

Republic of the Philippines
OFFICE OF THE DEPUTY OMBUDSMAN FOR LUZON
 3/F Ombudmsan Bldg., Agham Road, Quezon City

ANNUAL PROCUREMENT PLAN FOR 2016
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 (Catarman)- 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 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
6. 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
7. Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
8. Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -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: OFFICE OF THE DEPUTY OMBUDSMAN FOR LUZON
 Region: METRO MANILA
 Address:3/F OMBUDSMAN BLDG. AGHAM ROAD, Q.C.

Contact Person: DANILO C. LIWANAGAN
 Position: ADMINISTRATIVE OFFICER III
 E-mail : daniebray@yahoo.com
 Telephone/Mobile Nos: 920-0136

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																						
COMMON ELECTRICAL SUPPLIES																						
1 BATTERY, size AA, alkaline, 2 pieces per blister pack	pack		20		20		20		20		20		20		20		20		20	80	17.14	1,371.20
2 BATTERY, size AAA, alkaline, 2 pieces per blister pack	pack		20		20		20		20		20		20		20		20		20	80	14.77	1,181.60
3 FLUORESCENT LAMP, tubular, 36 watts	tube		50		50		50		50		50		50		50		50		50	200	41.50	8,300.00
4 COMPACT FLUORESCENT LAMP, 18 watts, 1 piece in individual box	piece				0		20		20		20		20		15		15		55	55	101.82	5,600.10
5 TAPE, electrical	roll				0		3		3		3		3		3		3		6	6	18.20	109.20

