

FILE: ...
 CONSOLIDATED FINANCIAL

ANNUAL PROCUREMENT PLAN FOR 2013
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. 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 or email at app@procurementsservice.org
5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: DEPARTMENT OF AGRICULTURE/QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION
 Region: NCR-CENTRAL OFFICE
 Address: 34 Panay Avenue, Quezon City

Contact Person: Rafael Galfo
 Position: Supply Officer I
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 Telephone/Mobile Nos: 376-66-37

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	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, 18 watts	piece		1		1		1		1					4	67.27	269.08
2. BALLAST, 1x 40 watts	piece		1			1				1				3	300.00	900.00
2. BALLAST, 36 watts	piece		1			1			1			1		4	72.54	290.16
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	12	3	10	3	9	4	12	3	10	4	9	4	83	36.40	3,021.20
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet			3			3			3			3	12	14.56	174.72
8. FLUORESCENT LAMP, tubular, 18 watts	piece	2	3	4	5	5	2	3	2	1	3	3	4	37	32.14	1,189.18
9. FLUORESCENT LAMP, tubular, 36 watts	piece	4	5	8	3	2	3	12	3	4	5	4	3	56	33.85	1,895.60
13. STARTER, 4-40 watts	piece		3		2	1		2			2			10	3.73	37.30
14. TAPE, electrical	roll				1		1			3				5	18.20	91.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	25	5	5	5	5	5	15	5	5	5	5	5	90	8.79	791.10
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	42		2		2		22		2		2		72	16.62	1,196.64

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (29.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	11	1	1	1	1	1	11	1	1	1	1	1	32	11.70	374.40
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	3			3			3			3			12	19.96	239.52
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	5		1			2			1			1	10	292.08	2,920.80
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	15		1	3		3	2	1	1	2		1	29	468.00	13,572.00
23. INK CARTRIDGE, HP C4844A (HP 10)	cart	3	2	3	2	3	2	3	2	3	2	3	2	30	1,402.50	42,075.00
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart	2	3	2	2	2	3	2	2	3	2	2	3	28	743.58	20,820.24
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart	1		1		1		1		1		1		6	873.12	5,238.72
26. INK CARTRIDGE, HP C6656AA (HP 56)	cart	1		1		1		1		1		1		6	810.90	4,865.40
27. INK CARTRIDGE, HP C6657AA (HP 57)	cart	1		1		1		1		1		1		6	1,352.52	8,115.12
42. MOUSE, optical, USB conection type	piece	8					6							14	197.60	2,766.40
51. TONER CARTRIDGE, HP Q2612A	cart	6	1	4	1	4	1	4	3	4	1	4	1	34	2,866.20	97,450.80
59. TONER CARTRIDGE, HP Q2610A	cart			1				1				1		3	4,882.18	14,646.54
64. TONER CARTRIDGE, HP Q5949A	cart	1			1			1			1			4	2,928.42	11,713.68
COMMON OFFICE SUPPLIES																
1. ACETATE, gauge #3, 50m in length	roll	3					2							5	603.20	1,206.40
2. AIR FRESHENER, 280mL/can	can	3	1	1	3	1	1	3	1	1	3	1	1	20	92.56	1,851.20
3. ALCOHOL, 70%, ethyl	bottle	16	2	4	11	4	2	16	2	4	9	6	2	78	37.70	2,940.60
4. AUDIO CASSETTE TAPE, 90min. recording time	piece	18	6	6	6	6	7	6	6	6	6	6	6	85	16.12	1,370.20
5. TAPE, blank, for micro-cassette recorder, 60 mins. recording time	pack	1		1		1		1		1		1		6	91.50	549.00
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	1						1						2	349.44	698.88
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	1						1						2	364.00	728.00
11. CLIP, bulldog (3")	piece	24	20	20	20	20	20	24	20	20	20	20	20	248	8.42	2,088.16
12. CLIP, backfold, 25mm, 12s/box	box	2												2	15.60	31.20
13. CLIP, backfold, 50mm, 12s/box	box	3	1	1	1	1	1	1	1	1	1	1	1	14	43.68	611.52
14. CLIP, backfold, 19mm, 12s/box	box	2					1							3	7.54	22.62
15. CLIP, backfold, 32mm, 12s/box	box	3	1	1	1	1	1	1	1	1	1	1	1	14	17.42	243.88
21. CORRECTION FLUID, water based, min 15mL.	bottle	31	6	3	13	3	13	21	8	3	11	3	6	121	9.82	1,188.22
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	12						12						24	67.07	1,609.68
24. ENVELOPE, documentary (10"x15"), 500s/box	box	9		2	1		2	1		2	1			18	560.56	10,090.08
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	14	1	2	5	2	2	6	1	2	3	2	2	42	675.86	28,386.12

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	55	14	30	27	33	14	51	17	33	25	31	14	344	104.80	36,051.20
68. PAPER, mimeo, Groundwood, 210mm x 297mm (A4), 60gsm	ream	17	3	5	8	4	6	9	3	5	8	4	13	85	56.06	4,765.10
70. PAPER, mimeo, WhiteWove, 210mm x 297mm (A4)	ream	2	2	2	1	1	3	2	1	2	2	1	1	20	145.60	2,912.00
71. PAPER, for Plain Paper Copier, 210mm x 297mm (A4) 70gsm	ream	35	15	16	22	21	16	29	15	22	22	16	15	244	144.35	35,221.40
72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream	11	5	5	5	5	11	5	5	5	5	5	5	72	194.66	14,015.52
73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad	5			5			5			5			20	20.57	411.40
74. PAPER, thermal, 210mm x 30M, 1/2" core	roll	37	3	7	11	11	18	14	3	18	11	7	3	143	36.40	5,205.20
75. PAPER, thermal, 216mm x 30M, 1/2" core	roll	10	5	10	5	10	5	10	5	10	5	10	5	90	37.44	3,369.60
76. PAPER, multicopy, 210mm x 297mm (A4), 80gsm	ream	10	10	10	10	10	10	10	10	10	10	10	10	120	139.32	16,718.40
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	18		5	3	5	11	12	1	6	1	3	1	66	82.04	5,414.64
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	37		8	3	8	8	24		8	5	6	1	108	15.60	1,684.80
80. PAPER CLIP, gem type, 32mm, 100s/box	box	36		11	3	11	7	24		6	3	4	1	106	8.84	937.04
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	4		1	1	1	1	3		1				12	24.89	298.68
82. PENCIL, mechanical, for 0.5mm lead	piece	3						3						6	18.20	109.20
83. PUSH PIN, flat head type, assorted colors, 100s/box	box	2		1		1		1		1				6	30.00	180.00
84. RECORD BOOK, 300 pages, Smyth sewn	book	31			5		10	7			3		3	59	50.44	2,975.96
85. RECORD BOOK, 500 pages, Smyth sewn	book	14		2			3	7		2				28	88.40	2,475.20
86. RIBBON, nylon, manual typewriter	spool	3			2		2	2			1		1	11	15.81	173.91
89. RING BINDER, (1/2" x 44"), plastic	piece	72	10	18	11	18	10	22	10	18	11	13	10	223	4.37	974.51
90. RING BINDER, (3/4" x 44"), plastic	piece	22	10	18	11	18	10	22	10	18	11	13	10	173	12.48	2,159.04
91. RING BINDER, (1" x 44"), plastic	piece	14	5	11	5	10	6	13	5	11	5	5	5	95	12.48	1,185.60
92. RING BINDER, (2" x 44"), plastic	piece	8	5	5	5	5	5	8	5	5	5	5	5	66	28.13	1,856.58
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	11			1		3	3		1			1	20	132.68	2,653.60
95. RULER, plastic, 450mm	piece	2						2						4	36.40	145.60
96. SIGN PEN, black	piece	14	2	4	3	3	8	8	2	4	3	3	2	56	41.48	2,322.88
97. SIGN PEN, blue	piece	4	2	2	2	2	2	4	2	2	2	2	2	28	41.48	1,161.44

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98. SIGN PEN, red	piece	2	2	2	2	2	2	2	2	2	2	2	2	2	24	41.48	995.52
99. STAMP PAD INK, violet, 50mL	bottle	8		1	1		1	2	1					1	15	27.04	405.60
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	4		1				1							6	24.96	149.76
101. STAPLE WIRE, standard, #35	box	35	6	16	11	15	12	28	6	16	29	16	7	197	25.98	5,118.06	
102. TAPE, adding machine, GSP bond	roll	3			3			3			3			12	10.66	127.92	
103. TAPE, masking, 24mm, 50 meters length	roll	13		2	3	4	5	4	2	4	1	2		40	41.60	1,664.00	
104. TAPE, masking, 48mm, 50 meters length	roll	6			2		1	2			2		3	16	83.82	1,341.12	
105. TAPE, transparent, 24mm, 50 meters	roll	14	4	7	4	9	3	14	4	6	4	8	4	81	10.87	880.47	
106. TAPE, transparent, 48mm, 50 meters	roll	19	3	1	8	4	7	2	3	4	4	1	3	59	20.38	1,202.42	
107. TAPE, packaging, 48mm, 50 meters length	roll	13	4	7	1	9	5	7	4	7	1	8	2	68	19.24	1,308.32	
110. TOILET TISSUE, 12 rolls/pack	pack	10	1		10			10			10			41	61.15	2,507.15	
111. TWINE, plastic, one kilo per roll	roll	1					1	1						3	57.20	171.60	
116. TIME CARD, for Seiko Time Recorder, 100s/bndl	bundle	1												1	100.00	100.00	
COMMON OFFICE DEVICES																	
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	8					1	2						11	10.40	114.40	
2. CUTTER, heavy duty	piece	18					2	3						23	27.04	621.92	
3. PUNCHER, heavy duty	piece	4												4	114.40	457.60	
4. SCISSORS, (6")	pair	15						1						16	18.72	299.52	
5. SHARPENER, single cutterhead	piece	2												2	147.35	294.70	
6. STAMPING DATER, self-inking stamp	piece	3		1										4	436.80	1,747.20	
7. STAPLER, heavy duty, standard	piece	9					1	1				1		12	162.84	1,954.08	
8. STAPLE REMOVER, twin jaws	piece	6						1						7	19.64	137.48	
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	2		1										3	40.23	120.69	
10. WASTE BASKET, plastic	piece	1						1						2	20.99	41.98	
COMMON JANITORIAL SUPPLIES																	
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream	32	12	13	19	14	18	24	12	14	19	13	12	202	119.22	24,082.44	
2. PAPER, mimeo, Groundwood	ream	7	2	11	5	1	12	3	2	13	4	1	11	72	91.52	6,589.44	

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
3. PAPER, mimeo, Whitewove	ream	3	2	4	5	1	5	3	1	6	4	1	2	37	120.02	4,440.74	
5. PAPER, multicopy, legal, for laser printing	ream	32	20	20	25	21	26	25	21	20	25	20	21	276	174.72	48,222.72	
COMMON OFFICE EQUIPMENT																	
2. AUTOMATIC VOLTAGE REGULATOR, 500watts	unit													6	7,953.92	23,861.76	
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit	6															
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit	4												4	9,399.52	18,799.04	
7. CALCULATOR, desktop, mini-printer type, 12 digits, AC/DC power source, with ink roller & adaptor	unit	1						1					1	3	925.60	2,776.80	
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit	3												2	341.12	682.24	
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit	2			1				1				1	5	161.08	805.40	
13. ELECTRIC FAN, with stand	unit	1												1	764.40	764.40	
16. FACSIMILE TRANSCIEVER, uses thermal paper 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	unit	1												1	4,451.20	4,451.20	
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type, non-electrical conductor, non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit			59										59	1,130.48	66,698.32	
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit			4										4	4,726.80	18,907.20	
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit	1												1	6,238.96	6,238.96	

transfer to other categories

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25. PRINTER, laser, 20ppm printing speed, 1200 x 1200 dpi, with power cord, interface cable software drivers and complete documentation, ML-2250	unit						1								1	4,139.20	4,139.20
28. RADIO CASSETTE RECORDER, with AM/ FM Radio	unit	1													1	1,653.60	1,653.60
HANDBOOKS ON PROCUREMENT																	
HANDBOOK ON PUBLIC BIDDING DOCUMENTS, 8-1/2" x 11", offset printing, one color print, laminated kromcote cover, newsprint inside pages, perfect binding for:																	
a. Procurement of Goods & Services, 110-115 pages	piece	1													1	32.24	32.24
b. Procurement of Civil Works, 139-149 pages	piece	1													1	37.65	37.65
c. Procurement of Consulting Services, 139-149 pages	piece	1													1	22.36	22.36
d. Sample Forms, 8-1/4" x 11-3/4", 328 pages	piece	1													1	88.40	88.40
HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT(5th Edition), 6" x 9", 228 pages,	piece	1													1	32.40	32.40
OTHER CONSUMABLES																	
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart	1		1		1		1		1		1			6	588.54	3,531.24
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor,13 ml	cart	1			1			1					1		4	706.86	2,827.44
196. RIBBON CARTRIDGE, Epson C13SO15568, Color, for printer LX-300	cart	1						1							2	1,224.00	2,448.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
Stapler (Heavy Duty-for thick materials)	piece	1													1	1,000.00	1,000.00
Digital Recorder (PSD; COA)	unit	2													2	5,000.00	10,000.00
Chair (PSD)	piece	4													4	2,000.00	8,000.00
Fax Machine (GSD,MRD,OP/OEVP/COS)	unit	3													3	5,000.00	15,000.00
Scanner (CDD,OP/OEVP/COS)	unit	2													2	5,000.00	10,000.00
Office Supplies																	
Correctable Film Ribbon (Fullmark) F715BKSC	piece			1			1			1			1		4	200.00	800.00
Facsimile Ink Film (Fullmark) TTRB462	piece	1	1	1	1	1	1	1	1	1	1	1	1	1	12	2,000.00	24,000.00

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Folder (with QUEDANCOR Logo)	piece	25	25	25	25	25	25	25	25	25	25	25	25	25	300	25.00	7,500.00
Staple Wire #10	box	6		1	1	1		6		1	1	1	1	19	42.00	798.00	
Stamp Pad -"Certified/True/Photocopy (CFU)	piece						1							1	100.00	100.00	
Stamp Pad -"CFU Received" (CFU)	piece						1							1	100.00	100.00	
Mailing envelope with logo (CFU)	piece	50	50	50	50	50	50	50	50	50	50	50	50	600	8.50	5,100.00	
Riso ink (GSD)	piece	1												1	1,600.00	1,600.00	
Battery 9 volts, 6 pcs (GSD)	piece	1			1			1			1			4	480.00	1,920.00	
Appointment Paper (MRD)	pcs	500												500	10.00	5,000.00	
Special Paper for Certificate (MRD)	pcs	1000												1000	5.00	5,000.00	
Fastener, plastic	boxes	14						6			1			21	28.00	588.00	
Highlighter (orange and green -CGD)	piece	4												4	20.00	80.00	
Stapler small (CGD)	piece	2												2	25.00	50.00	
Electronic Typewriter Ribbon	piece	1					1							2	500.00	1,000.00	
Audio and visual presentation and composing equipment														0			
Photographic or filming or video equipment														0			
Digital Camera (IPAD)	unit	3												3	5,000.00	15,000.00	
														0			
Cleaning Equipment and Supplies																	
Paper Materials and Products																	
Corrugated box	box	20		10		10		10		10		10		70	30.00	2,100.00	
Printing of Timecards (PSD)	pc	3000												3000	1.98	5,940.00	
Letterhead with Logo (PSD)	reams	10												10	1,900.00	19,000.00	
Envelope (mailing with Logo-CGD)	pc	100					100					100		300	2.00	600.00	
Paper whitewove w/ black & white letterhead	reams	2												2	170.00	340.00	
Short Bond Paper 8 1/2" X 11" gauge 20 (COA)	reams	5												5	500.00	2,500.00	
Steel Crystal LS 9 mm Blue (COA)	piece	30												30	38.00	1,140.00	
Morocco Paper Blue 8 1/2" X 11" (COA)	reams	1												1	400.00	400.00	
Lighting and fixtures and accessories																	
Compact fluorescent light 11W	piece		4		4		4		4		4		4	24	150.00	3,600.00	
Circular lamp 32W	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	500.00	12,000.00	
Electrical equipment and components and supplies																	
Circuit breaker 50A	pc				1									1	1,000.00	1,000.00	
ACU Capacitor	pc				1									1	500.00	500.00	
Circuit breaker 70A	pc									1				1	2,000.00	2,000.00	

