

ANNUAL PROCUREMENT PLAN FOR 2014 (Supplemental) 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, and Misamis Occidental (Oroquieta) - **Region XIII**
 - b. Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Camiguin - **Camiguin**
3. 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.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by 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 as soon as it is procured and made available by the Procurement Service.
6. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at app@procurementservice.org or at app.psdmb@yahoo.com.
7. Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
8. Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **DEPARTMENT OF EDUCATION/NATIONAL BOOK DEVELOPMENT BOARD**

Region: **NCR**

Address: **UNIT 2401 PRESTIGE TOWER, F.ORTIGAS JR. ROAD, ORTIGAS CENTER, PASIG CITY**

Contact Person: **LOU L. MAGDAEL**

Position: **ACTING SUPPLY OFFICER**

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Item & Specifications	Unit of Measure	Quantity Requirement																	Price/unit	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total		
OTHER ITEMS NOT AVAILABLE AT PROCUREMENT SERVICE STORES BUT REGULARLY PURCHASED FROM OTHER SOURCES																				
1. Code of Conduct	copy	1			1				0				0				0	1	30.00	30.00
2. Rubber stamp, custom made	piece	3			3				0				0				0	3	100.00	300.00
3. Rubber stamp, custom made	piece	1			1				0				0				0	1	250.00	250.00
4. Table linen, light blue, round shape	piece	1			1				0				0				0	1	225.00	225.00
5. Wireless microphone	unit	1			1				0				0				0	1	3,510.00	3,510.00
6. Thread, black	spool	1			1				0				0				0	1	20.00	20.00
7. Cloth, black	meters	10			10				0				0				0	10	31.00	310.00
8. Ink, HP 678	piece	6			6				0				0				0	6	380.00	2,280.00
9. Globe prepaid sim card	piece		2		2				0				0				0	2	40.00	80.00
10. Philippine National Bibliography (2010-2013)	set		4		4				0				0				0	4	300.00	1,200.00
11. Pencil tray	piece		1		1				0				0				0	1	43.75	43.75
12. Photo paper, glossy	pack		1		1				0				0				0	1	189.75	189.75
13. Rechargeable battery, triple	pack		1		1				0				0				0	1	401.75	401.75
14. Headphone, Philips	piece		1		1				0				0				0	1	1,999.00	1,999.00
15. Micro SD memory card, 16GB	piece		2		2				0				0				0	2	600.00	1,200.00

