

**ANNUAL PROCUREMENT PLAN FOR 2021
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 (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay- **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format 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.
- 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 an electronic copy** at app@philgeps.gov.ph or at app.psdmb@yahoo.com.
- Consistent with DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before November 30, 2014.**
- Rename your APP file in the following format: APP2015- Name of Agency- Region (e.g. APP2015 -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)689-7750 loc. 4021.

Department/Bureau/Office: DENR - MINES AND GEOSCIENCES BUREAU

Region: 08

Address: McArthur Park, Candahug, Palo, Leyte

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Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of January 30, 2019	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet		65		65		64		64		48		48		39		39	216	40.00	8,640.00	
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		1		1		1		1		1		1				0	3	35.00	105.00	
3. Rechargeable Battery AA 2pcs/pack w/ Charger	piece		4		4				0				0				0	4	1,500.00	6,000.00	
4. Rechargeable Battery AA1900MAH 2pcs/pack (ENELOOP)	piece		5		5				0				0				0	5	500.00	2,500.00	
COMMON COMPUTER SUPPLIES/CONSUMABLES																					
1. Comp. Ink HP678, black.ink advantage	box		3		3				0		3		3				0	6	385.00	2,310.00	
2. Comp. Ink HP678, colored.ink advantage	box		3		3				0		3		3				0	6	455.00	2,730.00	
3. Flush drive, 8GB	pc.		3		3				0		3		3				0	6	575.52	3,453.12	
4. Computer ink, Epson T6641, Black	btl.		8		8		7		7		8		8		7		7	30	354.00	10,620.00	
5. Computer ink, Epson T6641, cyan	btl.		6		6		6		6		6		6		4		4	22	354.00	7,788.00	
6. Computer ink, Epson T6641, magenta	btl.		6		6		6		6		6		6		4		4	22	354.00	7,788.00	
7. Computer ink, Epson T6641, yellow	btl.		6		6		6		6		6		6		4		4	22	354.00	7,788.00	
8. HP Designjet 72 matte black cartridge	box		2		2		1		1		2		2				0	5	3,480.00	17,400.00	
9. HP Designjet 72 matte bgray cartridge	box		2		2		1		1		2		2				0	5	3,480.00	17,400.00	
10. HP Designjet 72 photo black cartridge	box		2		2		1		1		1		1				0	4	3,480.00	13,920.00	
11. HP Designjet 72 photo yellowcartridge	box		2		2		1		1		2		2				0	5	3,480.00	17,400.00	
12. HP Designjet 72 matte cyan cartridge	box		2		2		1		1		1		1				0	4	3,480.00	13,920.00	
13. HP Designjet 72 matte magenta cartridge	box		2		2		1		1		2		2				0	5	3,480.00	17,400.00	