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THHN WIRE # 14 mm2	meters										200				200		
Computer Supplies																	
Printer HP laserjet 1020 cartridge	cart	1	1	1	1	1	1	1	1	1	1	1	1	1	12	2,922.20	35,066.40
Printer HP laserjet 3650 cartridge	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	1,050.00	12,600.00	
Printer HP laserjet D2660 cartridge	cart	1	1	1	1	1	1	1	1	1	1	1	1	12	1,050.00	12,600.00	
Ink Cartridge, Epson Stylus Tx 121 TO912 Cyan	cart.	8	2	8	2	8	2	8	2	8	2	8	2	60	550.00	33,000.00	
Ink Cartridge, Epson Stylus Tx 121 TO914 Yellow	cart.	8	2	8	2	8	2	8	2	8	2	8	2	60	550.00	33,000.00	
Ink Cartridge, Epson Stylus Tx 121 TO913 Magenta	cart.	8	2	8	2	8	2	8	2	8	2	8	2	60	550.00	33,000.00	
Ink Cartridge, Epson Stylus Tx 121 TO911 Black	cart.	8	2	8	2	8	2	8	2	8	2	8	2	60	550.00	33,000.00	
HP laserjet ink P1102		7		7		7		7		7		7	1	43	3,800.00	163,400.00	
Ink/Toner laserjet (CGD)	piece	2		1		2		1		2		1	1	10	2,760.00	27,600.00	
HP Q 2613A (ABD)	piece	1		1		1		1		1		1		6	3,985.00	23,910.00	
Computer Equipment and Accessories																	
DVD writer (CFU)	piece		1											1	4,000.00	4,000.00	
Inkjet Printer (CFU)	piece		1											1	5,000.00	5,000.00	
Printer (PSD; CRMD)	unit	2												2	7,000.00	14,000.00	
Keyboard A4 tech (USB plug and play)-PSD	pc	4												4	300.00	1,200.00	
Mouse (USB type) - PSD	pc	4												4	300.00	1,200.00	
HP 1010 Ink Q2612 toner-PSD; CRMD	pc	2	1	2	1	2	1	2	1	2	1	2	1	18	2,922.00	52,596.00	
AVR (PSD)	pc	4												4	500.00	2,000.00	
Uninterruptible Power Supply (UPS) for Central Office	piece	20												20	3,000.00	60,000.00	
LED Monitor (CGD, PSD -2; LEGAL-1; OSVP FIN-1; ARMD-1)	unit	6												6	6,000.00	36,000.00	
Laserjet Printer (CGD)	unit	1												1	6,100.00	6,100.00	
DVD writer and reader (CGD) ✓	unit	1												1	3,000.00	3,000.00	
External Hard Drive (CGD; LEGAL, CFU) ✓	unit	3												3	3,000.00	9,000.00	
Inkjet Printer Epson L210 (ITD)	unit	4												4	7,795.00	31,180.00	
*Other Categories																	
Plaque (OP-for outgoing board of directors)	piece				1			1				1		3	3,500.00	10,500.00	
Lavatory faucet (GSD-C.O.)	pc	3	1		1	3		2		1		1		12	200.00	2,400.00	
Angle valve (GSD-C.O.)	pc	1		1		1		1		1		1		6	250.00	1,500.00	
supply hose (GSD-C.O.)	pc	1	1			1		2		2		1		8	120.00	960.00	
faucet (GSD-C.O.)	pc			2	1		2					2		7	250.00	1,750.00	
tank fitting (GSD-C.O.)	set		2			2						2		6	350.00	2,100.00	
flapper (GSD-C.O.)	pc	1		1		1		1		1		1		6	150.00	900.00	
flush handle (GSD-C.O.)	pc	2		2		2		2		2		1		11	500.00	5,500.00	
Purified Drinking Water (PSD-Central Office)	5 gals.	300	300	300	300	300	300	300	300	300	300	300	300	3300	28	92,400.00	
Swivel Chair (CGD)	unit	3												3	2,500.00	7,500.00	

-1 MISC.


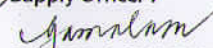
Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
Filing Cabinet (CRMD)	piece	1													1	3,500.00	3,500.00
Vehicle spare parts, etc.																	59,704.57
Miscellaneous																	248,353.40

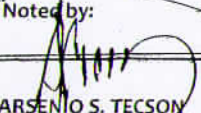
198,400.00
36,705.40

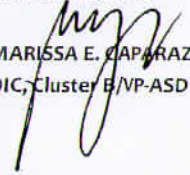
***GRAND TOTAL: CENTRAL OFFICE 2,014,765.41
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION FOR CENTRAL OFFICE 2,216,241.95
***GRAND TOTAL - FIELD OFFICES: 2,582,761.74
GRAND TOTAL FIELD OFFICES AND CENTRAL OFFICE 4,799,000.00
APPROVED BUDGET:

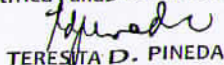

*Other categories that are not indicated herein
**Prices are FOB Manila/Applicable for items under A.
***Grand total for items under A and B

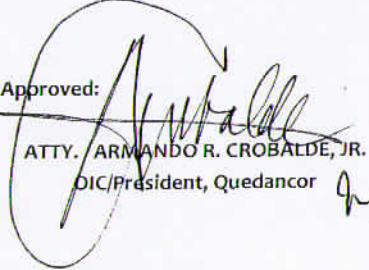
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within or is within our approved budget for the year.

Prepared by:

RAFAEL GALFO
Supply Officer I

GLICERIA A. MALANA
Sr. Operations Officer

Noted by:

ARSENIO S. TECSON
OIC, PSD

Certified Correct:

MARISSA E. CAPARAZ
OIC, Cluster B/VP-ASD

Certified Funds Available:

TERESITA D. PINEDA
Accountant


Approved:

ATTY. ARMANDO R. CROBALDE, JR.
OIC/President, Quedancor

Annual Procurement Plan for 2013
For Common Use Supplies

REGION		AMOUNT
I	P	419,418.86
II		88,592.02
III		85,742.73
IV		21,307.35
V		305,512.85
VI		269,276.68
VII		254,616.98
VIII		148,785.85
IX		180,129.83
X		104,034.06
XI		205,095.91
XII		166,161.88
CARAGA		239,570.66
NCR		94,516.08
TOTAL	P	2,582,761.74

**ANNUAL PROCUREMENT PLAN FOR 2013
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. 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 or email at app@procurement-service.org
5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: DEPARTMENT OF AGRICULTURE/QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION
 Region: REGION I
 Address: _____

Contact Person: JOCELYN TIBALAO
 Position: Accountant II
 E-mail: _____
 Telephone/Mobile Nos: 075 - 522-0347

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	4						4								8	468.00	3,744.00
COMMON OFFICE SUPPLIES																		
3. ALCOHOL, 70%, ethyl	bottle	15						15								30	37.70	1,131.00
12. CLIP, backfold, 25mm, 12s/box	box	9						9								18	15.60	280.80
21. CORRECTION FLUID, water based, min 15mL.	bottle	15						15								30	9.82	294.60
24. ENVELOPE, documentary (10"x15"), 500s/box	box	4						4								8	560.56	4,484.48
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	4						5								9	675.86	6,082.74
26. ENVELOPE, mailing white, 500s/box	box	3						3								6	159.78	958.68
35. FOLDER, tagboard, legal size, 100s/box	pack	6						6								12	413.92	4,967.04
41. GLUE, all purpose, 300 grams min.	jar	4						4								4	37.43	149.72
54. MARKING PEN, whiteboard, black	piece	4						4								8	15.08	120.64

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
57. MARKER, permanent, black	piece	15						15							30	13.50	405.00
75. PAPER, thermal, 216mmx30M, 1/2" core	roll	15						15							30	37.44	1,123.20
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	15						15							30	82.04	2,461.20
80. PAPER CLIP, gem type, 32mm, 100s/box	box	15						15							30	8.84	265.20
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	6						6							12	24.89	298.68
83. PUSH PIN, flat head type, assorted colors, 100s/box	box	6						6							12	30.00	360.00
84. RECORD BOOK, 300 pages, smyth sewn	book	6						6							12	50.44	605.28
86. RIBBON, nylon, manual typewriter	spool	5						5							10	15.81	158.10
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	2						2							4	132.68	530.72
96. SIGN PEN, black	piece	20						20							40	41.48	1,659.20
98. SIGN PEN, red	piece	20						20							40	41.48	1,659.20
99. STAMP PAD INK, violet, 50mL	bottle	5													5	27.04	135.20
101. STAPLE WIRE, standard, #35	box	10						10							20	25.98	519.60
104. TAPE, masking, 48mm, 50 meters length	roll	5						5							10	83.82	838.20
105. TAPE, transparent, 24mm, 50 meters	roll	5						5							10	10.87	108.70
106. TAPE, transparent, 48mm, 50 meters	roll	5						5							10	20.38	203.80
107. TAPE, packaging, 48mm, 50 meters length	roll	5						5							10	19.24	192.40
109. TIME CARD, for Kitano Time Recorder, 100s/bndl	bundle	5						5							10	87.36	873.60
111. TWINE, plastic, one kilo per roll	roll	5						5							10	57.20	572.00
COMMON OFFICE DEVICES																	
7. STAPLER, heavy duty, standard	piece	5						5							10	162.84	1,628.40
COMMON JANITORIAL SUPPLIES																	
2. BROOM, soft (tambo)	piece	5						5							10	119.60	1,196.00
3. BROOM, STICK (tingting)	piece	5						5							10	19.76	197.60
4. CLEANSER, powder, 350gms.	canister	30						30							60	17.32	1,039.20
5. DETERGENT POWDER, all purpose, 500gms.	pouch	30						30							60	17.16	1,029.60
8. DUST PAN, non-rigid plastic, with detachable handle	piece	5												5	26.00	130.00	
15. MOPHEAD, 100% rayon, 400g	piece	10						10						20	71.76	1,435.20	
20. TRASHBAG, plastic, black, (XL)	roll	15						15						30	103.79	3,113.70	
LEGAL SIZE PAPER																	
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-	
COMMON OFFICE EQUIPMENT																	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
2. FILING CABINET, four (4) drawers, steel, plain	unit	2						1							3	7,953.92	23,861.76
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit	5						5							10	2,038.40	20,384.00
HANDBOOKS ON PROCUREMENT																	
OTHER CONSUMABLES																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories															0		-
Office Supplies																	
1 CALCULATOR , Casio	piece	5						5							10	495.00	4,950.00
2 STAPLER WIRE #.10	boxes	10						10							20	17.00	340.00
3 PAPER, substance 16 legal	ream	10						10							20	148.00	2,960.00
4 PAPER, substance 16 letter	ream	10						10							20	138.00	2,760.00
5 PAPER, substance 20 legal	ream	50						50							100	195.00	19,500.00
6 PAPER, substance 20 letter	ream	50						50							100	180.00	18,000.00
Audio and visual presentation and composing equipment															0		-
Photographic or filming or video equipment															0		-
Cleaning Equipment and Supplies															0		-
Paper Materials and Products															0		-
Lighting and fixtures and accessories															0		-
Electrical equipment and components and supplies															0		-
Computer Supplies																	
1 INK HP, black, 1 liter	bottle	10						10							20	750.00	15,000.00
2 INK CANON, black, 1 liter	bottle	10						10							20	750.00	15,000.00
3 INK CANON, 3 colors, RYB 90 ml	bottle	10						10							20	270.00	5,400.00
4 INK CARTRIDGE, HP F4185	piece	10						10							20	1,460.00	29,200.00
5 INK CARTRIDGE, HP DESKJET F4400	piece	10						10							20	1,360.00	27,200.00
6 INK CARTRIDGE, HP DESKJET D2360	piece	10						10							20	1,360.00	27,200.00
7 INK CARTRIDGE, CANON PIXMA INKJET MP258	piece	10						10							20	1,374.00	27,480.00
8 INK CARTRIDGE CANON INKJET IP2700	piece	10						10							20	1,400.00	28,000.00

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
9 RIBBON, EPSON LX-300+	spool	5						5							10	35.00	350.00
Computer Equipment and Accessories																	
1 KEYBOARD	piece	5						5							10	350.00	3,500.00
2 PRINTER CANON IP2770	piece	1						1							2	560.00	1,120.00
3 MONITOR LG MONITOR 18.5"	piece	1						1							2	2,215.00	4,430.00
*Other Categories																	
1 Vehicle spare parts, etc.																	59,701.43
***GRAND TOTAL:																	381,289.87
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION																	419,418.86
APPROVED BUDGET:																	


*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 within our approved budget for the year.


Prepared by:


 JOCELYN P. TIBALAO O
 Accountant II
 F

Certified Funds Available:


 JOCELYN P. TIBALAO
 Accountant II

Approved:


 ROMULO G. EDRADA
 Officer-in-Charge RO I

Date Prepared: October 04, 2012

**ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

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4. 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 or email at app@procurementservice.org
5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: Administrative Services Department
Region: REGION 02
Address: 2/F Quedancor Bldg Carreon St. Centro East Santiago City

Contact Person: LUCIA L. CARLOS
Position: QOO III
E-mail: Quedan_ro2@yahoo.com
Telephone/Mobile Nos: (078) 682-7447/ 305-0537

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
COMPACT FLUORESCENT LIGHT, 18 watts	piece	2	0	0	0	0	0	0	0	0	0	2	0	0	4	65.00	260.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	1													1	388.00	388.00
CANNON PIXMA NO. 830 Black	cart	3	0					0							3	850.00	2,550.00
CANNON PIXMA NO. 831 Colored	cart	1	0												1	1,000.00	1,000.00
INK REFILL (INKRITE) BLACK	bottle	6	0					6							12	130.00	1,560.00
RIBBON CARTRIDGE for LX-300+; 300+II	cart	2	0					2							4	350.00	1,400.00
COMMON OFFICE SUPPLIES																	
CARBON FILM (CLUB) black	box	4						4							8	354.08	2,832.64
PAPER CLIP BIG	box	6						6							12	8.42	101.04
PAPER CLIP SMALL	box	6						6							12	15.60	187.20
COLUMNAR NOTEBOOK, 24 columns	piece	2													2	19.64	39.28
CORRECTION FLUID, water based, min 15mL.	bottle	3													3	9.82	29.46
CORRECTION TAPE	box	6						6							12	21.35	256.20

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
FOLDER, pressboard, plain, legal, 100s/box	pack	2						1							3	851.64	2,554.92
ELMERS GLUE	jar	1													1	37.43	37.43
53. MARKER, fluorescent, 3 colors/set	set	3						3							6	41.60	249.60
MARKING PEN, whiteboard, black	piece	3						3							6	15.08	90.48
PAPER, THERMAL BROTHER 878	roll	4													4	110.00	440.00
ALPHA FAX PAPER 210MM X 30MM	roll	6						4	0						10	110.00	1,100.00
PAPER FASTENER, for paper, plastic, 50 sets/box	box	6						6	0						12	82.04	984.48
PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	4						4	0						8	15.60	124.80
PAPER CLIP, gem type, 32mm, 100s/box	box	4						4	0						8	8.84	70.72
RECORD BOOK, 300 pages, smyth sewn	book	3													3	50.44	151.32
RIBBON, nylon, manual typewriter	spool	3													3	15.81	47.43
RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	1													1	132.68	132.68
TAPE, transparent, 24mm, 50 meters	roll	8						8							16	24.50	392.00
TAPE, packaging, 48mm, 50 meters length	roll	2						2							4	31.00	124.00
																	9,945.68
COMMON OFFICE DEVICES																	
BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	1													1	10.40	10.40
SCISSORS, (6")	pair	2													2	18.72	37.44
STAPLER, heavy duty, standard	piece	2													2	162.84	325.68
COMMON JANITORIAL SUPPLIES																	
BROOM, soft (tambo)	piece	2	0				2	0							4	119.60	478.40
BROOM, STICK (tingting)	piece	1	0												1	19.76	19.76
CLEANSER, powder, 350gms.	canister	3	0				3	0							6	17.32	103.92
MOPHANDLE, screw type, wooden handle	piece	1													1	83.20	83.20
MOPHEAD, 100% rayon, 400g	piece	2					2								4	71.76	287.04
RAG, COTTON, (7") in diameter	kilo	2					1								3	43.68	131.04
TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	3					3								6	33.28	199.68
TRASHBAG, plastic, black, (XL)	roll	1					1								2	103.79	207.58
LEGAL SIZE PAPER																	
Paper Multi Copy A4	ream	20					10								30	131.80	3,954.00
Paper Multi Copy Legal	ream	20					10								30	148.20	4,446.00
Bond paper short 5-18	ream	2					2								4	98.00	392.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
Bond paper long 5-18	ream	2					2								4	110.00	440.00
COMMON OFFICE EQUIPMENT																	
FILING CABINET, four (4) drawers, steel, plain	unit	2	0												2	7,953.92	15,907.84
UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit	2	0	0											2	2,038.40	4,076.80
HANDBOOKS ON PROCUREMENT																	
OTHER CONSUMABLES																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories															0		-
Office Supplies															0		-
Audio and visual presentation and composing equipment															0		-
Photographic or filming or video equipment															0		-
Cleaning Equipment and Supplies															0		-
Paper Materials and Products															0		-
Lighting and fixtures and accessories															0		-
Electrical equipment and components and supplies															0		-
Computer Supplies															0		-
Computer Equipment and Accessories															0		-
*Other Categories																	22,388.06

Vehicle spare parts, etc. 22,388.06

***GRAND TOTAL: 80,538.20

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 88,592.02

APPROVED BUDGET:

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		
A. AVAILABLE AT PROCUREMENT SERVICE STORES															

**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 within our approved budget for the year.

Prepared by:

Signed
LUCIA L. CARLOS
Property/Supply Officer

Certified Funds Available:

Signed
CAROLYN DC JOSON
Accountant

Approved:

