone/Mobile Nos: (052) 487-4741; (052) 487-4835

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
5. BATTERY, size D, alkaline, 2 pcs./packet	packet	3	3	3	9	3	3	3	9	2	2	2	6	2	2	2	6	30	73.9128	2,217.38	
14. TAPE, electrical	roll	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	18.1589	217.91	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	572.5358	3,435.21	
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	18	0	0	18	0	0	0	0	0	0	0	0	0	0	0	0	18	394.2016	7,095.63	
39. INK CARTRIDGE, HP C6578A/D (HP 78), tricolor, for HP Deskjet 920c, 930c, 948c, 950c, 960c, 970cxi, 990cxi, 1180c, 1220c, 3820, 6122, 9300 HP Officejet 5110, G55, G85, G95, K60, K80, v40 All-in-One, HP PSC 750, 950 All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	1,499.6800	2,999.36	
46. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart	2	2	2	6	2	2	2	6	2	2	1	5	2	1	0	3	20	645.9336	12,918.67	
47. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart	2	1	0	3	1	0	0	1	1	0	0	1	1	0	0	1	6	744.4840	4,466.90	
52. INK CARTRIDGE, HP CB314A (HP 900), black, for HP Deskjet 900, 910, 915	cart	1	1	0	2	1	1	1	3	1	1	1	3	1	1	0	2	10	268.8712	2,688.71	
107. INK CARTRIDGE, HP CD972AA (HP920XL), cyan, for HP Officejet 6000, 7000	cart	3	1	1	5	1	2	1	4	2	1	2	5	1	2	0	3	17	589.1600	10,015.72	
108. INK CARTRIDGE, HP CD973AA (HP920XL), magenta, for HP Officejet 6000, 7000	cart	3	1	1	5	1	2	1	4	2	1	2	5	1	2	0	3	17	589.1600	10,015.72	
109. INK CARTRIDGE, HP CD974AA (HP 920XL), yellow, for HP Officejet 6000, 7000	cart	3	1	1	5	1	2	1	4	2	1	2	5	1	2	0	3	17	589.1600	10,015.72	
110. INK CARTRIDGE, HP CD975AA (HP920XL), black, for HP Officejet 6000, 7000	cart	3	3	1	7	2	2	2	6	2	2	2	6	2	2	1	5	24	1,178.3200	28,279.68	
121. INK CARTRIDGE, HP CZ107AA, (HP 678), black	cart	3	2	2	7	2	3	1	6	3	2	2	7	2	2	1	5	25	356.7096	8,917.74	
122. INK CARTRIDGE, HP CZ108AA, (HP 678), tricolor	cart	3	1	1	5	2	1	1	4	2	1	1	4	2	1	1	4	17	371.7064	6,319.01	
149. INK CARTRIDGE, Lexmark # 17, black, PN 10N0217	cart	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	1,033.7080	6,202.25	
150. INK CARTRIDGE, Lexmark # 27, colored, PN 10N0227	cart	1	0	0	1	1	0	0	1	0	1	0	1	0	0	0	0	3	1,231.8800	3,695.64	
225. TONER CARTRIDGE, HP Q2612A, black, for HP Laserjet 1010, 1012, 1015, 1018, 1020, 1022, 3015, 3020, 3030, 3050, 3052, 3055, M1005, M1310f MFP Printer	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	3,082.1720	36,986.06	
280. TONER CARTRIDGE, HP CE285A, black, for HP LaserJet P1102, P1102w, printer	cart	1.00	1.00	1.00	3.00	1.00	1.00	1.00	3.00	1.00	1.00	1.00	3.00	1.00	-	-	1.00	10.00	2,788.3336	27,883.34	
3. ALCOHOL, 70%, ethyl	bottle	2	1	2	5	2	3	2	7	3	2	3	8	2	3	2	7	27	38.3778	1,036.20	
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	1	0	0	1	1	0	0	1	1	0	0	1	1	0	0	1	4	261.5376	1,046.15	
22. COLUMNAR NOTEBOOK, 12 cols	piece	51	0	0	51	1	0	0	1	1	0	0	1	6	0	0	6	59	21.4240	1,264.02	
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	9	4	5	18	4	4	3	11	3	2	2	7	1	2	0	3	39	12.4115	484.05	
24. DATA FILE BOX, (5"x9"x15-3/4")	box	29	0	0	29	0	0	0	0	0	0	0	0	0	0	0	0	29	71.8219	2,082.84	
30. ENVELOPE, mailing white, 500s/box	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	143.5408	287.08	
32. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	0	2	11	111.9404	1,231.34	
36. ERASER, rubber	piece	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	2.2248	11.12	
47. GLUE, all purpose, 300 grams min.	jar	3	0	0	3	1	0	0	1	1	0	0	1	1	0	0	1	6	49.2546	295.53	
60. MARKER, fluorescent, 3 colors/set	set	3	3	3	9	2	2	2	6	2	2	2	6	2	1	1	4	25	33.9385	848.46	
61. MARKING PEN, whiteboard, bullet type, black	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	12.6381	12.64	
64. MARKER, permanent, bullet type, black	piece	4	0	1	5	2	1	0	3	3	0	1	4	1	1	0	2	14	12.5145	175.20	
65. MARKER, permanent, bullet type, blue	piece	3	0	1	4	1	1	0	2	3	0	1	4	1	1	0	2	12	12.5145	150.17	
66. MARKER, permanent, bullet type, red	piece	3	0	1	4	1	1	0	2	3	0	1	4	1	1	0	2	12	12.5145	150.17	
79. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	11	11	8	30	11	11	9	31	9	8	7	24	9	7	6	22	107	120.1186	12,852.69	
82. PAPER, ruled pad, 216mmx330mm, 90 sheets/pad	pad	2	1	1	4	1	0	0	1	1	0	0	1	1	0	0	1	7	17.9941	125.96	
86. PAPER FASTENER, for paper, metal, 50 sets/box	box	6	3	3	12	6	3	3	12	5	2	1	8	3	2	1	6	38	67.4650	2,563.67	
87. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	5	3	2	10	4	3	2	9	4	2	1	7	0	0	0	0	26	13.9256	362.07	