Item & Specifications	Unit of Measure	Pages 2 of 6 Quantity Requirement																	** PS Price Catalogue as of January 30, 2019	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
14. Computer ink,Epson 13001,black	btl.		9		9		6		6		5		5		4		4	24	394.00	9,456.00
15. Computer ink,Epson 13001,cyan	btl.		7		7		4		4		3		3		3		3	17	394.00	6,698.00
16. Computer ink,Epson 13001,magenta	btl.		7		7		4		4		3		3		3		3	17	394.00	6,698.00
17. Computer ink,Epson 13001,yellow	btl.		7		7		4		4		3		3		3		3	17	394.00	6,698.00
18. Computer ink,Epson L210,black	btl.		4		4				0				0				0	4	374.00	1,496.00
19. Computer ink,Epson L210,cyan	btl.		4		4				0				0				0	4	374.00	1,496.00
20. Computer ink,Epson L210,magenta	btl.		4		4				0				0				0	4	374.00	1,496.00
21. Computer ink,Epson L210,yellow	btl.		4		4				0				0				0	4	374.00	1,496.00
22. Toner Riso	btl.				0				0		1		1				0	1	3,437.00	3,437.00
23. Toner Phot Copier	btl.		3		3				0		2		2		1		1	6	3,437.50	20,625.00
24. Master Riso	btl.		1		1				0		1		1		1		1	3	2,437.00	7,311.00
25. Laserjet 85A Black Toner	cart.		1		1				0		1		1				0	2	3,200.00	6,400.00
COMMON OFFICE SUPPLIES																				
1. ACETATE, gauge #3, 50m X36 length	roll		4		4				0				0				0	4	2,000.00	8,000.00
3. AIR FRESHENER, 280mL/can	can		2		2				0		2		2		2		2	6	145.00	870.00
3. ALCOHOL, 70%, ethyl	bottle		14		14		11		11		14		14		9		9	48	97.00	4,656.00
4. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box		1		1				0				0				0	1	343.98	343.98
6. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box				0		1		1				0		1		1	2	343.98	687.96
7. CLIP, backfold, 19mm, 12s/box	box		4		4		2		2		2		2		2		2	10	45.30	453.00
8. CLIP, backfold, 25mm, 12s/box	box		5		5		4		4		3		3		2		2	14	60.00	840.00
9. CLIP, backfold, 32mm, 12s/box	box		6		6		4		4		3		3		3		3	16	57.15	914.40
10. CLIP, backfold, 50mm, 12s/box	box		5		5		5		5		3		3		3		3	16	60.00	960.00
11. CORRECTION TAPE, disposable, usable length of 8meters(min), 5mm width	piece		37		37		46		46		28		28		41		41	152	45.00	6,840.00
12. CORRECTION Fluid	piece		2		2		2		2		1		1				0	5	43.50	217.50