Signed
LUISITO V. PEREZ
Head of Office/Agency

Date Prepared: October 05, 2012

ANNUAL PROCUREMENT PLAN FOR 2013
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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 the purchase of the item/s.
4. 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 or email at app@procurement-service.org
5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: Quedan And Rural Credit Guarantee Corporation
Region: Regional Office III
Address: 2nd Floor Manabat Bldg, Jose Abad Santos Ave., City of San Fernando Pampanga

Contact Person: Melanie D. Quito
Position: Admin. Officer
E-mail: lanzquito@yahoo.com
Telephone/Mobile Nos: 045-961-57-78

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (2012-2011)	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																	
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	2		2		2		2		2		2		2	12	480.48	5,765.76
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	2		2		2		2		2		2		2	12	778.96	9,347.52
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	2				2						2			6	468.00	2,808.00
42. MOUSE, optical, USB connection type	piece	2			2			2			3				9	197.60	1,778.40
74. RIBBON, Epson LX300 and 2170 Refill	roll	10		10		10		10		10		10		10	60	27.50	1,650.00
COMMON OFFICE SUPPLIES																	
3. ALCOHOL, 70%, ethyl	bottle	2		2		2		2		2		2			12	37.70	452.40
6. CARBON FILM, polyethylene, 210mm x 297mm (A-4), 100s/box	box	2						2							4	349.44	1,397.76
12. CLIP, backfold, 25mm, 12s/box	box	2						2							4	15.60	62.40
13. CLIP, backfold, 50mm, 12s/box	box	3						3							6	43.68	262.08
21. CORRECTION FLUID, water based, min 15mL	bottle	2			2			2			2				8	39.00	312.00
24. ENVELOPE, documentary (10"x15"), 500s/box	box							1							1	560.56	560.56

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (00-12-2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box							1							1	675.86	675.86
26. ENVELOPE, mailing white, 500s/box	box							1							1	159.78	159.78
34. FAX PAPER	roll	2		2		2		2		2		2			12	60.00	720.00
36. FOLDER, white plain short, 100s/box	pack	1						1							2	253.76	507.52
37. FOLDER, white plain long, 100s/box	pack	1						1							2	301.60	603.20
49. LOOSELEAF COVER, 214mm x 354mm, 50 pcs/bundle	bundle	1						1							2	493.54	987.08
54. MARKING PEN, whiteboard, black	piece	2						2							4	45.00	180.00
57. MARKER, permanent, black	piece	3						3							6	37.50	225.00
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	4			4			4				4			16	104.80	1,676.80
78. PAPER FASTENER, for paper, metal, 50 sets/box and plastic	box	2			2		2		2		2				10	82.04	820.40
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	1			1		1		1		1				5	15.60	78.00
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	2						2							4	132.68	530.72
96. SIGN PEN, black	piece	6			6			6			6				24	41.48	995.52
97. SIGN PEN, green	piece	2			2			2			2				8	41.48	331.84
99. STAMP PAD INK, violet, 50mL	bottle	1						1					1		3	27.04	81.12
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	1						1					1		3	24.96	74.88
101. STAPLE WIRE, standard, #35	box	2			2			2			2				8	35.00	280.00
103. TAPE, masking, 24mm, 50 meters length	roll	1						1					1		3	41.60	124.80
104. TAPE, masking, 48mm, 50 meters length	roll														0	83.82	-
105. TAPE, transparent, 24mm, 50 meters	roll	4						4					4		12	10.87	130.44
107. TAPE, packaging, 48mm, 50 meters length	roll	2						2					2		6	19.24	115.44
COMMON OFFICE DEVICES																	
2. CUTTER, heavy duty	piece		2						2						4	27.04	108.16
3. PUNCHER, heavy duty	piece		2						2						4	114.40	457.60
4. SCISSORS, (6")	pair		1						1						2	18.72	37.44
8. STAPLE REMOVER, twin jaws	piece		2						2						4	19.64	78.56
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece		1						1						2	40.23	80.46
10. WASTE BASKET, plastic	piece		2						2						4	20.99	83.96
COMMON JANITORIAL SUPPLIES																	
2. BROOM, soft (tambo)	piece		2						2						4	119.60	478.40
4. CLEANSER, powder, 350gms	canister	4		4		4		4		4		4			24	17.32	415.68
7. DISINFECTANT SPRAY, 400 grams net content	can	2						2				2			6	239.20	1,435.20
8. DUST PAN, non-rigid plastic, with detachable handle	piece	4				4				4					12	26.00	312.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (01.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
13. INSECTICIDE, 600mL (420g) /can	can		2				2					2		6	116.48	698.88
16. RAG, COTTON, (7") in diameter	kilo	2					2						2	6	43.68	262.08
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	3			3			3				3		12	62.40	748.80
20. TRASHBAG, plastic, black, (XL)	roll	1					1					1		3	103.79	311.37
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	3				3				3			3	12	119.22	1,430.64
COMMON OFFICE EQUIPMENT																
HANDBOOKS ON PROCUREMENT																
OTHER CONSUMABLES																
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories															0	-
1																
Office Supplies															0	-
1																
Audio and visual presentation and composing equipment															0	-
1																
Photographic or filming or video equipment															0	-
1																
Cleaning Equipment and Supplies															0	-
1																
Paper Materials and Products															0	-
1																
Lighting and fixtures and accessories															0	-
1																
Electrical equipment and components and supplies															0	-
1																
Computer Supplies															0	-
1																
Computer Equipment and Accessories															0	-
1																
*Other Categories																
Vehicle spare parts, etc.																

***GRAND TOTAL: 77,947.94
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 85,742.73

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (no. 17 2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		

APPROVED BUDGET:

**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 within our approved budget for the year.

Prepared by:

Signed
 MELANIE D. QUITO
 Administrative Officer

Certified Funds Available:

Signed
 FRANCISCA M. NEPOMUCENO
 Accountant

Approved:

Signed
 ALEJANDRO M. RIVERA
 Head of Office/Agency

Date Prepared:

**ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment**

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6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: AFSG
Region: IV
Address: 28 Gov. Carpio St., Brgy. IV, Sto. Tomas, Batangas

Contact Person: LELITA P. GUZMAN
Position: QOO III/ ACTING ADMIN
E-mail: batangas_quedan@yahoo.com
Telephone/Mobile Nos: 043 043-778-3039

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
9. FLUORESCENT LAMP, tubular, 36 watts	piece													1		1	33.85	33.85
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box														2		480.48	960.96
34. INK CARTRIDGE, HP CB314A (HP 900), black	cart												1				256.02	256.02
35. INK CARTRIDGE, HP CB315A (HP 900), tri-color	cart												3				329.46	988.38
42. MOUSE, optical, USB connection type	piece												1				197.60	197.60
74. RIBBON, Epson RN 8755	cart													3			84.76	254.28
76. RIBBON, Epson RN 7754	cart												1	1	1		127.50	382.50
COMMON OFFICE SUPPLIES																		
2. AIR FRESHENER, 280ml/can	can														2		92.56	185.12
3. ALCOHOL, 70%, ethyl	bottle												3	3	3		37.70	339.30

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box												5		5	349.44	1,747.20	
21. CORRECTION FLUID, water based, min 15mL.	bottle												5	5	10	9.82	98.20	
26. ENVELOPE, mailing white, 500s/box	box											1	1	1	3	159.78	479.34	
37. FOLDER, morocco/fancy, legal size, 50s/box	pack												5		5	301.60	1,508.00	
53. MARKER, fluorescent, 3 colors/set	set											1			1	41.60	41.60	
54. MARKING PEN, whiteboard, black	piece											2			2	15.08	30.16	
57. MARKER, permanent, black	piece												5		5	13.50	67.50	
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream												10	10	20	104.80	2,096.00	
78. PAPER FASTENER, for paper, metal, 50 sets/box	box												5		5	82.04	410.20	
79.. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box												5	5	10	15.60	156.00	
80. PAPER CLIP, gem type, 32mm, 100s/box	box												6	6	12	8.84	106.08	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box												2	1	3	24.89	74.67	
86. RIBBON, nylon, manual typewriter	spool												3	3	6	15.81	94.86	
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box												1		1	132.68	132.68	
99. STAMP PAD INK, violet, 50mL	bottle												1	1	2	27.04	54.08	
101. STAPLE WIRE, standard, #35	box													3	3	25.98	77.94	
102. TAPE, adding machine, GSP bond	roll												1		1	10.66	10.66	
103. TAPE, masking, 24mm, 50 meters length	roll													1	1	41.60	41.60	
105. TAPE, transparent, 24mm, 50 meters	roll												5		5	10.87	54.35	
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle												3		3	97.76	293.28	
110. TOILET TISSUE, 12 rolls/box	pack												2	2	2	6	61.15	366.90
COMMON OFFICE DEVICES																		
COMMON JANITORIAL SUPPLIES																		
1. BATHROOM SOAP, 70gms.	piece													1	1	14.56	14.56	
2. BROOM, soft (tambo)	piece													2	2	119.60	239.20	
3. BROOM, STICK (tingting)	piece													1	1	19.76	19.76	
4. CLEANSER, powder, 350gms.	canister												1	1	2	4	17.32	69.28

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
5. DETERGENT POWDER, all purpose, 500gms.	pouch											1	1	1	3	17.16	51.48
6. DETERGENT BAR, min 392 grams net mass, four(4) pcs per bar	bar											1	1	1	3	23.92	71.76
7. DISINFECTANT SPRAY, 400 grams net content	can													1	1	239.20	239.20
13. INSECTICIDE, 600mL (420g)/can	can											1	1		2	116.48	232.96
16. RAG, COTTON, (7") in diameter	kilo											1			1	43.68	43.68
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle											2	1	2	5	62.40	312.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box											1	1	1	3	33.28	99.84
20. TRASHBAG, plastic, black, (XL)	roll											1	1	1	3	103.79	311.37
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream											10	10	10	30	119.22	3,576.60
3. PAPER, mimeo, Whitewove	ream											1	1		2	120.02	240.04
COMMON OFFICE EQUIPMENT																	
															0	-	
HANDBOOKS ON PROCUREMENT																	
															0	-	
OTHER CONSUMABLES																	
															0	-	
91. INK CARTRIDGE, Epson C13T075190, Black, for printer Stylus color C59/CX2900	cart											1	1		2	288.66	577.32
92. INK CARTRIDGE, Epson C13T075290, Cyan, for printer Stylus color C59/CX2900	cart											1	1		2	288.66	577.32
93. INK CARTRIDGE, Epson C13T075390, Magenta, for printer Stylus color C59/CX2900	cart											1	1		2	288.66	577.32
94. INK CARTRIDGE, Epson C13T075490, Yellow, for printer Stylus color C59/CX2900	cart											1	1		2	288.66	577.32
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
															0	-	
Office Supplies																	
															0	-	
Audio and visual presentation and composing equipment																	
															0	-	

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
Photographic or filming or video equipment	1														0	-
Cleaning Equipment and Supplies	1														0	-
Paper Materials and Products	1														0	-
Lighting and fixtures and accessories	1														0	-
Electrical equipment and components and supplies	1														0	-
Computer Supplies	1														0	-
Computer Equipment and Accessories	1														0	-
*Other Categories																29,850.74
Vehicle spare parts, etc.																

***GRAND TOTAL: 19,370.32
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 21,307.35
APPROVED BUDGET:

*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 within our approved budget for the year.

Prepared by:

Signed
LELITA P. GUZMAN
Property/Supply Officer

Certified Funds Available:

Signed
HAYDEE D. CORTEZ
Accountant

Approved:

Signed
RAYMOND A. CEDRO
Head of Office/Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment (10,000.00 and below)

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

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6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: Administrative Services Department
 Region: REGION 5
 Address: PPC BLDG., Cor. J. Miranda Ave., and Yorktown St., Naga City

Contact Person: LORYL J. AVILA / RHODELIA L. SAMBO
 Position: Regional Accountant / Acting RAVP
 E-mail : quedan_naga@yahoo.com
 Telephone/Mobile Nos: 250-81-27 / (054) 811-11-32

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	2						2								4	778.96	3,115.84
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	5														5	19.96	99.80
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	5														5	468.00	2,340.00
37. INK CARTRIDGE, Canon i2700	cart		1		1		1		1			1		1		6	720.00	4,320.00
COMMON OFFICE SUPPLIES																		
2. AIR FRESHENER, 280mL/can	can	1						1								2	92.56	185.12
3. ALCOHOL, 70%, ethyl	bottle	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	37.70	452.40
11. CLIP, bulldog (3")	piece	12						12								24	8.42	202.08
13. CLIP, backfold, 50mm, 12s/box	box	12						12								24	43.68	1,048.32
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad	8														8	21.84	174.72
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad	4														4	45.76	183.04
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	12														12	67.07	804.84
24. ENVELOPE, documentary (10"x15"), 500s/box	box	1														1	560.56	560.56
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1														1	675.86	675.86
26. ENVELOPE, mailing white, 500s/box	box	1	1						1					2	5	159.78	798.90	

ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment (10,000.00 and below)

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

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Department/Bureau/Office: Administrative Services Department
 Region: REGION 5
 Address: PPC BLDG., Cor. J. Miranda Ave., and Yorktown St., Naga City

Contact Person: LORYL J. AVILA / RHODELIA L. SAMBO
 Position: Regional Accountant / Acting RAVP
 E-mail : quedan_naga@yahoo.com
 Telephone/Mobile Nos: 250-81-27 / (054) 811-11-32

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	2						2								4	778.96	3,115.84
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	5														5	19.96	99.80
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	5														5	468.00	2,340.00
37. INK CARTRIDGE, Canon i2700	cart		1		1		1		1		1			1		6	720.00	4,320.00
COMMON OFFICE SUPPLIES																		
2. AIR FRESHENER, 280mL/can	can	1						1								2	92.56	185.12
3. ALCOHOL, 70%, ethyl	bottle	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	37.70	452.40
11. CLIP, bulldog (3")	piece	12						12								24	8.42	202.08
13. CLIP, backfold, 50mm, 12s/box	box	12						12								24	43.68	1,048.32
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad	8														8	21.84	174.72
17. COLUMNAR PAD, 14 cols, 50 gsm min.	pad	4														4	45.76	183.04
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	12														12	67.07	804.84
24. ENVELOPE, documentary (10"x15"), 500s/box	box	1														1	560.56	560.56
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1														1	675.86	675.86
26. ENVELOPE, mailing white, 500s/box	box	1	1						1					2	5	159.78	798.90	

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (29.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
27. ENVELOPE, mailing white with window, 500s	box	3								3					6	207.58	1,245.48	
35. FOLDER, tagboard, legal size, 100s/box	pack			2					2				3		7	413.92	2,897.44	
36. FOLDER, tagboard, A4 size, 100s/box	pack			1				1							2	253.76	507.52	
41. GLUE, all purpose, 300 grams min.	jar		1							1				1	3	37.43	112.29	
46. INDEX CARD BOX, 5-3/8" x 8-7/8" x 6" (5" x 8")	box	1							1						2	56.68	113.36	
53. MARKER, fluorescent, 3 colors/set	set				1										1	41.60	41.60	
54. MARKING PEN, whiteboard, black	piece	2							2						4	15.08	60.32	
57. MARKER, permanent, black	piece	3			2					3				2	10	13.50	135.00	
58. MARKER, permanent, blue	piece	1													1	13.50	13.50	
59. MARKER, permanent, red	piece	1													1	13.50	13.50	
75. PAPER, thermal, 216mmx30M, 1/2" core	roll	3			3				3			3			12	37.44	449.28	
84. RECORD BOOK, 300 pages, smyth sewn	book	6							6						12	50.44	605.28	
85. RECORD BOOK, 500 pages, smyth sewn	book	6							6						12	88.40	1,060.80	
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece	1													1	468.00	468.00	
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	1													1	132.68	132.68	
96. SIGN PEN, black	piece	12				12						12			36	41.48	1,493.28	
98. SIGN PEN, red	piece	3							3						6	41.48	248.88	
99. STAMP PAD INK, violet, 50mL	bottle	1													1	27.04	27.04	
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	1													1	24.96	24.96	
104. TAPE, masking, 48mm, 50 meters length	roll	2								2					4	83.82	335.28	
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle	1										1		1	2	97.76	195.52	
110. TOILET TISSUE, 12 rolls/pack	pack	1			1				1			1		1	5	61.15	305.75	
COMMON OFFICE DEVICES																		
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	1													1	10.40	10.40	
2. CUTTER, heavy duty	piece	3													3	27.04	81.12	
6. STAMPING DATER, self-inking stamp	piece	1													1	436.80	436.80	
COMMON JANITORIAL SUPPLIES																		
1. BATHROOM SOAP, 70gms.	piece	1			1				1			1			4	14.56	58.24	
2. BROOM, soft (tambo)	piece	1			1				1			1			4	119.60	478.40	
3. BROOM, STICK (tingting)	piece	1			1				1			1			4	19.76	79.04	
4. CLEANSER, powder, 350gms.	canister		1		1			1			1			1	6	17.32	103.92	
5. DETERGENT POWDER, all purpose, 500gms.	pouch	1		1		1			1			1			6	17.16	102.96	
7. DISINFECTANT SPRAY, 400 grams net content	can	1			1				1			1			4	239.20	956.80	
8. DUST PAN, non-rigid plastic, with detachable handle	piece	1							1						2	26.00	52.00	
13. INSECTICIDE, 600mL (420g) /can	can			1									1		2	116.48	232.96	
14. MOPHANDLE, screw type, wooden handle	piece	1			1				1			1			4	83.20	332.80	
15. MOPHEAD, 100% rayon, 400g	piece	1			1				1			1			4	71.76	287.04	
16. RAG, COTTON, (7") in diameter	kilo		1					1					1		3	43.68	131.04	
17. SCOURING PAD, economy size	pack	1			1				1			1			4	131.96	527.84	