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
COMMON OFFICE SUPPLIES																						
1 AIR FRESHENER, 280mL/can	can				0		24		24				0					12	12	36	81.12	2,920.32
2 ALCOHOL, 70%, ethyl, 500ml	bottle		216		216		216		216		216		216		216			216	216	864	43.14	37,272.96
3 CARTOLINA, assorted color, 20 pieces per pack	pack		20		20		20		20		20		20		20			20	20	80	70.50	5,640.00
4 CARTOLINA, white, 20 pieces per pack	pack						5		5		5		5		5			5	5	15	52.00	780.00
5 CARTOLINA, Assorted Color, 20 pieces per pack	pack				0		5		5		5		5		5			5	5	15	60.00	900.00
6 CLIP, backfold, 19mm, 12 pieces per box	box		10		10		10		10		10		10		10			10	10	40	7.28	291.20
7 CLIP, backfold, 25mm, 12 pieces per box	box		10		10		10		10		10		10		10			10	10	40	16.64	665.60
8 CLIP, backfold, 32mm, 12 pieces per box	box		10		10		10		10		10		10		10			10	10	40	20.68	827.20
9 CLIP, backfold, 50mm, 12 pieces per box	box		10		10		10		10		10		10		10			10	10	40	43.68	1,747.20
10 CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece		100		100		100		100		100		100		100			100	100	400	41.08	16,432.00
11 DATA FILE BOX, made with chipboard, with closed ends	box		12		12		12		12		12		12		12			12	12	48	69.73	3,347.04
12 DATA FOLDER, made with chipboard, taglia lock	piece		12		12		12		12		12		12		12			12	12	48	76.95	3,693.60
13 ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box				0		2		2				0		2			2	2	4	403.52	1,614.08
14 ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box		2		2		3		3		2		2		3			3	10	507.40	5,074.00	
15 ENVELOPE, MAILING, 500 pieces per box	box		15		15		15		15		15		15		15			15	60	139.36	8,361.60	
16 FASTENER, for paper, metal, 50 sets per box	box		50		50		50		50		50		50		50			50	200	57.09	11,418.00	
17 FOLDER, Pressboard, size 210mm x 370mm, 100s/box	box		2		2		2		2		2		2		2			2	8	935.89	7,487.12	
18 FOLDER, Tagboard, Legal size, 100 pieces per pack	pack		20		20		20		20		20		20		20			20	80	299.98	23,998.40	
19 GLUE, all purpose, 300 grams min.	jar		12		12		12		12		12		12		12			12	48	48.88	2,346.24	
20 INDEX TAB, self-adhesive, 5 set/box, assorted colors	box				0		10		10				0					0	10	50.84	508.40	
21 LOOSELEAF COVER, 50sets per bundle	bundle		2		2		2		2		2		2		2			2	8	539.76	4,318.08	
22 MARKER, fluorescent, 3 colors per set	set		15		15		15		15		15		15		15			15	60	35.55	2,133.00	
23 MARKER, whiteboard, bullet type, black	piece				0				0		24		24					0	24	11.80	283.20	
24 MARKER, whiteboard, bullet type, blue	piece				0				0		24		24					0	24	11.80	283.20	
25 MARKER, whiteboard, bullet type, red	piece				0				0		24		24					0	24	11.80	283.20	
26 MARKER, permanent, bullet type, black	piece		36		36		36		36		36		36		36			36	144	9.65	1,389.60	
27 MARKER, permanent, bullet type, blue	piece		24		24		24		24		24		24		24			24	96	9.65	926.40	
28 MARKER, permanent, bullet type, red	piece				0				0		24		24					0	24	9.65	231.60	
29 NOTE BOOK, stenographer's, 40 leaves, spiral	piece		30		30		30		30		30		30		30			30	120	10.30	1,236.00	
30 NOTE PAD, stick-on, (3"x3"), 100 sheets per pad	pad		20		20		20		20		20		20		20			20	80	38.38	3,070.40	
31 PAD PAPER, Ruled	pad		50		50		50		50		50		50		50			50	200	17.47	3,494.00	
32 PAPER CLIP, gem type, 48mm, 100 pieces per box	box		50		50		50		50		50		50		50			50	200	13.52	2,704.00	
33 PAPER CLIP, gem type, 32mm, 100 pieces per box	box		50		50		50		50		50		50		50			50	200	6.76	1,352.00	
34 PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		500		500		700		700		700		700		700			700	2600	132.02	343,252.00	
35 PAPER, Multi-Purpose (COPY) A4, 70gsm	ream		100		100		100		100		100		100		100			100	400	102.39	40,956.00	
36 PENCIL, lead, w/eraser, one(1) dozen per box	box				0		24		24		24		24		24			24	72	19.62	1,412.64	
37 RECORD BOOK, 300 pages, size: 214mm x 278mm min	book		50		50		50		50		50		50		50			50	200	60.32	12,064.00	
38 RECORD BOOK, 500 pages, size: 214mm x 278mm min	book		50		50		50		50		50		50		50			50	200	86.85	17,370.00	
39 RUBBER BAND, 70mm min lay flat length (#18)	box		50		50		50		50		50		50		50			50	200	105.85	21,170.00	
40 STAMP PAD INK, violet, 50mL	bottle		12		12		24		24		12		12		24			24	72	22.88	1,647.36	
41 STAMP PAD, felt pad, min 60mm x 100mm	piece		12		12		12		12		12		12		12			12	48	31.08	1,491.84	
42 STAPLE WIRE, Heavy duty, 23/13	box		0		0		5		5		5		5		5			5	15	30.42	456.30	
43 STAPLE WIRE, Standard	box		50		50		70		70		80		80		80			80	280	18.92	5,297.60	

