

**ANNUAL PROCUREMENT PLAN FOR 2014
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, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. 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.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by 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 at app@procurementsservice.org or at app.psdmb@yahoo.com.
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
8. Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -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: Mindoro State College of Agriculture & Technology- Main Campus
 Region: IV-B MINAROPA
 Address: Alcate, Victoria, Or. Mindoro

Contact Person: VICENTE G. HERNANDEZ
 Position: Vice President for Admin. & Finance
 E-mail : vghernandez_7@yahoo.com.ph
 Telephone/Mobile Nos: 09178983319; 09399075108

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set			40											40	312.00	12,480.00
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set			40											40	364.00	14,560.00
8. FLUORESCENT LAMP, tubular, 18 watts	piece			40											40	35.36	1,414.40
9. FLUORESCENT LAMP, tubular, 36 watts	piece			40											40	36.40	1,456.00
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece			40											40	100.78	4,031.20
11. FUSE, 30 amperes	piece			40											40	12.48	499.20
12. FUSE, 60 amperes	piece			40											40	24.96	998.40
13. STARTER, 4-40 watts	piece			50											50	3.50	175.00
14. TAPE, electrical	roll			20											20	19.24	384.80

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	200														200	9.52	1,904.00
10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	100														100	16.07	1,607.00
15. EXTERNAL HARD DRIVE, 500GB, 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/Vista/7; MacOSx 10.4 or above. with USB 3.0 cable and product guide	piece	4														4	2,660.32	10,641.28
18. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	20														20	504.40	10,088.00
32. INK CARTRIDGE, HP C9351AA (HP 21), black, for HP Deskjet 3920, 3940, HP PSC 1410, 1402	cart	20														20	627.12	12,542.40
33. INK CARTRIDGE, HP C9352AA (HP 22), tri-color, for HP Deskjet 3920, 3940, HP Officejet 5610, HP PSC 1410, 1402	cart	20														20	722.80	14,456.00
367. RIBBON, Epson RN 8750	cart	20														20	76.75	1,535.00
382. MOUSE, optical, USB connection type	piece	10														10	144.04	1,440.40
COMMON OFFICE SUPPLIES																		
7. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box		20													20	327.60	6,552.00
8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box		20													20	290.87	5,817.40
9. CARTOLINA, assorted color, 20s/pack	pack		1													1	70.72	70.72
10. CARTOLINA, white, 20s/pack	pack															0	45.66	-
11. CHALK, white, dustless, 100 pcs/box	box		30													30	28.03	840.90
22. COLUMNAR NOTEBOOK, 12 cols	piece		8													8	19.76	158.08
23. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair		40													40	13.00	520.00
28. ENVELOPE, documentary (10"x15"), 500s/box	box		2													2	496.41	992.82
29. ENVELOPE, expanding, kraft, legal size, 100s/box	box		1													1	577.20	577.20
30. ENVELOPE, mailing white, 500s/box	box		5													5	139.24	696.20
31. ENVELOPE, mailing white with window, 500s	box		5													5	182.92	914.60
33. ENVELOPE, expanding, plastic, legal size	piece		80													80	34.72	2,777.60
36. ERASER, rubber	piece		10													10	3.12	31.20
40. FOLDER, pressboard, plain, legal, 100s/box	pack		12													12	842.40	10,108.80
47. GLUE, all purpose, 300 grams min.	jar		40													40	51.98	2,079.20
52. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box		10													10	52.00	520.00
53. INDEX TAB, self-adhesive, 10 pcs/box	box		20													20	52.00	1,040.00
57. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	piece		20													20	40.72	814.40
61. MARKING PEN, whiteboard, black	piece		50													50	12.27	613.50
64. MARKER, permanent, black	piece		20													20	14.56	291.20
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream		100													100	106.39	10,639.00
83. PAPER FASTENER, for paper, metal, 50 sets/box	box		60													60	65.36	3,921.60
84. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box		1													1	11.80	11.80
85. PAPER CLIP, gem type, 32mm, 100s/box	box		1													1	6.64	6.64