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle		1			1			1				1		4	62.40	249.60
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	1	1	1	1	1	1	1	1	1	1	1	1	1	12	33.28	399.36
20. TRASHBAG, plastic, black, (XL)	roll	1		1		1		1		1			1		6	103.79	622.74
LEGAL SIZE PAPER																	
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit			1											1	1,144.00	1,144.00
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit		2				2						2		6	2,038.40	12,230.40
line interactive topology, with sealed maintenance free batteries, 520VA-600VA															0		0
HANDBOOKS ON PROCUREMENT																	
OTHER CONSUMABLES																	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
Office Equipment and Accessories																	
															0		
Office Supplies																	
1. My gell ballpen green	pc			12					12						24	23.11	554.64
2. Folder long size brown (craft brand)	pc		500				500				500				1500	3.56	5,340.00
3. Folder short size brown craft brand)	pc		50				50				50				150	3.41	511.50
4. Brown Envelope long size	pc	100				100					50				250	1.90	475.00
5. Brown Envelope short size	pc	50				50					50				150	1.65	247.50
6. Expanding Envelope long size	pc		50				50						50		150	8.74	1,311.00
7. Prince staple wire No. 35	pc			10			10						10		30	23.04	691.20
8. Pencil mongol No. 2	pc	12							12						24	5.00	120.00
9. Paste big water base	pc			1							1			1	4	54.34	108.68
10. Scotch tape 1 inch	pc	1			1					1				1	4	19.29	77.16
11. Scotch tape 1/2 inch	pc	1			1					1				1	4	9.24	36.96
12. Paper clip coated big	box		1												2	22.45	44.90
13. Paper clip coated small	box		2												2	8.52	17.04
14. Rubber bond big	pc	1													1	130.90	130.90
15. Correction Fluid	pc	6						6							12	30.80	369.60
16. Paper fastener coated	box	2		2		2		2		2			2		12	28.73	344.76
18. Moroco folder green small	pc	12													12	12.00	144.00
19. Typewriter ribbon nylon	box			5			5				5				15	16.50	247.50

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec					
Audio and visual presentation and composing equipment																0		-
1																		
Photographic or filming or video equipment																0		-
1																		
Cleaning Equipment and Supplies																0		-
1																		
Paper Materials and Products																		
1. Book paper S-20 long size	unit	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	192.50	11,550.00
2. Book paper S-20 short size	unit	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	167.00	10,020.00
3. Thermal Fax Paper (216mmX30mm)	roll			8				8								24	73.70	1,768.80
4. Carbon Paper long size	box			1												2	147.40	294.80
Lighting and fixtures and accessories																		
1. Flourescent Lighting Fixtures, 1 x 40W	unit			6				6								6	80.00	480.00
2. Fuse 30 ampers	unit			2												6	450.00	2,700.00
3. Aircon Capacitor	unit			2												4	350.00	1,400.00
Electrical equipment and components and supplies																		
1 Extension wire	pc	1														4	1,000.00	4,000.00
Computer Supplies																		
1. Printer Ribbon refill for LX 300	pc			6				6								18	32.08	577.44
2. universal Ink refill (black) 1000ml	bottle	1			1				1					1		4	800.00	3,200.00
Computer Equipment and Accessories																		
1. Flash drive (USB) 8g	pc			2												2	500.00	1,000.00
2. Printer 3 in 1	pc								1							1	5,200.00	5,200.00
3. Mouse A4tech USB type	unit			2				1								5	150.00	750.00
4. Computer keyboard	unit			2										2		4	450.00	1,800.00
5. Hardisk Drive (HDD) 500 GB capacity	unit			4												4	3,850.00	15,400.00
6. Wireless LAN adapter	pc	11														11	1,700.00	18,700.00
7. Inkjet Color Printer	pc	1														1	2,700.00	2,700.00
2. Monitor LED 6 inh.	pc	1					1							1		4	4,510.00	18,040.00
7. Wireless Router	pc	1														1	6,000.00	6,000.00
*Other Categories																		
1. Tubeles Tire, (Dunlop) 185/102/100 ream 14	pc			2										2		4	5,500.00	22,000.00
2. Fire Extinguisher, Pure HCFC 123 with fire rating (refill)	1														1	2	1,980.00	3,960.00
3. Fire Extinguisher dry chemical for ABC class (refil)	1													1		2	1,760.00	3,520.00
4. Motolite Gold Battery 2SMF 12 vlt	pc			1					1							2	5,023.79	10,047.58
5. Tubeles Tire, (Yokohama)27X8.5 Ream 14	pc	2						2								4	6,766.00	27,064.00
6. Power Steering 1 set	set				1											1	1,500.00	1,500.00
7 Upper Ball Joints	pc	2														2	2,250.00	4,500.00
8. Wiper Blade (revo)	pc							2								2	250.00	500.00
9. Aircon Belt/Steering Belt/Alternator Belt	pc						1									1	1,000.00	1,000.00

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
10. Head Light Cover, Front Right Side Signal Light	pc							1							1	1,000.00	1,000.00
11. Front & Rear Brake Pad/Shoe	set							2							2	2,500.00	5,000.00
12. Condenser (revo)	set	1													1	7,500.00	7,500.00
Vehicle spare parts, etc.																	29,850.74

277,738.95

305,512.85

***GRAND TOTAL:
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

**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 within our approved budget for the year.

Prepared by:

Signed
RHODELIA L. SAMBO
ACTING RAVP REGION 5

Certified Funds Available:

Signed
LORYL J. AVILA
Accountant

Approved:

Signed
RHODELIA L. SAMBO
ACTING RAVP REGION 5

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2013
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. 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 or email at app@procurementsservice.org
5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: _____
Region: _____
Address: _____

Contact Person: _____
Position: _____
E-mail: _____
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (2011) 2011	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec						
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
COMMON ELECTRICAL SUPPLIES																			
14. TAPE, electrical	roll	5			5			5					5				20	18.20	364.00
COMMON COMPUTER SUPPLIES/CONSUMABLES																			
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box	4						4									8	951.08	7,608.64
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	4						4									8	480.48	3,843.84
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	8															8	292.08	2,336.64
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	8															8	468.00	3,744.00
COMMON OFFICE SUPPLIES																			
2. AIR FRESHENER, 280mL/can	can	4	4		4		4		4		4		4		4		28	92.56	2,591.68
3. ALCOHOL, 70%, ethyl	bottle	4	4		4		4		4		4		4		4		28	37.70	1,055.60
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	4	4			4			4					4			20	349.44	6,988.80
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad	4															4	21.84	87.36
20. COLUMNAR NOTEBOOK, 12 cols	piece	10															10	19.64	196.40
21. CORRECTION FLUID, water based, min 15mL.	bottle	15						10									25	9.82	245.50
22. DATA FILE BOX, (5"x9"x15-3/4")	box	5						5									10	64.47	644.70
23. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	5	5	5													15	67.07	1,006.05
26. ENVELOPE, mailing white, 500s/box	box	1															1	159.78	159.78

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09-11-2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
27. ENVELOPE, mailing white with window, 500s	box	1													1	207.58	207.58
32. ERASER, rubber	piece	5													5	4.68	23.40
34. FOLDER, pressboard, plain, legal, 100s/box	pack	1			1			1					1		4	851.64	3,406.56
41. GLUE, all purpose, 300 grams min.	jar	4													4	37.43	149.72
44. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	1													1	99.84	99.84
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box	1													1	56.68	56.68
53. MARKER, fluoresent, 3 colors/set	set	3													3	41.60	124.80
54. MARKING PEN, whiteboard, black	piece	4													4	15.08	60.32
57. MARKER, permanent, black	piece	4			4			4					4		16	13.50	216.00
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	6						6							12	104.80	1,257.60
73. PAPER, ruled pad, 216mm x 330mm, 90 sheets/pad	pad	2						2							4	20.57	82.28
74. PAPER, thermal, 210mm x 30M, 1/2" core	roll	5	1	1	5	1	1	5	1	1	5	1	1	28	36.40	1,019.20	
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	4			4			4			4			16	82.04	1,312.64	
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	10			10			10			10			40	15.60	624.00	
80. PAPER CLIP, gem type, 32mm, 100s/box	box	4			4			4			4			16	8.84	141.44	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	1			1			1			1			4	24.89	99.56	
84. RECORD BOOK, 300 pages, smyth sewn	book	6												6	50.44	302.64	
86. RIBBON, nylon, manual typewriter	spool	4						4						8	15.81	126.48	
87. RIBBON, nylon, for Kitano Bundy Clock	piece	4						4						8	644.80	5,158.40	
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	4						4						8	132.68	1,061.44	
95. RULER, plastic, 450mm	piece	5												5	36.40	182.00	
96. SIGN PEN, black	piece	20			20			20			20			80	41.48	3,318.40	
99. STAMP PAD INK, violet, 50mL	bottle	4												4	27.04	108.16	
101. STAPLE WIRE, standard, #35	box	5			5			5			5			20	25.98	519.60	
103. TAPE, masking, 24mm, 50 meters length	roll	5						5						10	41.60	416.00	
105. TAPE, transparent, 24mm, 50 meters	roll	5			5			5			5			20	10.87	217.40	
107. TAPE, packaging, 48mm, 50 meters length	roll	5												5	19.24	96.20	
111. TWINE, plastic, one kilo per roll	roll	1												1	57.20	57.20	
COMMON OFFICE DEVICES															0		
2. CUTTER, heavy duty	piece	5												5	27.04	135.20	
3. PUNCHER, heavy duty	piece	1												1	114.40	114.40	
6. STAMPING DATER, self-inking stamp	piece	5												5	436.80	2,184.00	
COMMON JANITORIAL SUPPLIES															0		
2. BROOM, soft (tambo)	piece	5			5			5			5			20	119.60	2,392.00	
3. BROOM, STICK (tingting)	piece	5			5			5			5			20	19.76	395.20	
4. CLEANSER, powder, 350gms.	canister	5		5	5			5		5		5		30	17.32	519.60	
5. DETERGENT POWDER, all purpose, 500gms.	pouch	5		5	5			5		5		5		30	17.16	514.80	
8. DUST PAN, non-rigid plastic, with detachable handle	piece	5												5	26.00	130.00	
9. FLOOR WAX, paste, natural, 2kgs.	can	2			2			2			2			8	306.80	2,454.40	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (01-01-2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
12. FURNITURE CLEANER, 300ml/can min	can	3						3							6	112.32	673.92	
14. MOPHANDLE, screw type, wooden handle	piece	5													5	83.20	416.00	
15. MOPHEAD, 100% rayon, 400g	piece	5						5							10	71.76	717.60	
16. RAG, COTTON, (7") in diameter	kilo	10						10							20	43.68	873.60	
17. SCOURING PAD, economy size	pack	10						10							20	131.96	2,639.20	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	5			5			5				5			20	62.40	1,248.00	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	5						5							10	33.28	332.80	
20. TRASHBAG, plastic, black, (XL)	roll	5			5			5				5			20	103.79	2,075.80	
LEGAL SIZE PAPER																0		
1. PAPER, bond, Premium Grade	ream	6	4	4	5	4	4	5	4	4	5	4	4	53	119.22	6,318.66		
COMMON OFFICE EQUIPMENT																0		
17. FIRE EXTINGUISHER, dry chemical, for ABC class	unit	1													1	1,130.48	1,130.48	
20. PAPER TRIMMER/CUTTING MACHINE,	unit	1													1	8,838.96	8,838.96	
21. PAPER SHREDDER, 220mm feed opening,	unit	1													1	6,238.96	6,238.96	
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit	8													8	2,038.40	16,307.20	
HANDBOOKS ON PROCUREMENT																0		
a. Procurement of Goods & Services, 110-115 pages	piece	1													1	32.24	32.24	
HANDBOOK ON GENERIC PROCUREMENT	set	1													1	130.00	130.00	
OTHER CONSUMABLES																0		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																0		
Office Equipment and Accessories																0		
Office Supplies																0		
1. TIME Card for NEDEKA brand 100/bunle	bundle	2													2	200.00	400.00	
Audio and visual presentation and composing equipment																0		
Photographic or filming or video equipment																0		
Cleaning Equipment and Supplies																0		
medium size pail	pcs	2													2	200.00	400.00	
Paper Materials and Products																0		
Lighting and fixtures and accessories																0		
bulb- 18 watts	pcs	10			10			10					10		40	120.00	4,800.00	
Electrical equipment and components and supplies																0		
Computer Supplies																0		
Canon IP 2770 refill ink															0			
black	bot.	10			10			10					10		40	1,000.00	40,000.00	
yellow	bot.	5			5			5					5		20	100.00	2,000.00	

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (00-12-2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			
magenta	bot.	5			5			5			5			20	100.00	2,000.00
cyan	bot.	5			5			5			5			20	100.00	2,000.00
ribbon refill for LX-300 printer	pcs	10			10			10			10			40	50.00	2,000.00
Computer Equipment and Accessories														0		-
specification c/o ITD														0		-
*Other Categories														0		-
heavy duty door knob	set	4												4	300.00	1,200.00
Miscellaneous																44,552.00
Vehicle spare parts, etc.																37,313.43

***GRAND TOTAL: 244,796.98
 TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 269,276.68
 APPROVED BUDGET:

*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 within our approved budget for the year.

Prepared by:

SIGNED
 JOHNNA MEE Q. GOLILAO
 Property/Supply Officer

Certified Funds Available:

SIGNED
 FRANCISCA S. BIJARE
 Accountant

Approved:

SIGNED
 DIOSDADO M. SALA
 Head of Office/Agency

Date Prepared: 10/12/2012

ANNUAL PROCUREMENT PLAN FOR 2013
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. 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 or email at app@procurement-service.org
5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: **QUEDAN AND RURAL CREDIT GUARANTEE CORP.**
Region: VII
Address: **GROUND FLOOR, LDM BLDG., LEGASPI ST.,
CEBU CITY**

Contact Person: **ANELE FRANCISCO-SORIA**
Position: **ACCOUNTANT II**
E-mail : qreg7_afsg@yahoo.com
Telephone/Mobile Nos: 032 4121682 / 032 2544408

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (on 12 2011)	Total Amount				
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																			
COMMON ELECTRICAL SUPPLIES																			
2. BALLAST, 1 x 40 watts	piece	2			2			2						2			8	72.54	580.32
2. BALLAST, 36 watts	piece		1			1			1					1			4	72.54	290.16
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet			1			1			1					1		4	36.40	145.60
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	2			2			2						2			8	368.94	2,951.52
9. FLUORESCENT LAMP, tubular, 36 watts	piece		1			1			1						1		4	33.85	135.40
14. TAPE, electrical	roll	1															1	18.20	18.20
COMMON COMPUTER SUPPLIES/CONSUMABLES																			
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	11.70	140.40
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	3															3	468.00	1,404.00
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart	3			3				3					3			12	743.58	8,922.96
77. RIBBON, Epson RN SO 15083/SO 15086	cart	3			3				3					3			12	724.88	8,698.56
COMMON OFFICE SUPPLIES																			
3. ALCOHOL, 70%, ethyl	bottle	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	37.70	452.40
7. CARBON FILM, polyethylene, 216mm x 330mm, 1005/box	box	3			3				3					3			12	364.00	4,368.00
11. CLIP, bulldog (3")	piece	3			3				3					3			12	8.42	101.04
13. CLIP, backfold, 50mm, 125/box	box	1			1				1					1			4	43.68	174.72
21. CORRECTION FLUID, water based, min 15mL	bottle	3			3				3					3			12	9.82	117.84
22. DATA FILE BOX, (5"x9"x15-3/4")	box	3							3								6	64.47	386.82

