

**ANNUAL PROCUREMENT PLAN FOR 2012
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. 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 or email at app@procurementservice.org
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: **SANGGUNIAN PANLUNGSOD SECRETARY**

Region: **XII**

Address: **Kidapawan City**

Contact Person: **NIMFA R. INITAN**

Position: _____ **Secretary to the Sanggunian**

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet	8	8	8	8	8	8	8	8	8	8	8	8	8	96	36.40	2,620.80
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. RIBBON, Epson RN 8750	cart	8			8			6			6			28	76.75	2,149.00	
COMMON OFFICE SUPPLIES																	
1. ALCOHOL, 70%, ethyl	bottle	12						12						24	37.70	904.80	
2. AUDIO CASSETTE TAPE, 90min. recording time	piece	30			30			30			30			120	16.12	1,934.40	
3. TAPE, blank, for micro-cassette recorder, 90 mins. recording time	pack	6			6			6			6			24	91.50	2,196.00	
4. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	5			5			5			5			20	364.00	7,280.00	

5. COLUMNAR NOTEBOOK, 12 cols	piece	4								7				11	19.64	216.04
6. ENVELOPE, documentary (10"x15"), 500s/box	box	1			1			1		1				4	560.56	2,242.24
7. ENVELOPE, expanding, kraft, legal size, 100s/box	box	2			2			2		2				8	675.86	5,406.88
8. ENVELOPE, mailing white, 500s/box	box	1			1			1		1				4	159.78	639.12
9. FOLDER, morocco/fancy, legal size, 50s/pack	pack	1			1			1		1				4	301.60	1,206.40
10. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle	12						12						24	312.00	7,488.00
11. GLUE, all purpose, 300 grams min.	jar	6												6	37.43	224.58
12. MARKER, fluorescent, 3 colors/set	set	12												12	41.60	499.20
13. MARKER, permanent, black	piece	12												12	13.50	162.00
14. MARKER, permanent, blue	piece	12												12	13.50	162.00
15. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	8												8	104.80	838.40
16. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream	5			5			5		5				20	145.60	2,912.00
17. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	20			20			20		20				80	144.35	11,548.00
18. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream	20			20			20		20				80	194.66	15,572.80
19. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	6			6			6		6				24	15.60	374.40
20. RECORD BOOK, 500 pages, Smyth sewn	book	5						5						10	88.40	884.00
21. RIBBON, nylon, manual typewriter	spool	8			8			8		8				32	15.81	505.92
22. RING BINDER, (1/2"x44"), plastic	piece	25						25						50	4.37	218.50
23. RING BINDER, (3/4"x44"), plastic	piece	25						25						50	12.48	624.00
24. RING BINDER, (1" x 44"), plastic	piece	25						25						50	12.48	624.00
25. RING BINDER, (2" x 44"), plastic	piece	25						25						50	28.13	1,406.50
26. SIGN PEN, black	piece	10			10			10		10				40	41.48	1,659.20
27. STAMP PAD INK, violet, 50mL	bottle	3			2			2		1				8	27.04	216.32
28. STAPLE WIRE, standard, #35	box	6			6			6		6				24	25.98	623.52
29. TAPE, transparent, 24mm, 50 meters	roll	6			6			6		6				24	10.87	260.88

30. PAPER, ruled pad,216mmx330mm, 90 sheets/pad	pad	3			3			3			3			12	20.57	246.84
COMMON OFFICE DEVICES																
COMMON JANITORIAL SUPPLIES																
1. CLEANSER, powder, 350gms.	canister	3			3			3			3			12	17.32	207.84
2. DETERGENT POWDER, all purpose, 500gms.	pouch	3			3			3			3			12	17.16	205.92
3. DISINFECTANT SPRAY, 400 grams net content	can	2			2			2			2			8	239.20	1,913.60
4. TOILET BOWL & URINAL CLEANER, 900ml	bottle	3			3			3			3			12	62.40	748.80
COMMON OFFICE EQUIPMENT																
1. CALCULATOR, compact, electronic, LCD, desktop display 12 digits, two-way power source	unit	3												3	161.08	483.24
OTHER CONSUMABLES																
1. INK CARTRIDGE, Epson C13T105490, Yellow, for printer Stylus T10/T11/ T13/ T30/T20E/C79/C90/TX100/TX110/TX111/TX200/ TX210/TX400/TX550W/ TX300F/TX510FN/TX600FW/CX3900/CX5500/CX5900/CX6900F/CX8300/CX9300F, Pigment - 73N	cart	15			15			15			15			60	424.32	25,459.20
2. INK CARTRIDGE, Epson C13T107190, Black, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart	30						30						60	279.48	16,768.80
3. INK CARTRIDGE, Epson C13T107290, Cyan, for printer T10/T11/ T13/T20E/ TX100/TX110/TX111/CX5500) Pigment - 91N	cart	30						30						60	279.48	16,768.80
4. INK CARTRIDGE, Epson C13T107390, Magenta, for printer T10/T11/ T13/ T20E/TX100/TX110/TX111/CX5500) Pigment - 91N	cart	30						30						60	279.48	16,768.80
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
1. Ring Binder Puncher	unit	1												1	3,800.00	3,800.00

