

**ANNUAL PROCUREMENT PLAN FOR 2013
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 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@procurement-service.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2012 must be submitted on or before September 15, 2012 and the APP for FY 2013 must be submitted on or before November 15, 2012.
- 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: UNIVERSITY OF THE PHILIPPINES MINDANAO
 Region: REGION XI – SOUTHERN MINDANAO
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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (10.18.2012)	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. BALLAST, 36 watts	piece	5					5									10	73.00	730.00
2. BATTERY, size AA, alkaline, 2 pcs./packet	packet	11	15	4	6	5	8	11	5	5	5	2				75	38.15	2,861.25
3. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	1			3			3	2		3		2			14	16.35	228.90
4. FLUORESCENT LAMP, tubular, 36 watts	piece	6	9		8	10	6	6	3	2	4	2				96	38.10	2,133.60
5. COMPACT FLUORESCENT LIGHT, 18 watts, 23 watts	piece	50	20		10		1	20			1					102	108.80	11,097.60
6. STARTER, 4-40 watts	piece	35	23		25	13	5	25	13		20	13				172	4.10	705.20
7. TAPE, electrical	roll	6	20		10			11			10					57	20.20	1,151.40

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of 1/10/18 2017	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
8. FUSE, 30 amperes	pcs.	2					2								4	10.85	43.40
9. FUSE, 60 amperes	pcs.	2					2								4	26.75	107.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 sheets/box	box	2	4		1	3		2	3		1	3			19	533.40	10,134.60
2. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	2	4		1	4		2	4		1	3			21	609.65	12,802.65
3. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	15	130		110		10		100		110	5	10		480	10.90	5,341.00
4. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	3			3			3			3				12	19.05	228.60
5. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	5	10	10	10	10	10		20		10	10	10		105	14.70	1,543.50
6. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	3													3	306.68	920.05
7. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	10	6					6							22	390.25	8,585.50
8. INK CARTRIDGE, HP 51645A (HP 45),black	cart	1						1							2	1,300.40	2,600.80
9. INK CARTRIDGE, HP C8727AA (HP 27)	cart	1	1		1	1		1	1					1	7	794.65	5,562.55
10. INK CARTRIDGE, HP C8728AA (HP 28)	cart	1	1		1	1			1					1	6	933.05	5,598.30
11. INK CARTRIDGE, HP C8856AA (HP 56)	cart				1			1							2	851.45	1,702.89
12. INK CARTRIDGE, HP C8766WA (HP 95)	cart	1			1		1	1			1		1		6	1,051.85	6,311.10
13. INK CARTRIDGE, HP C9362WA (HP 92)	cart	1			1		1	1			1		1		6	876.40	5,258.40
14. INK CARTRIDGE, Epson TO 38, black	cart	1													1	515.60	515.60
15. INK CARTRIDGE, Epson TO 39, colored	cart	1													1	807.70	807.70
16. INK CARTRIDGE, Canon, Pixma, 810, black	cart	4					4								8	1,277.70	10,221.60
17. INK CARTRIDGE, Canon, Pixma, 810, colored	cart	4					4								8	1,207.20	9,657.60
18. INK CARTRIDGE, HP C9351A, (HP 21), black	cart	4					4								8	750.00	6,000.00
19. INK CARTRIDGE, HP C9352A, (HP22), colored	cart	4					4								8	720.00	5,760.00
20. MOUSE, optical, USB connection type	piece	1						1							2	183.15	368.30
21. TONER CARTRIDGE HP C7115A	cart	3			1			4			1				9	3,442.25	30,980.25
22. TONER CARTRIDGE HP Q2612A	cart	2	2					1							5	3,062.90	15,314.50
