

ANNUAL PROCUREMENT PLAN FOR 2014 (PROJECT)
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, and Misamis Occidental (Oroquieta) - Region XIII
 - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Camiguin - Camiguin
- 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.
- 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.
- 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.
- 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@procurementservice.org or at app.psdsm@yahoo.com.
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- As an eligibility of the Performance Based Bonus (PBB) for 2013, the APP should be posted in the Agency Transparency Seal.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -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: **DOST - SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)**

Region: **NCR**

Address: **DOST Complex Gen. Santos Avenue, Bicutan, Taguig City**

Contact Person: **MA. RACHEL DIANA S. MESIAS**

Position: **Admin. Aide I**

E-mail: **rachel@stii.dost.gov.ph**

Telephone/Mobile Nos: **837-2191 to 95**

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																
COMMON COMPUTER SUPPLIES/CONSUMABLES																

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10. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece			10						10			20	16.07	321.40
16. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	50								20			70	9.72	680.40
98. INK CARTRIDGE, HP CN692AA(HP 704), black, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	3	3	3	3	3	3	3	3	3	3	3	36	328.64	11,831.04
99. INK CARTRIDGE, HP CN693AA (HP704), tricolor, for HP Ink Advantage 2010 K010a1, Ink Advantage All-in-One 20601 K110a	cart	3	3	3	3	3	3	3	3	3	3	3	36	328.64	11,831.04
COMMON OFFICE SUPPLIES															
2. AIR FRESHENER, 280mL/can	can	1		1		1		1		1		1	6	89.44	536.64
28. ENVELOPE, documentary (10"x15"), 500s/box	box				1								1	496.41	496.41
47. GLUE, all purpose, 300 grams min.	jar	2											2	51.98	103.96
59. MAP PIN, round head, 100s/case	case	2											2	41.60	83.20
60. MARKER, fluorescent, 3 colors/set	set	2						2					4	36.92	147.68
61. MARKING PEN, whiteboard, black	piece	2						2					4	12.27	49.08
64. MARKER, permanent, black	piece	2						2					4	14.56	58.24
66. MARKER, permanent, red	piece	1											1	14.56	14.56
67. NOTE BOOK, stenographer's, 40 leaves, ruled both sides	piece	5											5	8.11	40.55
70. NOTE PAD, (2"x2"), 400 sheets/pad	pad	5											5	91.52	457.60
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	5											5	106.39	531.95
82. PARCHMENT PAPER, A4 size, 80 gsm, 100sheets/pack	ream	3											3	123.64	370.92
84. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	1						1					2	11.80	23.60
86. PENCIL, lead, w/eraser, one(1) dozen per box	box	1						1					2	23.82	47.64
87. PENCIL, mechanical, for 0.5mm lead	piece	6											6	20.80	124.80
88. PUSH PIN, flat head type, assorted colors, 100s/case	case	5											5	20.23	101.15
107. RULER, plastic, 300mm	piece	5											5	2.27	11.35
110. SIGN PEN, black	piece	6			6			6		6		6	30	42.52	1,275.60
111. SIGN PEN, blue	piece	6			6			6		6		6	30	42.52	1,275.60
112. SIGN PEN, red	piece	6			6			6		6		6	30	42.52	1,275.60
115. STAPLE WIRE, standard, 5000 pcs/box	box	2		1			1		1		1		7	22.34	156.38
121. TAPE, masking, 48mm, 50 meters length	roll	5											5	95.68	478.40
122. TAPE, transparent, 24mm, 50 meters	roll	5						5					10	15.39	153.90
123. TAPE, transparent, 48mm, 50 meters	roll	5						5					10	30.99	309.90
COMMON OFFICE DEVICES															
2. CUTTER, heavy duty	piece	1											1	29.62	29.62
5. PUNCHER, heavy duty	piece	1											1	91.78	91.78
7. SHARPENER, single cutterhead	piece	1											1	176.80	176.80
8. STAMPING DATER, self-inking stamp	piece	1											1	473.20	473.20
9. STAPLER, heavy duty, standard	piece	1											1	112.11	112.11

13. WASTE BASKET, plastic	piece	3												3	26.00	78.00
COMMON JANITORIAL SUPPLIES																
16. RAG, COTTON, (7") in diameter	kilo	1						1						2	41.60	83.20
LEGAL SIZE PAPER																
5. PAPER, multicopy, legal, for laser printing	ream	3	3	3	3	3	3	3	3	3	3	3	3	36	121.18	4,362.48
COMMON OFFICE EQUIPMENT																
13. FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	unit	1												1	3,562.00	3,562.00
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																
8. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit	1												1	9,399.52	9,399.52
9. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit	1												1	7,953.92	7,953.92
Office Supplies																
1. CORRECTION FLUID, water based, min 15mL.	bottle	1				1			1			1		4	9.82	39.28
5. Ballpen, black	piece	4	4	4	4	4	4	4	4	4	4	4	4	2	5.00	10.00
Audio and visual presentation and composing equipment																
1																-
10																-
Photographic or filming or video equipment																
1																-
10																-
Cleaning Equipment and Supplies																
Paper Materials and Products																
14. Copy paper, short S20, 80gsm.	ream	2	2	2	2	2	2	2	2	2	2	2	2	24	145.00	3,480.00
25. Paper, sticker Elite A4 10/pack	pack	50												50	45.00	2,250.00

37. Paper, coated 2 side (C2S) 220, 25"x38"	piece	50													50	35.00	1,750.00
38. Paper, copy 11"x17"	ream	3	3	3	3	3	3	3	3	3	3	3	3	3	36	300.00	10,800.00
Lighting and fixtures and accessories																	
3. Emergency Light, automatic rechargeable	unit	2													2	2,500.00	5,000.00
Electrical equipment and components and supplies																	
16. Universal outlet Extension cord w/ switch (5m)	piece	2													2	510.00	1,020.00
17. Battery Charger, Universal	piece	2													2	1,500.00	3,000.00
Computer Supplies																	
Computer Equipment and Accessories																	
24. 4TB external Hard drive	piece														0	9,990.00	-
*Other Categories																	
251. CANON Ink PG-810, black	piece	5	5	5	5	5	5	5	5	5	5	5	5	5	60	695.00	41,700.00
252. CANON Ink CL-811, colored	piece	5	5	5	5	5	5	5	5	5	5	5	5	5	60	800.00	48,000.00
253. Water Dispenser, (Hot and Cold)	unit	1													1	5,000.00	5,000.00
254. White Board	piece	1													1	2,500.00	2,500.00
255. Desktop	unit	2													2	30,000.00	60,000.00
256. Tablet Galaxy 2 Android	unit	1													1	22,000.00	22,000.00
257. Ipad Mini with IOS	unit	1													1	36,000.00	36,000.00
258. NOAH Flyer (Printing Service)	piece		1000		3000										4000	15.00	60,000.00

***GRAND TOTAL:

361,660.50

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

36,166.05

APPROVED BUDGET:

397,826.55

*Other categories that are not indicated herein

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


***Grand total for items under A and B

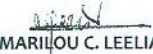
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:


NENITA G. BALBALOSA
Property/Supply Officer


MARIJO C. LEEILIAN
Accountant III


RAYMUND E. LIBORO
Asec.-DOST & OIC, STII

Date Prepared: December 4, 2013