

**ANNUAL PROCUREMENT PLAN FOR 2015
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.

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT				
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec							
A-AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
1. BALLAST, 18 WATTS	PIECE	2										2						4	70.11	280.43
2. BALLAST, 36-40 WATTS	PIECE	15			10							15			10			50	74.58	3,729.08
3. BATTERY, SIZE AA, ALKALINE, 2 PCS./PACKET	PACKET	17	1	1	5	4	1	1	1	1	1	14	1	1	6			50	21.13	1,056.30
4. BATTERY, SIZE AAA, ALKALINE, 2 PCS./PACKET	PACKET	18		1	7							21	1	8				56	15.83	886.70
7. FLUORESCENT LAMP, TUBULAR, 40 WATTS	SET	211	1	1	1	1	1	1	1	1	1	11	1	1	1	1	1	232	70.00	16,240.00
9. FLUORESCENT LAMP, TUBULAR, 36 WATTS	PIECE	33	4		7							8		7				60	38.22	2,293.20
9. COMPACT FLUORESCENT LIGHT, 18 WATTS	PC	165			10							13		10				198	160.00	31,680.00
10. COMPACT FLUORESCENT LIGHT, 18 WATTS	PIECE	1										1						2	105.82	211.64
13. STARTER, 4-40 WATTS	PIECE	35			1							25			1			62	3.68	227.85
14. TAPE, ELECTRICAL	PIECE	33			1							1			2			37	20.20	747.47
																		0		-
COMMON COMPUTER SUPPLIES/CONSUMABLES																				
1. COMPUTER CONTINUOUS FORMS, 1 PLY, 11" X 9-1/2", 2000 SHEETS/BOX	PIECE	4	1	1	2	1	2	1	1	2	2	4	1	1	1	3	2	23	467.92	10,762.21
3. COMPUTER CONTINUOUS FORMS, 2 PLY, 11" X 9-1/2", 1000 SETS/BOX	PIECE	3	1	2	1	1	1	1	1	2	3	3	1	2	1	1	2	20	543.60	10,871.91
9. COMPACT DISK RECORDABLE, 700MB MIN. CAPACITY, 80 MINUTES RECORDING TIME, 4X-10X MIN SPEED	PIECE	25			25							25			25			100	10.00	1,000.00
10. COMPACT DISK REWRITABLE, 700MB MIN. CAPACITY, 80 MINUTES RECORDING TIME, 4X-10X MIN SPEED	PIECE	6																6	25.00	150.00
14. EXTERNAL HARD DRIVE, 1TB, 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. SYSTEMS REQUIREMENTS: USB 3.0: WINDOWS XP/VISTA/7; MACOSX 10.4 OR ABOVE. WITH USB 3.0 CABLE AND PRODUCT GUIDE.	PIECE	2					1											3	4,103.74	12,311.21