23. TONER CARTRIDGE, Kyocera TASKALFA 180	cart	4					4								8	5,520.00	44,160.00
24. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart	2	2	2		3	1	2		2		2			16	2,985.74	47,771.81
25. TONER CARTRIDGE, Samsung ML-2250D5	cart	1			1			1			1				4	4,922.00	19,688.00
26. TONER CARTRIDGE, Samsung ML-2010D3	cart	2			1		2								5	3,105.90	15,529.50
27. RIBBON, Epson RN 8750	cart	1									1				2	80.40	160.80



Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (10.18.2023)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
28. RIBBON, Epson RN 7754	cart	2						2						4	138.25	545.00
29. RIBBON, Epson so15327 FX-2175 / FX-2190	cart	2	2					2						6	351.00	2,106.00
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, transparent, 50m in length	roll	1						1						2	641.45	1,282.90
2. AIR FRESHENER, 280mL/can	can	8	6		1	2		7		2	1			27	94.05	2,539.35
3. ALCOHOL, 70%, ethyl, 500ml.	bottle	24	19	21	10	15	13	20	12	22	8	13	8	185	42.00	7,770.00
4. AUDIO CASSETTE TAPE, 90min. recording time	piece	12			10				10					32	20.00	640.00
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	2				1			1					4	347.45	1,389.80
8. CARTOLINA, assorted color, 20s/pack	pack	3		2		2		4		2		2		15	73.25	1,098.75
9. CARTOLINA, white, 20s/pack	pack	14	2					2						18	59.95	1,079.10
10. CHALK, white, dustless, 100 pcs/box	box	7			3		1	8			3			22	30.00	660.00
11. CLIP, bulldog (3")	piece	5		10	5			15			5			40	8.85	354.00
12. CLIP, backfold, 25mm, 12s/box	box	8			2			5			2			17	15.30	260.10
13. CLIP, backfold, 50mm, 12s/box	box	7	1		2			5			2			17	45.80	778.60
14. CLIP, backfold, 19mm, 12s/box	box	4			2			3			2			11	8.00	88.00
15. CLIP, backfold, 32mm, 12s/box	box	4			2			3			2			11	18.30	201.30
16. COLUMNAR NOTEBOOK, 12 COLUMNS	pcs.	3												3	22.35	67.05
17. CORRECTION FLUID, water based, min 15mL	bottle	10	7	1	3		5	8	5	2	3			44	17.00	748.00
18. DATA FILE BOX, (5"x9"x15-3/4")	box	14	16	2	4		2	12	6			1		57	64.35	3,667.95
19. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	5												5	69.80	349.00
20. ENVELOPE, documentary (10"x15"), 500s/box	box	2	1	1										4	643.10	2,572.40
21. ENVELOPE, expanding, kraft, legal size, 100s/box	box	2	2					3						7	709.65	4,967.57
22. ENVELOPE, mailing white, 500s/box	box	1		1	1	1			1		1			6	159.95	959.70
23. ENVELOPE, expanding, plastic, legal size	piece	10			10			10						30	49.05	1,471.50
24. ENVELOPE, documentary, A4, 500s/box	box	2	2					1						5	551.55	2,757.75
25. ERASER, blackboard/whiteboard	piece	1			2			3			2			8	12.95	103.60
26. ERASER, rubber	piece	8						4						10	4.70	47.00
27. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	7	2											9	82.85	745.65
28. FOLDER, pressboard, plain, legal, 100s/box	pack	3	3			3		1	3			3		16	892.60	14,281.60
29. FOLDER, tagboard, legal size, 100s/box	pack	3	3	2		2		1	1		1			13	343.35	4,463.55

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (10.18.2022)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
30. FOLDER, tagboard, A4 size, 100s/box	pack	2			1									3	310.85	931.95	
31. FOLDER, morocco/fancy, legal size, 50s/pack	pack	1												1	381.50	381.50	
32. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack	2						1						3	259.45	778.35	
33. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack	1						1						2	223.45	446.90	
34. GLUE, all purpose, 300 grams min.	jar	8	5	3	1	1	1	9	3	2	2	2		37	52.35	1,936.95	