13. DATA FILE BOX, (5"x9"x15-3/4")	box		9		9		14		14		9		0		10		10	33	103.00	3,399.00
14. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece		7		7		5		5		10		10		5		5	27	80.80	2,181.53
15. ENVELOPE, expanding, kraft, legal size, 100s/box	box		1		1		3		3		1		1				0	5	630.92	3,154.62
16. ENVELOPE, mailing white, 500s/box	box		2		2		1		1		2		2				0	5	146.33	731.64
17. ENVELOPE, expanding, plastic, legal size	piece				0		10		10				0				0	10	30.58	305.76
18. ENVELOPE, documentary, Legal, 500s/box	box		2		2				0		1		1				0	3	996.48	2,989.44
19. ENVELOPE, documentary (10"X15" 500s/box	box		2		2		1		1		1		1				0	4	521.23	2,084.92
20. ENVELOPE, documentary, A4, 500s/box	box		2		2				0		1		1		1		1	4	423.70	1,694.78
21. ERASER, rubber	piece		7		7		2		2		7		7		2		2	18	25.00	450.00
22. File Organizer,Expanding, Plastic, 12 pockets	piece		6		6		6		6		1		1		1		1	14	653.07	9,142.98
23. FOLDER, tagboard, legal size, 100s/box	pack		11		11		8		8		5		5		3		3	27	287.20	7,754.29
24. FOLDER, tagboard, A4 size, 100s/box	pack		6		6		9		9		8		8		5		5	28	256.01	7,168.31
25. FOLDER, morocco/fancy, legal size, 50s/pack	pack		2		2		1		1				0				0	3	353.05	1,059.15
26. FOLDER, morocco/fancy, A4l size, 50s/pack	pack		2		2		1		1				0				0	3	335.00	1,005.00
27. GLUE, all purpose	gal		1		1				0				0		0		0	1	227.00	227.00
28. GLUE, all purpose, 300 grams min.	jar		13		13		3		3		8		8		0		0	24	54.58	1,309.92
29. Index Card, 5"X8", ruled both side, 500s/pack	pack		2		2				0				0		2		2	4	135.41	541.64
30. MARKER, fluorescent, 3 colors/set	set		5		5		6		6		5		5		6		6	22	102.00	2,244.00
31. MARKING PEN, whiteboard, bullet type, black	piece		4		4		4		4		4		4		4		4	16	12.88	206.14
32. MARKING PEN, whiteboard, bullet type, blue	piece		4		4		4		4		4		4		4		4	16	22.88	366.08
33. MARKING PEN, whiteboard, bullet type, red	piece		5		5		5		5		3		3		3		3	16	12.88	206.14
34. MARKER, permanent, bullet type, black	piece		30		30		30		30		29		29		12		12	101	23.36	2,359.36
35. MARKER, permanent, bullet type, blue	piece		26		26		10		10		26		26		2		2	64	23.36	1,495.04
36. MARKER, permanent, bullet type, red	piece		8		8		16		16		7		7		7		7	38	23.36	887.68

