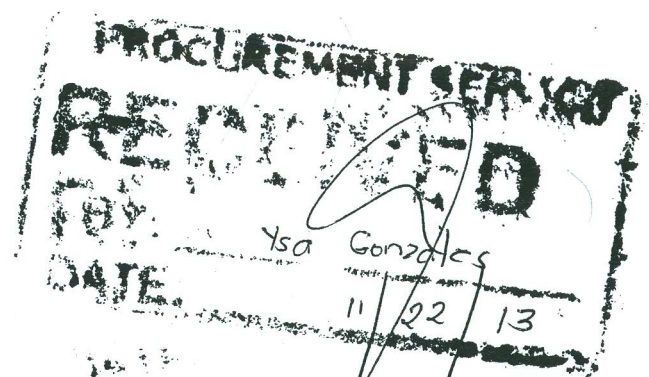


**PROPOSED ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**



Agnes B. Antanacio
11/25/13

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - Region XIII
 - Misamis Oriental, Calbayog, and Bontoc - Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - Surigao Del Norte
 - Camiguin - Camiguin
- 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.
- 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.
- 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.
- 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.psd@m@yahoo.com.
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
- 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 : OFFICE OF THE OMBUDSMAN - OFFICE OF THE SPECIAL PROSECUTOR
 Region : National Capital Region (NCR)
 Address : 5th Floor, Sandiganbayan Centennial Building, Commonwealth Ave.,
 Commonwealth Ave., corner Batasan Road, Quezon City

Contact Person : MARIANO B. AQUINO
 Position : Administrative Officer III (Supply Officer)
 Email : osp.property@gmail.com
 Telephone/Mobile Nos. : (02) 951-3134 / 926-7025

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (07.11.13)	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 watts	piece														0	66.77	-
2. BALLAST, 36 watts	piece		5					5							10	71.03	710.30
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet		10					10							20	20.12	402.40
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet		10					10					10		30	15.08	452.40
5. BATTERY, size D, alkaline, 2 pcs./packet	packet		2					2							4	74.88	299.52
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set														0	312.00	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set														0	364.00	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece		5					5							10	35.36	353.60
9. FLUORESCENT LAMP, tubular, 36 watts	piece		10					10					10		30	36.40	1,092.00
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece		10					10					10		30	100.78	3,023.40
11. FUSE, 30 amperes	piece														0	12.48	-
12. FUSE, 60 amperes	piece														0	24.96	-

