

**ANNUAL PROCUREMENT PLAN FOR 2011
For Common-Use Supplies and Equipment**

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

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
3. 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.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: NEDA-Public-Private Partnership Center of the Philippines
Region: National Capital Region
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Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (08.23.2011)	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
A. Available at Procurement Service Stores																		
COMMON ELECTRICAL SUPPLIES																		
1. BALLAST, 18/20 watts	piece														0	0	67.27	-
2. BALLAST, 36 watts	piece															0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet													8		8	36.40	291.20
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet											15				15	14.56	218.40
5. BATTERY, size D, alkaline, 2 pcs./packet	packet															0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set															0	280.54	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set															0	368.94	-
8. FLUORESCENT TUBE, 18 watts	piece															0	32.14	-
9. FLUORESCENT TUBE, 36 watts	piece															0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece															0	103.79	-
11. FUSE, 30 amperes	piece															0	10.90	-
12. FUSE, 60 amperes	piece															0	25.48	-
13. STARTER, 4-40 watts	piece															0	3.73	-
14. TAPE, electrical	roll															0	18.20	-
COMMON COMPUTER SUPPLIES																		
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box															0	520.00	-
2. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 14-7/8", 2000 pcs./box	box															0	818.48	-
3. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 9-1/2", 1000 sets/box	box															0	581.67	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
4. COMPUTER CONTINUOUS FORMS, 2 ply, 11" x 14-7/8", 1000 sets/box	box														0	912.60	-
5. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box														0	480.48	-
6. COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box														0	778.96	-
7. COMPUTER CONTINUOUS FORMS, 4 ply, 11 x 9-1/2", 250 sets/box	box														0	407.68	-
8. COMPUTER CONTINUOUS FORMS, 4 ply, 11" x 14-7/8", 250 sets/box	box														0	722.80	-
9. COMPACT DISK CASE	piece												16		16	50.84	813.44
10. CD DRIVE CLEANER	piece												12		12	64.22	770.64
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min.running time	piece												110		110	8.79	966.90
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece												126		126	16.62	2,094.12
13. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece												142		142	11.70	1,661.40
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece												162		162	20.02	3,243.24
15. FLASH DRIVE, 4GB, USB 2.0 and play	piece														0	292.08	-
16. FLASH DRIVE, 8GB, USB 2.0 and play	piece														0	468.00	-
17. INK CARTRIDGE, HP 51645A (HP 45)	cart														0	1,216.86	-
18. INK CARTRIDGE, HP C6615A (HP 15)	cart														0	1,149.54	-
19. INK CARTRIDGE, HP C1823D (HP 23)	cart														0	1,489.20	-
20. INK CARTRIDGE, HP C6625A (HP 17)	cart														0	1,250.52	-
21. INK CARTRIDGE, HP C6578A/D (HP 78)	cart														0	1,352.52	-
22. INK CARTRIDGE, HP C6614D (HP 20)	cart														0	1,344.36	-
23. INK CARTRIDGE, HP C4844A (HP 10)	cart														0	1,402.50	-
24. INK CARTRIDGE, HP C8727A (HP 27)	cart														0	743.58	-
25. INK CARTRIDGE, HP C8728A (HP 28)	cart														0	873.12	-
26. INK CARTRIDGE, HP C6656A (HP 56)	cart														0	810.90	-
27. INK CARTRIDGE, HP C6657A (HP 57)	cart														0	1,352.52	-
28. INK CARTRIDGE, HP C9351A (HP 21)	cart														0	615.06	-
