

**ANNUAL PROCUREMENT PLAN FOR 2018
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 Quarterly requirement, Total Amount per item and the Grand Total.
2. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-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.**
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. 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.
4. The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. 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:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office: EMPLOYEES' COMPENSATION COMMISSION
 Region: MAIN & NCR
 Address: 355 Senator Gil Puyat Avenue, Makati City

Agency Account Code: X037

Contact Person: Josefa C. Panlaqui
 Position: Supply Officer III (D)
 E-mail: rondacabrera@panlaqui@yahoo.com
 Telephone/Mobile Nos: 8994251

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	34	19	7	60	25	19	8	52	32	18	6	56	25	17	8	50	218	20.28	4,421.04	
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	35	14	5	54	10	15	5	30	34	14	5	53	10	15	5	30	167	19.20	3,206.40	
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-	
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-	
5 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-	
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	8			8	8			8	8			8	8			8	32	18.93	605.76	
COMMON OFFICE SUPPLIES																					

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				Pages 2 0				0			0	0	766.73	-
2	AIR FRESHENER, aerosol, 280ml/150g min	can		23	23			21	21			22	22			19	19	85	88.69	7,538.65
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		73	73			70	70			71	71			70	70	284	49.73	14,123.32
4	CARBON FILM, PE, black, size 210mm x 297mm	box			0				0				0			0	0		205.48	-
5	CARBON FILM, PE, black, size 216mm x 330mm	box			0				0				0			0	0		210.91	-
6	CARTOLINA, assorted colors	pack			0				0				0			0	0		67.06	-
7	CHALK, molded, white, dustless, length: 78mm min	box			0				0				0			0	0		26.89	-
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece		31	31			23	23			19	19			14	14	87	38.19	3,322.53
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece		55	55			43	43			45	45			40	40	183	40.47	7,406.01
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		66	66			61	61			64	64			55	55	246	7.87	1,936.02
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		76	76			64	64			67	67			64	64	271	13.94	3,777.74
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		49	49			44	44			47	47			44	44	184	19.88	3,657.92
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		66	66			61	61			61	61			57	57	245	41.10	10,069.50
14	CORRECTION TAPE, film base type, UL 6m min	piece		110	110			99	99			110	110			97	97	416	18.26	7,596.16
15	DATA FILE BOX, made of chipboard, with closed ends	box		134	134			97	97			99	99			67	67	397	72.57	28,810.29
16	DATA FOLDER, made of chipboard, taglia lock	piece		61	61			36	36			49	49			36	36	182	71.39	12,992.98
17	ENVELOPE, DOCUMENTARY, for A4 size document	box		12	12			7	7			9	9			7	7	35	424.47	14,856.45
18	ENVELOPE, DOCUMENTARY, for legal size document	box		16	16			8	8			10	10			8	8	42	538.80	22,629.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		15	15			7	7			9	9			6	6	37	667.84	24,710.08
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece		21	21				0				0			0	21		28.71	602.91
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box			0				0				0			0	0		341.79	-
22	ENVELOPE, mailing, white, with window	box			0				0				0			0	0		427.23	-
23	ERASER, FELT, for blackboard/whiteboard	piece		11	11			1	1			1	1			2	2	15	11.55	173.25
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece		34	34			28	28			32	32			28	28	122	6.23	760.06

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25	FASTENER, METAL, 70mm between prongs	box		38	38			27	27			35	35			25	25	125	59.37	7,421.25
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0				0				0				0	0	73.59	-
27	FILE TAB DIVIDER, bristol board, for A4	set		59	59			51	51			60	60			53	53	223	12.98	2,894.54
28	FILE TAB DIVIDER, bristol board, for legal	set		46	46			40	40			46	46			40	40	172	17.31	2,977.32
29	FOLDER, FANCY, for A4 size documents	bundle		12	12			4	4			8	8			4	4	28	258.50	7,238.00
30	FOLDER, FANCY, for legal size documents	bundle		14	14			8	8			12	12			8	8	42	302.85	12,719.70
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack		15	15			8	8			10	10			7	7	40	177.92	7,116.80
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack		14	14			8	8			11	11			7	7	40	222.27	8,890.80
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		10	10			4	4			9	9			4	4	27	776.59	20,967.93
34	FOLDER, TAGBOARD, for A4 size documents	pack		26	26			15	15			23	23			15	15	79	226.05	17,857.95
35	FOLDER, TAGBOARD, for legal size documents	pack		25	25			15	15			22	22			15	15	77	208.38	16,045.26
36	GLUE, all purpose, gross weight: 200 grams min	jar		26	26			12	12			24	24			10	10	72	49.73	3,580.56
37	INDEX TAB, self-adhesive, transparent	box		9	9			4	4			6	6			7	7	26	53.74	1,397.24
38	LOOSELEAF COVER, made of chipboard, for legal	bundle		1	1				0				0				0	1	676.00	676.00
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece		2	2			2	2			2	2			2	2	8	43.26	346.08
40	MARKER, FLUORESCENT, 3 assorted colors per set	set		37	37			18	18			33	33			15	15	103	36.97	3,807.91
41	MARKER, whiteboard, black, felt tip, bullet type	piece		62	62			46	46			58	58			42	42	208	10.69	2,223.52
42	MARKER, whiteboard, blue, felt tip, bullet type	piece		42	42			30	30			35	35			26	26	133	10.69	1,421.77
43	MARKER, whiteboard, red, felt tip, bullet type	piece		25	25			28	28			35	35			28	28	116	10.69	1,240.04
44	MARKER, PERMANENT, bullet type, black	piece		98	98			81	81			80	80			79	79	338	10.04	3,393.52
45	MARKER, PERMANENT, bullet type, blue	piece		70	70			54	54			60	60			48	48	232	10.04	2,329.28
46	MARKER, PERMANENT, bullet type, red	piece		55	55			43	43			42	42			38	38	178	10.04	1,787.12
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		69	69			63	63			69	69			51	51	252	12.52	3,155.04
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			0				0				0				0	0	32.45	-

49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		78	78		66	Pages 4 66		66	66		55	55	265	44.32	11,744.80
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		8	8		8	8		8	8		6	6	30	59.49	1,784.70
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad		49	49		18	18		28	28		18	18	113	18.99	2,145.87
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		70	70		57	57		69	69		57	57	253	6.91	1,748.23
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		59	59		46	46		58	58		47	47	210	14.04	2,948.40
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			0			0			0			0	0	137.66	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			0			0			0			0	0	160.94	-
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream		488	488		387	387		488	488		387	387	1750	119.09	208,407.50
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream		126	126		105	105		129	129		103	103	463	123.08	56,986.04
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		52	52		42	42		48	48		40	40	182	95.18	17,322.76
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll			0			0			0			0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			0			0			0			0	0	20.40	-
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			0			0			0			0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		59	59		50	50		48	48		35	35	192	62.73	12,044.16
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			0			0			0			0	0	97.34	-
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle			0			0			0			0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box		42	42		27	27		26	26		22	22	117	97.04	11,353.68
66	RULER, plastic, 450mm (18"), width: 38mm min	piece		15	15			0		2	2		4	4	21	16.10	338.10
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		170	170		157	157		164	164		157	157	648	35.99	23,321.52
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		143	143		138	138		140	140		138	138	559	35.99	20,118.41
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		79	79		75	75		75	75		75	75	304	35.99	10,940.96
70	STAMP PAD INK, purple or violet	bottle		19	19		3	3		2	2		2	2	26	25.62	666.12
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		19	19			0		2	2			0	21	28.77	604.17
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box		2	2		2	2		2	2		2	2	8	21.51	172.08