

ANNUAL PROCUREMENT PLAN (APP) FOR 2017

For Common- Use Supplies and Equipment Available to PS

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 2016 must be submitted on or before September 15, 2016 and the APP for FY 2017 must be submitted on or before November 15, 2016.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office : **ORANI WATER DISTRICT**
 Region : **III**
 Address : **CENTRO UNO, ORANI, BATAAN**

Contact Person : **ANNA KARIZZA O. SAZON**
 Position : **ADMIN. SERVICES ASST.**
 E-mail : caress@oraniwater.com.ph
 Tel./Mobile Nos : **(047) 300-34-29**

Item & Specifications	Unit of Measure	Quantity Requirement													PS Price Catalogue as of (11/04/16)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. Available at Procurement Service Stores																	
Item & Specifications	Unit of Measure	Quantity Requirement													PS Price Catalogue as of (11/4/2016)	Total Amount	
COMMON OFFICE SUPPLIES																	
Sign Pen	piece	40			40			40			40				160	38.10	6,096.00
Bond paper (A4) Multicopy	ream	90			90			90			90				360	115.95	41,742.00
Bond paper (Legal) Multicopy	ream	45			45			45			45				180	135.65	24,417.00
Staple Wire (big)	box	30			30			30			30				120	18.92	2,270.40
Stapler	piece	10													10	82.16	821.60
Alcohol	bottle	10			10			10			10				40	47.82	1,912.80
Envelope Documentary (A4)	box	1													1	381.54	381.54
Envelope (legal)	box	1			1			1			1				4	621.71	2,486.84

Paper Clips	box	10			10			10			10			40	12.85	514.00
Correction Tape	piece	20			20			20			20			80	31.20	2,496.00
Scissor	piece	10												10	13.73	137.30
Ruler	piece	10												10	50.00	500.00
Fastener Metal	box	12												12	57.09	685.08
Data File Box	piece	40						40						80	68.64	5,491.20
Tape Packaging 48mm	rolls	5						5						10	30.62	306.20
Tape Transparent 48mm	rolls	7						7						14	26.52	371.28
Record Book	piece	5						5						10	60.90	609.00
Puncher	piece	4												4	114.28	457.12
Desktop	unit	1												1	39,208.00	39,208.00
																124,807.36
COMMON JANITORIAL SUPPLIES																
Tissue (roll pack)	pack	23			23			20			23			89	67.60	6,016.40
Broom (Tambo)	piece	1			1			1			1			4	88.40	353.60
Air Freshener	can	12						12						24	88.40	2,121.60
Trash Bag	rolls	20						20						40	139.88	5,595.20
Disinfectant Spray	can	10						10						20	100.00	2,000.00
																16,086.80

*****GRAND TOTAL:** **140,894.16**
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION **14,089.42**
APPROVED BUDGET: **154,983.58**

**Other categories that are not indicated herein*

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

****Grand total for items under A.*

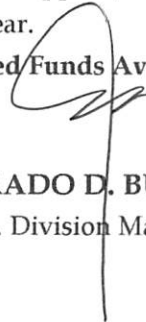
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared By:



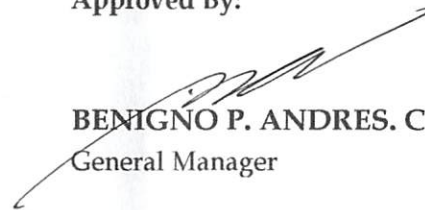
ANNA KARIZZA O. SAZON
Admin. Services Asst. C

Certified Funds Available:



CONRADO D. BUENAVENTURA
Admin. Division Manager

Approved By:



BENIGNO P. ANDRES. CESE
General Manager