

**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 (Droqueña) and Southern Leyte (Massin) **Region XIII**
  - Misamis Oriental, Basilan, Calbayog, Bontoc, and Northern Samar (Cataman) **Regions VI, VII, VIII, X, & XI**
  - Surigao Del Norte - **Surigao Del Norte**
  - Zamboanga Sibugay - **Zamboanga Sibugay**
  - Cavigniti - **Cavigniti**
- 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 [psph@gpp.gov.ph](mailto:psph@gpp.gov.ph) and; b) correct format is used but fields were deleted and/or inserted in Partion 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 items. 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 **NAED** COPY of the APP-CSE shall be submitted by the following manner:
    - DBM Central Office for entries in the Central Office
    - DBM Regional Office (RO) for regional offices, operating units of DepEd, DOH, DPWH, CHED, TESDA and SLIC
 The accomplished **SDPT** COPY of the APP-CSE shall be submitted to the following email addresses:
    - [ps.app-ops@gmail.com](mailto:ps.app-ops@gmail.com) For central and regional offices of all national government agencies
    - [ps.app-uc@gmail.com](mailto:ps.app-uc@gmail.com) For main and other campuses of all state universities and colleges
    - [ps.app-govt@gmail.com](mailto:ps.app-govt@gmail.com) For all central and regional offices of government owned and controlled corporations
    - [ps.app-depts@gmail.com](mailto:ps.app-depts@gmail.com) For primary and secondary schools
    - [ps.app-iga@gmail.com](mailto:ps.app-iga@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/information, Agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)569-2750 loc. 4021.

Department/Bureau/Office: **SILAY CITY WATER DISTRICT**  
Region: **VI**  
Address: **JOSE C. LOCSON AVENUE, FORTUNA SUBD.,  
BROY, V, SILAY CITY, NEGROS OCCIDENTAL 6106**

Agency Account Code: \_\_\_\_\_

Contact Person: **JOSE LUIS S. LEDESMA, JR.**  
Position: **GENERAL MANAGER**  
E-mail: **sljleds@yuhos.com.ph**  
Telephone/Mobile No: **034-4954103 / 4959383**

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of October 14, 2016	TOTAL AMOUNT					
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec			Q4	Q4 AMOUNT	Total Quantity		
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>COMMON ELECTRICAL SUPPLIES</b>																										
1 BATTERY, size AA, alkaline, 1 piece	pack				0	0				0	0					0	0				0	0	0	17.43		
2 BATTERY, size AAA, alkaline, 2	pack				0	0				0	0					0	0				0	0	0	15.03		
3 BATTERY, size D, alkaline, 2 pieces	pack				0	0				0	0					0	0				0	0	0	72.96		
4 FLUORESCENT LAMP, tubular, 36	tube				0	0				0	0					0	0				0	0	0	114.40		
5 FLUORESCENT LAMP, tubular, 36	tube				0	0				0	0					0	0				0	0	0	280.80		
6 COMPACT FLUORESCENT LAMP, 18	piece				0	0				0	0					0	0				0	0	0			
7 TAPE, electrical	roll				0	0				5	5	92				0	0				5	5	92	10	18.30	183.00
<b>COMMON OFFICE SUPPLIES</b>																										
1 ACETATE, gauge #5, 10m per roll	roll				0	0				0	0					0	0				0	0	0	634.00		
2 AIR FRESHENER, 300ml/can	can				0	0				0	0					0	0				0	0	0	83.20		
3 ALCOHOL, 70%, ethyl, 500ml	bottle	5	0	5	5	217.3	5	5	5	15	217.3	5	5	5	15	217.3	5	5	5	15	217.3	80	47.81	1,804.10		
4 CARBON FILM, A4 size, 100 sheets	box				0	0				0	0					0	0				0	0	0	977.58		
5 CARBON FILM, PE, black, 180mm x	box				0	0				0	0					0	0				0	0	0	303.80		
6 CARTOLINA, assorted color, 30	pack				0	0				0	0					0	0				0	0	0	64.48		
7 CHALK, white, dustless, 150 pieces	box				0	0				0	0					0	0				0	0	0	14.86		