35. INDEX CARD, 5" x 8" ruled both side, 500s/pack	pack	9									1			10	114.45	1,144.50	
36. INDEX TAB, self-adhesive, 5 sets/box	box	4						3						7	54.40	380.80	
37. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube	tube	2			2			2						6	13.60	81.60	
38. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece	2												2	38.15	76.30	
39. MARKER, fluorescent, 3 colors/set	set	7	3	3			3	5			2			23	43.60	1,002.80	
40. MARKING PEN, whiteboard, black	piece	16	20	9	2	8	12	20	2	8	2	8	2	109	14.10	1,538.90	
41. MARKING PEN, whiteboard, blue	piece	21	19		2	7	12	12	8	8	2	8	2	101	15.85	1,600.85	
42. MARKING PEN, whiteboard, red	piece	19	16		2		10	10	6		2			65	15.85	1,030.25	
43. MARKER, permanent, black	piece	21	15		3	10	11	11		1				72	12.85	925.20	
44. MARKER, permanent, blue	piece	22	10			10	11	10						63	14.15	891.45	
45. MARKER, permanent, red	piece	15	15			10	10	9						58	12.85	758.15	
46. MARKING PEN, for transparency	set	1												1	88.30	88.30	
47. NOTE BOOK, stenographer's, 40 leaves	piece	21	101	6	105		5	114	6		105			483	8.10	3,750.30	
48. NOTE PAD, (3"x3"), 100 sheets/pad	pad	3						2						5	36.00	180.00	
49. NOTE PAD, (3"x4"), 100 sheets/pad	pad	13					5	2						20	59.95	1,199.00	
50. NOTE PAD, (2"x2"), 400 sheets/pad	pad	7					5	1						13	117.75	1,530.75	
51. NOTE PAD, (2"x3"), 100 sheets/pad	pad	13					5	2	3					23	33.80	777.40	
52. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	56	40	17	39	15	23	45	25	15	39	16	18	348	125.35	43,621.80	
53. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	3				1			1			1		6	81.55	489.30	
54. PAPER, mimeo, WhiteWave, 210mm x 297mm (A4)	ream	2			2	2		2			2			10	125.35	1,253.50	
55. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	22	15	10	16	13	16	16	13	12	16	13	10	172	128.30	22,057.60	
56. PAPER, thermal, 210mmx30M, 1/2" core	roll	4	5	1		1		5	1		1			18	37.85	681.30	
57. PARCHMENT PAPER, A4 size, 80 gsm, 100sheets/peck	ream	3	6		1		1	7						18	168.95	3,041.10	
58. PAPER FASTENER, for paper, metal, 50 sets/box	box	2	4			1	1	2	1		1			12	87.10	1,045.20	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (10/18/2012)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
59. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	4	4	1	1	1	1	4	2	1	1	1		21	14.75	309.75	
60. PAPER CLIP, gem type, 32mm, 100s/box	box	12	5	4	1	6	2	6	5	3	2	5	1	52	8.20	426.40	
61. PENCIL, lead, w/eraser, (one) dozen per box	box	8	3	2	1	5	2	3	5	2		5	1	35	23.85	834.75	
62. PENCIL, mechanical, for 0.5mm lead	piece	6												6	20.75	124.50	
63. PUSH PIN, flat head type, assorted colors, 100s/box	box	6	7	2	2	1	5	4	2	2	2	1		34	39.25	1,334.50	
64. RECORD BOOK, 300 pages, Smyth sewn	book	8	8		8	6	5		6		2	5	5	53	59.95	3,177.35	
65. RECORD BOOK, 500 pages, Smyth sewn	book	16	15	4	11	1	6	4			12	3		72	95.95	6,908.40	
66. RIBBON, nylon, manual typewriter	spool	5												5	16.35	81.75	
67. RING BINDER, (3/4"x44"), plastic	piece	5												5	11.95	59.75	
68. RING BINDER, (1" x 44"), plastic	piece	5												5	12.85	64.25	
69. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	8	1				5							14	135.05	1,890.70	
70. RULER, plastic, 300mm	piece	6												6	2.85	17.10	
71. SIGN PEN, black	piece	24	9	9	3	5	1	25	9	6	5	1	6	103	45.25	4,660.75	
72. SIGN PEN, blue	piece	18	6	5	4	4	1	22	2	6	4	3	6	81	45.25	3,665.25	
73. SIGN PEN, red	piece	10	7	1					5	1	1	5	1	31	45.25	1,402.75	
