

**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 on your area.
2. For Sub - Depots please refer to the following:
 - 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. Do not delete any field in the APP Form.
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. 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
7. 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.
8. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)563-9397.

Department/Bureau/Office: BATAK WATER DISTRICT
Region: 1
Address: MARDERS' BLDG., NATIONAL HIGHWAY, 17 TABUG,
BATAK CITY, ILOCOS NORTE

Contact Person: MARIA DOHNA D. SAGUN
Position: General Manager D
E-mail : batacwaterdistrict@yahoo.com
Telephone/Mobile Nos: (077) 792-3026/2350

Item & Specifications	Unit of Measure	Quantity Requirement												** PS Price Catalogue as of (09.12.2011)	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
A. AVAILABLE AT PROCUREMENT SERVICE STORES																
COMMON ELECTRICAL SUPPLIES																
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	1			1			1						3	38.22	114.66
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	1			1			1			1			4	15.29	61.15
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece	1	1	1	1	1	1	1	1		1	1		10	108.98	1,089.80
14. TAPE, electrical	roll	1	1	1	1	1	1	1	1		1	1		10	19.11	191.10
COMMON COMPUTER SUPPLIES/CONSUMABLES																
14. DVD RE-WRITABLE, 4x speed, 4.7GB capacity	piece	1	1											2	20.96	41.92
15. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	1			1									2	306.68	613.37
42. MOUSE, optical, USB connection type	piece	1												1	207.48	207.48
2. AIR FRESHENER, 280ml/can	can	1	1	1	1	1	1	1	1		1	1		10	97.19	971.88

Photographic or filming or video equipment																
Cleaning Equipment and Supplies																
1 DISHWASHING LIQUID (1 gal/bottle)	gal	1	1		1	1		1	1		1	1		8	250.00	2,000.00
Paper Materials and Products																
1 SLIDING FOLDER, LONG	piece	2	2	2	2	2	2	2	2	2	2	2	2	24	10.00	240.00
2 COLUMNAR PAD, 2 COLUMNS	piece	1						1						2	30.00	60.00
3 COLUMNAR PAD, 10 COULUMNS	piece	1												1	75.00	75.00
4 COLUMNAR NOTEBOOK, 8 COLUMNS	piece	4												4	30.00	120.00
5 COLUMNAR NOTEBOOK, 16 COLUMNS	piece	1												1	40.00	40.00
6 COLUMNAR NOTEBOOK 22 COLUMNS	piece	2												2	55.00	110.00
7 DTR FORM #48	pad	1	1	1	1	1	1	1	1		1	1		10	25.00	250.00
8 RISO OF VARIOUS FORMS	ream	1	1	1	1	1	1	1	1	1	1	1	1	12	365.00	4,380.00
9 PHOTOCOPYING OF DOCUMENTS	lot	1												1	4,800.00	4,800.00
Lighting and fixtures and accessories																
Electrical equipment and components and supplies																
Computer Supplies																
Computer Equipment and Accessories																
*Other Categories																

*****GRAND TOTAL:** **45,544.48**
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION 4,554.45
APPROVED BUDGET: **50,098.92**

**Other categories that are not indicated herein*
****Grand total for items under A and B*

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:

MAIZEL MAIA V. CASTRO
BAC Secretary

Certified Funds Available /
Certified Appropriate Funds Available:

IMELDA G. TUTAAN
Cashier C Designate

Approved:

MARIA DOHNA D. SAGUN
General Manager D

Date Prepared: October 30, 2015