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
86. PENCIL, lead, w/eraser, one(1) dozen per box	box		10												10	23.82	238.20
88. PUSH PIN, flat head type, assorted colors, 100s/case	case		12												12	20.23	242.76
89. RECORD BOOK, 300 pages, smythe sewn	book		20												20	49.92	998.40
92. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece		8												8	468.00	3,744.00
93. RING BINDER, 6mm x 1.12m, plastic, 10 pcs/bundle	bundle		5												5	33.27	166.35
94. RING BINDER, 8mm x 1.12m, plastic, 10 pcs/bundle	bundle		5												5	36.39	181.95
95. RING BINDER, 10mm x 1.12m, plastic, 10 pcs/bundle	bundle		5												5	44.19	220.95
96. RING BINDER, 11mm x 1.12m, plastic, 10 pcs/bundle	bundle		5												5	54.59	272.95
97. RING BINDER, 12.7mm x 1.12m (1/2"x44"), plastic	piece		5												5	5.30	26.50
98. RING BINDER, 14mm x 1.12m, plastic, 10 pcs/bundle	bundle		5												5	74.35	371.75
99. RING BINDER, 16mm x 1.12m, plastic, 10 pcs/bundle	bundle		5												5	98.79	493.95
100. RING BINDER, 19mm x 1.12m(3/4"x44"), plastic	piece		5												5	11.39	56.95
101. RING BINDER, 22mm x 1.12m, plastic, 10 pcs/bundle	bundle		5												5	148.19	740.95
102. RING BINDER, 25mm x 1.12m (1"x44"), plastic	piece		5												5	11.44	57.20
103. RING BINDER, 28mm x 1.12m, plastic, 10 pcs/bundle	piece		5												5	227.23	1,136.15
104. RING BINDER, 32mm x 1.12m, plastic, 10 pcs/bundle	piece		5												5	256.87	1,284.35
105. RING BINDER, 50mm x 1.12m(2" x 44"), plastic	piece		5												5	26.00	130.00
106. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		8												8	102.94	823.52
115. STAPLE WIRE, standard, 5000 pcs/box	box		40												40	22.34	893.60
121. TAPE, masking, 48mm, 50 meters length	roll		40												40	95.68	3,827.20
123. TAPE, transparent, 48mm, 50 meters	roll	40													40	30.99	1,239.60
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack		10												10	8.30	83.00
2. CUTTER, heavy duty	piece		10												10	29.62	296.20
6. SCISSORS, (6")	pair		20												20	12.77	255.40
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece		20												20	22.88	457.60
2. BROOM, soft (tambo)	piece		20												20	88.40	1,768.00
3. BROOM, STICK (tingting)	piece		20												20	22.88	457.60
4. CLEANSER, powder, 350gms.	canister		20												20	15.44	308.80
5. DETERGENT POWDER, all purpose, 500gms.	pouch		20												20	22.36	447.20
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar		10												10	17.32	173.20
9. FLOOR WAX, paste, natural, 2kgs.	can		20												20	255.84	5,116.80
10. FLOOR WAX, paste, red, 2kgs.	can		20												20	218.40	4,368.00
12. FURNITURE CLEANER, 300mL/can min	can		10												10	98.80	988.00
14. MOPHANDLE, screw type, wooden handle	piece		5												5	93.60	468.00
15. MOPHEAD, 100% rayon, 400g	piece		10												10	83.20	832.00
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle		20												20	47.84	956.80
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box		200												200	24.96	4,992.00
20. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll		50												50	144.25	7,212.50