2. Gestetner Copier Toner	cart.	15			15			15			15			60	1,800.00	108,000.00
3. Koppel Window type 2.5 Aircon	unit	2												2	30,999.00	30,999.00
4. Motorcycle (XRM 125)	unit	1												1	65,000.00	65,000.00
5. LCD Projector	unit	2												2	50,000.00	100,000.00
Office Supplies																
1 Ballpoint Pen Black- Leone	box	1	1	1	1	1	1	1	1	1	1	1	1	12	600.00	7,200.00
2. MTOP Card	piece	3,100												3100	8.00	24,800.00
3. SP Letterhead (long bond paper)	ream	30			20			30				20		100	950.00	95,000.00
4. SP Letterhead (short bond paper)	ream	15			15			15				15		60	850.00	51,000.00
5. Lever Arch File Clipboard	piece	10						10						20	75.00	1,500.00
6. Uni Correction Pen	box	1						1						2	1,200.00	2,400.00
7. Folder long #18	ream	2			2			2				2		8	5.00	40,000.00
8. Book paper long 8x2x13	ream	15			15			10				10		50	230.00	11,500.00
9. book paper short 8x2x11	ream	15			15			10				10		50	200.00	1,000.00
7. Flash Drive 2 GB	piece	4												4	450.00	1,800.00
Audio and visual presentation and composing equipment																
1. Video Recorder blank tape	pack	5					5							10	650.00	6,500.00
2. Digital MP3 Recorder (Philip)	unit	3												3	5,500.00	16,500.00
3. Bose Head Set	unit	2												2	3,500.00	7,000.00
														0		-
Photographic or filming or video equipt.																
1. Digital Video Camera	unit	1												1	35,000.00	35,001.00
2. Cassette tape recorder	unit	2												2	3,500.00	7,000.00
3. DLSR Digital Camera	unit	1												1	52,000.00	52,000.00
														0		-
Cleaning Equipment and Supplies																
1 Dishwashing Paste- AXION 400g.	pint	2	2	2	2	2	2	2	2	2	2	2	2	24	48.00	1,152.00
2. toilet bow cleaner	box	2				2				2				6	98.00	588.00
Paper Materials and Products																
Lighting and fixtures and accessories																
1. Flourescent Tubular 40 watts	piece	20			10			10				10		50	190.00	9,500.00
2. Flourescent Tubuar 20 watts	piece	3			3			3				3		12	130.00	1,560.00
3. Compact flourescent 20 watts	piece	10			10			10				10		40	190.00	7,600.00

Computer Supplies																
1. Computer Printer	unit	4												4	9,100.00	17,000.00
2. Computer & accessories	unit	6												6	46,000.00	276,000.00
3. Laptop Computer	unit	16												16	35,670.00	570,720.00
4. Network Server	unit	2												2	165,000.00	330,000.00
5. Flash Drive 2 GB	piece	4												4	450.00	1,800.00
*Other Categories																
1. Fire Extinguisher	unit	2												2	2,500.00	5,000.00
														0		-

***GRAND TOTAL: **2,039,470.94**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

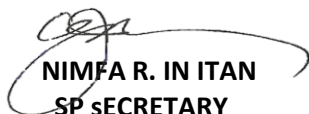
**Other categories that are not indicated herein*

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

****Grand total for items under A and B*

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

Prepared by:




NIMFA R. IN ITAN
SP SECRETARY

Certified Funds Available:



ROVIR IAN M. GOLOSINO
Accountant

Approved:



JOSEPH A. EVANGELISTA
Vice Mayor/Presiding Officer
Head of Office/Agency

Date Prepared:
