

**ANNUAL PROCUREMENT PLAN FOR 2018
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 Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philegps.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.**
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. 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.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCS
5. The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com- For Local government units
6. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
7. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018-PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi CARLOS HILADO MEMORIAL STATE COLLEGE
 Region: VI - Bacolod
 Address: MABINI ST., BRGY. ZONE 1, TALISAY CITY, NEGROS OCCIDENTAL

Agency Account Code: No Code

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Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
COMMON ELECTRICAL SUPPLIES																			
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	119	6	60	185	13	2	35	50	6		6			4	4	245	20.28	4,968.60
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	79	18	21	118	3	2	35	40			0			4	4	162	19.20	3,110.40
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack		2		2				0			0				0	2	91.94	183.88
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube	60		5	65	19			19			0				0	84	40.97	3,441.48
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0			0				0	0	75.39	-
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	28		40	68	32	2	71	105	50	10	60				0	233	18.93	4,410.69
COMMON OFFICE SUPPLIES																			

25	FASTENER, METAL, 70mm between prongs	box	50		135	185	5	2	21	28	3				15	15	231	59.37	13,714.47
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	50	3	29	82	4		5	9							91	73.59	6,696.69
27	FILE TAB DIVIDER, bristol board, for A4	set	9		110	119				0							119	12.98	1,544.62
28	FILE TAB DIVIDER, bristol board, for legal	set	23	20	109	152	2	5		7							159	17.31	2,752.29
29	FOLDER, FANCY, for A4 size documents	bundle	3		16	19			6	6					8	8	33	258.50	8,530.50
30	FOLDER, FANCY, for legal size documents	bundle	39	4	44	87	1		5	6					8	8	101	302.85	30,587.85
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	4		5	9			5	5							14	177.92	2,490.88
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	6	1	11	18			5	5	1						24	222.27	5,334.48
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	44		31	75	3	3	7	13							88	776.59	68,339.92
34	FOLDER, TAGBOARD, for A4 size documents	pack	6		55	61	1	2	6	9	3						73	226.05	16,501.65
35	FOLDER, TAGBOARD, for legal size documents	pack	29	1	322	352	2	5	13	20							372	208.38	77,517.36
36	GLUE, all purpose, gross weight: 200 grams min	jar	69	17	178	264	18	2	22	42	8						314	49.73	15,615.22
37	INDEX TAB, self-adhesive, transparent	box	40	20	61	121				0							121	53.74	6,502.54
38	LOOSELEAF COVER, made of chipboard, for legal	bundle	1		5	6				0							6	676.00	4,056.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	10		27	37	2		16	18							55	43.26	2,379.30
40	MARKER, FLUORESCENT, 3 assorted colors per set	set	94		111	205	12	17	29	58							265	36.97	9,797.05
41	MARKER, whiteboard, black, felt tip, bullet type	piece	371	150	874	1395	37		30	67					6	1468	10.69	15,692.92	
42	MARKER, whiteboard, blue, felt tip, bullet type	piece	236		63	299	31		20	51							350	10.69	3,741.50
43	MARKER, whiteboard, red, felt tip, bullet type	piece	216		94	310	25		20	45							355	10.69	3,794.95
44	MARKER, PERMANENT, bullet type, black	piece	176	45	203	424	6		36	42					6	472	10.04	4,738.88	
45	MARKER, PERMANENT, bullet type, blue	piece	97	5	51	153			10	10							163	10.04	1,636.52
46	MARKER, PERMANENT, bullet type, red	piece	135	5	69	209			20	20							229	10.04	2,299.16
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	365		22	387	3			3							390	12.52	4,882.80
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	46	3	48	97	3		15	18							115	32.45	3,731.75

	box	164	12	152	328	37	15	53	105	21		24	21	15	35	50	504	19.68	9,918.72
73 STAPLE WIRE, STANDARD, (26/6)																			
74 TAPE, MASKING, width: 24mm (±1mm)	roll	38		62	100		13	20	33	1			1	4		4	138	57.32	7,910.16
75 TAPE, MASKING, width: 48mm (±1mm)	roll	68		43	111		2	30	32				0	4		4	147	109.24	16,058.28
76 TAPE, PACKAGING, width: 48mm (±1mm)	roll	90	20	52	162		5	35	40				0	2		204	29.08	5,932.32	
77 TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	233	50	184	467	52	18	41	111	51			51	20		649	11.36	7,372.64	
78 TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	158		40	198	48	8	20	76	7			7			281	27.58	7,749.98	
79 TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	28		70	98				0				0			98	70.30	6,889.40	
80 TWINE, plastic, one (1) kilo per roll	roll	5		5	5	1			1	1			1			7	51.92	363.44	
81 WRAPPING PAPER, kraft, 65gsm (-5%)	pack			6	6				0				0			6	133.99	803.94	
82 Airline Travel	ticket				0				0				0			0	0.00	-	