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
26. ENVELOPE, mailing white, 500s/box	box	1												1	159.78	159.78
32. ERASER, rubber	piece	3												3	4.68	14.04
35. FOLDER, tagboard, legal size, 100s/box	pack	1						1						2	413.92	827.84
36. FOLDER, tagboard, A4 size, 100s/box	pack	1						1						2	253.76	507.52
41. GLUE, all purpose, 300 grams min.	jar	1			1			1				1		4	37.43	149.72
51. MAGAZINE FILE BOX, 112mm x 200mm x 240mm, with open end	piece	1					1					1		3	49.56	148.68
54. MARKING PEN, whiteboard, black	piece	6						6						12	15.08	180.96
58. MARKER, permanent, blue	piece	6						6						12	13.50	162.00
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	3	3	3	3	3	3	3	3	3	3	3	3	36	104.80	3,772.80
72. PAPER, for Plain Paper Copier, 254mm x 356mm (B4), 70gsm	ream	3	3	3	3	3	3	3	3	3	3	3	3	36	194.66	7,007.76
75. PAPER, thermal, 216mmx30M, 1/2" core	roll	3	3	3	3	3	3	3	3	3	3	3	3	36	37.44	1,347.84
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	3			3			3			3			12	82.04	984.48
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	15.60	187.20
80. PAPER CLIP, gem type, 32mm, 100s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	8.84	106.08
84. RECORD BOOK, 300 pages, Smyth sewn	book	3						3						6	50.44	302.64
85. RECORD BOOK, 500 pages, Smyth sewn	book	3						3						6	88.40	530.40
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	3						3						6	132.68	796.08
95. RULER, plastic, 450mm	piece	3						3						6	36.40	218.40
96. SIGN PEN, black	piece	6		6		6		6		6		6		36	41.48	1,493.28
97. SIGN PEN, blue	piece	6		6		6		6		6		6		36	41.48	1,493.28
99. STAMP PAD INK, violet, 50mL	bottle	3						3						6	27.04	162.24
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	3												3	24.96	74.88
101. STAPLE WIRE, standard, #35	box	3						3						6	25.98	155.88
105. TAPE, transparent, 24mm, 50 meters	roll	3			3			3			3			12	10.87	130.44
107. TAPE, packaging, 48mm, 50 meters length	roll	3												3	19.24	57.72
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle	1						1						2	97.76	195.52
COMMON OFFICE DEVICES																
2. CUTTER, heavy duty	piece	3												3	27.04	81.12
3. PUNCHER, heavy duty	piece	3												3	114.40	343.20
4. SCISSORS, (6")	pair	3												3	18.72	56.16
5. SHARPENER, single cutterhead	piece	3												3	147.35	442.05
7. STAPLER, heavy duty, standard	piece	3												3	162.84	488.52
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	3												3	40.23	120.69
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	14.56	524.16
2. BROOM, soft (tambo)	piece	3	3	3	3	3	3	3	3	3	3	3	3	36	119.60	4,305.60
4. CLEANSER, powder, 350gms.	canister	3	3	3	3	3	3	3	3	3	3	3	3	36	17.32	623.52
5. DETERGENT POWDER, all purpose, 500gms.	pouch	3	3	3	3	3	3	3	3	3	3	3	3	36	17.16	617.76
7. DISINFECTANT SPRAY, 400 grams net content	can	3			3			3			3			12	239.20	2,870.40
8. DUST PAN, non-rigid plastic, with detachable handle	piece	3												3	26.00	78.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09-12-2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
14. MOPHANDLE, screw type, wooden handle	piece	3						3						6	83.20	499.20
15. MOPHEAD, 100% rayon, 400g	piece	3						3						6	71.76	430.56
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	3	3	3	3	3	3	3	3	3	3	3	3	36	62.40	2,246.40
20. TRASHBAG, plastic, black, (XL)	roll	1						1						2	103.79	207.58
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream	3	3	3	3	3	3	3	3	3	3	3	3	36	119.22	4,291.92
5. PAPER, multicopy, legal, for laser printing	ream	3	3	3	3	3	3	3	3	3	3	3	3	36	174.72	6,289.92
COMMON OFFICE EQUIPMENT																
2. FILING CABINET, four (4) drawers, steel, plain	unit	2						2						4	7,953.92	31,815.68
6.. CALCULATOR, desktop, heavy duty printing,	unit	1												1	1,892.80	1,892.80
17. FIRE EXTINGUISHER, dry chemical, for ABC class	unit	3						3						6	1,130.48	6,782.88
29. TIME RECORDER, (for attendance),	unit	1												1	6,188.00	6,188.00
30. UNINTERRUPTIBLE POWER SUPPLY(UPS)	unit	1		1		1		1		1		1		6	2,038.40	12,230.40
HANDBOOKS ON PROCUREMENT																
OTHER CONSUMABLES																
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories														0	-	
1														0	-	
Office Supplies														0	-	
1														0	-	
Audio and visual presentation and composing equipment														0	-	
1														0	-	
Photographic or filming or video equipment														0	-	
1														0	-	
Cleaning Equipment and Supplies														0	-	
1														0	-	
Paper Materials and Products														0	-	
1														0	-	
Lighting and fixtures and accessories														0	-	
1														0	-	
Electrical equipment and components and supplies														0	-	
1														0	-	
Computer Supplies																
1. INK CARTRIDGE, HP PSC1315 ,(HP27) black, 8 ml	3	3	3	3	3	3	3	3	3	3	3	3	3	36	900.00	32,400.00
2. INK CARTRIDGE, HP PSC1315 ,(HP28)tricolor, 8 ml	3	3	3	3	3	3	3	3	3	3	3	3	3	36	1,200.00	43,200.00
Computer Equipment and Accessories														0	-	
1														0	-	
*Other Categories																
Vehicle spare parts, etc.															22,388.06	

***GRAND TOTAL: 231,469.98

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (DD-MM-YYYY)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 254,616.98

APPROVED BUDGET:

*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 within our approved budget for the year.

Prepared by:

Signed
 CATHLYN R. BANCAT
 Property/Supply Officer

Certified Funds Available:

Signed
 ANELE FRANCISCO-SORIA
 Accountant

Approved:

Signed
 LUIS S. RAMIREZ
 Head of Office / Agency

Date Prepared:

ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

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6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: Quedan & Rural Credit Guarantee Corp.
Region: Region VIII
Address: 3rd St., Paraiso San Jose
Tacloban City

Contact Person: MARIA ERLINDA T. ROSAL
Position: Supply Officer/CRMG Officer
E-mail: quedan_tacloban@yahoo.com
Telephone/Mobile Nos: (053) 523-3966 / 8518

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	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, 18 watts	piece			2			2		2				2	8	67.27	538.16
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece						1						1	2	103.79	207.58
COMMON COMPUTER SUPPLIES/CONSUMABLES																
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box			3			3						3	12	581.67	6,980.04
12. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece						10						10	20	16.62	332.40
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece						2						2	4	292.08	1,168.32
24. INK CARTRIDGE, HP C8727AA (HP 27)	cart						3						3	6	743.58	4,461.48
25. INK CARTRIDGE, HP C8728AA (HP 28)	cart						3						3	6	873.12	5,238.72
28. INK CARTRIDGE, HP C9351AA (HP 21)	cart						3						3	6	615.06	3,690.36
29. INK CARTRIDGE, HP C9352AA (HP 22)	cart						3						3	6	708.90	4,253.40
75. RIBBON, Epson RN 8750	cart			5			5			5			5	20	76.75	1,535.00
COMMON OFFICE SUPPLIES																
2. AIR FRESHENER, 280mL/can	can						15						15	30	92.56	2,776.80
3. ALCOHOL, 70%, ethyl	bottle						20						20	40	37.70	1,508.00
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box			3			3			3			3	12	349.44	4,193.28
12. CLIP, backfold, 25mm, 12s/box	box			2			2			2			2	8	15.60	124.80

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
20. COLUMNAR NOTEBOOK, 12 cols	piece			3			3			3			3	12	19.64	235.68
21. CORRECTION FLUID, water based, min 15mL.	bottle						10						10	20	9.82	196.40
22. DATA FILE BOX, (5"x9"x15-3/4")	box						10						10	20	64.47	1,289.40
27. ENVELOPE, mailing white with window, 500s	box			5			5			5			5	20	207.58	4,151.60
35. FOLDER, tagboard, legal size, 100s/box	pack			2			2			2			2	8	413.92	3,311.36
36. FOLDER, tagboard, A4 size, 100s/box	pack			1			1			1			1	4	253.76	1,015.04
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"(5" x 8")	box						5						5	10	56.68	566.80
54. MARKING PEN, whiteboard, black	piece						5						5	10	15.08	150.80
55. MARKING PEN, whiteboard, blue	piece						5						5	10	15.08	150.80
56. MARKING PEN, whiteboard, red	piece						5						5	10	15.08	150.80
57. MARKER, permanent, black	piece						10						10	20	13.50	270.00
74. PAPER, thermal, 210mmx30M, 1/2" core	roll						10						10	20	36.40	728.00
79.. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box						5						5	10	15.60	156.00
86. RIBBON, nylon, manual typewriter	spool						5						5	10	15.81	158.10
96. SIGN PEN, black	piece						5						5	10	41.48	414.80
99. STAMP PAD INK, violet, 50mL	bottle						5						5	10	27.04	270.40
100. STAMP PAD, felt pad, min 60mm x 100mm	piece						2						2	4	24.96	99.84
101. STAPLE WIRE, standard, #35	box						10						10	20	25.98	519.60
103. TAPE, masking, 24mm, 50 meters length	roll						10						10	20	41.60	832.00
105. TAPE, transparent, 24mm, 50 meters	roll						15						15	30	10.87	450.00
106. TAPE, transparent, 48mm, 50 meters	roll						15						15	30	20.38	611.40
107. TAPE, packaging, 48mm, 50 meters length	roll						10						10	20	19.24	384.80
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle						2						2	4	97.76	391.04
111. TWINE, plastic, one kilo per roll	roll						3						3	6	57.20	343.20
COMMON OFFICE DEVICES																
2. CUTTER, heavy duty	piece						2						2	4	27.04	108.16
3. PUNCHER, heavy duty	piece						1						1	2	114.40	228.80
4. SCISSORS, (6")	pair						2						2	4	18.72	74.88
7. STAPLER, heavy duty, standard	piece						1						1	2	162.84	325.68
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece						1						1	2	40.23	80.46
COMMON JANITORIAL SUPPLIES																
2. BROOM, soft (tambo)	piece						10						10	20	119.60	2,392.00
3. BROOM, STICK (tingting)	piece						5						5	10	19.76	197.60
4. CLEANSER, powder, 350gms.	canister						10						10	20	17.32	346.40
7. DISINFECTANT SPRAY, 400 grams net content	can		2				2		2				2	8	239.20	1,913.60

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
8. DUST PAN, non-rigid plastic, with detachable handle	piece						3						3	6	26.00	156.00
9. FLOOR WAX, paste, natural, 2kgs.	can						2						2	4	306.80	1,227.20
15. MOPHEAD, 100% rayon, 400g	piece						5						5	10	71.76	717.60
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream						5						5	10	119.22	1,192.20
4. PAPER, for PPC	ream			10			10			10			10	40	173.33	6,933.20
COMMON OFFICE EQUIPMENT																
2. AUTOMATIC VOLTAGE REGULATOR, 500watts	unit						2						2	4	450.00	1,800.00
HANDBOOKS ON PROCUREMENT																
OTHER CONSUMABLES																
39. INK CARTRIDGE, HP CC640WA (HP 60), black, 4 ml	cart						3						3	6	588.54	3,531.24
41. INK CARTRIDGE, HP CC643WA (HP 60), tricolor, 13 ml	cart						3						3	6	706.86	2,120.58
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
1. Telefax (for Maasin DO)		1												1	5,000.00	5,000.00
Office Supplies																
1 ballpen HBW black (12pcs/box)	box						1						2	3	60.00	180.00
2 Ballpen HBW red color 12pcs/box (for COA use)	box						1							1	60.00	60.00
3 DTR pad	pad						5						5	10	15.00	150.00
Audio and visual presentation and composing equipment																
1														0		-
Photographic or filming or video equipment																
1														0		-
Cleaning Equipment and Supplies																
1														0		-
Paper Materials and Products																
1														0		-
Lighting and fixtures and accessories																
1														0		-
Electrical equipment and components and supplies																
1														0		-
Computer Supplies																
6 Epson ink cartridge TO461 black	ca		2			2			2				2	8	475.00	3,800.00
7 Epson ink cartridge TO472 cyan	ca		2			2			2				2	8	450.00	3,600.00
8 Epson ink cartridge TO473 magenta	ca		2			2			2				2	8	450.00	3,600.00
9 Epson ink cartridge TO474 yellow	ca		2			2			2				2	8	450.00	3,600.00
10 Epson ink cartridge 73N black	ca		2			2			2				2	8	490.00	3,920.00
11 Epson ink cartridge 73N cyan	ca		2			2			2				2	8	490.00	3,920.00

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (pg.12,2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
12 Epson ink cartridge 73N magenta	ca			2			2			2				2	8	490.00	3,920.00
13 Epson ink cartridge 73N yellow	ca			2			2			2				2	8	490.00	3,920.00
Computer Equipment and Accessories															0		
1																	
*Other Categories																	
Vehicle spare parts, etc.																	22,388.06

***GRAND TOTAL: 135,259.86
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 148,785.85
APPROVED BUDGET:

*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 within our approved budget for the year.

Prepared by:

Signed
MARIA ERLINDA T. ROSAL
Property/Supply Officer

Certified Funds Available:

Signed
ROLANDO ANTONIO B. MESIAS
Accountant

Approved:

Signed
ERIBERTO M. SUYOM
Head of Office/Agency

Date Prepared:

**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)
 - Misamis Oriental, Calbayog, and Bontoc
 - Zamboanga - **Zamboanga**
 - Surigao Del Norte
 - 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@procurementservice.org
- Consistent with DBM Circular No. 2011-6, the APP for FY 2013 must be submitted on or before November 15, 2012.
- Rename your APP file in the following format- APP2013 - Sector (NGA/GOCC/GFI/Constitutional Office/Other Executive Offices(OEOs)/SUC/LGU) - Name of Agency - Region (e.g. APP2012 - NGA - DBM-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)563-9397.

Department/Bureau/Office: Quedan and Rural Credit Guarantee Corporation
 Region: IX
 Address: Lugay Bldg, Roxas corner Cabrera St., Pagadian City

Contact Person: CERINA F. TORRALBA
 Position: Regional Accountant
 E-mail: quedan_cerinatorralba@yahoo.com
 Telephone/Mobile Nos: 062 214 4732 / 214 1171

Item & Specifications	Unit of Measure	Quantity Requirement														Total	** PS Price Catalogue as of	** PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec							
A. AVAILABLE AT PROCUREMENT SERVICE STORES																				
COMMON ELECTRICAL SUPPLIES																				
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	5						5								10	1.055	36.40	38.40	384.02
9. FLUORESCENT LAMP, tubular, 36 watts	piece	25														25	1.055	36.35	38.35	958.73
13. STARTER, 4-40 watts	piece	5														5	1.055	3.90	4.11	20.57
14. TAPE, electrical	roll	5						5								10	1.055	18.20	19.20	192.01
COMMON COMPUTER SUPPLIES/CONSUMABLES																				
9. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	10														10	1.055	10.40	10.97	109.72
12. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	10						10								20	1.055	14.02	14.79	295.82
164. MOUSE, optical, USB connection type	piece	10														10	1.055	174.72	184.33	1,843.30
COMMON OFFICE SUPPLIES																				
2. AIR FRESHENER, 280ml/can	can	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	1.055	89.44	94.36	11,323.10
3. ALCOHOL, 70%, ethyl	bottle	5	5	5	5	5	5	5	5	5	5	5	5	5	5	60	1.055	40.04	42.24	2,534.53

9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

8. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	10						10						20	1.055	331.50	349.73	6,994.65
12. CLIP, bulldog (3")	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	1.055	7.68	8.10	972.29
22. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	10	10	10	10	10	10	10	10	10	10	10	10	120	1.055	20.75	21.89	2,626.95
23. DATA FILE BOX, (5"x9"x15-3/4")	box	5												5	1.055	61.36	64.73	323.67
24. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	5												5	1.055	66.56	70.22	351.10
29. ENVELOPE, mailing white, 500s/box	box	5						5						10	1.055	152.59	160.98	1,609.82
32. ENVELOPE, expanding, plastic, legal size	piece	15	15	15	15	15	15	15	15	15	15	15	15	180	1.055	45.76	48.28	8,689.82
35. ERASER, rubber	piece	5												5	1.055	5.18	5.46	27.32
38. FOLDER, tagboard, legal size, 100s/box	pack	5						5						10	1.055	327.60	345.62	3,456.18
39. FOLDER, tagboard, A4 size, 100s/box	pack	5						5						10	1.055	296.40	312.70	3,127.02
44. GLUE, all purpose, 300 grams min.	jar	5	1	1	1	1	1	5	1	1	1	1	1	20	1.055	45.76	48.28	965.54
47. INDEX CARD, 5" x 8", ruled both side, 500s/box	pack	5												5	1.055	93.60	98.75	493.74
56. MARKER, fluorescent, 3 colors/set	set	5			5			5			5			20	1.055	41.08	43.34	866.79
57. MARKING PEN, whiteboard, black	piece	5			5			5			5			20	1.055	11.86	12.51	250.25
60. MARKER, permanent, black	piece	5	5	5	5	5	5	5	5	5	5	5	5	60	1.055	12.25	12.92	775.43
68. OIL, for general purpose, 120 mL	bottle	5						5						10	1.055	34.32	36.21	362.08
74. PAPER, thermal, 210mmx30M, 1/2" core	roll	5	5	5	5	5	5	5	5	5	5	5	5	60	1.055	36.09	38.07	2,284.50
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	5	5	5	5	5	5	5	5	5	5	5	5	60	1.055	82.04	86.55	5,193.13
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	5	5	5	5	5	5	5	5	5	5	5	5	60	1.055	14.04	14.81	888.73
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	5						5						10	1.055	20.53	21.66	216.59
83. PUSH PIN, flat head type, assorted colors, 100s/case	case	5												5	1.055	37.44	39.50	197.50
84. RECORD BOOK, 300 pages, Smythe sewn	book	10												10	1.055	57.20	60.35	603.46
101. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	5												5	1.055	132.68	139.98	699.89
103. RULER, plastic, 450mm	piece	5												5	1.055	36.40	38.40	192.01
104. SIGN PEN, black	piece	7	7	7	7	7	7	7	7	7	7	7	7	84	1.055	43.14	45.51	3,823.07
107. STAMP PAD INK, violet, 50mL	bottle	5												5	1.055	21.84	23.04	115.21
109. STAPLE WIRE, standard, #35	box	5	5	5	5	5	5	5	5	5	5	5	5	60	1.055	23.59	24.89	1,493.25
113. TAPE, masking, 48mm, 50 meters length	roll	5			5			5			5			20	1.055	91.31	96.33	1,926.64
115. TAPE, transparent, 48mm, 50 meters	roll	5		5		5		5		5		5		30	1.055	30.11	31.77	952.98
119. TOILET TISSUE, 12 rolls/pack	pack	2	2	2	2	2	2	2	2	2	2	2	2	24	1.055	72.80	76.80	1,843.30
COMMON OFFICE DEVICES															1.055			
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	pack	5												5	1.055	9.36	9.87	49.37
2. CUTTER, heavy duty	piece	5												5	1.055	27.98	29.52	147.59
4. SCISSORS, (6")	pair	5												5	1.055	17.35	18.30	91.52
7. STAPLER, heavy duty, standard	piece	5												5	1.055	144.23	152.16	760.81
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	5												5	1.055	52.00	54.86	274.30
COMMON JANITORIAL SUPPLIES															1.055			
1. BATHROOM SOAP, 70gms.	piece	10	10	10	10	10	10	10	10	10	10	10	10	120	1.055	19.76	20.85	2,501.62
2. BROOM, soft (tambo)	piece	5												5	1.055	119.60	126.18	630.89
3. BROOM, STICK (tingting)	piece	5												5	1.055	17.68	18.65	93.26
4. CLEANSER, powder, 350gms.	canister	5	5	5	5	5	5	5	5	5	5	5	5	60	1.055	15.91	16.79	1,007.10
5. DETERGENT POWDER, all purpose, 500gms.	pouch	5	5	5	5	5	5	5	5	5	5	5	5	60	1.055	22.88	24.14	1,448.30