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LEGAL SIZE PAPER																	
COMMON OFFICE EQUIPMENT																	
5. CALCULATOR, compact, electronic, LCD, desktop, display, 12 digits, two-way power source	unit		4												4	155.88	623.52
8. DOCUMENT CAMERA, w/ DVI port, four (4), reference points demarcate viewing area, 8 times, (800%) consecutive zoom, PC and Doc Cam VS	unit		2												2	20,592.00	41,184.00
10. ELECTRIC FAN, with stand	unit		5												5	884.00	4,420.00
12. INDUSTRIAL FAN, 18" metal blade	unit		5												5	932.88	4,664.40
15. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type, non-electrical conductor, 4.5kg (10 lbs), brand new	unit		30												30	3,710.72	111,321.60
27. WIRELESS-N ROUTER, 300 MBPS, 2.4GHz Frequency Band, Standard IEEE 802.11G, IEEE 802.11n, IEEE 802.3u, IEEE 802.3, Microsoft Windows 2000/XP/Vista/XP SP3/7 System Requirements, FCC Class B, Wifi Certification, 4 x 10/100 ports, 1 x 10/100 WAN port, WPA, WPA2, NAT, SPI, VPN pass thru,	unit	5													5	1,037.92	5,189.60
HANDBOOKS ON PROCUREMENT																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
Steel cabinet 4 layers	unit				8										8	10,500.00	84,000.00
Sofa set	set				1										1	20,000.00	20,000.00
Aircon, 1.5HP window type	unit				5										5	20,000.00	100,000.00
Office table w/ 3 drawers	unit				4										4	4,000.00	16,000.00
Floor polisher HD	unit				2										2	16,000.00	32,000.00
Refrigerator 5 cu.m.	unit				2										2	15,000.00	30,000.00
Monobloc chair with backrest	pcs				200										200	550.00	110,000.00
Monobloc stool	pcs				125										125	200.00	25,000.00
Office Supplies																	
Yellow paper	pad		20												20	40.00	800.00
Imaging unit for copier, Gestetner	unit		1												1	15,000.00	15,000.00
Worksheet 6 cols.	pcs		8												8	25.00	200.00
toner for copier	pcs		12												12	2,000.00	24,000.00
Ballpen black	pcs		140												140	6.00	840.00
Folder long pt. 14	pcs		2000												2000	4.50	9,000.00
Folder short pt.14	pcs		1200												1200	4.00	4,800.00
Stabilo boss marker	pcs		40												40	35.00	1,400.00
Bookpaper long 8.5x13 70GSM	ream		400												400	190.00	76,000.00