47	SIGN PEN, black	piece		30	50	1909			0	0		30	50	1909			0	0	100	38.10	3,810.00	
48	SIGN PEN, blue	piece							0	0							0	0	0	38.10		
49	SIGN PEN, red	piece							0	0							0	0	0	38.10		
50	STAMP PAD, red, 30mm	bottle	3	3	73.80		3	3	73.80		3	3	73.80		3	3	73.80	12	24.64	295.68		
51	STAMP PAD, left pad, min 60mm x	piece							0	0							0	0	0	37.60		
52	STAPLE WIRE, Heavy duty, 2375	box		10	10	234		10	10	234		10	10	234		10	10	234	40	31.40	896.00	
53	STAPLE WIRE, standard	box							0	0							0	0	0	18.90		
54	TAPE, marking, 34mm, 50 meters	roll							0	0							0	0	0	55.12		
55	TAPE, marking, 48mm, 50 meters	roll		10	10	1020.4		10	10	1020.4		10	10	1020.4		10	10	1020.4	40	105.04	4,201.60	
56	TAPE, transparent, 34mm, 50	roll		10	10	109.2		10	10	109.2		10	10	109.2		8	8	87.38	38	10.92	416.96	
57	TAPE, transparent, 48mm, 50	roll		10	10	109.2		10	10	109.2		10	10	109.2		10	10	109.2	40	26.52	1,060.80	
58	TAPE, packaging, 48mm, 50 meters	roll		10	10	327.4		10	10	327.4		10	10	327.4		10	10	327.4	40	32.74	1,309.60	
59	TOILET TISSUE, 12 rolls per pack	pack							0	0							0	0	0	67.60		
60	TWINE, plastic, one kilo per roll	roll							0	0							0	0	0	49.82		
61	WRAPPING PAPER, kraft, 30 sheets	pack							0	0							0	0	0	118.84		
62	Software								0	0							0	0	0			
63	Airline Travel								0	0							0	0	0			
<b>COMMON OFFICE DEVICES</b>																						
64	CUTTER BLADE, heavy duty cutter,	tube		5	5	45.95			0	0		5	5	45.95				0	0	10	5.39	91.80
65	CUTTER KNIFE, heavy duty	piece							0	0							0	0	0	19.26		
66	DATING AND STAMPING MACHINE	piece							0	0							0	0	0	428.38		
67	PENCIL SHARPENER, 1 piece in	piece	1	1	187.2				1	1	187.2						0	0	0	187.20	374.40	
68	PUNCHER, paper, heavy duty, with	piece	3	3	338.58				3	3	338.58						0	0	0	114.28	457.14	
69	SCISSORS, (L <sup>2</sup> )	pair	5	5	68.84				5	5	68.84						0	0	10	13.72	137.20	
70	STAPLER, standard	piece							0	0							0	0	0	81.10		
71	STAPLER, binder type, heavy duty	piece	5	5	4394				5	5	4394						0	0	10	878.80	8,788.00	
72	STAPLE REMOVER, pier type	piece	5	5	90.9				5	5	90.9						0	0	10	18.18	481.80	
73	TAPE DISPENSER, table top	piece							0	0							0	0	0	47.71		
74	WASTE BASKET, non rigid plastic	piece							0	0							0	0	0	33.90		
<b>COMMON JANITORIAL SUPPLIES</b>																						
75	BROOM, soft (bambo)	piece							0	0							0	0	0	88.40		
76	BROOM, stick (straw)	piece							0	0							0	0	0	23.91		
77	CLEANER, TOILET BOWL AND	bottle							0	0							0	0	0	41.60		
78	CLEANER, scouring powder,	can							0	0							0	0	0	21.37		
79	DETERGENT POWDER, all purpose,	prouch							0	0							0	0	0	37.43		
80	DISINFECTANT SPRAY, 400-550	can							0	0							0	0	0	119.60		
81	DUST PAN, non-rigid plastic	piece							0	0							0	0	0	24.96		
82	FLOOR WAX, Paste, red	can							0	0							0	0	0	202.80		
83	FURNITURE CLEANER, aerosol,	can							0	0							0	0	0	84.76		
84	INSECTICIDE, aerosol type,	can							0	0							0	0	0	124.80		
85	MOPBUCKET	piece							0	0							0	0	0	1,911.00		
86	MOPHANDLE, screw type,	piece							0	0							0	0	0	142.48		
87	MOPHEAD, made of rayon	piece							0	0							0	0	0	98.80		
88	RAG, all cotton, 31 pieces per kilo	bundle							0	0							0	0	0	49.69		
89	SCOURING PAD, 3 pieces per pack	pack							0	0							0	0	0	102.96		
90	TRASHBAG, plastic, transparent,	roll							0	0							0	0	0	159.88		
91	DISINFECTANT, bleaching solution	cart							0	0							0	0	0	801.82		
<b>COMMON OFFICE EQUIPMENT</b>																						
92	BINDING AND PUNCHING MACHINE,	unit							0	0							0	0	0	10,400.00		
93	CALCULATOR, COMPACT, electronic,	unit							0	0							0	0	0	175.10		
94	CALCULATOR, SCIENTIFIC, 1 unit per	unit							0	0							0	0	0	258.84		
95	CHAIR, nonasblc, without armrest,	piece							0	0							0	0	0	254.65		
96	CHAIR, nonasblc, without armrest,	piece							0	0							0	0	0	254.80		
97	DIGITAL VOICE RECORDER, 4GB	unit							0	0							0	0	0	6,229.60		
98	DOCUMENT CAMERA, 4in(4)	unit							0	0							0	0	0	21,272.00		
99	ELECTRIC FAX, industrial	unit							0	0							0	0	0	956.80		