Item & Specifications	Unit of Measure	Quantity Requirement																		** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
88. PAPER CLIP, gem type, 32mm, 100s/box	box	7	3	4	14	6	4	3	13	5	2	2	9	2	2	1	5	41	6.3036	258.45	
89. PENCIL, lead, w/eraser, one(1) dozen per box	box	3	0	0	3	0	0	0	0	1	0	0	1	0	0	0	0	4	20.2086	80.83	
93. RECORD BOOK, 300 pages, Smythe sewn	book	1	0	0	1	1	0	0	1	1	0	0	1	0	0	0	0	3	55.8054	167.42	
94. RECORD BOOK, 500 pages, Smythe sewn	book	6	3	3	12	4	4	2	10	5	2	3	10	2	3	2	7	39	89.4555	3,488.76	
95. RIBBON, nylon, manual typewriter	spool	2	0	0	2	1	0	0	1	1	0	0	1	1	0	0	1	5	16.6036	83.02	
110. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	2	2	2	6	1	1	1	3	1	1	1	3	1	0	0	1	13	109.0255	1,417.33	
112. RULER, plastic, 450mm	piece	6	1	1	8	1	1	1	3	1	1	1	3	1	1	1	3	17	14.6775	249.52	
116. SIGN PEN, black	piece	9	9	7	25	9	9	7	25	9	8	5	22	5	4	4	13	85	45.3303	3,853.08	
119. STAMP PAD INK, violet, 50mL	bottle	3	1	0	4	0	0	0	0	2	1	0	3	0	0	0	0	7	21.4240	149.97	
120. STAMP PAD, felt pad, min 60mm x 100mm	piece	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	5	21.4240	107.12	
121. STAPLE WIRE, (26/16)standard, 5000 pcs/box	box	5	3	2	10	4	3	2	9	5	2	2	9	3	2	2	7	35	24.5140	857.99	
125. TAPE, adding machine, GSP bond	roll	4	4	4	12	4	4	4	12	5	5	5	15	5	4	1	10	49	7.9310	388.62	
126. TAPE, masking, 24mm, 50 meters length	roll	25	25	25	75	25	25	25	75	25	25	25	75	25	10	0	35	260	54.6312	14,204.11	
129. TAPE, transparent, 48mm, 50 meters	roll	2	2	2	6	2	2	2	6	2	2	1	5	2	1	1	4	21	34.2784	719.85	
130. TAPE, packaging, 48mm, 50 meters length	roll	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	34.2784	205.67	
2. CUTTER, heavy duty	piece	10	0	0	10	0	0	0	0	5	0	0	5	0	0	0	0	15	22.4952	337.43	
5. PUNCHER, heavy duty	piece	11	0	0	11	0	0	0	0	0	0	0	0	0	0	0	0	11	107.0994	1,178.09	
11. STAPLE REMOVER, plier type	piece	7	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	7	17.9632	125.74	
2. BROOM, soft (tambo)	piece	3	0	0	3	0	0	0	0	3	0	0	3	0	0	0	0	6	101.7640	610.58	
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	17.8396	214.08	
8. DUST PAN, non-rigid plastic, with detachable handle	piece	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	37.3684	112.11	
21. TOILET DEODORANT CAKE, deoderizer/moth proofer 50gms, 3 pcs/pack	box	2	2	2	6	2	1	1	4	1	1	1	3	1	1	1	3	16	24.1020	385.63	
3. PAPER, mimeograph, Whitewove	ream	3	3	3	9	3	3	3	9	3	3	3	9	3	3	2	8	35	116.2252	4,067.88	