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
Bookpaper short 8.5x11 70GSM	ream		400												400	180.00	72,000.00
Mimeo paper WW long 8.5x13	ream		80												80	135.00	10,800.00
Mimeo paper short 8.5x11	ream		40												40	120.00	4,800.00
Plastic cover thick	roll		4												4	1,200.00	4,800.00
Brown envelop long	pcs		2000												2000	1.50	3,000.00
Brown envelop short	pcs		600												600	1.00	600.00
Ink for copy printer	pcs		4												4	2,200.00	8,800.00
Stapler HD with remover	pcs		8												8	220.00	1,760.00
Paper roller for copy printer	pcs		4												4	2,600.00	10,400.00
20															0		-
Audio and visual presentation and composing equipment																	
Flatscreen TV, 36"	unit			1											1	30,000.00	30,000.00
LCD projector, Acer	unit			8											8	22,000.00	176,000.00
2 way radio	unit			10											10	10,000.00	100,000.00
10															0		-
Photographic or filming or video equipment																	
Digital camera	unit			3											3	5,000.00	15,000.00
Copier	unit			1											1	70,000.00	70,000.00
3															0		-
10															0		-
Construction Supplies & Materials																	
Cement	bags		200		200		200		200			200			1000	265.00	265,000.00
Reinf.bar 10mm	pcs		100		100		100		100						400	140.00	56,000.00
Reinf. Bar 12mm	pcs		100		100		100		100						400	185.00	74,000.00
Reinf. Bar 16mm	pcs		100		100		100		100						400	380.00	152,000.00
CHB #4	pcs		1000		1000		1000		1000						4000	9.00	36,000.00
CW nail assorted sizes	kilo		100		100		100		100						400	80.00	32,000.00
Tie wire #16	kilo		20				20								40	80.00	3,200.00
Marine plywood 1/4"	pcs		25		25		25		25						100	380.00	38,000.00
Marine plywood 1/2"	pcs		10		10		10		10						40	700.00	28,000.00
GI shetts corr. 42x12	pcs		30				30								60	580.00	34,800.00
Carpentry Supplies & Materials																	
Portable Planer	unit		2												2	8,000.00	16,000.00
Carbon brush for planer	box		8												8	500.00	4,000.00
Planer blade	pcs		10												10	400.00	4,000.00
Hacksaw blade	pcs		10		10		10		10						40	80.00	3,200.00
Portable electric drill	unit		2												2	8,000.00	16,000.00
Paint white Flatwall enamel	gals		10		10		10		10						40	495.00	19,800.00
Paint white QDE gloss	gals		10		10		10		10						40	510.00	20,400.00
Paint white Latex flat	gals		10		10		10		10						40	495.00	19,800.00
Paint white Latex gloss	gals		10		10		10		10						40	510.00	20,400.00
Paint thinner	gals		3		3		3		3						12	220.00	2,640.00
Machinery Supplies & Materials																	
Welding rod	box		6						6						12	1,000.00	12,000.00

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Oxygen/acetylene tank (refill)	tank		2					2						4	1,500.00	6,000.00
Battery 6 SM	pcs		8											8	5,500.00	44,000.00
Tires	pcs		12											12	7,000.00	84,000.00
5														0		-
Electrical equipment and components and supplies																
10KVA transformer	unit		4											4	30,000.00	120,000.00
5KVA electric generator	unit		1											1	30,000.00	30,000.00
Bulb 11 watts	pcs		40											40	120.00	4,800.00
TW wire #14 stranded	box		4											4	2,500.00	10,000.00
TW wire #12 stranded	box		4											4	3,500.00	14,000.00
Kilowatts meter	pcs		2											2	2,500.00	5,000.00
Convenience outlet flush type	pcs		24											24	125.00	3,000.00
Switches	pcs		24											24	75.00	1,800.00
Circuit breaker 20,30,60 amp	pcs		8											8	220.00	1,760.00
Panel box 4 holes	pcs		8											8	500.00	4,000.00
Computer Supplies																
Memory DDR3	pcs		20											20	2,500.00	50,000.00
Hard disk	pcs		20											20	3,000.00	60,000.00
Power supply	pcs		12											12	1,000.00	12,000.00
Keyboard A4tech	pcs		8											8	1,000.00	8,000.00
Lan card	pcs		8											8	1,200.00	9,600.00
Cmos battery	pcs		12											12	50.00	600.00
7														0		-
Computer Equipment and Accessories																
Desktop computer	unit		10			15								25	25,000.00	625,000.00
Laptop computer	unit		2			2								4	27,000.00	108,000.00
Laser printer with Contineous ink sysrtem	unit					4								4	12,000.00	48,000.00
4														0		-
*Other Categories																
1														0		-

***GRAND TOTAL:

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

3,517,739.44

3,869,513.38

*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 been included in or is within our approved budget for the year.


Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		

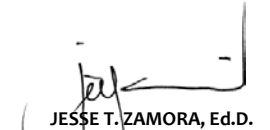
Prepared by: _____

Certified Funds Available /
 Certified Appropriate Funds Available:

Approved:


 ANSELMO R. ULEP, JR.
 Property/Supply Officer


 FILOMENA P. REYES
 Accountant /
 Local Budget Officer


 JESSE T. ZAMORA, Ed.D.
 Head of Office/Agency

Date Prepared: _____