

CALABANGA WATER DISTRICT
San Antonio Poblacion, Calabanga, Camarines Sur

ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Office Supplies

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN FOR COMMON-USE SUPPLY AND EQUIPMENT (CSE) FORM:

Indicate the office's monthly requirement per item in the CSE form. The form will automatically compute for the Total Amount per item and the Grand Total. Do not delete/insert any field in the Form-Part A. Use Part B for items that are not in the list.

Do not delete/insert any field in the Form-Part A. Use Part B for items not found on Part A e.g. Ball point Pen. (Insert Rows in PART B to accommodate all items)
For Other Items not available from the Procurement Service (PART B) but regularly purchased from other sources, the end-user must specify/indicate the item and specifications under each category with unit price based on their last purchase of the item/s.

For Other Items not available from Procurement Service (Part B). Indicate only those that will be purchased within the year to be used in day to day operation. Attach the duly accomplished CSE form in one (1) hard copy (duly signed) at the end of the bid.

Attach the duly accomplished CSE form in one (1) hard copy (duly signed) to the PPMP marked as "Annex A" and submit to Administrative Service-Property Division for further assistance/clarification. You may call the Property Division at 527-3000 ext. 200-2310.

Approve Budget (Last Page Total) shall be less than or equivalent to your office's NEP Proposal on Office Supplies and Others

APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at dole.gov.ph/pages/view/38 and; b) correct format but fields were deleted and inserted in Portion A of the form. Please hide the rows with zero (0) requirements when printing to reduce the number of pages but do not delete the rows. The office will be informed by e-mail if the submission is incorrect.

Contact Person: JORGE C. COMIA
Position: Storekeeper
E-mail : calabangawd@yahoo.com.ph

