

ANNUAL PROCUREMENT PLAN FOR 2017 For Common-Use Supplies and Equipment

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- Region XIII
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Zamboanga Sibugay- Zamboanga Sibugay
 - Camiguin - Camiguin
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.gov.ph and; b) correct format is used but fields were deleted and/or inserted in Portion A of the APP. The agency will be informed through e-mail if the submission is incorrect.
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - DBM Regional Office (RO)- for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SUCs

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

 - ps.app.nga@gmail.com- For central and regional offices of all national government agencies
 - ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
 - ps.app.deped@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com- For Local Government Units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

PROCUREMENT SERVICE - DBM
REGIONAL DEPT. TV
RECEIVED
DATE: 1-27-17

Department/Bureau/Office: **BULAN WATER DISTRICT**
Region: **V- BICOL**
Address: **DE VERA ST., ZONE-4 BULAN SORSOGON**

Agency Account Code: _____

Contact Person: **GEMMA H. CALUPIT**
Position: **STOREKEEPER D**
E-mail : wdbulan@yahoo.com
Telephone/Mobile Nos: (056) 555 - 2605

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
CHEMICALS & FILTERING MATERIALS																					
1	GRANULAR CHLORINE - 70% ACE CLON- JAPAN	drum			22	22				0		20		20				0	42	7,500.00	315,000.00
2	CLEAN OXIDE (CLO2)	sets				0	4			4		4		4				0	8	8,350.00	66,800.00
OFFICE SUPPLIES						0				0				0				0	0		-
1	Ballpen	pc.				0	50			50					50			50	100	12.00	1,200.00
2	B.Paper-Advance/long	ream					30								30				60	180.00	10,800.00
3	B.Paper-Advance/short	ream				0	30			30				0	30			30	60	165.00	9,900.00

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		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
4 B.Paper-Office Pro/Long	ream				0	10			10				0				0	10	140.00	1,400.00
5 B.Paper-Office Pro/Short	ream				0				0				0	10			0	10	120.00	1,200.00
6 B. Paper - Multi -Colored	ream				0				0				0	10			0	10	250.00	2,500.00
7 B. Envelope - long	pc.				0	60			60				0				0	60	3.50	210.00
8 B. Envelope - short	pc.				0	60			60				0				0	60	2.50	150.00
9 Cartridge 303	pc.				0		3		3				0				0	3	3,740.00	11,220.00
10 Computer Ink - L120	pc.			25	25				0	25			25				0	75	400.00	30,000.00
11 Computer Ink - HP 704	pc.			10	10				0	10			10				0	20	450.00	9,000.00
12 Computer Ribbon 2175	pc.			15	15				0	10			10				0	25	620.00	15,500.00
13 Computer Ribbon 8750	pc.			15	15				0	10			10				0	25	97.00	2,425.00
14 Correction Tape	pc.				0	50			50				0				0	50	48.00	2,400.00
15 Fixing Assembly	unit				0			1	1				0				0	1	14,500.00	14,500.00
16 Folder - Long/white, 14 pts.	pc.				0	100			100				0				0	100	6.00	600.00
17 Folder - Short/white, 14 pts.	pc.				0	100			100				0				0	100	4.50	450.00
18 Folder - Long/expanded	pc.				0	75			75				0				0	75	30.00	2,250.00
19 Gel Pen - filler	pc.				0	25			25				0				0	25	23.00	575.00
20 Gel Pen	pc.				0	20			20				0				0	20	28.00	560.00
21 Glue-Multi Purpose	pc.				0				0				0	6			6	6	60.00	360.00
22 Highlighter Marker - HBW	pc.				0	6			6				0				0	6	18.00	108.00
23 I. D. CORD/6mm-BIG	pcs.				0	20			20				0				0	20	45.00	900.00
24 Ledger Sheets	pc.					12			12									12	150.00	1,800.00
25 Medical Equipment	pc.					1			1									1	5,000.00	5,000.00
26 Oslo Paper - Nappco	ream				0				0				0	5			5	5	175.00	875.00
27 Packing Tape	pc.				0	15			15				0				0	15	65.00	975.00
28 Paper Clip - Small	pc.				0				0				0	20			20	20	9.00	180.00
29 Paper Clip - Big	pc.													25				25	25.00	625.00
30 Pentel Pen - Broad Fine	pc.													6				12	40.00	480.00
31 Photodrum (Copier)	pc.				0				0	1			1				0	1	17,500.00	17,500.00
32 Rubber Band - Lion	box				0				0				0	30			30	30	10.00	300.00
33 Scotch Tape 1"	pc.				0				0				0	12			12	12	12.00	144.00
34 Scotch Tape 1/2"	pc.				0	20			20				0				0	20	8.00	160.00
35 Staple Wire # 10	pc.				0				0				0	5			5	5	45.00	225.00
36 Staple Wire # 35	pc.				0	6			6				0				0	6	50.00	300.00
37 Sport's Equipment	pc.				0	1			1				0				0	1	5,000.00	5,000.00
38 Toner - NPG 28	pc.				0		6		6				0				0	6	2,650.00	15,900.00
39 USB Flash Drive-HP	pc.				0	5			5				0				0	5	500.00	2,500.00
40 White Board Marker	pc.				0	6			6				0				0	6	45.00	270.00
41 Brown Enevelop - Plastice/Long	pc.				0				0				0	50			50	50	25.00	1,250.00
42 Brown Enevelop - Plastice/short	pc.				0				0				0				0	60	20.00	1,200.00
ACCOUNTABLE FORMS					0				0				0				0			
1 Blank Check - PNB	stubs				0				0				0	15			15	15	455.00	6,825.00
2 Gov't. Official Receipt	pads				0				0				0	100			100	100	250.00	25,000.00
3 W. Bills Official Receipt	boxes				0		15		15				0				0	15	6,900.00	103,500.00
CONSTRUCTION MATERIALS					0				0				0				0			
1 Air Release Valve 1"	pc.		5		5				0				0				0	5	9,200.00	46,000.00
2 Air Release Valve 2"	pc.		5		5				0				0				0	5	13,300.00	66,500.00