1 CALCULATOR, Scientific, Casio (WD-220T) 12 digits	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	600.0000	1,200.00	
2 CALCULATOR, Scientific, Casio	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	1,500.0000	3,000.00	
1 Ballpen, Panda	piece	16	15	14	45	14	12	12	38	14	11	11	36	13	10	10	33	152	4.0000	608.00	
2 Bookpaper, long, subs20	ream	12	12	10	34	12	12	10	34	9	7	7	23	8	7	7	22	113	145.0000	16,385.00	
3 Bookpaper, short, subs20	ream	11	8	8	27	8	7	4	19	6	3	4	13	5	4	3	12	71	124.0000	8,804.00	
4 Binder Clip, 2"	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	0	2	11	46.0000	506.00	
5 RIBBON, for electric calculator	piece	1	1	1	3	2	1	1	4	2	1	1	4	2	1	1	4	15	20.0000	300.00	
6 Columnar Book, 24 columns	pad	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	34.7000	69.40	
7 Correction Pen	piece	2	0	1	3	0	1	0	1	1	0	1	2	0	1	0	1	7	17.6800	123.76	
8 Disbursement voucher	pad	2	2	2	6	2	2	2	6	2	2	2	6	2	2	3	7	25	110.0000	2,750.00	
9 Daily time record form no. 48	pad	3	0	0	3	0	0	0	0	3	0	0	3	0	0	0	0	6	45.0000	270.00	
10 ENVELOPE, brown, short	piece	5	0	0	5	5	0	0	5	5	0	0	5	2	0	0	2	17	1.0000	17.00	
11 FOLDER, long	piece	92	91	81	264	92	91	81	264	89	89	78	256	89	79	58	226	1010	3.5000	3,535.00	
12 FOLDER, short	piece	10	9	9	28	9	9	9	27	8	7	7	22	6	6	5	17	94	3.0000	282.00	
13 Letter envelope w/ letter head	piece	50	50	50	150	50	50	50	150	60	60	55	175	60	10	5	75	550	2.5000	1,375.00	
14 Paste	piece	2	1	0	3	1	1	0	2	1	1	0	2	1	0	0	1	8	23.0000	184.00	
15 Pencil refill steadler 0.5	tube	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	41.0000	246.00	
16 Post-It pads	pad	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	25.0000	300.00	
17 Sign pen refill, my gel 0.5	piece	4	2	2	8	3	2	2	7	3	2	2	7	3	2	2	7	29	20.0000	580.00	
18 Sign pen, g-tec 0.4	piece	7	3	5	15	5	5	3	13	7	3	4	14	4	4	1	9	51	62.0000	3,162.00	
19 Sign pen refill, g-tec 0.4	piece	6	5	4	15	6	5	4	15	3	2	1	6	2	1	1	4	40	40.0000	1,600.00	
20 Scissors, heavy duty	piece	9	2	2	13	0	0	0	0	0	0	0	0	0	0	0	0	13	25.0000	325.00	
21 Stapler # 35, heavy duty	piece	8	2	2	12	0	0	0	0	0	0	0	0	0	0	0	0	12	260.0000	3,120.00	
22 Stapler # 10	piece	2	0	0	2	0	0	0	0	2	0	0	2	0	0	0	0	4	24.9800	99.92	
23 Staple Wire No. 10	box	3	3	3	9	3	3	3	9	2	2	2	6	2	2	2	6	30	3.1400	94.20	
24 Steadler ink, black	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	72.0000	144.00	
25 Stationery notice for BOD brief stationery	ream	1	0	0	1	1	0	0	1	1	0	0	1	0	0	0	0	3	50.0000	150.00	
26 Stationery w/ agency letterhead, long	ream	1	0	0	1	2	0	0	2	3	0	0	3	1	0	0	1	7	1,200.0000	8,400.00	
