

**ANNUAL PROCUREMENT PLAN FOR 2014  
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 on your area.
- For Sub - Depots please refer to the following:
  - 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.
- Do not delete any field in the APP Form.
- 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 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@procurementsservice.org
- 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.
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

**Department/Bureau/Office: LGU OF OROQUIETA CITY**

Region: 10  
Address: Oroquieta City

Contact Person: Welita C. Lara  
Position: City Budget Officer  
E-mail : \_\_\_\_\_  
Telephone/Mobile Nos: 531-1213

Item & Specifications	Unit of Measure	Quantity Requirement																							** PS Price Catalogue as of (09.12.2011)	Total Amount				
		CMO	SP	PLEB	Adm	CPD O	LCR	GSO	CBO	Acctg	CTO	CAO	Lgal	COA	Proc	Br 1	Br 11	DILG	CHO	CSW O	Dep Ed	CPS O	CEED O	Agri			CEO	CDR R	TOTAL	
<b>A. Available at Procurement Service</b>																														
<b>COMMON ELECTRICAL SUPPLIES</b>																														
1. BALLAST, 18 watts	piece																										12	12	71.15	853.80
2. BALLAST, 36 watts	piece																										16	16	73.65	1,178.40
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet		72		2		15												6						24	24	12	155	38.50	5,967.50
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		30						3													5	6				12	80	16.50	1,320.00
5. BATTERY, size D, alkaline, 2 pcs./packet	packet																									40	40	81.40	3,256.00	
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set						1	6																			7	296.75	2,077.25	
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set		20		1		1	8														10					40	440.00	17,600.00	
8. FLUORESCENT LAMP, tubular, 18 watts	piece																		10								10	37.40	374.00	
9. FLUORESCENT LAMP, tubular, 36 watts	piece		6																						16	12	44	36.25	1,595.00	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece																										11	110.02	1,210.19	
11. FUSE, 30 amperes	piece		10																								10	11.55	115.50	
12. FUSE, 60 amperes	piece																										0	29.05	-	
13. STARTER, 4-40 watts	piece		10		4		2				6	24															46	5.40	248.40	
14. TAPE, electrical	roll	4	2					6	4																		10	32	19.25	616.00
<b>COMMON COMPUTER SUPPLIES/CONSUMABLES</b>																														
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box																										8	593.60	4,748.80	
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 sheets/box	box									2	4																6	839.00	5,034.00	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box																										12	615.25	7,383.00	
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box																										8	954.80	7,638.40	
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 9-1/2", 500 sets/box	box																										2	488.95	977.90	
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box																										20	823.90	16,478.00	
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 9-1/2", 250 sets/box	box																										0	431.20	-	
700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece																										2	19.25	38.50	
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece		4																								4	14.85	59.40	
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	100																									30	130	23.65	3,074.50
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece																										2	309.60	619.21	
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	4	6					4	2	8	2																26	496.08	12,898.08	
17. INK CARTRIDGE, HP 51645A (HP 45)	cart																										0	1,386.00	-	
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart																										0	990.50	-	
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart																										0	874.50	-	
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart																										0	1,458.60	-	







PAPER, bond, Premium Grade	ream		108	2	30		10	30	10		20					10			8					228	166.00	37,848.00			
PAPER, mimeo, Groundwood	ream		80																					20	100	96.25	9,625.00		
PAPER, mimeo, Whitewove	ream		80		40			45		24	100								8						289	140.00	40,460.00		
PAPER, for PPC	ream																								0	168.00	-		
PAPER, multicopy, legal, for laser printing	ream	120								24	3									50				20	217	179.50	38,951.50		
A3 Size Bond Paper	ream																			1					1	303.76	303.76		
Bond Paper Long 70GSM) - Epaper	ream																								16	220.00	3,520.00		
Bond Paper (short 70 GSM) Epaper	ream																								15	195.00	2,925.00		
Onion Skin Long	rm										12														12	165.00	1,980.00		
<b>COMMON OFFICE EQUIPMENT</b>																													
1. AIRPOT, 4.0 liters, w/ dispenser	unit	2	1																							3	1,408.00	4,224.00	
2. FILING CABINET, four (4) drawers, steel, plain	unit																									0	8,431.16	-	
finish, w/ 8 ball bearing rollers, gauge 24																													
AC/DC power source, with ink roller & adaptor																													
8. CALCULATOR, scientific, 10 digits, dot	unit		2		1																					3	416.90	1,250.70	
matrix display, programmable, with case																													
9. CALCULATOR, compact, electronic, LCD, desktop	unit										3													2	5	164.90	824.50		
display, 12 digits, two-way power source																													
10. CHAIR, monobloc, without armrest, beige/white	unit																									0	264.00	-	
11. DOCUMENT CAMERA, w/ DVI port, four (4)	unit																									0	20,725.12	-	
reference points demarcate viewing area, 8 times																													
(800%) consecutive zoom, PC and Doc Cam VS																													
12. ELECTRIC FAN, orbit type	unit																									0	1,427.04	-	
13. ELECTRIC FAN, with stand	unit	1																								1	935.00	935.00	
14. ELECTRIC FAN, wall type	unit																									0	822.80	-	
15. INDUSTRIAL FAN, 18" metal blade	unit																									0	1,155.00	-	
16. FACSIMILE TRANSCIEVER, uses thermal paper	unit																								1	1	4,598.00	4,598.00	
50m/roll, for documents 216mm x 600mm, 15 sec																													
transmission speed, scanning width 208mm,																													
document feeder holds 10 pages, with automatic																													
paper cutter, redial, and fax/tel switchover																													
17. FIRE EXTINGUISHER, dry chemical, for ABC class	unit																								4	4	1,198.31	4,793.24	
of fire, squeeze type, non-electrical conductor, non-																													
toxic, non-corrosive, 4.5kg (10lbs.), brand new																													
23. PRINTER, automatic data processing, impact	unit																									0	38,010.75	-	
dot matrix, 24-pins, 136 columns, complete w/																													
ribbons, cables and manual, Epson LQ-2180																													
24. PRINTER, impact dot matrix, 9-pin, 80	unit	3																								3	7,551.44	22,654.32	
columns, with ribbon, cables and manual																													
ribbons, cables and manual, Epson LX-300+																													
29. TIME RECORDER, (for attendance),	unit																									0	6,559.28	-	
electronic, stylish/compact design, large																													
display, 2-color ribbon, with dot matrix printer,																													
bell and buzzer, wall or desk mount, 220 volts																													
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit										1														2	3	2,160.70	6,482.11	
line interactive topology, with sealed maintenance																													
free batteries, 520VA-600VA																													
<b>OTHER CONSUMABLES</b>																													
1. INK CARTRIDGE, HP C4902AA(HP13), black, 28 ml	cart																									0	1,040.11	-	
38. INK CARTRIDGE, HP CB338WA (HP 75XL), tricolor, 12 ml	cart																									0	1,447.73	-	
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart		40								15															63	634.70	39,986.10	