Item & Specifications		Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
3	Brass Coupling 1/2	pc.		25		25				0	15			15				0	40	230.00	9,200.00
4	Brass Coupling 3/4	pc.		20		20				0	20			20				0	40	320.00	12,800.00
5	C.I.Sleeve Type Coupling 8"	pc.				0	4			4		6		6				0	10	4,400.00	44,000.00
6	C.I.Sleeve Type Coupling 6"	pc.				0	4			4		6		6				0	10	3,200.00	32,000.00
7	C.I.Sleeve Type Coupling 4"	pc.				0	4			4		6		6				0	10	2,354.00	23,540.00
8	C.I.Sleeve Type Coupling 3"	pc.		6		6				0		4		4				0	10	1,900.00	19,000.00
9	C.I.Sleeve Type Coupling 2 1/2"	pc.			5	5				0				0				0	5	1,500.00	7,500.00
10	C.I.Sleeve Type Coupling 2"	pc.			5	5				0				0				0	5	1,200.00	6,000.00
11	Compression Coupling 1/2	pc.			75	75			75	75				0				0	150	110.00	16,500.00
12	Compression Elbow 1/2	pc.			50	50			50	50				0				0	100	140.00	14,000.00
13	Compression Tee 1/2	pc.				0			20	20				0				0	20	150.00	3,000.00
14	Compression Coupling 3/4	pc.			30	30				0				0				0	30	152.00	4,560.00
15	Compression Elbow 3/4	pc.			25	25				0				0				0	25	160.00	4,000.00
16	Compression Tee 3/4	pc.				0			10	10				0				0	10	165.00	1,650.00
17	Compression Coupling 1"	pc.							20	20									20	130.00	2,600.00
18	Compression Elbow 1"	pc.							5		5								5	150.00	750.00
19	Compression Tee 1"	pc.				0			5	5				0				0	5	206.00	1,030.00
20	Compression Coupling 2"	pc.				0			40	40				0				0	40	515.00	20,600.00
21	Compression Elbow 2"	pc.				0			20	20				0				0	20	697.00	13,940.00
22	Compression Tee 2"	pc.				0			3	3				0				0	3	934.00	2,802.00
23	Fire Hydrant Head 3 x 2 1/2	pc.				0	1			1				0				0	1	8,683.00	8,683.00
24	Gate Valve F/F 1" - Brass	pc.				0	5			5				0				0	5	600.00	3,000.00
25	Gate Valve F/F 2" - Brass	pc.				0	5			5				0				0	5	1,365.00	6,825.00
26	Gate Valve F/F 4" - Brass	pc.				0				0		2		2				0	2	10,500.00	21,000.00
27	Gate Valve F/F 5" - Brass	pc.				0	2			2				0				0	2	15,000.00	30,000.00
28	Gate Valve F/F 6" - Brass	pc.				0	3			3				0				0	3	16,700.00	50,100.00
29	Gate Valve F/F 8" - Brass	pc.					1			1									1	28,200.00	28,200.00
30	G.I. Bushing 3/4 x 1/2-thick	pc.				0	20			20				0				0	20	35.00	700.00
31	G.I. Cap Red. 3/4 x 1/2	pc.				0	10			10				0				0	10	35.00	350.00
32	G.I. Elbow 1/2 - thick	pc.				0	60			60				0				0	60	40.00	2,400.00
33	G.I. Elbow Red.3/4 x 1/2	pc.				0	50			50				0				0	50	35.00	1,750.00
34	G. I. Nipple 2 1/2 x 3	pc.				0	2			2				0				0	2	250.00	500.00
35	G. I. Nipple 2 x 6	pc.				0	2			2				0				0	2	175.00	350.00
36	G.I. Plug 1/2 - thick	pcs.		100		100			100	100			100	100				0	300	30.00	9,000.00
37	G.I. Plug 3/4	pcs.		75		75			75	75				0				0	150	25.00	3,750.00
38	G.I. Straight Elbow 1/2	pcs.				0	25			25				0				0	25	44.00	1,100.00
39	G. I. TEE 3/4	pcs.				0	5			5				0				0	5	70.00	350.00
40	G.I. Union 1/2	pcs.					5			5									5	35.00	175.00
41	Hacksaw Blade	pcs.				0	25			25			50	50				0	50	75.00	3,750.00
42	Compression Male Adapter 1/2	pc.				0	25			25				0				0	25	65.00	1,625.00
43	Compression Male Adapter 3/4	pc.				0	20			20				0				0	20	75.00	1,500.00
44	Compression Male Adapter 1"	pc.				0				0			15	15				0	15	100.00	1,500.00
45	PVC Pipe - Atlanta (1 x 3 mtrs.)	pc.				0	30			30				0				0	30	75.00	2,250.00