27 Stationery w/ agency letterhead, short	ream	2	1	0	3	2	0	0	2	3	0	0	3	1	0	0	1	9	1,150.0000	10,350.00	
28 Stock card	piece	500	0	0	500	0	0	0	0	500	0	0	500	0	0	0	0	1000	13.0000	13,000.00	
29 Stock cardSupplies ledger card	piece	500	0	0	500	0	0	0	0	500	0	0	500	0	0	0	0	1000	13.0000	13,000.00	
30 Photopaper	pack	4	4	2	10	4	4	2	10	4	4	2	10	4	4	2	10	40	31.3100	1,252.40	
31 Specialty Paper	pack	2	2	1	5	2	2	1	5	2	2	1	5	2	2	1	5	20	4.2000	84.00	
32 ERASER, for whiteboard	piece	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	127.0500	127.05	
33 Toner Cartridge for fax machine	cart	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	2,900.0000	5,800.00	
34 Royal PP bags (3x5 plastic)	reams	3	3	3	9	3	3	3	9	3	3	2	8	2	0	0	2	28	143.8800	4,028.64	
35 Thermal Paper, 57mm x 35mm	piece	200	200	200	600	200	200	200	600	200	200	200	600	200	120	120	440	2240	20.5000	45,920.00	
36 TOILET TISSUE, 2-ply, 24 rolls per pack	pack	7	7	7	21	7	7	7	21	7	7	7	21	7	7	7	21	84	181.8182	15,272.73	
1 Air Freshener	piece	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	236.3636	5,672.73	
1. BALLAST, 20 watts	piece	2	0	0	2	2	0	0	2	2	0	0	2	2	0	0	2	8	181.8182	1,454.55	
1 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 2000 sets/box, white, subs20	box	2	1	2	5	2	2	1	5	3	1	2	6	2	2	1	5	21	765.0000	16,065.00	
2 COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14 1/8", 2000 sets/box, white, subs20	box	1	0	1	2	0	1	0	1	1	0	1	2	1	1	0	2	7	930.0000	6,510.00	
3 RIBBON, Epson FX2190/FX2175	piece	5	5	5	15	5	5	5	15	5	5	5	15	5	5	3	13	58	345.0000	20,010.00	
4 INK CARTRIDGE, HP CD888AA(HP 703), black deskjet, for HP Deskjet Advantage K209G	piece	5	2	2	9	5	2	2	9												

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
6 INK CARTRIDGE, Canon MP830, colored	cart	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	1,035.0000	2,070.00
6 INK CARTRIDGE,HP932XL, black	cart	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	1,000.0000	12,000.00
6 INK CARTRIDGE,HP933XL, cyan	cart	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	454.5450	2,727.27
6 INK CARTRIDGE,HP933XL, magenta	cart	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	454.5450	2,727.27
6 INK CARTRIDGE,HP933XL, yellow	cart	1	0	1	2	0	1	0	1	1	0	1	2	0	1	0	1	6	454.5450	2,727.27

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:

CATHERINE C. BRONSAL
OIC-General Services Section

THERESA B. VELASCO
Admin. Division Manager

ENGR. NOEL G. BIEN
General Manager

Date Prepared: November 13, 2014