29. INK CARTRIDGE, HP C9352A (HP 22)	cart														0	708.90	-
30. INK CARTRIDGE, HP C8765WA (HP 94)	cart														0	820.08	-
31. INK CARTRIDGE, HP C8766WA (HP 95)	cart														0	984.30	-
32. INK CARTRIDGE, HP C9361WA (HP 93)	cart														0	787.44	-
33. INK CARTRIDGE, HP C9362WA (HP 92)	cart														0	588.54	-
34. INK CARTRIDGE, HP CB314A	cart														0	256.02	-
35. INK CARTRIDGE, HP CB315A	cart														0	329.46	-
36. INK CARTRIDGE, Epson TO17	cart														0		-
37. INK CARTRIDGE, Epson TO18	cart														0		-
38. INK CARTRIDGE, Lexmark # 27, colored	cart														0	1,173.00	-
39. INK CARTRIDGE, Lexmark # 17, black	cart														0	984.30	-
40. INK CARTRIDGE, Epson TO38	cart														0	482.46	-
41. INK CARTRIDGE, Epson TO39	cart														0	755.82	-
42. MOUSE, PS/2 type	piece														0	197.60	-
43. TONER CARTRIDGE,HP C3906A	cart														0	3,063.06	-
44. TONER CARTRIDGE,HP C3903A	cart														0	3,588.00	-
45. TONER CARTRIDGE,HP C4092A	cart														0	2,657.10	-
46. TONER CARTRIDGE,HP C4096A	cart														0	4,112.64	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
16. COLUMNAR PAD, 4 cols, 55gsm	pad											2		2	21.84	43.68
17. COLUMNAR PAD, 14 cols, 55 gsm	pad													0	45.76	-
18. COLUMNAR PAD, 16 cols, 55 gsm	pad													0	45.76	-
19. COLUMNAR PAD, 18 cols, 55 gsm	pad													0	67.60	-
20. COLUMNAR NOTEBOOK, 12 cols	piece											6		6	19.64	117.84
21. CORRECTION FLUID, 15mL.	bottle											42		42	9.82	412.44
22. DATA FILE BOX, (5"x9"x15-3/4")	box											32		32	64.47	2,063.04
23 DATA FOLDER, w/finger ring,(3" x 9" x 15")	piece											32		32	70.72	2,263.04
24. ENVELOPE,documentary(10"x15"),500s/box	box											4		4	577.20	2,308.80
25. ENVELOPE, expanding, kraft, legal size, 100s/box	box									1	7			8	675.86	5,406.88
26. ENVELOPE, mailing white, 500s/box	box											3		3	159.78	479.34
27. ENVELOPE, mailing white with window,500s	box													0	207.58	-
28. ENVELOPE, pay, kraft, (4"x7-1/2"), 500s/box	box											2		2	196.04	392.08
29. ENVELOPE, expanding, plastic, legal size	piece											90		90	41.36	3,722.40
30. ENVELOPE,documentary, A4, 500s/box	box													0	526.24	-
31 ERASER, blackboard/whiteboard	piece											7		7	11.44	80.08
32. ERASER, rubber	piece											19		19	4.68	88.92
33. FILE ORGANIZER, expanding, legal, assorted colors	piece											22		22	83.20	1,830.40
34. FOLDER, pressboard, plain, legal, 100s/box	pack													0	851.64	-
35. FOLDER, tagboard, legal size, 100s/box	pack										4	4		8	413.92	3,311.36
36. FOLDER, tagboard, A4 size, 100s/box	pack										3	2		5	253.76	1,268.80
37. FOLDER, morocco/fancy, legal size,50s/pack	pack											15		15	301.60	4,524.00
38. FOLDER, morocco/fancy, A4 size, 50s/pack	bundle											15		15	312.00	4,680.00
39. FOLDER, clear plastic, L-type, A4 size, 50s/pack	pack											12		12	247.52	2,970.24
40. FOLDER, clear plastic, L-type, legal size, 50s/pack	pack													0	202.68	-
41. GLUE, all purpose, 300 grams min.	jar										12	4		16	37.43	598.88
42. ILLUSTRATION BOARD, (30"x40"), 2 ply	piece													0	32.97	-
43. INDEX CARD,3"x 5",ruled both sides,500s/pack	pack											10		10	44.45	444.50
44. INDEX CARD, 5" x 8",ruled both side,500s/pack	pack											5		5	99.84	499.20
45. INDEX CARD BOX, 4-3/8"x5-5/8" x 4"	box													0	41.50	-
46. INDEX CARD BOX, 5-3/8"x8-7/8" x 6"	box													0	56.68	-
47. INDEX TAB, self-adhesive, 5 sets/box	box											20		20	67.60	1,352.00
48. LEAD, for mechanical pencil,0.5mm, 12 pcs/tube	tube													0	11.44	-
49. LOOSELEAF COVER, (8-1/2"x14"), 50 pcs/pack	pack											1		1	493.54	493.54
50. MAGAZINE FILE BOX, medium	piece										0	70		70	49.56	3,469.20
51. MAGAZINE FILE BOX, large	piece										40			40	44.61	1,784.40
52. MAP PIN, round head, 100s/box	box											16		16	36.40	582.40