COMMON OFFICE DEVICES

1 CUTTER BLADE, for heavy duty cutter	tube	28		22	50			5	5				0			55	10.22	562.10
2 CUTTER KNIFE, for general purpose	piece	23		44	67		2	10	12				0		10	89	20.55	1,828.95
3 DATING AND STAMPING MACHINE, heavy duty	piece	8		6	14			6	6				0			20	497.52	9,950.40
4 PENCIL SHARPENER, manual, single cutter head	piece	9		5	14	1	1	5	7				0			21	194.69	4,088.49
5 PUNCHER, paper, heavy duty, with two hole guide	piece	17	11	25	53	2	1	15	18				0			71	123.42	8,762.82
6 SCISSORS, symmetrical, blade length: 65mm min	pair	62		80	142	26	4	59	89				0			231	14.28	3,298.68
7 STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	35	1	48	84	11	1	24	36				0		4	124	85.45	10,595.80
8 STAPLER, BINDER TYPE, heavy duty, desktop	piece	11		15	26	11		1	12	1			1			39	913.95	35,644.05
9 STAPLE REMOVER, PLIER-TYPE	piece	16		17	33	8	2	30	40				0		10	83	18.91	1,569.53
10 TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	12		8	20	7	1	7	15				0			35	51.57	1,804.95
11 WASTEBASKET, non-rigid plastic	piece	34		6	40			76	76				0			116	25.96	3,011.36

COMMON JANITORIAL SUPPLIES


1 BROOM, soft (tambo)	piece	87		115	202	5		70	75				0			277	91.94	25,467.38
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	74	73	147														24	0					0	204	24.88	5,075.52
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	102	115	221	2	2	39	41	2	1									11	10				275	43.26	11,896.50	
4	CLEANSER, SCOURING POWDER, 350g min./can	can	26	109	135			19	19	11	1									1					166	24.88	4,130.08	
5	DETERGENT POWDER, all purpose, 1kg	pouch	80	155	235	2	2	37	41	22	2									2					300	38.93	11,679.00	
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	62	79	141		14	76	90	7										10	10				248	125.20	31,049.60	
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	29	28	57		1	69	70											0					127	28.12	3,571.24	
8	FLOOR WAX, PASTE, RED	can	22	107	129				0											0					129	280.13	36,136.77	
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	65	96	173	12	6	37	67											0					240	90.85	21,804.00	
10	INSECTICIDE, aerosol type, net content: 600ml min	can	36	123	159		6	20	32	3										3	10				204	142.77	29,125.08	
11	MOP BUCKET, heavy duty, hard plastic	piece		2	3	1	2	5	9											0					12	1,987.44	23,849.28	
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	24	22	46		3	35	38											0					84	148.18	12,447.12	
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	69	34	103		6	35	43											0					146	110.32	16,106.72	
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	36	59	98		3	29	35											0					133	51.68	6,873.44	
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	14	5	19		5	5	10	1										1	1				31	107.08	3,319.48	
16	TRASHBAG, plastic, transparent	roll	159	273	432		12	28	57	6										6	1				501	145.48	72,885.48	
17	DETERGENT BAR, 140 grams as packed	bar			0				0											0					0	0	7.57	-
COMMON OFFICE EQUIPMENT																												
1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2	3	5				0											0					5	10,816.00	54,080.00	
2	CALCULATOR, compact, 12 digits	unit	16	12	28		3	2	5											0					33	140.61	4,640.13	
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	12		12				0											0					12	273.10	3,277.20	
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	184	1000	1204		20		0	30										30					1234	273.10	337,005.40	
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	4	2	6				0											0					6	6,828.14	40,968.84	
6	DOCUMENT CAMERA, 3-2M pixels	unit	3	2	5				0											0					5	26,391.04	131,955.20	
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	6		6				0											0					6	1,091.33	6,547.98	