46	HDPE PIPE 2", SDR 11 X 60m	rolls				0	15			15			15	15				0	30	9,500.00	285,000.00
47	HDPE PIPE 1", SDR 11 X 100m	rolls				0	7			7			8	8				0	15	5,200.00	78,000.00
48	HDPE PIPE 3/4", SDR 11 X 150m	rolls				0	5			5				0				0	5	4,700.00	23,500.00
49	HDPE PIPE 1/2", SDR 11 X 300m	rolls				0	5			5			5	5				0	10	5,700.00	57,000.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
50 SADDLE CLAMP 4 X 1/2-plastic	pcs.				0	2			2				0				0	2	510.00	1,020.00
51 SADDLE CLAMP 3 X 1/2-plastic	pcs.					2			2								0	2	390.00	780.00
52 SADDLE CLAMP 2 X 1/2-plastic	pcs.				0	2			2				0				0	2	290.00	580.00
53 SEAL TAPE	boxes				0	5			5			5	5				0	10	3,700.00	37,000.00
54 UPVC PIPE 3", S 8, C 150	pcs.				0		10		10				0				0	10	1,850.00	18,500.00
55 UPVC PIPE 6", S 8, C 150	pcs.				0		50		50				0				0	50	5,200.00	260,000.00
56 UPVC PIPE 8", S 8, C 150	pcs.				0		10		10				0				0	10	8,000.00	80,000.00
57 Water Meter 1/2	sets			100	100		100		100		100		100				0	300	1,450.00	435,000.00
58 WET NET FLOW METER/PRESSURE METER READING	unit				0		1		1				0				0	1	150,000.00	150,000.00
OFFICE EQUIPMENT					0				0				0				0	0		
1 CASIO CALCULATOR - 12 DIGITS	units				0	3			3				0				0	3	1,200.00	3,600.00
2 FAX MACHINE	unit								0			1	1				0	1	13,000.00	13,000.00
FURNITURE & FIXTURE					0				0				0				0			
1 FILING CABINET - STEEL	unit				0	1			1				0				0	1	12,500.00	12,500.00
I.T. EQUIPMENT & SOFTWARE					0				0				0				0			
1 COMPUTER SET	set				0		1		1				0				0	1	30,000.00	30,000.00
2 COMPUTER MONITOR 18.5"	unit			2	2				0				0				0	2	5,500.00	11,000.00
3 PRINTER - EPSON	unit				0		1		1				0				0	1	6,500.00	6,500.00
4 MULTI - MEDIA PROJECTOR	unit				0		1		1				0				0	1	35,000.00	35,000.00
5 LAP TOP	unit				0	1			1				0				0	1	35,000.00	35,000.00
TRANSPORTATION EQUIPMENT					0				0				0				0			
1 MOTORCYCLE	unit		1		1				0				0				0	1	85,000.00	85,000.00
2 TOPDOWN - STAINLESS	unit				0		1		1				0				0	1	60,000.00	60,000.00
OTHER PROPERTY PLANT & EQUIPMENT					0				0				0				0			
1 CHLORINE RESIDUAL KIT	set				0	1			1				0				0	1	50,000.00	50,000.00
2 PIPE WRENCH 8"	pcs.		4		4				0				0				0	4	2,300.00	9,200.00
3 PIPE WRENCH 10"	pcs.		3		3				0				0				0	3	2,850.00	8,550.00
4 PIPE THREADER W/ HANDLE 1/2	set				0			1	1				0				0	1	16,500.00	16,500.00
5 PIPE THREADER W/ HANDLE 2"	set				0			1	1				0				0	1	23,000.00	23,000.00
6 STAND FAN 16"	units			3	3				0				0				0	3	1,500.00	4,500.00
7 SUBMERSIBLE PUMP 15HP	units			1	1				0				0				0	2	100,000.00	200,000.00
8 SUBMERSIBLE PUMP MOTOR 15HP	units			1	1				0				0				0	1	85,000.00	170,000.00
9 SUBMERSIBLE PUMP 5HP	units			1	1				0				0				0	1	50,000.00	50,000.00
10 SUBMERSIBLE MOTOR 5HP	units			1	1				0				0				0	1	40,000.00	40,000.00
11 WATER DISPENSER	units				0			1	1				0				0	1	10,000.00	10,000.00
12 METER READING EQUIPMENT	units		3		3				0				0				0	3	60,000.00	180,000.00
OTHER SUPPLIES					0				0				0				0			
1 GOOGLES	pcs.		10		10				0				0				0	10	250.00	2,500.00
2 GLOVES	pairs		10		10				0				0				0	10	150.00	1,500.00
3 SAFETY BOOTS	pairs		20		20				0				0				0	20	550.00	11,000.00
4 SAFETY ROPES	meters		100		100												100	50.00	5,000.00	
5 EMERGENCY LIGHT	pcs.				0			2	2				0				0	2	1,500.00	3,000.00
6 FLASHLIGHT - HEAVY DUTY	pcs.				0			2	2				0				0	2	800.00	1,600.00