53. MARKER, fluorescent, 3 colors/set	set											20		20	41.60	832.00
54. MARKING PEN, whiteboard, black	piece											31		31	15.08	467.48
55. MARKING PEN, whiteboard, blue	piece											29		29	15.08	437.32
56. MARKING PEN, whiteboard, red	piece											29		29	15.08	437.32
57. MARKING PEN, permanent, black	piece											38		38	14.32	544.16
58. MARKING PEN, permanent, blue	piece											36		36	14.32	515.52
59. MARKING PEN, permanent, red	piece											20		20	14.32	286.40
60. MARKING PEN, transparency film	set											27		27	84.24	2,274.48
61. NOTE BOOK, stenographer's	piece											130		130	7.49	973.70
62. NOTE PAD, (3"x3")	pad										0	36		36	36.40	1,310.40
63. NOTE PAD, (3"x4")	pad										40	7		47	52.00	2,444.00
64. NOTE PAD, (2"x2"), 400 sheets/pad	pad											40		40	112.32	4,492.80
69. NOTE PAD, (2"x3")	pad											36		36	31.20	1,123.20

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
2. CUTTER, heavy duty,	piece											22		22	27.04	594.88
3. PUNCHER, heavy duty	piece											18		18	114.40	2,059.20
4. SCISSORS, (6")	pair										10	12		22	18.72	411.84
5. SHARPENER, single cutterhead	piece													0	147.35	-
6. STAMPING DATER, self-inking stamp	piece											7		7	436.80	3,057.60
7. STAPLER, heavy duty, standard	piece											7		7	162.84	1,139.88
8. STAPLE REMOVER, twin jaws	piece											30		30	19.64	589.20
9. TAPE DISPENSER, heavy duty, for 24mm(1")	piece											9		9	40.23	362.07
10. WASTE BASKET, plastic	piece											15		15	20.99	314.85
COMMON JANITORIAL SUPPLIES																
1. BATHROOM SOAP, 70gms.	piece											14		14	14.56	203.84
2. BROOM, soft (tambo)	piece											2		2	119.60	239.20
3. BROOM, STICK (tingting)	piece											2		2	19.76	39.52
4. CLEANSER, powder, 350gms.	canister											8		8	17.32	138.56
5. DETERGENT POWDER, 500gms.	pouch											4		4	18.61	74.44
6. DETERGENT BAR	bar													0	18.72	-
7. DISINFECTANT SPRAY, 340 gm.	can											11		11	190.63	2,096.93
8. DUST PAN, plastic w.handle,large	piece											6		6	26.00	156.00
9. FLOOR WAX, paste, natural,2kg.	can											5		5	218.40	1,092.00
10. FLOOR WAX, paste, red, 2kg.,	can													0	306.80	-
11. FLOOR WAX, liquid type, 3.75li.	can													0	331.50	-
12. FURNITURE CLEANER, 400ml/can	can											4		4	122.72	490.88
13. INSECTICIDE, 600ml.(420g)/ can	can											4		4	116.48	465.92
14. MOPHANDLE, screw type, wooden handle	piece											2		2	83.20	166.40
15. MOPHEAD, 100% rayon, 400g	piece											4		4	71.76	287.04
16. RAG, COTTON, (7") in diameter	kilo											8		8	43.68	349.44
17. SCOURING PAD, economy size	pack													0	131.96	-
18. TOILET BOWL & URINAL CLEANER, 900ml	bottle											24		24	62.40	1,497.60
19. TOILET DEODORANT CAKE, 99%, 50gms.	box													0	33.28	-
20. TRASHBAG, plastic, black, (XL)	roll											30		30	103.79	3,113.70
LEGAL SIZE PAPER																
1. PAPER, bond, Premium Grade	ream													0	119.22	-
2. PAPER, mimeo, Groundwood	ream													0	91.52	-
3. PAPER, mimeo, Whitewove	ream													0	120.02	-
4. PAPER, for PPC	ream													0	173.33	-
5. PAPER, multicopy, legal, for laser printing	ream													0	174.72	-
COMMON OFFICE EQUIPMENT																
1. AIRPOT, 4.0 liters, w/ dispenser	unit											1		1	1,144.00	1,144.00
2. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 24	unit													0	7,953.92	-
3. FILING CABINET, four (4) drawers, steel, plain finish, w/ 8 ball bearing rollers, gauge 20	unit													0	9,399.52	-
4. FILING CABINET, four(4) drawers, three (3)	unit													0	13,497.12	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
drawers + one (1) safe, plain finish, gauge 20																	
5. FILING CABINET, lateral, four (4) drawers, beige, plain finish, 55"x18"x35.5(HxWxL) body, 6" x 16" x 32" (H x W x L), gauge 20	unit											6	6		12	12,155.52	145,866.24