9. For further assistance/Clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

****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 within our approved budget for the year.

Prepared by:

Signed
CERINA F. TORRALBA
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:
Signed
CERINA F. TORRALBA
Accountant /
Local Budget Officer

Approved:

Signed
RUFFY JHON D. RODRIGUEZ
Head of Office/Agency

Date Prepared: October 12 2012

ANNUAL PROCUREMENT PLAN FOR 2013
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 Amount per item and the Grand Total.
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5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: QUEDANCOR
Region: 10
Address: BURGOS-GOMEZ STREETS
CAGAYAN DE ORO

Contact Person: MARIA LANI D. BULARON
Position: Regional Accountant
E-mail: lani_dl@yahoo.com
Telephone/Mobile Nos: (088) 231-6158/0917-712-2357

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	1					1									2	36.40	72.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	1						1								2	14.56	29.12
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	2			2				2				2			8	368.94	2,951.52
14. TAPE, electrical	roll	1														1	18.20	18.20
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
COMMON OFFICE SUPPLIES																		
2. AIR FRESHENER, 280mL/can	can	1			1			1				1				4	92.56	370.24
22. DATA FILE BOX, (5"x9"x15-3/4")	box	20		5				5			5		5			40	64.47	2,578.80
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	675.86	8,110.32
26. ENVELOPE, mailing white, 500s/box	box	1														1	159.78	159.78
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box	1														1	119.60	119.60
31. ERASER, blackboard/whiteboard	piece	1														1	11.44	11.44
34. FOLDER, pressboard, plain, legal, 100s/box	pack	1	1		1				1							4	851.64	3,406.56
41. GLUE, all purpose, 300 grams min.	jar	2			2				2				2			8	37.43	299.44
53. MARKER, fluorescent, 3 colors/set	set	4						4								2	15.08	30.16
54. MARKING PEN, whiteboard, black	piece	1						1								3	13.50	40.50
57. MARKER, permanent, black	piece	3														3	15.60	46.80
79.. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box	15	3	9	15	3	9	15	3	9	15	3	9	9	108	15.60	1,684.80	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
80. PAPER CLIP, gem type, 32mm, 100s/box	box	6	4	2	6	4	2	6	4	2	6	4	2	48	8.84	424.32	
81. PENCIL, lead, w/eraser, one(1) dozen per box	box	2		1		1		2		1		1		8	24.89	199.12	
83. PUSH PIN, flat head type, assorted colors, 100s/box	box	1												1	30.00	30.00	
96. SIGN PEN, black	piece	8		8		8		8		8		8		48	41.48	1,991.04	
98. SIGN PEN, red	piece	3												3	41.48	124.44	
99. STAMP PAD INK, violet, 50mL	bottle	5												5	27.04	135.20	
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	3												3	24.96	74.88	
101. STAPLE WIRE, standard, #35	box	10												10	25.98	259.80	
104. TAPE, masking, 48mm, 50 meters length	roll	5												5	83.82	419.10	
105. TAPE, transparent, 24mm, 50 meters	roll	15			5			5			5			30	10.87	326.10	
106. TAPE, transparent, 48mm, 50 meters	roll	3					2							5	20.38	101.90	
107. TAPE, packaging, 48mm, 50 meters length	roll	5												5	19.24	96.20	
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle	1			1			1			1			4	97.76	391.04	
COMMON OFFICE DEVICES																	
10. WASTE BASKET, plastic	piece	1												1	20.99	20.99	
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece	4		4		4		4		4		4		24	14.56	349.44	
2. BROOM, soft (tambo)	piece	2					2							4	119.60	478.40	
4. CLEANSER, powder, 350gms.	canister	1												1	17.32	17.32	
5. DETERGENT POWDER, all purpose, 500gms.	pouch	4		4		4		4		4		4		24	17.16	411.84	
7. DISINFECTANT SPRAY, 400 grams net content	can	2			2			2			2			8	239.20	1,913.60	
10. FLOOR WAX, paste, red, 2kgs.	can	1		1		1		1		1		1		6	306.80	1,840.80	
12. FURNITURE CLEANER, 300mL/can min	can	1		1		1		1		1		1		6	112.32	673.92	
13. INSECTICIDE, 600mL (420g)/can	can	2			2			2			2			8	116.48	931.84	
14. MOPHANDLE, screw type, wooden handle	piece	2			2			2			2			8	83.20	665.60	
15. MOPHEAD, 100% rayon, 400g	piece	2		2		2		2		2		2		12	71.76	861.12	
16. RAG, COTTON, (7") in diameter	kilo	4			4			4			4			16	43.68	698.88	
17. SCOURING PAD, economy size	pack	1					1							2	131.96	263.92	
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	2		2		2		2		2		2		12	62.40	748.80	
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	3		3		3		3		3		3		18	33.28	599.04	
20. TRASHBAG, plastic, black, (XL)	roll	1		1		1		1		1		1		6	103.79	622.74	
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream	10		10		10		10		10		10		60	119.22	7,153.20	
COMMON OFFICE EQUIPMENT																	
HANDBOOKS ON PROCUREMENT																	

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total						
OTHER CONSUMABLES																				
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
Office Equipment and Accessories																				
1																	0			
Office Supplies																				
1 Sign pen - green	piece	2		2		2		2		2		2		2			12	22.00	264.00	
2 Paper - bond- letter size (short) premium	ream	10		10		10		10		10		10		10			60	168.00	10,080.00	
3 Fastener plastic - 50 pcs per box	box	4			4			4				4					16	25.00	400.00	
4 Folder - letter size (short) plain	piece	1			1			1				1					4	4.00	16.00	
5 DTR - Paper - 50 pcs per pad	pad	5			5			5				5					20	12.50	250.00	
Audio and visual presentation and composing equipment																				
1																		0	-	
Photographic or filming or video equipment																				
1																		0	-	
Cleaning Equipment and Supplies																				
1																		0	-	
Paper Materials and Products																				
1																		0	-	
Lighting and fixtures and accessories																				
1																		0	-	
Electrical equipment and components and supplies																				
1																		0	-	
Computer Supplies																				
1 Ink cartridge HP D 5550 #60- black	cart	1							1									2	680.00	1,360.00
2 Ink cartridge HP D 930C #78 colored	cart	1																1	1,435.00	1,435.00
3 Ink cartridge HP D 2360 #21- black	cart	1																1	710.00	710.00
4 Ink cartridge HP ink 900- black	cart	1																1	900.00	900.00
5 Ink cartridge HP D 3744 #27- black	cart	1																1	885.00	885.00
6 Black ink refill - for printer- 100 ml	bottle	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	250.00	3,000.00
7 Cyan ink -refill - 100 ml	bottle	1						1										2	250.00	500.00
8 Yellow ink - 100 ml	bottle	1						1										2	250.00	500.00
9 Magenta ink - 100 ml	bottle	1						1										2	250.00	500.00
10 Ink cartridge HP D 3650 #27- black	cart	1																1	885.00	885.00
Computer Equipment and Accessories																				
1																		0	-	
*Other Categories																				
Vehicle spare parts, etc.																				

***GRAND TOTAL: 94,576.42

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 104,034.06

APPROVED BUDGET:

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec		

*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 within our approved budget for the year.

Prepared and Certified Funds Available:

Approved:

Signed
MARIA LANI D. BULARON
Accountant

Signed
HERNAN B. AGPAWA
Head of Office/Agency

Property/Supply Officer

Date Prepared: Oct. 8, 2012

**ANNUAL PROCUREMENT PLAN FOR 2013
For Common-Use Supplies and Equipment**

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Department/Bureau/Office: QUEDAN AND RURAL CREDIT GUARANTEE CORPORATION
Region: Region XI
Address: Cor. General Luna and Quirino St., Davao City

Contact Person: _____
Position: _____
E-mail: quedanregion11@yahoo.com
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
7. FLUORESCENT LIGHTING FIXTURE, 1x 40W	set	4		1			1								7	368.94	2,582.58
13. STARTER, 4-40 watts	piece	10													10	3.73	37.30
14. TAPE, electrical	roll	2													2	18.20	36.40
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	1													1	581.67	581.67
11. COMPACT DISK RECORDABLE, min. of 700MB, 1x - 52x minimum speed, 80 min recording time	piece	8													8	8.79	70.32
42. MOUSE, optical, USB connection type	piece	3													3	197.60	592.80
75. RIBBON, Epson RN 8750	cart	4			4			4					4		16	76.75	1,228.00
COMMON OFFICE SUPPLIES																	
2. AIR FRESHENER, 280ml/can	can	3				1	2				1				7	92.56	647.92
3. ALCOHOL, 70%, ethyl	bottle	4	3	4	3	4	3	4	3	4	3	4	3		42	37.70	1,583.40
7. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	3				2							2		7	364.00	2,548.00
20. COLUMNAR NOTEBOOK, 12 cols	piece	1					1								2	19.64	39.28
21. CORRECTION FLUID, water based, min 15mL	bottle	6			2		3	2			2				15	9.82	147.30
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box	1					1								2	675.86	1,351.72
26. ENVELOPE, mailing white, 500s/box	box	2													2	159.78	319.56
35. FOLDER, tagboard, legal size, 100s/box	pack	1						2							3	413.92	1,241.76
36. FOLDER, tagboard, A4 size, 100s/box	pack	1													1	253.76	253.76
41. GLUE, all purpose, 300 grams min.	jar	3													3	37.43	112.29
52. MAP PIN, round head, 100s/box	box	1													1	36.40	36.40
54. MARKING PEN, whiteboard, black	piece	3													3	15.08	45.24
57. MARKER, permanent, black	piece	3							3						6	13.50	81.00
58. MARKER, permanent, blue	piece	1							1						2	13.50	27.00
67. PAPER, bond, Premium Grade, 210mm x 297mm (A4), 70 gsm	ream	2		2		2		2		2			2		12	104.80	1,257.60
74. PAPER, thermal, 210mm x 30M, 1/2" core	roll	5		1	4	1		5		1	4	1			22	36.40	800.80
78. PAPER FASTENER, for paper, metal, 50 sets/box	box	5					3								8	82.04	656.32

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
79.. PAPER CLIP, gem type, Jumbo, 48mm, 100s/box	box	3					2								5	15.60	78.00
80. PAPER CLIP, gem type, 32mm, 100s/box	box	3						2							5	8.84	44.20
82. PENCIL, mechanical, for 0.5mm lead	piece	2													2	18.20	36.40
85. RECORD BOOK, 500 pages, Smyth sewn	book	3							3						6	88.40	530.40
88. RIBBON CARTRIDGE, fabric, Iwata E2A time recorder	piece	2			2				2				2		8	468.00	3,744.00
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	3								3					6	132.68	796.08
96. SIGN PEN, black	piece	8			4				4				4		20	41.48	829.60
97. SIGN PEN, blue	piece	2			2				2				2		8	41.48	331.84
99. STAMP PAD INK, violet, 50mL	bottle	3					2								5	27.04	135.20
100. STAMP PAD, felt pad, min 60mm x 100mm	piece	3													3	24.96	74.88
101. STAPLE WIRE, standard, #35	box	5			3				3				3		14	25.98	363.72
106. TAPE, transparent, 48mm, 50 meters	roll	3					3								6	20.38	122.28
108. TIME CARD, for Amano Bundy Clock, 100s/bndl	bundle	1				1					1				3	97.76	293.28
110. TOILET TISSUE, 12 rolls/pack	pack	2				1	1				1				5	61.15	305.75
112. WRAPPING PAPER, kraft, 65gsm, approx. 40m	roll														0	166.40	-
COMMON OFFICE DEVICES																	
2. CUTTER, heavy duty	piece	1													1	27.04	27.04
4. SCISSORS, (6")	pair	2													2	18.72	37.44
6. STAMPING DATER, self-inking stamp	piece	3													3	436.80	1,310.40
8. STAPLE REMOVER, twin jaws	piece	2													2	19.64	39.28
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece	1													1	40.23	40.23
10. WASTE BASKET, plastic	piece	2													2	20.99	41.98
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece	4		4		4		4			4		4		24	14.56	349.44
2. BROOM, soft (tambo)	piece	3					2								5	119.60	598.00
3. BROOM, STICK (tingting)	piece	1													1	19.76	19.76
4. CLEANSER, powder, 350gms.	canister	2		2		2		2			2		2		12	17.32	207.84
5. DETERGENT POWDER, all purpose, 500gms.	pouch	4		4		4		4			4		4		24	17.16	411.84
7. DISINFECTANT SPRAY, 400 grams net content	can	4		2		2	2	2			2		2		16	239.20	3,827.20
8. DUST PAN, non-rigid plastic, with detachable handle	piece	2													2	26.00	52.00
9. FLOOR WAX, paste, natural, 2kgs.	can	1					1								2	306.80	613.60
10. FLOOR WAX, paste, red, 2kgs.	can	1						1							2	306.80	613.60
15. MOPHEAD, 100% rayon, 400g	piece	3					3								6	71.76	430.56
16. RAG, COTTON, (7") in diameter	kilo	4					2								6	43.68	262.08
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle	4		2	2	2		4			2	2	2		20	62.40	1,248.00
19. TOILET DEODORANT CAKE, 99% paradichlorobenzene, 50gms, 3 pcs/pack	box	2			2			2				2			8	33.28	266.24
20. TRASHBAG, plastic, black, (XL)	roll	2					2								4	103.79	415.16
LEGAL SIZE PAPER																	
1. PAPER, bond, Premium Grade	ream	5		2		2	3	2			2		2		18	119.22	2,145.96
COMMON OFFICE EQUIPMENT																	
17. FIRE EXTINGUISHER, dry chemical, for ABC class rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit	2													2	1,130.48	2,260.96
HANDBOOKS ON PROCUREMENT																	
															0		-
OTHER CONSUMABLES																	
															0		-

Item & Specifications	Unit of Measure	Quantity Requirement												Total	** PS Price Catalogue as of (09-12-2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please Indicate price of items)																	
Office Equipment and Accessories																0	-
Office Supplies																0	-
1. Correction Tape	piece	2			2				2				2			8	-
Audio and visual presentation and composing equipment																0	-
Photographic or filming or video equipment																0	-
Cleaning Equipment and Supplies																0	-
Paper Materials and Products																0	-
1. PAPER, bond, Premium Grade, 215.9mm x 279.4mm (Letter)	ream	1	1	1	1	1	1	1	1	1	1	1	1	1	1	12	-
Lighting and fixtures and accessories																0	-
Electrical equipment and components and supplies																0	-
Computer Supplies																0	-
1. INK CARTRIDGE Refill, black	bottle	1		1		1			1		1		1		6	-	
2. INK CARTRIDGE Refill, cyan	bottle	1							1						2	-	
3. INK CARTRIDGE Refill, yellow	bottle	1							1						2	-	
4. INK CARTRIDGE Refill, magenta	bottle	1							1						2	-	
Computer Equipment and Accessories															0	-	
1. Computer Monitor		1							1						2	-	
*Other Categories															0	-	
Miscellaneous																120,000.00	
Vehicle spare parts, etc.																29,850.75	

***GRAND TOTAL: 186,450.83
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 205,095.91
APPROVED BUDGET:

*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 within our approved budget for the year.