8	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	3																	24	0	59	1,372.55	80,980.45
9	ELECTRIC FAN, STAND type, plastic blade	unit	9				29	38	6											0	44	1,046.65	46,052.60	
10	ELECTRIC FAN, WALL type, plastic blade	unit	53	2			12	67		12										0	79	782.00	61,778.00	
11	FACSIMILE MACHINE, uses thermal paper	unit	1					1		1										0	2	3,642.83	7,285.66	
12	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	1				2	3		6										0	9	1,123.78	10,114.02	
13	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit					4	4		6										0	10	5,191.68	51,916.80	
14	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	5	1	11	17				2	3	6								0	23	27,542.94	633,487.62	
15	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	6					6		1	1	2								0	8	8,411.60	67,292.80	
16	PAPER SHREDDER, cutting width: 3mm-4mm	unit	4					9				0								0	9	5,927.17	53,344.53	
17	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit						0				0								0	0	19,457.98	-	
18	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit						0				0								0	0	6,064.78	-	
19	PRINTER, LASER, monochrome, network-ready	unit						0				0								0	0	744.14	-	
20	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")/min	unit						0				0								0	0	1,379.04	-	
21	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min	unit						0		12	2	12	2							2	14	1,379.04	19,306.56	
22	Desktop Computer, branded	unit						0				0								0	0	35,887.49	-	
23	Laptop Computer, branded	unit						0				0								0	0	36,587.28	-	
COMMON COMPUTER SUPPLIES																								
1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box						0				0								0	0	709.53	-	
2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box						0	1			1								0	1	1,070.78	1,070.78	
3	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box						0	1			1								0	1	796.06	796.06	
4	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	10					10		10		10								0	20	1,352.00	27,040.00	
5	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box						0				0								0	0	620.67	-	
6	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box						0				0								0	0	1,076.19	-	
7	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	56		300	356				10	40	50								0	1	22.66	9,222.62	

8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	21	2	19	42													24	0	44	3,152.86	138,725.84
9	FLASH DRIVE, 16 GB capacity	piece	56	5	80	141	10	20	30	2									2	2	175	261.75	45,806.25
10	MOUSE, optical, USB connection type	unit	31		44	75	1	205	206	5									200	205	486	140.39	68,229.54
HANDBOOK ON PROCUREMENT																							
1	HANDBOOK (RA 9184), 7th Edition	piece			30	30				0									0	0	30	48.13	1,443.90
CONSUMABLES																							
1	DRUM CART, BROTHER DR-3455	cart				0				0									0	0	0	7,138.56	-
2	INK CART, CANON CL-741, Col.	cart				0				0									0	0	0	1,041.58	-
3	INK CART, CANON CL-811, Colored	cart		3	52	55		15	15										0	5	75	1,070.78	80,308.50
4	INK CART, CANON PG-740, Black	cart				0				0									0	0	0	784.16	-
5	INK CART, CANON PG-810, Black	cart		3	66	69		15	15										0	5	89	811.20	72,196.80
6	INK CART, EPSON C13T664100 (T6641), Black	cart				0				0									0	0	0	264.99	-
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0				0									0	0	0	264.99	-
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0				0									0	0	0	264.99	-
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0				0									0	0	0	264.99	-
10	INK CART, HP C2P04AA (HP62) Black	cart				0				0									0	0	0	0.00	-
11	INK CART, HP C2P06AA (HP62) Tri-color	cart				0				0									0	0	0	0.00	-
12	INK CART, HP C9351AA, (HP21), Black	cart				0				0									0	0	0	676.00	-
13	INK CART, HP C9352AA, (HP22), Tri-color	cart				0				0									0	0	0	782.00	-
14	INK CART, HP C9363WA, (HP97), Tri-color	cart				0				0									0	0	0	1,552.10	-
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0				0									0	0	0	0.00	-
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0				0									0	0	0	0.00	-
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0				0									0	0	0	0.00	-
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0				0									0	0	0	0.00	-

Prepared by:


MARILOU I. DUCA
Property/Supply Officer

Certified Funds Available / Certified
Appropriate Funds Available:


JERRY S. GUMATA / SONIA A. BRAVO
Accountant / Local Budget Officer

Approved by:


RENATO M. SOROLLA, Ph. D.
Head of Office/Agency

Date: 11/14/2017