6. CALCULATOR, desktop, heavy duty printing, 12 digits, two(2) color print/illuminated display AC power source, Canon	unit														0	1,892.80	-
7. CALCULATOR, desktop, mini-printer type,12 digits, AC/DC power source, with ink roller & adaptor	unit														0	925.60	-
8. CALCULATOR, scientific, 10 digits, dot matrix display, programmable, with case	unit											9			9	341.12	3,070.08
9. CALCULATOR, compact, electronic, LCD, desktop display, 12 digits, two-way power source	unit											12			12	161.08	1,932.96
10. CHAIR, monobloc, without armrest,beige/ white	unit														0	239.20	-
11. DOCUMENT CAMERA, w/ DVI port, four (4) reference points demarcate viewing area, 8 times (800%) consecutive zoom, PC and Doc Cam VS	unit												1		1	19,552.00	19,552.00
12. ELECTRIC FAN, orbit type	unit														0	1,028.56	-
13. ELECTRIC FAN, with stand	unit												4		4	764.40	3,057.60
14. ELECTRIC FAN, wall type	unit														0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit														0	934.84	-
16. FACSIMILE TRANSCIEVER, uses thermal paper 50m/roll, for documents 216mm x 600mm, 15 sec transmission speed, scanning width 208mm, document feeder holds 10 pages, with automatic paper cutter, redial, and fax/tel switchover	unit											1			1	4,451.20	4,451.20
17. FIRE EXTINGUISHER, dry chemical, for ABC class of fire, squeeze type,non-electrical conductor,non-toxic, non-corrosive, 4.5kg (10lbs.), brand new	unit														0	1,130.48	-
18. FIRE EXTINGUISHER, pure HCFC 123, with fire rating of 1A, 1BC for ABC class of fire, squeeze type non-electrical conductor, 4.5kg (10 lbs), brand new	unit											13			13	4,726.80	61,448.40
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens, 2000 hours lamp life, supports SVGA to SXGA (compressed) resolution	unit											0	1	1	2	24,939.20	49,878.40
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap. automatic clamping, stationery blade guard, A4-A6 format indications	unit													1	1	8,838.96	8,838.96
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit												1	1	2	6,238.96	12,477.92
22. PRINTER, automatic data processing, impact dot matrix, 9-pins, 136 columns, complete w/ ribbons, cables and manual, Epson FX-2190	unit														0	16,640.00	-
23. PRINTER, automatic data processing, impact dot matrix, 24-pins, 136 columns, complete w/ ribbons, cables and manual, Epson LQ-2180	unit														0	18,156.32	-
24. PRINTER, impact dot matrix, 9-pin, 80 columns, with ribbon, cables and manual	unit														0	7,124.00	-

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
9															0	-	
10															0	-	
Paper Materials and Products																	
1															0	-	
2															0	-	
3															0	-	
4															0	-	
5															0	-	
6															0	-	
7															0	-	
8															0	-	
9															0	-	
10															0	-	
Lighting and fixtures and accessories																	
1															0	-	
2															0	-	
3															0	-	
4															0	-	
5															0	-	
6															0	-	
7															0	-	
8															0	-	
9															0	-	
10															0	-	
Electrical equipment and components and supplies																	
1															0	-	
2															0	-	
3															0	-	
4															0	-	
5															0	-	
6															0	-	
7															0	-	
8															0	-	
9															0	-	
10															0	-	
Computer Supplies																	
1															0	-	
2															0	-	
3															0	-	
4															0	-	
5															0	-	
6															0	-	
7															0	-	
8															0	-	
9															0	-	
10															0	-	
Computer Equipment and Accessories																	
1 Computer Desktop													12		12	45,000.00	540,000.00
2. Office Standard 2010 Business													12	0	12	10,000.00	120,000.00