Item & Specifications	Unit of Measure	Pages 3 of 6 Quantity Requirement																	** PS Price Catalogue as of January 30, 2019	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
37. Marking ink refill black	pc		1		1		1		1		1		1		1		4	134.00	536.00	
38. NOTE PAD, (3"x4"), 100 sheets/pad	pad		13		13		6		6		11		11		9		39	59.49	2,320.11	
39. NOTE PAD, (3"x3"), 200 sheets/pad	pad		2		2				0		2		2				4	103.72	414.88	
40. NOTE PAD, (2"x3"), 100 sheets/pad	pad		7		7		5		5		7		7		5		24	32.74	785.74	
41. OIL, for general purpose, 120 mL	bottle		2		2		2		2		2		2		2		8	58.72	469.76	
42. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream		45		45		20		20		42		42		29		136	137.66	18,721.76	
43. PAPER, for Plain Paper Copier, (A4) 70gsm	ream		26		26		18		18		24		24		24		92	107.42	9,882.18	
44. PAPER, for Plain Paper Copier, Short 70gsm	ream		5		5		5		5		5		5		5		20	250.00	5,000.00	
45. PAPER FASTENER, for paper, metal, 50 sets/box	box		14		14		16		16		16		16		13		59	68.78	4,057.73	
46. PAPER FASTENER, for paper, plastic, 50 sets/box	box		3		3		5		5		5		5				13	68.78	894.08	
47. PAPER PAD, ruled, size:216mmX330mm (2mm)	pad		1		1				0				0		1		2	68.78	137.55	
48. PAPER CLIP, gem type,jumbo, 48mm, 100s/box	box		6		6		9		9		4		4		5		24	71.00	1,704.00	
49. PAPER CLIP, gem type, 32mm, 100s/box	box		6		6		9		9		4		4		5		24	52.00	1,248.00	
50. PENCIL, lead, w/eraser, one(1) dozen per box	box		3		3		1		1		3		3		1		8	67.00	536.00	
51. PENCIL, mechanical, for 0.5mm lead	piece		7		7				0				0		1		8	350.00	2,800.00	
52. RECORD BOOK, 300 pages, smythe sewn	book		3		3		1		1				0		1		5	73.25	366.25	
53. RECORD BOOK, 500 pages, smythe sewn	book		5		5		3		3		2		2		4		14	91.19	1,276.70	
54. RIBBON, nylon, manual typewriter	spool		1		1		2		2		2		2		2		7	16.93	118.48	
55. Ring Binder, 10mmX1.12m, Plactic 10 pcs/bundle	bundle		3		3		1		1		5		5				9	46.40	417.60	
56. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box		4		4		4		4		2		2		1		11	108.09	1,188.99	
57. RULER, plastic, 450mm (18") width:38mm min	piece		2		2		1		1		1		1		2		6	56.60	339.60	
58. SIGN PEN, black	piece		25		25		15		15		25		25		20		85	46.21	3,927.89	
59. SIGN PEN, blue	piece		13		13		10		10		8		8		10		41	46.21	1,894.63	
60. SIGN PEN, red	piece		5		10				6		5		0				22	46.21	1,016.63	
61. STAMP PAD INK, violet, 50mL	bottle		3		3		2		2		3		3		2		10	21.84	218.40	
62. STAMP PAD, felt pad, min 60mm x 100mm	piece		3		3				0		1		1				4	36.60	146.40	
63. STAPLE WIRE, for heavy duty staplers, (23/13)	box		3		3		1		1		3		3				7	147.25	1,030.75	
64. STAPLE WIRE, (26/16)standard, 5000 pcs/box	box		14		14		12		12		16		16		12		54	57.25	3,091.50	
65. STAPLER w/ Staple remover, load cap: 200 Staple/min.	piece		1		1				0				0				1	395.00	395.00	
66. TAPE, masking, 24mm, 50 meters length	roll		23		23		8		8		9		9		6		46	115.60	5,317.60	
67. TAPE, masking, 48mm, 50 meters length	roll		17		17		6		6		5		0		3		26	110.10	2,862.60	
68. TAPE, transparent, 24mm, 50 meters	roll		17		17		12		12		14		14		14		57	24.50	1,396.50	
69. TAPE, transparent, 48mm, 50 meters	roll		15		15		10		10		9		0		11		36	34.94	1,257.98	
70. TAPE, packaging, 48mm, 50 meters length	roll		10		10		3		3		6		6		4		23	42.00	966.00	
71. TAPE, Magic 3/4x500' 3M	roll		1		1		1		1		1		1		1		4	400.00	1,600.00	
72. TAPE, Magic 1"inch 3M	roll				0		1		1				0				1	400.00	400.00	
73. Twine, Plastic, one (1)Kilo/roll	roll		2		2				0		1		1				3	35.00	105.00	
COMMON OFFICE DEVICES																				
1. BLADE, heavy duty cutter blade, 10 pcs./pack	pck.		3		3		1		1		3		3		1		8	8.14	65.10	
2. CUTTER Knife, heavy duty	pc.		4		4				0		1		1				5	22.93	114.66	
3. PUNCHER, heavy duty	pc.		4		4		2		2		3		3		1		10	223.42	2,234.20	
4. SCISSORS, (6")	pair		4		4		1		1		1		1		1		7	116.13	812.91	
5. SHARPENER, single cutterhead	pc.		1		1				0				0				1	185.64	185.64	
6. STAPLER, heavy duty, built-in staple remover	pc.		4		4		2		2		2		2				8	220.00	1,760.00	
7. Tape Dispenser, Table Top for 24mm width tape	piece		1		1				0				0				1	810.00	810.00	
8. Binding and Punching Machine, Binding caps: 50mm	piece		1		1				0				0				1	10,816.00	10,816.00	