Prepared by: _____ Certified Funds Available: _____ Approved: _____
Property/Supply Officer Accountant Head of Office/Agency

Date Prepared: _____

ANNUAL PROCUREMENT PLAN FOR JANUARY TO DECEMBER 2013
For Common-Use Supplies and Equipment

Instruction 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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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 purchased of the item/s.
4. 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 or email at app@procurementservice.org
5. Consistent with the DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos.561-6116 or 563-9397.

Department / Bureau / Office : QUEDAN & RURAL CREDIT GUARANTEE CORP.
Region : Region 12
Address : No. 034 Balagtas Street, Brgy. Dadiangas North
General Santos City

Contact Person : MR. ROCHEL F. FANTILANAN
Position : AOI
E-mail : quedancor12@yahoo.com
Tel/Mobile nos. : (083)-552-5511 / 09177155546

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue as of	Total Amount			
		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec			Total		
A. AVAILABLE AT PROCUREMENT SERVICES STORES																		
COMMON ELECTRICAL SUPPLIES																		
1. Ballast	pcs					2								2		4	220.00	880.00
2. Battery size AA alkaline 2pcs/pack	pack		2				2									4	40.00	160.00
3. Flourescent lighting Fixture , 1x40 watts	set			3						3						6	350.00	2,100.00
4. Flourescent tube 40 watts	pcs	2				2						2			3	12	180.00	2,160.00
5. Flourescent tube 24 watts (Phillips)	pcs			3			3			2						4	10.00	40.00
6. Starter, 4-40 watts	pcs			2						2						4	25.00	100.00
7. Tape, electrical	roll	2			2													
COMMON COMPUTERS SUPPLIES/CONSUMABLES																		
1. Ink Colored - (Bottled 4 pcsready refill	bots	1			1		1		1			1		1		6	620.00	3,720.00
2. Ink refill for Epson Printer - Black	pcs	1		1	1			1			1	1	1	1		7	180.00	1,260.00
3. Computer Ribbon Refill(LX300+Printer)	rolls	3		3		3		3		3		3				18	35.00	630.00
4. Computer Ribbon Refill(LX300+Printer)	rolls			15				15								30	20.00	600.00
5. Tonner 12A Black - ready refill	pcs	1		1		1		1		1				1		6	1,250.00	7,500.00
6. Tonner HP 35A Black - ready refill	pcs	1		1		1		1		1		1				6	550.00	3,300.00
7. DVD Re-Writable, 4x speed, 4.7GB cap	pcs	4				4				4		4				16	35.00	560.00
8.CDR 700MB min, 80 mins.	pvs	4				4				4		4				16	25.00	400.00
																0	28.00	-
																0	6.00	-
	pcs															2	370.00	740.00
																3	40.00	120.00

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue as of	Total Amount	
		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec			Total
6. Correction Pen	pcs			1			1			1			1	4	93.00	372.00
7. Correction Tape	pcs	2	2				2	2			2			10	25.00	250.00
8. Envelope, mailing white- long, 500s/box	box			1			1							2	500.00	1,000.00
9. Envelope, mailing white- long/pcs	pcs		25					25						50	1.00	50.00
10. Envelope, brown- long	pcs	15	25	15	15	15	15	15	15	15	15	15	15	190	1.25	237.50
11. Envelope, mailing white- long/ord.	pcs	2	2	2	2	2	2	2	2	2	2	2	2	22	13.00	286.00
12. Envelope, mailing white- short/ord.	pcs	2	2	2	2	2	2	2	2	2	2	2	2	22	13.00	286.00
13. Folder - brown long	pcs	10	10	10	10	10	10	10	10	10	10	10	10	120	4.00	480.00
14. Folder - brown long	pcs	10	10	10	10	10	10	10	10	10	10	10	10	120	5.50	660.00
15. Folder - green long w/o tab	pcs	10	5				5	5			5			30	22.00	660.00
16. Folder - green long w/o tab	pcs	6	6	6	6	6	6	6	6	6	6	6	6	72	28.00	2,016.00
17. Glue	bots			1			1			1				4	50.00	200.00
18. Paper Bookpaper - long S20	reams	3	3	3	3	3	3	3	3	3	3	3	3	36	195.00	7,020.00
19. Paper Bookpaper - short S20	reams	3	3	3	3	3	3	3	3	3	3	3	3	36	175.00	6,300.00
20. Paper Bookpaper - short	reams	2		1			1			1			1	6	210.00	1,260.00
21. Paper Bondpaper - long	reams	2	2	2	2	2	2	2	2	2	2	2	2	24	225.00	5,400.00
22. Paper Bondpaper - long S16	reams		1											1	115.00	115.00
23. Paper Bondpaper - short S16	reams		1											1	96.00	96.00
24. Paper Bondpaper - short	reams	1	1	1	1	1	1	1	1	1	1	1	1	12	175.00	2,100.00
25. Paper Bookpaper - A4 (for fax machine)	reams		1				1			1			1	4	125.00	500.00
26. Paper Newsprint - long	reams			1			1			1			1	4	125.00	500.00
27. Paper Fastener std size 50s/box	boxes	2	1				2	1			2			8	26.00	208.00
28. Paper Clip - 100s/box	boxes	2	2				2	2					2	10	25.00	250.00
29. Paper Clip - 100s/box (stdl)	boxes			1			1			1			1	4	22.00	88.00
30. Paper Clip - 100s/box (small)	boxes			1			1			1			1	4	15.00	60.00
31. Pencil, lead with eraser 12s/box	box	2				2							2	6	65.00	390.00
32. Pencil, lead with eraser	pcs	2		2		2		2		2		2	2	14	10.00	140.00
33. Pentel Pen - fine	pcs		3											3	40.00	120.00
34. Record Book, 500ps	pcs	1	1				1					1		4	95.00	380.00
35. Record Book	pcs			1			1			1			1	4	105.00	420.00
36. Rubber band - small	boxes			1			1			1			1	4	25.00	100.00
37. Sign Pen, black	pcs													0	45.00	-
38. Sign Pen, black refill	pcs													0	16.00	-
39. Sign Pen, Blue	pcs													0	45.00	-
40. Sign Pen, Blue refill	pcs													0	16.00	-
41. Sign Pen, Red	pcs													0	45.00	-
42. Staple wire no. 35	boxes	1				1				1				3	28.00	84.00
43. Staple wire no. 35	boxes		1					1						2	29.00	58.00

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue as of	Total Amount	
		Jan	Feb	Mar	April	May	Jun	July	Aug	Sept	Oct	Nov	Dec			Total
50. ALA Form 500s/ream	reams	2						2						4	280.00	1,120.00
51. Thermal paper 216mmx30mm	rolls	2		2	2	2		2		2		2	2	16	65.00	1,040.00
52. Thermal ribbon Refill -P4 O2RF)	rolls			1						1				2	1,400.00	2,800.00
53. RER Form	pads	1						1						2	22.00	44.00
54. RER Form	pads		1											1	20.00	20.00
COMMON OFFICE DEVICES														1	7,000.00	5,500.00
1. Vacuum Cleaner 220V - 1000W		1														
COMMON JANITORIAL SUPPLIES														6	190.00	1,140.00
1. Air Freshener	bots	1		1		1		1		1		1		6	25.00	300.00
2. Bathroom Deodorizer	pcs	2		2		2		2		2		2		12	25.00	300.00
3. Baygon Insect Spray	bots		1			1				1				3	255.00	765.00
4. Detergent cup (200g)	pcs	1	1	1	1	1	1	1	1	1	1	1	1	12	28.00	336.00
5. Bathroom Soap, 70g	pcs	1		1		1		1		1		1		6	21.00	126.00
6. Bathroom Soap, 25g	pcs	2		2		2		2		2		2		12	13.00	156.00
7. Broom, soft (tambo)	pcs	1			1			1				1		4	95.00	380.00
8. Broom, soft (tambo)	pcs				1				1					2	85.00	170.00
9. Broom, stick (tingting)	pcs		1		1			1				1		4	15.00	60.00
10. Broom, stick (tingting)	pcs						1						1	2	25.00	50.00
11. Detergent bar (4 pcs/bar)	bars			1			1			1			1	4	30.00	120.00
12. Detergent powder, all purpose	pack	2			2			2			2			8	65.00	520.00
13. Detergent liquid, all purpose	bots	2			2			2			2			8	40.00	320.00
14. Mophandle	pcs	2						2						4	95.00	380.00
15. Mophead	pcs	2						3						5	85.00	425.00
16. Muratic Acid (1000ml)	bots	1		1		1		1		1		1		6	60.00	360.00
17. Scouring pad	pack	1						1				1		2	155.00	310.00
18. Toilet Bowl & Urinal Cleanser	pack	1	1		1			1				1		5	85.00	425.00
19. Toilet Bowl Disinfectant	pack	1		1		1		1		1		1		6	130.00	780.00
20. Trash Bag, plastic - black	pack	1						2						3	160.00	480.00
21. Trash Bag, plastic - black (10pcs/pack)L	pack	2	1	2	1	2	1	2	1	2	1	2	1	18	65.00	1,170.00
22. Trash Bag, plastic - black (10pcs/pack)M	pack	2	1	2	1	2	1	2	1	2	1	2	1	18	43.00	774.00
23. Zonrox (100ml)	bots	1		1		1		1		1		1		6	40.00	240.00
LEGAL SIZE PAPER																
None																
COMMON OFFICE EQUIPMENT														3	8,300.00	24,900.00
1. Filing Cabinet, 4 drawers, steel, plain	units	1					1						1	1	5,500.00	5,500.00
2. Printer Canon w/ cont. Ink	units			1										2	3,800.00	7,600.00
3. UPS - APC ES500V	units	1		1										1	3,800.00	3,800.00

Items & Specifications	Unit of Measure	Quantity Requirement													**PS Price Catalogue as of	Total Amount
		Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec	Total		
None																
Office Supplies																
None																
Audio and Visual Presentation and composing equipl.																
None																
Photographic or filming or video equipment																
None																
Cleaning Equipment and Supplies																
None																
Paper Materials and Products																
None																
Lighting and Fixtures and Accessories																
None																
Electrical Equipment and components and supplies																
None																
Computer Supplies																
None																
Computer Equipment and Accessories																
None																
* Other Categories																29,850.75
Vehicle spare parts, etc.																

151,056.25
166,161.88

***GRAND TOTAL.....
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION.....
APPROVED BUDGET.....

- * 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 included in or within our approved budget for the year.

Prepared by:

Signed
ROCHEL F. FANTILANAN, AOI

Certified Funds Available:

Signed
MARIVIC N. MILLADO, OIC-REGL. ACCOUNTANT

Approved:

Signed
ALBERT D. ALCASID, ACTING RAVP

**ANNUAL PROCUREMENT PLAN FOR 2013
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. 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 or email at app@procurement-service.org
5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: QUEDANCOR

Region: CARAGA REGION

Address: _____

Contact Person: _____

Position: _____

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement													Total	** PS Price Catalogue as of	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																	
COMMON ELECTRICAL SUPPLIES																	
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	2	2	2	2	2	2	2	2	2	2	2	2	2	24	103.79	2,490.96
														0			-
														0			-
COMMON COMPUTER SUPPLIES/CONSUMABLES																	
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box	1	1	1	1	1	1	1	1	1	1	1	1	12	581.67	6,980.04	
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece	1			1			1			1			4	468.00	1,872.00	
17. INK CARTRIDGE, HP 51645A (HP 45)	cart	5			5			5			5			20	1,216.86	24,337.20	
19. INK CARTRIDGE, HP C1823DA (HP 23)	cart	5			5			5			5			20	1,489.20	29,784.00	
39. INK CARTRIDGE, Lexmark # 17, black	cart	2			2			2			2			8	984.30	7,874.40	
42. MOUSE, optical, USB connection type	piece	3			3			3			3			12	197.60	2,371.20	
75. RIBBON, Epson RN 8750	cart	2			2			2			2			8	76.75	614.00	
6. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	1						1						2	349.44	698.88	
16. COLUMNAR PAD, 4 cols, 50 gsm min.	pad	2						2						4	21.84	87.36	
	box	1						1						2	675.86	1,351.72	
26. ENVELOPE, mailing white, 500s/box	box	1												1	159.78	159.78	
34. FOLDER, crossboard, plain, legal, 100s/box	pack	1			1			1			1			4	851.64	3,406.56	
															37.43	74.86	

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
54. MARKING PEN, whiteboard, black	piece	2			2			2			2			8	15.08	120.64
57. MARKER, permanent, black	piece	2			2			2			2			8	13.50	108.00
76. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	15			15			15			15			60	139.32	8,359.20
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	1			1			1			1			4	15.60	62.40
80. PAPER CLIP, gem type, 32mm, 100s/box	box	1			1			1			1			4	8.84	35.36
83. PUSH PIN, flat head type, assorted colors, 100s/box	box	1						1						2	30.00	60.00
85. RECORD BOOK, 500 pages, Smyth sewn	book	1						1						2	88.40	176.80
96. SIGN PEN, black	piece	4			4			4			4			16	41.48	663.68
99. STAMP PAD INK, violet, 50mL	bottle	1			1			1			1			4	27.04	108.16
101. STAPLE WIRE, standard, #35	box	5			5			5			5			20	25.98	519.60
COMMON OFFICE DEVICES																
7. STAPLER, heavy duty, standard	piece	1						1						2	162.84	325.68
10. WASTE BASKET, plastic	piece	5						5						10	20.99	209.90
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece	2			2			2			2			8	14.56	116.48
2. BROOM, soft (tambo)	piece	2			2			2			2			8	119.60	956.80
4. CLEANSER, powder, 350gms.	canister	4			4			4			4			16	17.32	277.12
20. TRASHBAG, plastic, black, (XL)	roll	2			2			2			2			8	103.79	830.32
LEGAL SIZE PAPER																
4. PAPER, for PPC	ream	15	15	15	15	15	15	15	15	15	15	15	15	180	173.33	31,199.40
COMMON OFFICE EQUIPMENT																
17. FIRE EXTINGUISHER, dry chemical, for ABC class	unit	6												6	1,130.48	6,782.88
of fire, squeeze type, non-electrical conductor, non-														0		-
toxic, non-corrosive, 4.5kg (10lbs.), brand new														0		-
HANDBOOKS ON PROCUREMENT																
														0		-
														0		-
														0		-

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
															0		-
Audio and visual presentation and composing equipment															0		-
Photographic or filming or video equipment															0		-
Cleaning Equipment and Supplies															0		-
Paper Materials and Products															0		-
Lighting and fixtures and accessories															0		-
Electrical equipment and components and supplies															0		-
Computer Supplies															0		-
Monitor	piece	5													5	4,500.00	22,500.00
Printer	piece	5													5	3,500.00	17,500.00
Computer Equipment and Accessories															0		-
*Other Categories															0		-
Vehicle spare parts, etc.																	44,776.13

*****GRAND TOTAL:**
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

*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 or within our approved budget for the year.

Prepared by:
 Signed

Certified Funds Available:
 Signed

Approved:
 Signed

ANNUAL PROCUREMENT PLAN FOR 2013
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 Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. 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 or email at app@procurementservice.org
5. 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.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: QUEDANCOR
Region: National Capital Region
Address: 34 Panay Avenue, Quezon City

Contact Person: EPIFANIA D. PRAXIDIO
Position: Acting RAVP
E-mail: ncr_afsg
Telephone/Mobile Nos: 371 123-4567

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON ELECTRICAL SUPPLIES																		
9. FLUORESCENT LAMP, tubular, 36 watts	piece			4						4						8	33.85	270.80
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
16. FLASH DRIVE, 8GB, USB 2.0, plug and play	piece												1			1	468.00	468.00
42. MOUSE, optical, USB conection type	piece	2					1									3	197.60	592.80
COMMON OFFICE SUPPLIES																		
21. CORRECTION FLUID, water based, min 15mL.	bottle					10								10		20	9.82	196.40
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box													1		1	675.86	675.86
34. FOLDER, pressboard, plain, legal, 100s/box	pack					5								5		10	851.64	8,516.40
54. MARKING PEN, whiteboard, black	piece			6												6	15.08	90.48
MARKER, permanent, black	piece					12								12		24	13.50	324.00
									20					20			145.60	8

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (09.12.2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
93. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box					2						2		4	132.68	530.72
96. SIGN PEN, black	piece					5						5		10	41.48	414.80
101. STAPLE WIRE, standard, #35	box		10											10	25.98	259.80
103. TAPE, masking, 24mm, 50 meters length	roll		10									10		20	41.60	832.00
106. TAPE, transparent, 48mm, 50 meters	roll		10						10					20	20.38	407.60
COMMON OFFICE DEVICES																
4. SCISSORS, (6")	pair			2								2		4	18.72	74.88
COMMON JANITORIAL SUPPLIES																
LEGAL SIZE PAPER																
3. PAPER, mimeo, Whitewove	ream				10				10				10	30	120.02	3,600.60
5. PAPER, multicopy, legal, for laser printing	ream		10									10		20	174.72	3,494.40
COMMON OFFICE EQUIPMENT																
OTHER CONSUMABLES																
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																
Office Equipment and Accessories																
1														0		-
Office Supplies																
1														0		-
Audio and visual presentation and composing equipment																
1														0		-
Photographic or filming or video equipment																
1														0		-
Cleaning Equipment and Supplies																
1														0		-
Paper Materials and Products																
1														0		-
Lighting and fixtures and accessories																
1														0		-
Electrical equipment and components and supplies																
1														0		-

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
3Memory DDR2 2GB	unit	1												1	1,490.00	1,490.00
4LAN card D-link	unit				1		1				1			3	450.00	1,350.00
5Intel core i3 2100 2nd gen	unit						1							1	5,950.00	5,950.00
6Asus P8 H61 MLE Board	unit							1						1	3,795.00	3,795.00
7SATA 2 500GB western dig caviar	unit							1						1	2,300.00	2,300.00
*Other Categories																
Vehicle spare parts, etc																14,925.37

***GRAND TOTAL: 85,923.71
 TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 94,516.08
 APPROVED BUDGET:

*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 included in or within our approved budget for the year.

