

**ANNUAL PROCUREMENT PLAN (APP) FY 2020
DENR-RXII, PENRO South Cotabato
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 (Cataram)- **Regions VI, VII, VIII, X, & XII**
 - Surigao Del Norte - Surigao Del Norte
 - Zamboanga Sibugay- Zamboanga Sibugay
 - Camiguin - Camiguin
- Indicate the agency's monthly requirement per item in the PPMP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
- ANNUAL PROCUREMENT PLAN (APP)s 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 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 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-nro@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-goccs@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-dpw@gmail.com- For Local Government Units
- Consistent with National Budget Circular No. 555, the APP for FY 2020 must be submitted on or before July 31, 2019.
- 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 Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: DENR-Provincial Environment and Natural Resources Office.

Region: XII

Address: Martinez Subd., Zone IV, Koronadal City, South Cotabato

Agency Account Code: _____

Contact Person: Gilda L. Baqi
Position: AO // Supply Officer I
E-mail : bagagild@yahoo.com,
Telephone/Mobile Nos: 228-3502

Item & Specifications	Unit of Measure	Quantity Requirement												Total QTY	Q3 AMOUNT	Q4	Nov	Dec	Q1	Q2	Q3	Q4	Q5 AMOUNT	Price Catalogue as of August 15, 2018	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			
A-AVAILABLE AT PROCUREMENT SERVICE STORES COMMON ELECTRICAL SUPPLIES																																				
1	BATTERY, size AA, alkaline, 2 pieces per blister pack																				38	661.96										24	418.08	96	1,672.32	
2	BATTERY, size AAA, alkaline, 2 pieces per blister pack																				19	285.57										12	180.36	48	1,055	721.44
3	BATTERY, size D, alkaline, 2 pieces per blister pack																				19	1,473.64										12	930.72	48	1,055	3,723.88
4	FLUORESCENT LAMP, tubular, 40 watts																				24	2,745.60										24	1,372.80	70	1,055	8,008.00
5	FLUORESCENT LAMP, tubular, 36 watts																				12	435.60										0	435.60	24	1,055	871.20
6	COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box																				12	1,119.48										0	1,119.48	24	1,055	2,238.96

Item #	Item & Specifications	Unit of Measure	Quantity Requirement												MCR PriceList	Price Catalogue as of August 16, 2012	TOTAL AMOUNT													
			Jan	Feb	March	Q1 AMOUNT	April	May	June	Q2	Q1 AMOUNT	July	Aug	Sept				Q3	Q2 AMOUNT	Oct	Nov	Dec	Q4	Q3 AMOUNT	Total QTY					
7	Bulb Zowatts LED	piece				36	9,000.00																	60	1,055	18.20	350.00	15,000.00		
8	Outlet 3 gang	piece				24	1,080.00																					45.00	2,160.00	
9	Male Plug	piece				24	360.00																					15.00	720.00	
10	Tape Electrical	roll				12	180.00																					24	360.00	
11	Socket Adapter	piece				24	600.00																					25.00	1,200.00	
12	Extension wire 5mts	meter				12	3,990.00																					332.50	7,980.00	
13	Extension wire 10mts	meter				12	5,400.00																					450.00	10,800.00	
14	starter	piece				12	180.00																					15.00	360.00	
COMMON OFFICE SUPPLIES																														
1	ACETATE, gauge #3, 50m per roll	roll					624.00																						624.00	624.00
2	AIR FRESHENER, 280ml/can	can				48	3,993.60																						83.20	9,984.00
3	ALCOHOL, 70%, ethyl, 500ml	bottle				138	6,980.04																						50.58	13,606.02
4	CARBON FILM, A4 size, 100 sheets per box	box				6	1,185.48																						192.58	2,370.96
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				6	1,216.80																						202.80	2,433.60
6	CARTOLINA, assorted color, 20 pieces per pack	pack				12	144.00																						12.00	360.00
7	CHALK, white, dustless, 100 pieces per box	box				5	129.30																						25.86	129.30
8	CLEARBOOK, A4 size	piece				15	592.80																						39.52	1,936.48
9	CLEARBOOK, Legal size	piece				20	873.60																						43.68	5,154.24
10	CLIP, backfold, 19mm, 12 pieces per box	box				148	1,077.44																						7.28	1,339.52
11	CLIP, backfold, 25mm, 12 pieces per box	box				148	1,998.00																						13.50	2,538.00
12	CLIP, backfold, 32mm, 12 pieces per box	box				148	2,829.76																						19.12	3,518.08
13	CLIP, backfold, 50mm, 12 pieces per box	box				98	4,280.64																						45.68	6,901.44
14	CORRECTION TAPE, 6 meters (min), 1 piece in individual plastic	piece				194	3,601.58																						18.57	11,624.82
15	DATA FILE BOX, made with chipboard, with closed ends	box				36	2,512.08																						69.78	7,536.24
16	DATA FOLDER, made with chipboard, taglia lock	piece				24	1,647.36																						68.64	2,471.04
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				12	4,578.48																						381.54	19,077.00
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box				17	8,625.80																						507.40	26,892.20
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box				12	7,460.52																						621.71	29,842.08
20	ENVELOPE, EXPANDING, plastic	box				12	331.32																						27.61	1,325.28
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box				10	4,992.00																						499.20	13,977.60
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0																							561.60	
23	ERASER, felt, for blackboard/whiteboard	piece				6	66.66																						11.11	133.32
24	ERASER, plastic or rubber	piece				24	360.00																						15.00	1,440.00
25	FASTENER, for paper, metal, 50 sets per box	box				24	1,449.12																						60.38	3,622.80
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				24	1,696.08																						70.67	5,088.24
27	FILE TAB DIVIDER, A4, five (5) colors per set	set				24	299.52																						12.48	748.80
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set				24	399.36																						16.64	998.40
29	FOLDER, Fancy, A4, 50s/ bundle	ream				24	5,616.00																						234.00	14,040.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	ream				60	17,472.00																						291.20	43,680.00

Item #	Specifications	Unit of Measure	Quantity Requirement												MCR Pricelist	Price Catalogue as of August 16, 2011	TOTAL AMOUNT													
			Jan	Feb	March	Q1 AMOUNT	April	May	June	Q2	Q1 AMOUNT	July	Aug	Sept				Q3	Q2 AMOUNT	Oct	Nov	Dec	Q4	Q3 AMOUNT	Total QTY					
31	FOLDER, L-type, A4, 50 pieces pack	pack				1,998.80						12	6	998.40										6	998.40	30	1,055	166.40	4,992.00	
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack				12,230.40						60	30	6,115.20											30	6,115.20	140	1,055	182.00	28,237.60
33	FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box				8,960.64						12	12	8,960.64											12	8,960.64	48	1,055	935.89	35,842.56
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack				4,302.72						24	24	4,302.72											24	4,302.72	72	1,055	248.56	13,908.16
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack				8,948.16						36	36	8,948.16											36	8,948.16	120	1,055	299.98	29,827.20
36	GLUE, all purpose, 300 grams min.	jar				1,060.32						40	24	1,060.32											12	530.16	88	1,055	48.88	3,887.84
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				610.08						12	12	610.08											12	610.08	48	1,055	50.84	2,440.32
38	LOOSELEAF COVER, 50sets per bundle	bundle				2,259.04						4	3	1,619.28											4	2,259.04	14	1,055	539.76	7,556.64
39	MAGAZINE FILE BOX, LARGE	piece				3,600.00						72	72	3,600.00											72	3,600.00	288	1,055	43.84	14,400.00
40	MARKER, fluorescent, 3 colors per set	set				2,241.25						55	30	1,232.50											30	1,232.50	145	1,055	35.55	5,908.75
41	MARKER, whiteboard, bullet type, black	piece				1,134.00						72	72	1,134.00											72	1,134.00	288	1,055	11.80	4,536.00
42	MARKER, whiteboard, bullet type, blue	piece				1,134.00						72	72	1,134.00											72	1,134.00	288	1,055	11.80	4,536.00
43	MARKER, whiteboard, bullet type, red	piece				787.50						50	24	378.00											24	378.00	122	1,055	11.80	1,921.50
44	MARKER, permanent, bullet type, black	piece				1,134.00						72	48	756.00											48	756.00	216	1,055	9.65	3,402.00
45	MARKER, permanent, bullet type, blue	piece				1,134.00						72	48	756.00											48	756.00	216	1,055	9.65	3,402.00
46	MARKER, permanent, bullet type, red	piece				378.00						24	12	189.00											12	189.00	72	1,055	9.65	1,134.00
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece				2,268.00						144	144	2,268.00											144	2,268.00	576	1,055	10.30	9,072.00
48	NOTE PAD, stick-on, (2" x 3"), 100 sheets per pad	pad				3,574.00						72	72	3,574.00											72	3,574.00	288	1,055	31.20	10,296.00
49	NOTE PAD, stick-on, (3" x 3"), 100 sheets per pad	pad				3,240.00						72	72	3,240.00											72	3,240.00	288	1,055	38.38	12,960.00
50	NOTE PAD, stick-on, (3" x 4"), 100 sheets per pad	pad				3,438.00						72	72	3,438.00											72	3,438.00	288	1,055	54.06	13,752.00
51	PAD PAPER, Ruled	pad				996.00						48	24	498.00											24	498.00	96	1,055	17.47	1,992.00
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box				1,890.00						120	48	756.00											48	756.00	264	1,055	13.52	4,158.00
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box				870.00						120	48	348.00											48	348.00	264	1,055	6.76	1,914.00
54	PAPER, MULTICOPIY, 80gsm, size: 210mm x 297mm	ream				-						0	0	-										0	-	0	1,055	17.83	-	-
55	PAPER, MULTICOPIY, 80gsm, size: 216mm x 330mm	ream				-						0	0	-										0	-	0	1,055	132.02	-	-
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream				78,728.00						650	350	42,392.00											350	42,392.00	1700	1,055	102.39	205,904.00
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream				64,625.00						470	350	48,125.00											350	48,125.00	1520	1,055	114.87	209,000.00
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack	ream				-						0	0	-										0	-	0	1,055	92.04	-	-
59	PAPER, Thermal, 216mm x 30m	roll				373.80						12	0	373.80											0	-	24	1,055	35.67	747.60
60	PENCIL, lead, w/eraser, one(1) dozen per box	box				784.80						40	30	588.60											30	588.60	130	1,055	19.62	2,550.60
61	PHILIPPINE NATIONAL FLAG 3 x 5	piece				2,508.48						9	9	2,508.48											9	2,508.48	18	1,055	299.52	5,016.96
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book				4,593.60						72	72	4,593.60											72	4,593.60	144	1,055	60.32	9,187.20
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book				7,128.00						72	72	7,128.00											72	7,128.00	144	1,055	86.85	14,256.00
64	RECORD BOOK, 5200 pages, size 214mm x 278mm min.	book				3,960.00						72	72	3,960.00											72	3,960.00	144	1,055	55.00	7,920.00