Item & Specifications	Unit of Measure	Pages 4 of 6 Quantity Requirement																	** PS Price Catalogue as of January 30, 2019	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
COMMON JANITORIAL SUPPLIES																					
1. BROOM, soft (tambo)	piece		2		2				0		2		2		2		2	6	132.82	796.92	
2. BROOM, STICK (tingting)	piece		5		5				0		3		3		3		3	11	42.82	471.02	
3. CLEANSER, powder, 350gms.	piece		5		5				0		5		5		5		5	15	36.21	543.15	
4. DISINFECTANT SPRAY, 400 grams net content	can		3		3				0		3		3				0	6	196.00	1,176.00	
5. INSECTICIDE, 600mL/can	can		2		2		2		2				0		2		2	6	156.00	936.00	
6. TOILET BOWL & URINAL CLEANER, 900ml	pack		6		6		6		6				0		6		6	18	74.35	1,338.30	
7. TOILET DEODORANT CAKE, deoderizer/moth proofer 50gms, 3 pcs/pack	pack		6		6		3		3		6		6		6		6	21	64.35	1,351.35	
8. TOILET TISSUE, 12 rolls/pack	pack		11		11		11		11		9		9		10		10	41	89.35	3,663.35	
9. Liquid Dishwashing soap	gal		5		10		4		10		5		0		4		7	37	220.00	8,140.00	
LEGAL SIZE PAPER																					
1. PAPER, bond, Premium Grade Legal (Laser) 216X330mm	ream		32		0		32		0		32		0		30		0	37	572.35	21,176.95	
2. PAPER, multicopy, legal size, 70gsm	ream		42		42		45		45		37		37		30		30	154	160.94	24,784.76	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
Office Equipment, Accessories and Devices																					
1. Wooden Cabinet	piece				0				0				0		2		2	2	15,000.00	30,000.00	
2. Medicine Cabinet	piece				0		1		1				0				0	1	10,000.00	10,000.00	
3. Hand Lens, 10X 1" Focus, 7/8 Dia. Lens	piece		3		3				0				0				0	3	2,400.00	7,200.00	
4. Laser Distance Meter	piece		1		1		1		1				0				0	2	13,000.00	26,000.00	
5. Extension Wheel Cord, 15.0M	piece		1		1				0				0				0	1	2,000.00	2,000.00	
6. Extension Wire, 5M, 5guage	piece				0		1		1				0		2		2	3	400.00	1,200.00	
7. Steel Tape, 8.00m	piece		1		1				0				0		2		2	3	500.00	1,500.00	
8. Steel Tape, 8.00m	piece		1		1				0				0		2		2	3	500.00	1,500.00	
Office Supplies																					
1. Ballpen Red	box		3		3				0		1		1				0	4	70.00	280.00	
2. Ballpen, black	box.		9		9		5		5		9		9		5		5	28	70.00	1,960.00	
3. Ballpen, blue	box.		2		2				0		2		2				0	4	70.00	280.00	
4. Signpen, refillable, 0.5 black	doz.		13		13		3		3		2		2		4		4	22	216.00	4,752.00	
5. Signpen, refillable, 0.5 blue	doz.				0		1		1				0				0	1	216.00	216.00	
6. Book paper A3, 70GSM sub 20 premium grade	pc.		4		4		4		4				0				0	8	457.00	3,656.00	
7. Book paper Short, 70GSM sub 20 premium grade	pc.		4		4		4		4				0				0	8	457.00	3,656.00	
8.. Linen Pper Yellow Concored water marked laid paper Legal Size	Ream		1		1				0				0				0	1	526.00	526.00	
9.. Magazine File Box, Large size, made of chipboard	piece		5		5		5		5		5		5		5		5	20	126.00	2,520.00	
10. PVC Cover, A4 100pcs/pack	pack		2		2		2		2				0				0	4	780.00	3,120.00	
11. Clipboard with Cover, Long size	piece		5		5				0				0				0	5	264.00	1,320.00	
12. Engineering Field Book	piece		19		19		2		2				0				0	21	74.00	1,554.00	
13. LEAD, Mechanical Pencil, for 0.5mm lead (Graphite)	tube		7		7		4		4				0				0	11	56.00	616.00	
14. PVC Cover, Legal 100pcs/pack	pack		2		2		1		1				0				0	3	980.00	2,940.00	
15. PENS, Water Resistant, oil Based, 0.3mm, Black	piece		4		4				0				0				0	4	450.00	1,800.00	
16. PENS, Water Resistant, oil Based, 0.3mm, Blue	piece		3		3				0				0				0	3	450.00	1,350.00	
17. PENS, Water Resistant, oil Based, 0.3mm, Red	piece		2		2				0				0				0	2	450.00	900.00	
18. ITHRU Protractor Scale 1:500/1:1000, AZIMUTH	piece		5		5				0				0				0	5	345.00	1,725.00	
19. Colored Pencil, 10s	box		5		5		1		1				0		1		1	7	345.00	2,415.00	
20. HP Plotter Paper, Q1398A, 42M, 150FT, 1067mmX45.7m	roll		4		4		2		2		3		3		1		1	10	2,500.00	25,000.00	

