

**ANNUAL PROCUREMENT PLAN CY 2016
For Common-Use Supplies and Equipment**

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 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 or email at app@procurement-service.org
5. 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.
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: National Conciliation and Mediation Board
 Region: 5
 Address: 2nd Floor ANST Building, Washington Drive
Legazpi City

Contact Person: Wilson V. Josen
 Position Supply-Officer-Designate
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 Telephone/Mobile Nos: 480-84-67

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																		
1. BALLAST, 18 watts	piece															0	67.75	-
2. BALLAST, 1 x 40 watts	piece															0		-
2. BALLAST, 36 watts	piece															0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet		3			2			3					2		10	17.65	176.50
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet															0	14.56	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet															0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set				3			4				3				10	353.10	3,531.00
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set																	-
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
1. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece																	-
2. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece																	-
3. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece		10			10			10					10		40	240.75	9,630.00
4. INK CARTRIDGE, HP C9351AA (HP 21)	cart		5			5			5					5		20	645.25	12,905.00
5. INK CARTRIDGE, HP C9352AA (HP 22)	cart		2			2			2					2		8	729.75	5,838.00
6. MOUSE, optical, USB conection type	piece					1			1					1		3	148.20	444.60
7. TONER CARTRIDGE, TK 100, for Kyocera Mita KM-1500	cart		3			3			3					3		12	2,788.88	33,466.56

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