Office: CALABANGA WATER DISTRICT
Telephone/Mobile Nos: 881-9188

Item & Specifications				Unit of Measure	Estimated Quantity	Quantity Requirement													Price	TOTAL AMOUNT	
						Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
Office Supplies																					
1	Bond Paper	A4	ream		127	28	0	0	30	0	0	31	1	0	32	0	5	127	150.00	19,050.00	
2	Bond Paper	Long	subs 16	ream		39	8	0	8	0	0	8	0	0	15	0	0	39	125.00	4,875.00	
3	Bond Paper	Long	subs 20	ream		87	20	0	19	0	0	22	0	0	24	0	2	87	165.00	14,355.00	
4	Bond Paper	Short	subs 16	ream		36	6	0	10	0	0	10	0	0	10	0	0	36	110.00	3,960.00	
5	Bond Paper	Short	newsprint	ream		96	26	0	26	0	0	26	0	0	18	0	0	96	110.00	10,560.00	
6	Bond Paper	Short	subs 20	ream		106	26	0	1	25	1	0	26	0	1	23	1	2	106	145.00	15,370.00
7	Colored Bo	Long	subs 18	ream	yellow	16	5	0	0	4	0	1	4	0	0	2	0	0	16	180.00	2,880.00
8	Colored Bo	Long	subs 18	ream	green	50	15	0	0	15	0	0	10	0	0	0	0	50	180.00	9,000.00	
9	Colored Bo	Long	subs 18	ream	blue	19	5	0	0	5	0	0	5	0	10	0	0	19	180.00	3,420.00	
10	Colored Bo	Long	subs 18	ream	pink	21	7	0	0	5	0	0	5	0	0	3	0	1	21	180.00	3,780.00
11	Folder	Long		pcs		712	244	0	0	106	0	0	5	0	0	3	0	1	21	180.00	3,780.00
12	Folder	Long		pcs	pressboard	60	48	0	0	12	0	0	244	0	0	118	0	0	712	6.00	4,272.00
13	Folder	Long		pcs	green	24	6	0	0	6	0	0	6	0	0	0	0	0	60	12.00	720.00
14	Folder	Short		pcs		148	73	0	0	25	0	0	25	0	0	6	0	0	24	6.00	144.00
15	Envelope	Long		pcs		220	71	0	0	25	0	0	25	0	0	25	0	0	148	5.00	740.00
16	Envelope	Short		pcs		136	55	0	0	41	0	0	71	0	0	37	0	0	220	3.00	660.00
17	Letter Enve	White		pcs		3304	902	0	0	800	0	0	31	0	0	25	0	0	136	2.00	272.00
18	Journals	24 column		pcs		15	5	0	0	0	0	0	802	0	0	800	0	0	3304	1.00	3,304.00
19	Journals	6 column		pcs		25	13	0	0	0	0	0	0	0	0	10	0	0	15	50.00	750.00
20	Ring Bind (metal)			pcs		0	0	0	0	0	0	0	0	0	0	12	0	0	25	30.00	750.00
21	Ballpen (Pilot)			pcs		16	4	0	0	4	0	0	4	0	0	4	0	0	16	25.00	400.00
22	Ballpen (HBW)			pcs		175	40	0	0	40	0	0	45	0	0	50	0	0	175	6.00	1,050.00
23	Ballpen (Faber Castell)	red		pcs		46	11	0	1	10	1	0	11	0	1	10	1	0	46	12.00	552.00
24	Gelpen	my gel		pcs		165	44	0	0	44	0	0	40	0	0	37	0	0	165	20.00	3,300.00
25	G-Tech			pcs		2	1	0	0	0	0	0	1	0	0	0	0	0	2	80.00	160.00
26	Pencil	mongol no.1		pcs		76	35	0	0	4	0	0	33	0	0	4	0	0	76	6.00	456.00
27	Correction (joy)			pcs		73	19	0	0	18	1	0	16	0	1	16	0	2	73	30.00	2,190.00
28	Stapler (max)			pcs		16	15	0	0	1	0	0	0	0	0	0	0	0	16	300.00	4,800.00
29	Staple Wire (no.35)			box		85	19	0	0	18	0	0	23	0	0	23	0	2	85	40.00	3,400.00
30	Ruler			pcs		16	16	0	0	0	0	0	0	0	0	0	0	16	20.00	320.00	
31	Tape Dispenser			pcs		3	3	0	0	0	0	0	0	0	0	0	0	3	100.00	300.00	
32	Scotch Tape			pcs		76	22	0	0	18	0	0	20	0	0	16	0	0	76	20.00	1,520.00
33	Calculator (MS 170TV 10-Casio)			pcs		6	3	0	0	3	0	0	0	0	0	0	0	6	500.00	3,000.00	
34	Scissors			pcs		17	12	0	0	3	1	0	0	0	0	0	0	17	35.00	595.00	
35	Sticky note			pack		38	14	0	0	6	0	6	6	0	0	6	0	0	38	30.00	1,140.00
36	Cutter			pcs		14	11	0	0	3	0	0	0	0	0	0	0	14	30.00	420.00	
37	Cutter blade			box		9	6	0	0	3	0	0	0	0	0	0	0	9	35.00	315.00	

