

**ANNUAL PROCUREMENT PLAN FOR 2017  
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
  - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- Region XIII
  - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Cataraman)- Regions VI, VII, VIII, X, & XI
  - c. Surigao Del Norte - **Surigao Del Norte**
  - d. Zamboanga Sibugay- **Zamboanga Sibugay**
  - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. 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. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
  - b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
  - c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
  - d. ps.app.deped@gmail.com- For primary and secondary schools
  - e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **PHILIPPINE COMPETITION COMMISSION**

Agency Account Code: **A210**

Contact Person: **JESON Q. DE LA TORRE**

Region: \_\_\_\_\_

Position: **Chief Administrative Officer**

Address: **Development Academy of the Philippines (DAP) Bldg.**

E-mail : **procurement.pcc@gmail.com**

**San Miguel Ave., Ortigas Center, Pasig City**

Telephone/Mobile Nos: **5154553 / 09399349692**

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of October 14, 2016	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	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	17.42	2,090.40	
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	15.03	1,803.60	
7 TAPE, electrical	roll	5	5	5	15	5	5	5	15				5	5			5	5	40	18.20	728.00

COMMON OFFICE SUPPLIES																						
2	AIR FRESHENER, 280mL/150g min	can	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	83.20	13,979.77	
3	ALCOHOL, 70%, ethyl, 500ml	bottle	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	47.82	13,772.16	
6	CARTOLINA, assorted color, 20 pieces per pack	pack			1	1			1	1			1	1			1	1	4	64.48	257.92	
8	CLEARBOOK, A4 size	piece			30	30			30	30			30	30			30	30	120	39.52	4,742.40	
9	CLEARBOOK, Legal size	piece			30	30			30	30			30	30			30	30	120	43.68	5,241.60	
10	CLIP, backfold, 19mm, 12 pieces per box	box	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	7.28	1,135.68	
11	CLIP, backfold, 25mm, 12 pieces per box	box	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	10.40	1,622.40	
12	CLIP, backfold, 32mm, 12 pieces per box	box	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	19.12	2,982.72	
13	CLIP, backfold, 50mm, 12 pieces per box	box	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	36.38	5,675.28	
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	31.20	4,867.20	
15	DATA FILE BOX, made with chipboard, with closed ends	box	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	69.78	10,885.68	
16	DATA FOLDER, made with chipboard, taglia lock	piece	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	68.64	10,707.84	
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1	1	2	4	1	1	2	4	1	1	2	4	1	1	2	4	16	381.54	6,104.64	
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1	1	2	4	1	1	2	4	1	1	2	4	1	1	2	4	16	507.40	8,118.40	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	621.71	14,921.04	
20	ENVELOPE, EXPANDING, plastic	piece	36	36	36	108	36	36	36	108	36	36	36	108	36	36	36	108	432	27.61	11,927.52	
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box			6	6			6	6			6	6			6	6	19	499.20	9,484.80	
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box			6	6			6	6			6	6			6	6	19	561.60	10,670.40	
24	ERASER, plastic or rubber	piece			12	12			0				12	12			0	24	2.29	54.96		
25	FASTENER, for paper, metal, 50 sets per box	box	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	57.09	8,906.04	
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	70.67	11,024.52	
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	12.48	1,946.88	
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	16.64	2,595.84	
31	FOLDER, L-type, A4, 50 pieces pack	pack	1	1	1	3	1	1	1	3	2	2	2	6	2	2	2	6	18	166.40	2,995.20	
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	1	1	1	3	1	1	1	3	2	2	2	6	2	2	2	6	18	203.84	3,669.12	
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box			1	1			1	1			1	1			1	1	2	6	746.72	4,480.32
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack			1	1			1	1			1	1			1	1	2	6	179.28	1,075.68
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack			1	1			1	1			1	1			1	1	2	6	200.37	1,202.22
36	GLUE, all purpose, 300 grams min.	jar	20	20	20	60	15	15	15	45	15	15	15	45	10	10	10	30	180	44.18	7,952.40	
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	13	13	13	39	13	13	13	39	13	13	13	39	13	13	13	39	156	47.90	7,472.40	
38	LOOSELEAF COVER, 50sets per bundle	bundle	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	539.76	6,477.12	
39	MAGAZINE FILE BOX, LARGE	piece	12	12	12	36	12	12	12	36	12	12	12	36	12	12	12	36	144	41.60	5,990.40	
40	MARKER, fluorescent, 3 colors per set	set	12	12	12	36	20	20	20	60	12	12	12	36	20	20	20	60	192	35.55	6,825.60	
41	MARKER, whiteboard, bullet type, black	piece			10	10			10	10			10	10			10	10	40	10.28	411.20	
42	MARKER, whiteboard, bullet type, blue	piece			10	10			10	10			10	10			10	10	40	10.28	411.20	
43	MARKER, whiteboard, bullet type, red	piece			10	10			10	10			10	10			10	10	40	10.28	411.20	
44	MARKER, permanent, bullet type, black	piece			10	10			10	10			10	10			10	10	40	9.65	386.00	
45	MARKER, permanent, bullet type, blue	piece			10	10			10	10			10	10			10	10	40	9.65	386.00	
46	MARKER, permanent, bullet type, red	piece			10	10			10	10			10	10			10	10	40	9.65	386.00	
47	NOTE BOOK, stenographer's, 40 leaves, spiral	piece	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	10.40	2,995.20	

5

48	NOTE PAD, stick-on, (2"x3"), 100 sheets per pad	pad	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	31.20	8,985.60
49	NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	40.54	11,675.52
50	NOTE PAD, stick-on, (3"x4"), 100 sheets per pad	pad	24	24	24	72	24	24	24	72	24	24	24	72	24	24	24	72	288	54.06	15,569.28
52	PAPER CLIP, gem type, 48mm, 100 pieces per box	box			14	14			14	14			14	14			14	14	56	12.85	719.60
53	PAPER CLIP, gem type, 32mm, 100 pieces per box	box			35	35			35	35			35	35			35	35	140	6.43	900.20
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	35	35	35	105	35	35	35	105	35	35	35	105	35	35	35	105	420	112.32	47,174.40
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	132.02	23,763.60
56	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	35	35	35	105	35	35	35	105	35	35	35	105	35	35	35	105	420	95.26	40,009.20
57	PAPER, Multi-Purpose (COPY), Legal size, 70gsm	ream	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	114.35	20,583.00
58	PARCHMENT PAPER, A4 size, 80 gsm, 100 sheets per pack]	ream		3	3	6		3	3	6		3	3	6		3	3	6	24	88.40	2,121.60
59	PAPER, Thermal, 216mm x 30m	roll	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	31.15	747.60
60	PENCIL, lead, w/eraser, one(1) dozen per box	box	5	5	5	15	5	5	5	15	5	5	5	15	5	5	5	15	60	19.62	1,177.20
61	PHILIPPINE NATIONAL FLAG	piece			2	2			0	0			0	0			0	2	278.72	557.14	
62	RECORD BOOK, 300 pages, size: 214mm x 278mm min	book	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	60.32	7,238.40
63	RECORD BOOK, 500 pages, size: 214mm x 278mm min	book	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	86.85	10,422.00
66	RULER, plastic, 450mm, 1 piece in individual plastic	piece			100	100			100	100			0	0			0	200	15.48	3,096.00	
67	SIGN PEN, black	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	38.10	45,720.00
68	SIGN PEN, blue	piece	100	100	100	300	100	100	100	300	100	100	100	300	100	100	100	300	1200	38.10	45,720.00
69	SIGN PEN, red	piece			10	10			10	10			10	10			10	10	40	38.10	1,524.00
70	STAMP PAD INK, violet, 50mL	bottle			13	13			0	0			13	13			13	13	39	24.63	960.57
71	STAMP PAD, felt pad, min 60mm x 100mm	piece			13	13			0	0			13	13			13	13	39	27.66	1,078.74
72	STAPLE WIRE, Heavy duty, 23/13	box	15	15	15	45	12	12	12	36	15	15	15	45	12	12	12	36	162	23.40	3,790.80
73	STAPLE WIRE, Standard	box	15	15	15	45	13	13	13	39	15	15	15	45	13	13	13	39	168	18.92	3,178.56
74	TAPE, masking, 24mm, 50 meters length	roll			12	12			12	12			12	12			12	12	48	55.12	2,645.76
75	TAPE, masking, 48mm, 50 meters length	roll			12	12			12	12			12	12			12	12	48	105.04	5,041.92
76	TAPE, transparent, 24mm, 50 meters	roll			12	12			12	12			12	12			12	12	48	10.92	524.16
77	TAPE, transparent, 48mm, 50 meters	roll			12	12			12	12			12	12			12	12	48	26.52	1,272.96
78	TAPE, packaging, 48mm, 50 meters length	roll			12	12			12	12			12	12			12	12	48	32.74	1,571.52
79	TOILET TISSUE, 12 rolls per pack	pack	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	67.60	12,168.00
80	TWINE, plastic, one kilo per roll	roll			15	15			10	10			2	2			2	2	29	49.92	1,447.68
81	WRAPPING PAPER, kraft, 50 sheets per pack	pack			12	12			12	12			0	0			0	24	128.84	3,092.16	
82	Software		190			190			0	0			0	0			0	190	12,000.00		2,280,000.00
83	Airline Travel		5	10	30	45	30	5	40	75	5	10	5	20	5	5	40	50	190	15,000.00	2,850,000.00
COMMON OFFICE DEVICES																					
1	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	tube	13			13			0	0			12	12			0	25	9.19	229.75	
2	CUTTER KNIFE, heavy duty	piece	13			13			0	0			13	13			0	26	19.76	513.76	
3	DATING AND STAMPING MACHINE	piece	14			14			0	0			0	0			0	14	478.38	6,697.32	
4	PENCIL SHARPENER, 1 piece in individual plastic case	piece			13	13			0	0			0	0			0	13	187.20	2,433.60	
5	PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece			60	60			0	0			60	60			0	120	114.28	13,713.60	
6	SCISSORS, (6")	pair	20	20	20	60			20	20			20	20			0	100	13.73	1,373.00	
7	STAPLER, standard	piece	20	20	20	60			20	20			20	20			0	100	82.16	8,216.00	
9	STAPLE REMOVER, plier type	piece	20	20	20	60			20	20			20	20			0	100	18.18	1,818.00	
10	TAPE DISPENSER, table top	piece	14			14	14		14	14			0	0			0	28	47.72	1,336.16	
11	WASTE BASKET, non-rigid plastic	piece	20	20	10	50	20		20	20	20	20	60	20	20	20	60	190	23.90	4,541.00	

COMMON JANITORIAL SUPPLIES																						
3	CLEANER, TOILET BOWL AND URINAL, 900-1000ml cap	bottle	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	41.60	998.40	
4	CLEANSER, scouring powder, 350grams/can	can	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	21.27	510.48	
6	DISINFECTANT SPRAY, 400-550 grams	can	2	2	2	6	2	2	2	6	2	2	2	6	2	2	2	6	24	119.60	2,870.40	
7	DUST PAN, non-rigid plastic	piece				0				0	2			2				0	2	24.96	49.92	
9	FURNITURE CLEANER, aerosol, 300mL/can	can				0				0	1	1	1	3	1	1	1	3	6	84.76	508.56	
11	MOPBUCKET	piece			1	1				0	1			1				0	2	1,911.00	3,822.00	
12	MOPHANDLE, screw type, aluminum handle	piece			1	1				0	1			1				0	2	142.48	284.96	
13	MOPHEAD, made of rayon	piece			1	1				0	1			1				0	2	98.80	197.60	
14	RAG, all cotton, 32 pieces per kilo per bundle	bundle			1	1				0	1			1				0	2	49.69	99.38	
15	SCOURING PAD, 5 pieces per pack	pack			1	1				0	1			1				0	2	102.96	205.92	
16	TRASHBAG, plastic, transparent, 10pcs/roll	roll			1	1				0	1			1				0	2	139.88	279.76	
COMMON OFFICE EQUIPMENT																						
1	BINDING AND PUNCHING MACHINE, two(2) hand lever system, 34cm or 13" (24 holes) punching, width adjustable to any format, binds 425 sheets, or up to 2" thick, all metal construction	unit	2			2				0				0				0	2	10,400.00	20,800.00	
2	CALCULATOR, COMPACT, electronic, 12 digits cap, 1 unit in individual box	unit	180			180				0				0				0	180	135.20	24,336.00	
6	DIGITAL VOICE RECORDER, 4GB (expandable), 1 unit in individual box	unit	8			8				0				0				0	8	6,229.60	49,836.80	
7	DOCUMENT CAMERA, four(4) reference points demarcate viewing area, 16x(1600%) consecutive zoom, PC and Doc Cam video switcher, plug and play	unit	8			8				0				0				0	8	25,272.00	202,176.00	
17	PAPER SHREDDER, 0.06m/sec shred speed, cuts 6-8 sheets of 70gsm paper	unit	13			13				0				0				0	13	5,699.20	74,089.60	
24	Desktop and Laptop	unit	120			120				0				0				0	120	27,000.00	3,240,000.00	
COMMON COMPUTER SUPPLIES																						
5	COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	596.80	57,292.80	
6	COMPUTER CONTINUOUS FORMS, 3 ply, 11" x 14-7/8", 500 sets/box	box	8	8	8	24	8	8	8	24	8	8	8	24	8	8	8	24	96	958.15	91,982.40	
7	DVD REWRITABLE, 4x speed, 4.7GB capacity	piece	180			180	180			180	180			180	180			180	720	21.79	15,688.80	
8	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, System Requirements: USB 3.0: Windows XP/Vista/7/MacOSx 10.4 or above, with USB 3.0 cable and product guide	piece	120			120				0				0				0	120	2,818.40	338,208.00	
9	FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	120			120				0				0				0	120	194.48	23,337.60	
10	MOUSE, optical, USB connection type	unit			10	10			10	10			10	10				10	10	40	127.80	5,112.00
HANDBOOK ON PROCUREMENT																						
1	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece	20			20				0				0				0	20	61.83	1,236.60	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
COMMON ELECTRICAL SUPPLIES																						
1	see APP-GCWCS					0				0				0				0	0			



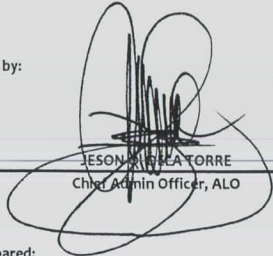
G.1 Available at Procurement Service Stores		7139196		1309439		488135		931278		9,868,048.02
G.2 Other Items not available at PS but regularly purchased from other sources		542874		260374		369874		369874		1,542,996.00
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		7682070		1569813		858009		1301152		11,411,044.02

\*Other categories that are not indicated herein

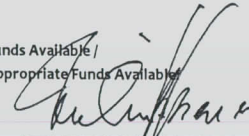
\*\*Prices are FOB Manila/Applicable for Items under A.

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.

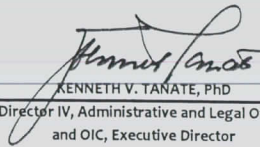
Prepared by:

  
 JERSON M. LA TORRE  
 Chief Admin Officer, ALO

Certified Funds Available /  
 Certified Appropriate Funds Available

  
 ATTY. JOSEPH MELVIN B. BASAS  
 Director IV, FPMS

Approved by:

  
 KENNETH V. TANATE, PHD  
 Director IV, Administrative and Legal Office  
 and OIC, Executive Director

Date Prepared:

11-29-16