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity		
7 RAINCOATS	pcs.		20		20				0				0				0	20	400.00	8,000.00
8 HAMMER	pcs.				0				0	6			6				0	6	700.00	4,200.00
9 SHOVEL - TOMBO	pcs.				0				0	20			20				0	20	650.00	13,000.00
10 VISE GRIP 10R	pcs.				0				0	2			2				0	2	750.00	1,500.00
11 VISE GRIP 7R	pcs.				0				0	2			2				0	2	800.00	1,600.00
12 STETHOSCOPE	pcs.				0				0	3			3				0	3	2,000.00	6,000.00
					0				0				0				0	0		-
IRRIGATION & WATER SYSTEM STRUCTURES																				
1 CONTROLLER FOR SUBMERSIBLE PUMP - SHP	unit			1	1				0				0				0	0		-
2 DOSING PUMP	units				0			2	2				0				0	2	60,000.00	60,000.00
					0				0				0				0	2	30,000.00	60,000.00
																				-
C. TOTAL (A + B):																				3,879,477.00
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				387,947.70
E. GRAND TOTAL (C + D)																				4,267,424.70
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																				23,092,899.01
G. MONTHLY CASH REQUIREMENTS																				
G.1 Available at Procurement Service Stores					#REF!				#REF!				#REF!				#REF!			0
G.2 Other Items not available at PS but regularly purchased from other sources					1014740				1709104				731394				45009			0
TOTAL MONTHLY CASH REQUIREMENTS					#REF!				#REF!				#REF!				#REF!			0

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

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 our approved budget for the year.

Prepared by:

GEMMA H. CALUPIT
STOREKEEPER D

Certified Funds Available /
Certified Appropriate Funds Available:

MARY JOYCE B. PENOS
Senior Corporate Budget Analyst

Approved by:

ENGR. REY DENNIS L. GILBAS
General Manager C

Date Prepared: January 25, 2017