

**ANNUAL PROCUREMENT PLAN FOR 2019  
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 two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
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.

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Region: V  
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| Item & Specifications   | Unit of Measure | Quantity Requirement |     |       |       |     |      |      |     |      |     |     |     | Total | ** PS Price Catalogue as of (08.23.2011) | Total Amount |        |          |   |
|---|-----------------|----------------------|-----|-------|-------|-----|------|------|-----|------|-----|-----|-----|-------|--|--------------|--------|----------|---|
|   |                 | Jan                  | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |       |  |              |        |          |   |
| <b>A. Available at Procurement Service Stores</b>                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |        |          |   |
| <b>COMMON ELECTRICAL SUPPLIES</b>                                 |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |        |          |   |
| 1. BALLAST, 18/20 watts   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              | 0      | 67.27    | - |
| 2. BALLAST, 36 watts  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              | 0      | 72.54    | - |
| 3. BATTERY, size AA, alkaline, 2 pcs./packet                      | packet          | 2                    |     |       |       |     |      |      |     |      | 2   |     |     |       |  | 4            | 49.75  | 199.00   |   |
| 4. BATTERY, size AAA, alkaline, 2 pcs./packet                     | packet          | 2                    |     |       |       |     |      |      |     |      | 2   |     |     |       |  | 4            | 37.50  | 150.00   |   |
| 5. BATTERY, size D, alkaline, 2 pcs./packet                       | packet          | 2                    |     |       |       |     |      |      |     |      | 2   |     |     |       |  | 4            | 78.65  | 314.60   |   |
| 6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W                          | set             |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 280.54 | -        |   |
| 7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W                          | set             |                      |     |       | 4     |     |      |      |     |      |     |     |     |       |  | 4            | 368.94 | 1,475.76 |   |
| 8. FLUORESCENT TUBE, 18 watts                                     | piece           | 20                   |     |       |       |     |      |      |     |      |     |     |     |       |  | 20           | 78.00  | 1,560.00 |   |
| 9. FLUORESCENT TUBE, 36 watts                                     | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 42.70  | -        |   |
| 10. COMPACT FLUORESCENT LIGHT, 17 watts                           | piece           | 12                   |     |       |       |     |      |      |     |      |     |     |     |       |  | 12           | 150.00 | 1,800.00 |   |
| 11. FUSE, 30 amperes  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 10.90  | -        |   |
| 12. FUSE, 60 amperes  | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 25.48  | -        |   |
| 13. STARTER, 4-40 watts   | piece           |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 5.35   | -        |   |
| 14. TAPE, electrical  | roll            | 4                    |     |       |       |     |      |      |     |      |     | 4   |     |       |  | 8            | 18.75  | 150.00   |   |
| <b>COMMON COMPUTER SUPPLIES</b>                                   |                 |                      |     |       |       |     |      |      |     |      |     |     |     |       |  |              |        |          |   |
| 1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box  | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 520.00 | -        |   |
| 2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 818.48 | -        |   |
| 3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box  | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 581.67 | -        |   |
| 4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box | box             |                      |     |       |       |     |      |      |     |      |     |     |     |       |  | 0            | 912.60 | -        |   |