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT		
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
44 STAPLE WIRE, Standard	box		50		50		70		70		80		80		80		80	280	18.92	5,297.60		
45 TAPE, masking, 24mm, 50 meters length	roll		24		24		36		36		36		36		24		24	120	55.12	6,614.40		
46 TAPE, transparent, 24mm, 50 meters	roll		100		100		200		200		200		200		150		150	650	17.37	11,290.50		
47 TAPE, packaging, 48mm, 50 meters length	roll		30		30		30		30		30		30		30		30	120	33.28	3,993.60		
48 TAPE DISPENSER, handheld	piece				6		5		5		5		5		0		0	10	29.10	291.00		
49 TAPE, for adding machine	roll				0		10		10		0		0		10		10	20	8.11	162.20		
50 TOILET TISSUE, 12 rolls per pack	pack		45		45		45		45		45		45		45		45	180	75.57	13,602.60		
51 TWINE, plastic, one kilo per roll	roll		0		0		5		5		0		0		5		5	10	54.08	540.80		
COMMON OFFICE DEVICES																						
1 DATING AND STAMPING MACHINE	piece		5		5				0				0				0	5	478.38	2,391.90		
2 PENCIL SHARPENER, 1 piece in individual plastic case	piece		2		2		2		2		2		2		2		2	8	187.20	1,497.60		
3 PUNCHER, paper, heavy duty, with two hole guide, 1 piece in individual box	piece		5		5		5		5		5		5		5		5	20	123.43	2,468.60		
4 SCISSORS, (6")	pair		5		5		5		5		5		5		5		5	20	15.53	310.60		
5 STAPLER, standard	piece		8		8		20		20		15		15		8		8	51	92.23	4,703.73		
6 STAPLER, binder type, heavy duty for high volume stapling, 25-135 sheets of 70gsm bond paper stapling capacity, min 100 staples, with adjustable paper guide	piece		0		0		1		1		1		1		0		0	2	1,059.76	2,119.52		
7 STAPLE REMOVER, plier type	piece		12		12		12		12		12		12		12		12	48	17.63	846.24		
8 TAPE DISPENSER, table top	piece		5		5		5		5		5		5		5		5	20	47.72	954.40		
9 WASTE BASKET, non-rigid plastic	piece		10		10		10		10		10		10		10		10	40	30.68	1,227.20		
COMMON JANITORIAL SUPPLIES																						
1 FURNITURE CLEANER AEROSOL 300m/CAN	piece		12		12		12		12		12		12		12		12	48	84.76	4,068.48		
2 INSECTICIDE, AEROSOL, 600ML/CAN	piece		12		12		12		12		12		12		12		12	48	85.76	4,116.48		
3 RAG, all cotton, 32 pieces per kilo per bundle	bundle		30		30		40		40		35		35		30		30	135	43.68	5,896.80		
COMMON OFFICE EQUIPMENT																						
COMMON COMPUTER SUPPLIES																						
1 DVD REWRITABLE, 4x speed, 4.7GB capacity	piece				0		0		50		50		30		30		30	110	21.37	2,350.70		
2 CR RW 700MB	piece								50		50		30		30		30	110	12.00	1,320.00		
3 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				0		0		1		1		1		1		3	5	3,092.96	15,464.80		
4 FLASH DRIVE, 16GB, USB 2.0, plug and play	piece				0		0		15		15		15		15		15	45	234.00	10,530.00		
5 MOUSE, optical, USB connection type	unit				0		0		3		3		3		3		3	6	137.28	823.68		
HANDBOOK ON PROCUREMENT																						
1 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	piece				0		0				20				0		0	20	28.90	578.00		
CONSUMABLES																						

Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity			
1 INK CART, BROTHER LC40, Black	cart				0		8		8		5		5		5		5	18	681.20	12,261.60	
2 INK CART, BROTHER LC40, Cyan	cart				0		3		3		3		3		2		2	8	447.20	3,577.60	
3 INK CART, BROTHER LC40, Magenta	cart				0		3		3		3		3		2		2	8	447.20	3,577.60	
4 INK CART, BROTHER LC40, Yellow	cart				0		3		3		3		3		2		2	8	447.20	3,577.60	
5 INK CART, CANON BCL-15, Black	cart				0		3		3		2		2		1		1	6	619.84	3,719.04	
6 INK CART, CANON BCL-16, Color	cart				0		1		1		1		1		1		1	3	702.00	2,106.00	
7 INK CART, EPSON C13T6664100 (T6641), Black	cart				0		5		5		3		3		2		2	10	254.80	2,548.00	
8 INK CART, EPSON C13T664200 (T6642), Cyan	cart				0		5		5		3		3		2		2	10	254.80	2,548.00	
9 INK CART, EPSON C13T664300 (T6643), Magenta	cart				0		5		5		3		3		2		2	10	254.80	2,548.00	
10 INK CART, EPSON C13T664400 (T6644), Yellow	cart				0		5		5		3		3		2		2	10	254.80	2,548.00	
11 INK CART, HP CN692AA, (HP704), Black	cart			5	5		5		5		5		5		5		5	20	346.32	6,926.40	
12 INK CART, HP CN693AA, (HP704), Tri-color	cart			3	3		3		3		3		3		3		3	12	346.32	4,155.84	
13 INK HP60, BLACK	cart			2	2		0		0		2		2		0		0	4	634.40	2,537.60	
14 INK HP60, tri-COLOR	cart			1	1		0		0		1		1		0		0	2	747.76	1,495.52	
15 TONER CART, BROTHER TN-2025, Black	cart				0						0		0				0	0	2,556.32	-	
16 TONER CART, BROTHER TN-2260, Black	cart				0		1		1		1		1		1		1	3	2,800.00	8,400.00	
17 TONER CART, HP CC364A, Black	cart				0		1		1				0				0	1	7,321.60	7,321.60	
18 TONER CART, HP CE278A, Black	cart			2	2			2	2			2	2				0	6	3,070.08	18,420.48	
19 TONER CART, HP CE285A (HP85A), Black	cart				0			2	2			4	4				0	6	2,707.12	16,242.72	
20 TONER CART, HP Q2612A, Black	cart				0			2	2			2	2				0	4	2,971.28	11,885.12	
21 TONER CART, SAMSUNG ML-D2850B, Black	cart			12	12			12	12			12	12				0	36	4,836.00	174,096.00	
22 TONER XEROX PHASER 3140/3155/3160	cart			12	12			15	15			15	15		15		15	57	3,400.00	193,800.00	
23 TONER KYOCERA TK-134	cart			12	12			15	15			15	15		12		12	54	5,600.00	302,400.00	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON ELECTRICAL SUPPLIES																					
1 BALLAST, ELECTRONIC 7 TERMINALS	piece				0		24		24				0				0	24	150.00	3,600.00	
2 BALLAST, ELECTRIC	piece						24		24				24					48	100.00	4,800.00	
COMMON OFFICE EQUIPMENT																					
1	unit				0				0				0				0	0		-	
COMMON OFFICE SUPPLIES																					
1 BALLPEN BLACK	pcs				0		80		80		50		50		30		30	160	7.00	1,120.00	
2 BALLPEN BLUE	pcs						60		60		30		30		20		20	110	7.00	770.00	
3 BALLPEN RED	pcs						24		24				0		24		24	48	7.00	336.00	
4 CLIP, bulldog, 73mm (3")	piece				0		10		10		10		10		10		10	30	8.32	249.60	
Doc. Filer/Box 11"H x 8"W x 15-1/4"L, finger ring, 5 x 8 index card	pcs				0		400		400		300		300		400		400	1100	200.00	220,000.00	
5 SIGNPEN BLACK 1.0	pcs				0		180		180		120		120		96		96	396	50.00	19,800.00	
6 SIGNPEN BLACK .7	pcs				0		96		96		60		60		36		36	192	40.00	7,680.00	
7 STAPLE WIRE, Heavy duty, 23/17	box		0		0		5		5		5		0		5		5	10	41.48	414.80	
*Other Categories																					
1					0				0				0				0	0		-	


Item & Specifications	Unit of Measure	Quantity Requirement																		Price Catalogue as of Sept 9, 2015	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity				
C. TOTAL (A + B):																					1,725,476.03	
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					172,547.60	
E. GRAND TOTAL (C + D)																					1,898,023.63	
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						
G. MONTHLY CASH REQUIREMENTS																						
G.1 Available at Procurement Service Stores		X			312751	X			441552	X			421589	X			322357	X				
G.2 Other Items not available at PS but regularly purchased from other sources					0								0								0	
TOTAL MONTHLY CASH REQUIREMENTS					312751								441552								421589	

*Other categories that are not indicated herein

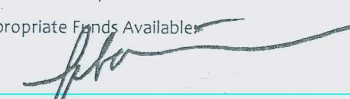
**Prices are FOB Manila/Applicable for Items under A.

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:


IRMINA H. BAUTISTA
 Graft Investigation & Prosecution Officer II
 BAC, Chairperson

Certified Funds Available /
 Certified Appropriate Funds Available:


FLOS CARMELI E. BATOON
 Budget Officer III

Approved by:


GERARD A. MOSQUERA
 Deputy Ombudsman for Luzon
 Head of Office/Agency

Date Prepared: December 16, 2015