Item & Specifications	Unit of Measure	Pages 5 of 6 Quantity Requirement																	** PS Price Catalogue as of January 30, 2019	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
21. HP Plotter Premium Instant Dry Photo Paper 940mmX30.5m	roll		5		5		2		2		5		5		1		1	13	2,000.00	26,000.00
22. Rite in the Rain Notebook	piece		7		7				0				0				0	7	450.00	3,150.00
23. HP Plotter Sticker Paper 140X160X160 ri JET 145 Gloss 80micron	roll		2		2		1		1		2		2		1		1	6	2,000.00	12,000.00
Computer Equipment and Accessories																				
1. EPSON L3110 Printer	unit				0		1		1				0				0	1	8,000.00	8,000.00
2. USB 16 GB	pc.		2		2				0				0				0	2	361.75	723.50
3. USB 32 GB	pc.		6		6		2		2		1		1		1		1	10	1,000.00	10,000.00
4. HD External 2TB	pc.		3		3				0				0				0	3	6,000.00	18,000.00
5. HD External 1TB	pc.		1		1				0				0				0	1	3,500.00	3,500.00
6. HD External 500TB	pc.		1		1				0		1		0				0	1	2,500.00	2,500.00
7. Brother Thermal ribbon (Fox Machine)	rolls		2		2		2		2		2		0		2		2	6	78.00	468.00
8. Notepad Comp. Core i7	unit				0				0				0		1		1	1	15,000.00	15,000.00
9. Pocket Wifi, 4G 150MBPS Download, 50 MBPS Upload, M7350	pc		2		2				0				0				0	2	3,000.00	6,000.00
10. DVD,-RW	pc				0				0		5		5				0	5	25.00	125.00
11. KEYBOARED,Heavy Duty USB PORT	pc				0				0		1		1				0	1	750.00	750.00
12. MOUSE, wireless, optical type	pc		5		5				0				0		3		3	8	500.00	4,000.00
*Other Categories																				
1. Emergency Medicine and Apparatus (Blood Pressure)	pc.				0				0				0		1		1	1	39,000.00	39,000.00
Blood Sugar Testing Apparatus/Strips/Needles, First Aid Kit)																				
2. Prenting of DR (MMD)	piece				0		100		100				0		100		100	200	150.00	30,000.00
3. POLO SHIRT, w/MGB Logo and MGB GAD Embroidery	piece		45		45				0				0		45		45	90	450.00	40,500.00
4. Office Suppoort Services (ICT Consitancy, Driver & Cleark)	head	8			8				8				8				8	8	250,375.00	2,003,000.00
5. Janitorial Services	head	3			3				0				0				0	3	171,666.66	514,999.98
6. Technical Service (7-Geologist, 3-GIS, 1-Support)	head	11			11	11			11	11			11	11			11	11	249,918.19	2,749,100.09
7. Geo- IEC Catering Services	lot	1			1				0				0				0	1	300,000.00	300,000.00
8. Training Food and Venue (GAD, MMD, FAD & MGBEA)	lot	1			1				0				0				0	1	782,360.00	782,360.00
9. Security Services	head	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	15,000.00	540,000.00
10. Other General Servicers (Building, Aircon, ICT R&M)	lot	1			0				0				0				0	1	466,800.00	466,800.00
11. Other Subscription (Land Line, CP-Load, Internet,)	lot	1			0				0				0				0	1	207,000.00	207,000.00
12. R & M of Motor Vehicles	lot	1			1	2			2	2			2				0	5	29,800.00	149,000.00
13. Postage & Courier Services	pack	1			1				0				0				0	1	156,000.00	156,000.00
14. Prenting & Publication	pieces	1			1				0				0				0	1	17,000.00	17,000.00
15. Rent Motor Vehicle	unit	1			1				0				0				1	1	1,044,500.00	1,044,500.00
16. Water Expenses	cu m.	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	0	12	11,583.33	138,999.96
17. Electrical Expences	kw	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	0	12	54,789.16	657,469.92
18. Fuel, Oil & Lubricant	litter	4,225			4225	4,225			4225	4,225			4225	4,225			4225	16,900	38.12	644,228.00
C. TOTAL (A + B):																				12,290,621.52


Item & Specifications	Unit of Measure	Pages 6 of 6 Quantity Requirement																** PS Price Catalogue as of January 30, 2019	TOTAL AMOUNT									
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			Total								
D. ADDITIONAL PROVISION FOR INFLATION (10%) of TOTAL)																			1,229,062.15									
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																												
F. MONTHLY CASH REQUIREMENTS (In Pesos)																												
F.1 Available at Procurement Service Stores					179,849.49							116,515.59							130,599.48						88,277.42			515,241.98
F.2 Other Items not available at PS but regularly purchased from other sources					2,997,581.37							2,939,376.72							2,861,823.13						2,982,376.94			11,781,158.16
TOTAL MONTHLY CASH REQUIREMENTS					3,177,431.00							3,055,892.31							2,992,422.61						3,070,654.36			12,296,400.28

*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:


RICHARD B. LOSO
 Admin. Officer III / Supply

Certified Funds Available :


EVALYN E. BARILLO
 Accountant III / Finance Sec.

Approved by:


LEO VAN V. JUGUAN, CESO V
 Regional Director