74. STAMP PAD INK, violet, 50mL	bottle	7	4		2		1	6	3		1	1		25	22.90	572.50	
75. STAMP PAD, felt pad, min 60mm x 100mm	piece	5	2				1	1			1			10	31.50	315.00	
76. STAPLE WIRE, standard, #35	box	14	8	5	7	5	3	11	6		3	3	1	66	23.45	1,547.70	
77. TAPE, masking, 24mm, 50 meters length	roll	14	18	10	2	8	12	12	2	8		4	5	95	48.00	4,560.00	
78. TAPE, masking, 48mm, 50 meters length	roll	12	5			1	10	5		1		1		35	95.70	3,349.50	
79. TAPE, transparent, 24mm, 50 meters	roll	35	25	15	14	15	12	31	12	11	13	10	8	201	15.85	3,185.85	
80. TAPE, transparent, 48mm, 50 meters	roll	14	2	1	4	1	6	9	1	1	2	1	1	43	31.60	1,358.80	
81. TAPE, packaging, 48mm, 50 meters length	roll	13	11		6	4	5	8		2	1	2		52	31.60	1,643.20	
82. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle	5						5						10	92.60	926.00	
83. TOILET TISSUE, 12 rolls/pack	pack	7	7	1	2	2	5	4	2		2	3		35	76.30	2,670.50	
84. TRANSPARENCY FILM, A4, 100s/box	box	1						1						2	216.95	433.90	
85. TWINE, plastic, one kilo per roll	roll	8	2		2		2	6			2			22	47.85	1,052.70	
86. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll	2	1				1	2						6	155.90	935.40	
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	7			3		1	3						14	10.90	152.60	

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (10.18.2018)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
2. CUTTER, heavy duty	piece	9					1	7						17	29.45	500.65
3. PUNCHER, heavy duty	piece	4					1							5	103.55	517.75
4. SCISSORS, (6")	pair	8	4		2	2	1	3	2					22	18.20	400.40
6. STAMPING DATER, self-inking stamp	piece	3					2							5	511.00	2,555.00
7. STAPLER, heavy duty, standard	piece	7	3	2			2		1					15	128.65	1,929.75
8. STAPLE REMOVER, twin jaws	piece	8	5											13	14.70	191.10
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	4	4											8	54.50	436.00
10. Waste Basket, plastic	piece	3												3	27.25	81.75
11. SHARPENER, single cutterhead,one-hole guide	piece	2												2	179.85	359.70
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms	piece	2						2						4	20.70	82.80
2. BROOM, soft (tambo)	piece	4						4						8	125.35	1,002.80
3. BROOM, Stick (tingting), standard size	piece	3						3						6	18.55	111.30
4. DETERGENT BAR	bar	1					1	1						3	19.15	57.45
5. DETERGENT POWDER, all purpose, 500gms.	pouch	4			1	2	4							11	24.00	264.00
8. CLEANSER, powder, 350 grams	can	4					4							8	18.30	146.40
7. DISINFECTANT SPRAY, 400 grams net content	can	4					2	2			1			9	160.25	1,442.25
8. DUST PAN, non-rigid plastic, with detachable handle	piece	3					2							5	27.30	136.50
12. FURNITURE CLEANER, 300mL/can min	can	3			1		2				1			7	120.00	840.00
13. INSECTICIDE, 600mL (420g) /can	can	2			1						2			5	122.30	611.52
14. MOPHANDLE, screw type, wooden handle	piece	2					2							4	92.65	370.60
15. MOPHEAD, 100% rayon, 400g	piece	5					5							10	81.75	817.50
16. RAG, COTTON, (7") in diameter	kilo	1					1							2	49.05	98.10
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	1					1							2	70.80	141.60
19. TOILET DEODORANT CAKE, 3PCS./BOX	box	6					6							12	30.55	366.60
20. TRASHBAG, plastic, black, (XL), 10's/roll	roll	10												10	152.25	1,522.50
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	22	13	5	4	3	2	12	3	8	3	3		78	130.50	10,179.00
2. PAPER, mimeo, Groundwood	ream	1												1	81.55	81.55
3. PAPER, mimeo, Whitewave	ream	25	2		2	5		2	5		2	5		48	125.35	6,016.80