

**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 |       |                 |              |
| <b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |       |                 |              |
| <b>COMMON ELECTRICAL SUPPLIES</b>                   |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |       |                 |              |
| 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          |              |
| <b>COMMON OFFICE SUPPLIES</b>                       |                 |                      |     |       |    |       |     |      |    |      |     |      |    |     |     |     |    |                |       |                 |              |

|    |   |        |  |     |     |   |  |    |    |              |  |     |     |   |  |    |    |     |        |           |
|----|---|--------|--|-----|-----|---|--|----|----|--------------|--|-----|-----|---|--|----|----|-----|--------|-----------|
| 1  | ACETATE, thickness: 0.075mm min (gauge #3)          | roll   |  |     |     | 0 |  |    |    | Pages 2<br>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    |

|    |   |        |  |  |    |    |  |  | Pages 31 |    |  |  |    |    |  |  |    |    |     |        |           |
|----|---|--------|--|--|----|----|--|--|----------|----|--|--|----|----|--|--|----|----|-----|--------|-----------|
| 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     |