Annex A

CALABANGA WATER DISTRICT
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Item & Specifications					Unit of Measure	Estimated Quantity	Quantity Requirement													Price	TOTAL AMOUNT
							Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
38	Highlighter	(stabilo)		pcs		28	10	0	0	8	0	0	8	0	0	2	0	0	28	35.00	980.00
39	Fastener			box		158	32	0	0	44	0	0	44	0	0	38	0	0	158	28.00	4,424.00
40	Paperclip	big		box		36	8	0	0	8	0	0	10	0	0	10	0	0	36	20.00	720.00
41	Paperclip	small		box		41	10	0	0	9	0	0	11	0	0	11	0	0	41	10.00	410.00
42	Stamping Pad			pcs		7	3	0	0	4	0	0	0	0	0	0	0	0	7	35.00	245.00
43	Sticker paper	pink		pcs		31	17	0	0	4	0	6	4	0	0	0	0	0	31	10.00	310.00
44	Sticker paper	orange		pcs		16	10	0	0	0	0	6	0	0	0	0	0	0	16	10.00	160.00
45	Sticker paper	green		pcs		45	27	0	0	4	0	6	4	0	0	4	0	0	45	10.00	450.00
46	Sticker paper	white		pcs		10	10	0	0	0	0	0	0	0	0	0	0	0	10	10.00	100.00
47	Wall paper			pack		20	10	0	0	0	0	0	0	0	0	10	0	0	20	15.00	300.00
48	Data Filer			pcs		30	18	0	0	4	0	0	4	0	0	4	0	0	30	100.00	3,000.00
49	Plastic Cover			pcs		10	10	0	0	0	0	0	0	0	0	0	0	0	10	15.00	150.00
50	Fax Paper			pcs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	120.00	-
51	Logbook	300		pcs		12	6	0	0	0	0	6	0	0	0	0	0	0	12	100.00	1,200.00
52	Logbook	500		pcs		12	6	0	0	0	0	6	0	0	0	0	0	0	12	150.00	1,800.00
53	Glue (Elmer's glue)			pcs		18	12	0	0	0	0	6	0	0	0	0	0	0	18	65.00	1,170.00
54	Cork Board			pcs		0	0	0	0	0	0	0	0	0	0	0	0	0	0	300.00	-
55	Cord			pcs		9	3	0	0	2	0	0	2	0	0	2	0	0	9	35.00	315.00
56	Rubber band			pack		84	38	0	0	18	0	0	14	0	0	14	0	0	84	20.00	1,680.00
57	Push Pin			box		30	11	0	0	7	0	0	6	0	0	6	0	0	30	50.00	1,500.00
58	Masking Tape			pcs		54	19	0	0	14	0	0	14	0	0	7	0	0	54	35.00	1,890.00
59	Pentel Pen			pcs		30	15	0	0	6	0	0	6	0	0	3	0	0	30	35.00	1,050.00
60	Data Drawer			pcs		3	3	0	0	0	0	0	0	0	0	0	0	0	3	100.00	300.00
61	White Board Marker			pcs		13	7	0	0	6	0	0	0	0	0	0	0	0	13	36.00	468.00
62	Plastic Ring Bind			pcs		10	10	0	0	0	0	0	0	0	0	0	0	0	10	20.00	200.00
63	Ring Bind Ring			pcs		20	20	0	0	0	0	0	0	0	0	0	0	0	20	30.00	600.00
64	Mouse Pad			pcs		12	10	0	0	2	0	0	0	0	0	0	0	0	12	50.00	600.00
65																					146,802.00
66																					
67	Toner	HP 1102		pcs		20	4	0	0	4	0	0	4	0	0	4	0	4	20	2,600.00	52,000.00
68	Ink	Epson		pcs		112	33	0	0	27	0	0	27	0	0	25	0	0	112	300.00	33,600.00
69	Cartridge/	Epson LX		pcs		258	60	0	0	60	0	0	60	0	0	78	0	0	258	120.00	30,960.00
70																					116,560.00
71																					
72	Alcohol 500ml					56	14	0	4	10	0	1	13	0	0	14	0	0	56	75.00	4,200.00
73	Bathroom Tissue					192	16	16	16	16	16	16	16	16	16	16	16	16	192	13.00	2,496.00
74	Domex					54	6	4	4	5	4	5	5	4	4	5	4	4	54	50.00	2,700.00
75	Baygon					56	8	4	4	4	4	5	7	4	4	4	4	4	56	100.00	5,600.00

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Contact Person: JORGE C. COMIA
Position: Storekeeper
E-mail : calabangawd@yahoo.com.ph

Office: CALABANGA WATER DISTRICT
Telephone/Mobile Nos: 881-9188

[illegible]

*****GRAND TOTAL:**

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

APPROVED BUDGET:

(Less than or equal to NEP Proposal on Office Supplies and Others)

(Equal to NEP Proposal on Office Supplies and Others)

Note:

Submit the duly accomplished CSE form in one (1) hard copy to AS-Property Division to be forwarded to FMS-Budget Division for review and CAF.

Submit the duly accomplished CSE form in one (1) excel copy to AS-Property Division by e-mail at procure100@gmail.com for consolidation

Submission of APPs for FY 2014 is included in the OPCR for CY 2013.

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:

Noted by:

Certified Funds Available /
Certified Appropriate Funds Available:

EDWIN C. BARAWEL
Designated Property/Supply Officer

ENGR. CELEDONIO I. TOLENTINO, JR.
General Manager

DIANA D. Balce- BATALLA
Corporate Budget Specialist A

Date Prepared: