

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 563-4397.

Department/ Bureau/Office: LICAB WATER DISTRICT
Region: III
Address: LICAB, NUEVA ECJA

Contact Person: DANILLO S. FIESTA
Position: INTERIM GENERAL MANAGER
E-mail : jicabwd@yahoo.com
Telephone/Mobile Nos: 09258158581

Item & Specifications	Unit of Measure	Quantity Requirement												* PS Price Catalogue as of (28.23.2011)	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	67.27	-
2. BALLAST, 1 x 40 watts	piece														0		-
2. BALLAST, 36 watts	piece														0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	2													2	36.40	72.80
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet														0	14.56	-
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, 6 watts	piece	5						3							8	33.85	270.80
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece														0	103.79	-
11. FUSE, 30 amperes	piece							2							2	10.90	21.80
12. FUSE, 60 amperes	piece														0	25.48	-
13. STARTER, 4-40 watts	piece	2													2	3.73	7.46
14. TAPE, electrical	roll														0	18.20	-
TOTAL																	372.80
COMMON COMPUTER SUPPLIES																	
1. COMPUTER CONTINUOUS FORMS, 1 ply, 11" x 9-1/2", 2000 pcs./box	box	2	2	2	2	2	2	2	2	2	2	2	2	2	24	520.00	12,480.00
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	-
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														0	50.84	-
10. CD DRIVE CLEANER	piece														0	64.22	-
11. COMPACT DISK RECORDABLE, min. of 650MB, 70 min. running time	piece														0	8.79	-
12. COMPACT DISK REWRITABLE, 650MB/74 min. capacity	piece														0	16.62	-

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69. TONER, for Kyocera Mita KM-1505/1510/1810	cart																	0	3,843.84	-
70. TONER, TK 100, for Kyocera Mita KM-1500	cart																	0	2,843.56	-
71. TONER CARTRIDGE, Samsung ML-2250D5	cart																	0	4,029.00	-
72. TONER CARTRIDGE, Samsung ML-2010D3	cart																	0	2,958.00	-
73. TONER CARTRIDGE, Kyocera TK-120	cart																	0	5,254.02	-
74. RIBBON, Epson RN 875	cart																	0	84.76	-
75. RIBBON, Epson RN 875	cart																	0	76.75	-
76. RIBBON, Epson RN 775	cart																	0	127.50	-
77. RIBBON, Epson RN SO 15083/SO 15085	cart																	0	724.88	-
78. RIBBON, Epson RN SO 15327	cart																	0	328.44	-
TOTAL																				
COMMON OFFICE SUPPLIES																			12,480.00	
1. ACETATE, gauge #3, 50m in length	roll																	0	603.20	-
2. AIR FRESHENER, 280ml/can	can	1		1				1		1				1				6	92.56	555.36
3. ALCOHOL, 70% isopropyl	bottle	1		1				1		1				1				6	37.70	226.20
4. AUDIO CASSETTE TAPE, 90min.	piece																	0	16.12	-
mins.	pack																	0	91.50	-
6. CARBON FILM, polyethylene, A-4, 100s/box	box	1																1	349.44	349.44
7. CARBON FILM, 216mm x 330mm, 100s/box	box																	0	364.00	-
8. CARTON, NA, assorted color, 20s/pack	pack																	0	72.80	-
9. CARTON, NA, white, 20s/pack	pack																	0	57.20	-
10. CHALK, white enamel, approx. 140s/box	box																	0	34.81	-
11. CLIP, bulldog (3")	piece																	0	8.42	-
12. CLIP, backfold, 25mm, 12s/box	box																	0	10.42	-
13. CLIP, backfold, 50mm, 12s/box	box																	0	43.68	-
14. CLIP, backfold, 19mm, 12s/box	box																	0	7.54	-
15. CLIP, backfold, 32mm, 12s/box	box																	0	17.42	-
16. COLUMNAR PAD, 4 cols, 55gsm	pad																	0	21.84	-
17. COLUMNAR PAD, 14 cols, 55 gsm	pad																	0	45.76	-
18. COLUMNAR PAD, 16 cols, 55 gsm	pad																	0	45.76	-

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80. TRACING PAPER, in rolls, 43" x 20" yards	roll														0		-
77. PARCHMENT PAPER, A4 size, 75 gsm, 100/ream	ream														0	161.20	-
78. PAPER FASTENER, non-rust metal, 50 sets/box	box														0	82.04	-
79. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box														0	15.60	-
80. PAPER CLIP, gem type, 32mm, 100s/box	box														0	8.84	-
81. PENCIL, lead, w/eraser	dozen														0	24.89	-
82. PENCIL, mechanical, 0.5mm lead	piece														0	18.20	-
83. PUSH PIN, hammer head type, 100s/box	box														0	30.00	-
84. RECORD BOOK, 300 pages	book	5													5	50.44	252.20
85. RECORD BOOK, 500 pages	book														0	77.98	-
86. RIBBON, nylon, manual typewriter	spool														0	15.81	-
87. RIBBON, nylon, for Kitan Bundy Clock time recorder	piece														0	644.80	-
89. RING BINDER, (1/2"x4"), plastic	piece														0	4.37	-
90. RING BINDER, (3/4"x4"), plastic	piece														0	12.48	-
91. RING BINDER, (1" x 44"), plastic	piece														0	12.48	-
92. RING BINDER, (2" x 44"), plastic	piece														0	28.13	-
92. RUBBER BAND, #18, min. 445 gms./box	box	1													1	132.68	132.68
93. RULER, plastic, 12"	piece														0	3.64	-
94. RULER, plastic, 18"	piece														0	36.40	-
95. SIGN PEN, black	piece														0	41.48	-
96. SIGN PEN, blue	piece														0	41.48	-
97. SIGN PEN, red	piece														0	41.48	-
98. STAMP PAD INK, violet, 50ml.	bottle	1													1	27.04	27.04
99. STAMP PAD, felt pad	piece														0	24.96	-
100. STAPLE WIRE, standard, #35	box	1							1						3	25.98	77.94
108. STENCIL PAPER, ordinary, universal	quire														0		-
109. STENCIL INK, # 217, 400ml.	tube														0		-
101. TAPE, adding machine	roll														0	10.66	-
102. TAPE, masking (1"), 24mm, 50 meters length	roll	1			1				1				1		4	41.60	166.40
103. TAPE, masking (2"), 48mm, 50 meters length	roll														0	83.82	-

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14. ELECTRIC FAN, wall type	unit																	0	745.68	-
15. INDUSTRIAL FAN, 18" metal blade	unit																	0	934.84	-
16. FACSIMILE TRANSMITTER, uses thermal paper	unit																	0	4,451.20	-
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																				
17. FIRE EXTINGUISHER, dry chemical, for ABC class	unit	3																3	1,130.48	3,391.44
of fire, squeeze type, non-electrical conductor, non-																				
toxic, non-corrosive, 4.5kg (10lbs.), brand new																				
18. FIRE EXTINGUISHER, pure HCFC 12, with fire	unit																	0	4,726.80	-
rating of 1A, 1BC for ABC class of fire, squeeze type																				
non-electrical conductor, 4.5kg (10 lbs), brand new																				
19. MULTIMEDIA PROJECTOR, 2000 ansi Lumens,	unit																	0	4,939.20	-
2000 hours lamp life, supports SVGA to SXGA																				
(compressed) resolution																				
20. PAPER TRIMMER/CUTTING MACHINE, 350MM cutting size, 30 sheets cutting cap.	unit																	0	8,838.96	-
automatic clamping, stationery blade guard, A4-A6 format indication																				
21. PAPER SHREDDER, 220mm feed opening, 4mm shred width, 0.06m/sec shred speed, 6-8 sheets performance, approx 5kg in weight	unit																	0	6,238.96	-

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HANDBOOK ON GENERIC PROCUREMENT	set															0	130.00	-	
MANUAL (GPM), A-4 size(210mm x 297mm), foldcote 12 w/ plastic lamination, one(1) set of four (4) volumes as follows.																			
Volume I (103 pages) - white color																			
Volume II (138 pages) - light blue color																			
Volume III (124 pages) - light yellow color																			
Volume IV (118 pages) - light green color																			
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																			
Office/Pump House Equipment and Accessories																			
1. Electric Kettle	1															1	500.00	500.00	
2. Rechargeable Flashlight (Head)	1															1	100.00	100.00	
3. Puncher	1															1	195.00	195.00	
4. Window Glass	1															1	1,500.00	1,500.00	
5. Coolant	2									2						2	8	200.00	1,600.00
6. Distilled Water	1															1	30.00	30.00	
7. Engine Oil #40	2									2						2	8	200.00	1,600.00
8.Trucopoly urethane (Hydraulic Hose)10m/nx6.5mm	6															6		-	
9.Shovel	1															1	300.00	300.00	
10.Paint Brush (big)	1															1	100.00	100.00	
11.Steel Brush	1															1	100.00	100.00	
12.Bulb Light										5						5	100.00	500.00	
TOTAL																		6,525.00	
Office Supplies																			
1. Ballpen	17	15	17	15	17	15	17	15	17	15	17	15	17	15	192	370.00	71,040.00		
2. Staple Wire	2		1	1				2		1				1	9	36.00	324.00		
3. Fastener short	1		1					1	1					1	5	50.00	250.00		
4. Fastener long	1														1	120.00	120.00		
5. Bond Paper short	3		3					3		3			3		18	177.00	3,186.00		
6. Bond Paper long	3		3					3		3			3		18	167.00	3,006.00		
7. Pentel Pen	1														1	35.00	35.00		
8. Rubber Boots															4	300.00	1,200.00		
9. Rain Coat															4	200.00	800.00		
10.Correctio Tape	3	1	2					2	2	2			3	1	20	100.00	2,000.00		
11.Paste	1							1						1	3	25.00	75.00		
12.Pencil	3		1		3			1	1	1			1	1	12	5.00	60.00		

13. Folder long			35	21	22	21	21	21	22	21	21	22	21	21	269	4.00	1,076.00
14. Envelope long			20	20	20	20	20	20	20	20	20	20	20	20	240	4.00	960.00
15. Scoth tape								1							1	50.00	50.00
16. White Board			1												1	500.00	500.00
17. Calendar															700	15.50	10,850.00
18. Paper Clip			1												700	30.00	30.00
19. Ribbon Cable Compact 3D								1							1	400.00	800.00
20. Typewriter Eraser								1							1	350.00	350.00
21. Denatured Alcohol					1			1							1	4	4.00
22. Dishwashing liquid			1		1				1		1				1	6	35.00
23. Zonrox			1	1	1	1		1	1	1	1		1		12	30.00	360.00
24. Tissue 12's			1		1				1		1		1	1	1	6	100.00
25. Nose Mask			2						1		1		1		2	100.00	200.00
26. Rubber Hand Globs			3						1						4	100.00	400.00
27. Motorcycle Seatcover			1												1	300.00	300.00
28. Dust Pan			1												1	35.00	35.00
29. Coffee, Sugar, Creamer			4	4	4	4	4	4	4	4	4	4	4	4	48	101.00	4,848.00
TOTAL																	103,681.00
Chemicals																	
1. Chlorine Granules	drums		2			1			2			1			0		-
TOTAL															6	7,500.00	45,000.00
Plumbing Tools																	
1. Screw Driver			1														
2. Philip Screw			1												1	150.00	150.00
3. Electrical Plier			3												1	150.00	150.00
4. Steel Hack saw Blade			2	2	2	2	2	2	2	2	2	2	2	2	3	150.00	450.00
5. Adjustable Wrench			1												24	70.00	1,680.00
6. Pipe Cutter			1												1	150.00	150.00
7. Pipe Trader (Rotchet) 1 set			1												1	3,000.00	3,000.00
															1	1,500.00	1,500.00

8.C-Clamp		1												1	150.00	150.00
TOTAL																7,230.00
Computer Supplies/System																
1.Black Ink Cartridge Epson #166		2	2	2	2	2	2	2	2	2	2	2	2	24	185.00	4,440.00
2.Colored Ink Cartridge Epson #166 (Cyan)					2				2				2	6	350.00	2,100.00
3.Colored Ink Cartridge Epson #166 (Yellow)					2				2				2	6	350.00	2,100.00
4.Colored Ink Cartridge Epson #166 (Magenta)					2				2				2	6	350.00	2,100.00
5.Black ink cartridge HP 704		1	1	1	1	1	1	1	1	1	1	1	1	12	350.00	4,200.00
6.Colored ink cartridge HP 704				1			1			1			1	4	450.00	1,800.00
7.Billing System					1									1	150,000.00	150,000.00
TOTAL																166,740.00
*Other Categories																
Printing (Forms)																-
Travel Order		1			1			1			1			4	225.00	900.00
Itinerary of Travel		1		1				1		1		1		6	450.00	2,700.00
Trip Ticket		1		1				1		1		1		6	225.00	1,350.00
Purchase Request		1			1			1			1			4	450.00	1,800.00
Purchase Order		1			1			1			1			4	450.00	1,800.00
Inspection & Acceptance Report		1			1			1			1			4	450.00	1,800.00
Store Requisition Slip		1		1				1		1		1		6	225.00	1,350.00
Petty Cash Voucher		1	1	1	1		1	1	1	1	1	1	1	12	450.00	5,400.00
Reimbursement Expense Receipt		1			1			1			1			4	225.00	900.00
Complaints and Action Form		1		1				1		1		1		6	450.00	2,700.00
Maintenance Order Form		1		1				1		1		1		6	450.00	2,700.00
Daily Time Record		1		1				1		1		1		6	20.00	120.00
Statement of Account		20	20	20	20	20	20	20	20	20	20	20	20	240	44.00	10,560.00
Meter Reading Card		30	30	30	30	30	30	30	30	30	30	30	30	360	4.00	1,440.00
Bin Card										200				200	4.00	800.00
Ledger Card		83	83	83	83	83	83	83	83	83	83	83	83	996	8.50	8,466.00
JEV Forms		2												2	225.00	450.00
Official Receipt		25	25	25	25	25	25	25	25	25	25	25	25	300	100.00	30,000.00
TOTAL																75,236.00

***GRAND TOTAL: 427,223.70

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 469,946.07

APPROVED BUDGET:

716,347.80

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable for items under A.

***Grand total 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: _____

Property/Supply Officer

Certified Funds Available: _____

Mary Grace Y. Esguerra
MARY GRACE Y. ESGUERRA
Accountant

Approved: _____

Afaneta
AFANETA D. LAUNE
Head of Office/Agency

ANNUAL PROCUREMENT PLAN FOR 2014

For SERVICE CONNECTION MATERIALS

Department/Bureau/Office: LICAB WATER DISTRICT

Region: III

Address: LICAB, NUEVA ECIJA

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