Prepared by:

 Property/Supply Officer

Certified Funds Available:
 Signed
 EVANGELINE S. PRINCIPE
 Accountant

Approved:

 Signed
 EPIFANIA D. PRAXIDIO
 Head of Office/Agency

Date Prepared:

ANNUAL EQUIPMENT PROCUREMENT PROGRAM

CY 2013

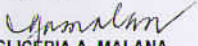
CORPORATION: Quedan and Rural Credit Guarantee Corporation

Department: AGRICULTURE


Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Stational Assignment	I (Initial) A (Additional) R (Replacement)	Justification
A. OFFICE EQUIPMENT							
Laptop-Netbook(Lenovo)	1	20,000.00	20,000.00	1	CGD-VP Office Use	Replacement	defective
Laptop Unit	1	40,000.00	40,000.00	none	Reg. 5 - RO	Initial	compatible to QLMS program; to be used during loan monitoring and validation
Laptop w/ OS _1/	3	50,000.00	150,000.00	5	Central Office	Additional	obsolete units
Laptop	2	40,000.00	80,000.00	none	OFAD/CFAD	Initial	to be used while performing audit in the field offices
LCD projector	1	30,000.00	30,000.00	1	CGD Dept. Use	Initial	For marketing of programs
Computer Set	1	30,000.00	30,000.00	2	ACD USE	Additional	For processing of new applicants
	1	25,000.00	25,000.00	1	GMD USE	Replacement	defective
	5	25,000.00	125,000.00	24	Reg. 1 CRMG, DS, AFSG	Replacement	Replacement of fully depreciated equipment
	1	25,000.00	25,000.00	2	Reg. 2 -Regional Office	Additional	obsolete
	1	35,000.00	35,000.00	16	Reg. 10 - Accountant	Replacement	Old and Defective
	1	35,000.00	35,000.00	5	RO 12 - SCDO	Replacement	Replacement of fully depreciated equipment
	1	22,000.00	22,000.00	1	RO 12 - CRMG- SDO	Replacement	Damaged
Computer Package with Printer	2	50,000.00	100,000.00		Reg. 3	Additional	Lack of Computers
Personal Computers w/ OS License/Installer	20	40,000.00	800,000.00	153	Central Office	R/I	Replacement for obsolete units
Central Processing Unit (CPU)	1	13,000.00	13,000.00	20	Reg. 5 - RO	Replacement	upgrading (for afsg)
	1	20,000.00	20,000.00	1	Reg. 7 - LEGAL	Replacement	beyond repair
	4	20,000.00	80,000.00	4	Reg. 7 - AFSG	Replacement	beyond repair
	1	20,000.00	20,000.00	1	Reg. 7 - CRMG - Cebu District	Replacement	beyond repair
Laserjet Printers	3	50,000.00	150,000.00		Central Office	R/A	Replacement for obsolete units
Laser Printer + Fax/Copier/Scanner/Digital Fax	1	20,000.00	20,000.00	1	Reg. 12 - Accountant	Additional	Worn out
Rack-Mounted Server Machines	1	200,000.00	200,000.00	2	Data Center	R/I	Replacement for obsolete units
Uninterruptible Power Supply (UPS) (For Data Center)	1	30,000.00	30,000.00	4	Data Center	R/A	Replacement for obsolete units
Network Attached Storage	1	100,000.00	100,000.00		Data Center	Initial	obsolete/damaged
LCD Projector	3	50,000.00	150,000.00	2	Central Office	R/A	Replacement for obsolete units
LCD Projector	1	27,000.00	27,000.00	0	Reg. 7-Regional Office	Initial	For marketing of programs
FLATBED SCANNER A3	2	35,000.00	70,000.00	None	PDED and SPD; CFU	Initial	for scanning of external communications
Photocopying machine	1	35,000.00	35,000.00	0	Reg. 7-Regional Office	Replacement	beyond repair
TOTAL			2,432,000.00				
B. FURNITURE & FIXTURES							
FILING CABINET, 3 drawers plus safe, plain, gauge 20	1	13,000.00	13,000.00	1	CGD-GMD	Additional	For filing of records and documents on claimns.
Steel Filing Cabinet	5	15,000.00	75,000.00	14	Reg. 1 - PLO, AFSG, CRMG	Additional	For filing of records and documents
Fabrication of Steel Racks (Labor & Materials-CFU)	1	20,000.00	20,000.00		Central Filing Unit	Additional	Storage of newly turned-over documents.
Communication Cabinet	2	35,000.00	70,000.00		Central Office	Initial	To secure cables/LAN switches from rats and other elements

Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Stational Assignment	I (Initial) A (Additional) R (Replacement)	Justification
TOTAL			178,000.00				
C. TRANSPORTATION EQUIPMENT							
D. COMMUNICATION EQUIPMENT							
Network Switches (24 Ports) (For Personnel)	2	100,000.00	200,000.00	2	Data Center	R/I	Obsolete units
TOTAL			200,000.00				
E. OTHER EQUIPMENT							
NIKON DSLR Camera W/ Nikon D3000 Kit	1	30,000.00	30,000.00	4	Creative Arts Unit	Replacement	existing units are obsolete
SONY 16GB Flash Memory HD Camcorder with projector	1	40,000.00	40,000.00	1	Creative Arts Unit	Replacement	
CCTV	1 LOT		100,000.00		CO-GSD	Initial	Ordinance # SP-2139, S 2012, mandating business establishments operating w/in the territorial jurisdiction of Quezon City to install closed circuit television system
Digital Camera	5	12,000.00	60,000.00	none	OFAD/CFAD (2); IPAD (3)	Initial	to be used while performing audit in the field offices
Transformer	1	50,000.00	50,000.00		Reg. 2		Electric transmission.
Aircon Floormounted	1	60,000.00	60,000.00	1	Reg. 7-Regional Office	Replacement	beyond repair
Aircon Split Type	1	48,000.00	48,000.00	1	Reg. 7-Regional Office	Replacement	beyond repair
Airconcondition-Compressor (3-Tonner)	1	21,000.00	21,000.00	2	RO12	Initial	Replacement of worn-out unit
			409,000.00				
GRAND TOTAL			3,219,000.00				

Prepared by:


GLICERIA A. MALANA
SOO

Noted by:


ARSENIO S. TECSON
OIC, PSD

**ANNUAL EQUIPMENT PROCUREMENT PROGRAM
CY 2013**

Form 003

CORPORATION: Quedan and Rural Credit Guarantee Corporation
Department/Division/Region/District: CENTRAL OFFICE

*1-laptop - M. D. 2013
1-computer set - ben Anub*

Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Stational Assignment	I (Initial) A (Additional) R (Replacement)	Justification
A. OFFICE EQUIPMENT							
Laptop-Netbook(Lenovo)	1	20,000.00	20,000.00	1	CGD-VP Office Use	Replacement	defective
LCD projector	1	30,000.00	30,000.00	1	CGD Dept. Use	Initial	For marketing of programs
Computer Set	1	30,000.00	30,000.00	2	ACD USE	Additional	For processing of new applicants
Computer Set	1	25,000.00	25,000.00	1	GMD USE	Replacement	defective
Rack-Mounted Server Machines	1	200,000.00	200,000.00	2	Data Center	R/I	Replacement for obsolete units
Personal Computers w/ OS License/Installer	20	40,000.00	800,000.00	153	Central Office	R/I	Replacement for obsolete units
Laptop w/ OS_1/	3	50,000.00	150,000.00	5	Central Office	Additional	obsolete units
Uninterruptible Power Supply (UPS) (For Data Center)	1	30,000.00	30,000.00	4	Data Center	R/A	Replacement for obsolete units
Laserjet Printers	3	50,000.00	150,000.00		Central Office	R/A	Replacement for obsolete units
Network Attached Storage	1	100,000.00	100,000.00		Data Center	Initial	obsolete/damaged
LCD Projectors	3	50,000.00	150,000.00	2	Central Office	R/A	Replacement for obsolete units
FLATBED SCANNER A3	2	35,000.00	70,000.00	None	PDED and SPD; CFU	Initial	for scanning of external communications
Laptop	2	40,000.00	80,000.00	none	OFAD/CFAD	Initial	to be used while performing audit in the field offices
			1,835,000.00				
B. FURNITURE & FIXTURES							
FILING CABINET, 3 drawers plus safe, plain, gauge 20	1	13,000.00	13,000.00	1	CGD-GMD	Additional	For filing of records and documents on claims.
Fabrication of Steel Racks (Labor & Materials-CFU)	1	20,000.00	20,000.00		Central Filing Unit	Additional	Storage of newly turned-over documents.
Communication Cabinet	2	35,000.00	70,000.00		Central Office	Initial	To secure cables/LAN switches from rats and other elements
			103,000.00				
C. TRANSPORTATION EQUIPMENT							
D. COMMUNICATION EQUIPMENT							
Network Swiches (24 Ports) (For Personnel)	2	100,000.00	200,000.00	2	Data Center	R/I	Obsolete units
E. OTHER EQUIPMENT							
NIKON DSLR Camera with Nikon D3000 Kit	1	30,000.00	30,000.00	4	Creative Arts Unit		existing units are obsolete
SONY 16GB Flash Memory HD Camcorder with projector	1	40,000.00	40,000.00	1	Creative Arts Unit	Replacement	
CCTV	1 LOT		100,000.00		CO-GSD	Initial	Ordinance # SP-2139, S 2012, mandating business establishments operating w/in the territorial jurisdiction of Quezon City to install closed circuit television system
Digital Camera	5	12,000.00	60,000.00	none	OFAD/CFAD (2); IPAD (3)	Initial	to be used while performing audit in the field offices
			230,000.00				
TOTAL			2,368,000.00				

Prepared by:

Gliceria A. Malana
GLICERIA A. MALANA
SOC

Noted by:
Arsenio S. Tecson
ARSENIO S. TECSON
OIC/PSD

MOOE
CY 2013

Form 003

CORPORATION: Quedan and Rural Credit Guarantee Corporation
Department/Division/Region/District: CENTRAL OFFICE

Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Stational Assignment	I (Initial) A (Additional) R (Replacement)	Justification
TAXES, DUTIES, FEES							
A. SOFTWARE							
Network Management Tool	1	1,500,000.00	1,500,000.00		Data Center	I	
B. LICENSE							
Web Monitoring Tool	1	800,000.00	800,000.00				
Communication Cost	12	15,000.00	180,000.00		Central Office	I	
IT Training	2	25,000.00	50,000.00		Central Office	I	
Equipment Maintenance	1	1,000,000.00	1,000,000.00		Central Office	I	
TOTAL			3,530,000.00				

Prepared by:

Gliceria A. Malana
GLICERIA A. MALANA
SOO

Noted by:
Arsenio S. Tecson
ARSENIO S. TECSON
OIC, PSD


_1/ For OP, OEVP, VP (ABD-Budget)

CORPORATION: Quedan and Rural Credit Guarantee Corporation
Department/Division/Region/District: CENTRAL OFFICE

Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Stational Assignment	I (Initial) A (Additional) R (Replacement)	Justification
TAXES, DUTIES, FEES							
A. SOFTWARE							
Network Management Tool	1	1,500,000.00	1,500,000.00		Data Center	I	
B. LICENSE							
Web Monitoring Tool	1	800,000.00	800,000.00				
Microsoft Windows 7 Basic	2	5,500.00	11,000.00		Reg. 12 - RAVP/CMT	I	
Microsoft Office 2010 Home & Student FPP	1	10,000.00	10,000.00		Reg. 12 - RAVP/CMT	I	
			821,000.00				
C. REPAIRS & MAINTENANCE OF BLDG.							
Repair and improvement work of Quedancor Regional Office building	1	150,000.00	150,000.00		Reg. 8 - Regional Office	I	Major building repair and re-painting works
Communication Cost	12	15,000.00	180,000.00		Central Office	I	
IT Training	2	25,000.00	50,000.00		Central Office	I	
Equipment Maintenance	1	1,000,000.00	1,000,000.00		Central Office	I	
TOTAL			3,701,000.00				

Prepared by:


GLICERIA A. MALANA
SOO

Noted by:

ARSENIO S. TECSON
OIC, PSD

ANNUAL EQUIPMENT PROCUREMENT PROGRAM
CY 2013

Form 003

CORPORATION: Quedan and Rural Credit Guarantee Corporation
Department/Division/Region/District: FIELD OFFICES

Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Stational Assignment	I (Initial) A (Additional) R (Replacement)	Justification
A. OFFICE EQUIPMENT							
Computer set	5	25,000.00	125,000.00	24	Reg. 1 CRMG, DS, AFSG	Replacement	Replacement of fully depreciated equipment
	1	25,000.00	25,000.00	2	Reg. 2 -Regional Office	Additional	Old and Defective
	1	35,000.00	35,000.00	16	Reg. 10 - Accountant	Replacement	Old and Defective
	1	35,000.00	35,000.00	5	RO 12 - SCDO	Replacement	Replacement of fully depreciated equipment
	1	22,000.00	22,000.00	1	RO 12 - CRMG- SDO	Replacement	Damaged
Computer Package with Printer	2	50,000.00	100,000.00		Reg. 3	Additional	Lack of Computers
Laptop Unit	1	40,000.00	40,000.00	none	Reg. 5 - RO	Initial	compatible to QLMS program; to be used during loan monitoring and validation
Central Processing Unit (CPU)	1	13,000.00	13,000.00	20	Reg. 5 - RO	Replacement	upgrading (for afsg)
	1	20,000.00	20,000.00	1	Reg. 7 - LEGAL	Replacement	beyond repair
	4	20,000.00	80,000.00	4	Reg. 7 - AFSG	Replacement	beyond repair
	1	20,000.00	20,000.00	1	Reg. 7 - CRMG - Cebu District	Replacement	beyond repair
LCD Projector	1	27,000.00	27,000.00	0	Reg. 7-Regional Office	Initial	For meeting purposes
Photocopying machine	1	35,000.00	35,000.00	0	Reg. 7-Regional Office	Replacement	beyond repair
Laser Printer + Fax/Copier/Scanner/Digital Fax	1	20,000.00	20,000.00	1	Reg. 12 - Accountant	Additional	Worn out
			597,000.00				
B. FURNITURE & FIXTURES							
Steel Filing Cabinet	5	15,000.00	75,000.00	14	Reg. 1 - PLO, AFSG, CRMG	Additional	For filing of records and documents
			75,000.00				
C. TRANSPORTATION EQUIPMENT							
D. COMMUNICATION EQUIPMENT							

Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Stational Assignment	I (Initial) A (Additional) R (Replacement)	Justification
E. OTHER EQUIPMENT							
Transformer	1	50,000.00	50,000.00		Reg. 2		Electric transmission.
Aircon Floormounted	1	60,000.00	60,000.00	1	Reg. 7-Regional Office	Replacement	beyond repair
Aircon Split Type	1	48,000.00	48,000.00	1	Reg. 7-Regional Office	Replacement	beyond repair
Aircondition-Compressor (3-Tonner)	1	21,000.00	21,000.00	2	RO12	Initial	Replacement of worn-out unit.
			179,000.00				
GRAND TOTAL			851,000.00				
			=====				

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MOOE
CY 2013

Form 003

CORPORATION: Quedan and Rural Credit Guarantee Corporation
Department/Division/Region/District : FIELD OFFICES


Equipment Item (By type and with description)	Qty.	Unit Cost	Amount	Inventory of Existing Similar Equipment	Organizational Unit Deployment Geographical Stational Assignment	I (Initial) A (Additional) R (Replacement)	Justification
TAXES, DUTIES, FEES							
A. LICENSES							
Microsoft Windows 7 Basic	2	5,500.00	11,000.00		Reg. 12 - RAVP/CMT	I	
Microsoft Office 2010 Home & Student FPP	1	10,000.00	10,000.00		Reg. 12 - RAVP/CMT	I	
Sub-Total			21,000.00				
B. REPAIRS & MAINTENANCE OF BLDG.							
Repair and improvement work of Quedancor Regional Office building	1	150,000.00	150,000.00		Reg. 8 - Regional Office	I	Major building repair and re-painting works
Sub-Total			150,000.00				
TOTAL			171,000.00				
			=====				

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