

ANNUAL PROCUREMENT PLAN
For Common-Use Supplies and

AN FOR 2018
id 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/purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or
4. Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget or to the DBM Regional Office and email at app@procurement.service.org
5. Consistent with DBM Circular No. 2011-6A, the APP for FY 2011 must be submitted on or before October 7, 2017 and the APP for FY 2012 must be submitted on or before November 15, 2017.
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: ADELA SERRA TY MEMORIAL MEDICAL CENTER
Region: XIII - CARAGA
Address: CAPITOL HILLS, TANDAG CITY, SURIGAO DEL SUR

Contact Person: _____
Position: _____
E-mail: _____
Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure					
		Jan	Feb	March	April	May
A. AVAILABLE AT PROCUREMENT SERVICE STORES						
COMMON ELECTRICAL SUPPLIES						
1. BALLAST, 18 watts	piece			30		
2. BALLAST, 36 watts	piece			90		
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet			50		
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet			50		
5. BATTERY, size D, alkaline, 2 pcs./packet	packet			15		
11. Faucet Ordinary	piece			1		
12. Convenient Outlet (4 gang)	piece			1		
13. Fluorescent Tube 40 watts	piece			5		
14. Compact Fluorescent Bulb 18 watts	piece			2		
15. STARTER, 4-40 watts	piece			2		
16. Lighting fixture, Essential LED tube, 600mm, 10 watts T8	set			60		
17. Lighting fixture, Essential LED tube, 1200mm, 20watts7656 T8	set			90		
18. STARTER, 4-40 watts	piece			90		
19. TAPE, electrical, big	roll			24		
20. Single pole switch, modern type	pc.			30		
21. 2-Gang Single pole switch, modern type	pc.			30		
22. 3-Gang Single pole switch, modern type	pc.			30		
23. Duplex Convenience Outlet, 3-prong	pcs.			30		
24. Aircon Outlet, modern type	pcs.			20		

Quantity Requirement								** PS Price Catalogue as of (09.12.2011)	Total Amount
June	July	Aug	Sept	Oct	Nov	Dec	Total		
			30				60	72.65	4,359.10
			90				180	78.34	14,101.78
			50				100	39.31	3,931.20
			50				100	15.72	1,572.48
			15				30	73.57	2,207.09
							1	66.00	66.00
							1	75.90	75.90
							5	95.70	478.50
							2	145.00	290.00
							2	4.03	8.06
			60				120	302.98	36,357.60
			90				180	398.46	71,722.80
			90				180	4.03	725.40
			24				48	35.00	1,680.00
			30				60	90.00	5,400.00
			30				60	135.00	8,100.00
			30				60	180.00	10,800.00
			30				60	150.00	9,000.00
			20				40	120.00	4,800.00

25. Compact Fluorescent Lamp, 18 watts	pcs.	120			
26. Essential LED tube, 1200mm, 20watts7656 T8 cm1	pcs.	200			
27. Essential LED tube, 600mm, 10 watts T8	pcs.	100			
28. Incandescent Bulb,*10 watts	pcs.	60			
29. Incandescent Bulb, 70 watts	pcs.	120			
30. Bulb, LED, 7 watts	pcs.	100			
31. Bulb, LED, 9 watts	pcs.	100			
32. Receptacle, surface mounted	pcs.	20			
33. ACB, 20A-AT, bolt-on type	pcs.	16			
34. ACB, 30A-AT, bolt-on type	pcs.	16			
35. ACB, 50A-AT, bolt-on type	pcs.	8			
36. ACB, 70A-AT, bolt-on type	pcs.	8			
37. ACB-100A-AT, bolt-on type	pcs.	8			
38. ACB, 125A-AT, bolt-on type	pcs.	8			
39. ACB, 150A-AT, bolt-on type	pcs.	8			
40. Copper wire, 3.5 mm2, THHN	boxes	8			
41. Copper wire, 5.5 mm2, THHN	boxes	8			
42. Copper wire, 8.0 mm2, THHN	boxes	4			
43. Copper wire, 14 mm2	mts.	100			
44. Copper wire, 22 mm2, THHN	mts.	100			
45. Switch box	pcs.	20			
COMMON COMPUTER SUPPLIES/CONSUMABLES					
1. COMPUTER CONTINUOUS FORMS, 3 ply, 11 x 9-1/2", 500 sets/box	box	30			
2. COMPACT DISK CASE, 50 CDs capacity	piece	2			
3. COMPACT DISK DRIVE CLEANER	piece	4			
4. COMPACT DISK REWRITABLE, 700MB min. capacity, 80 minutes recording time, 4x - 10x min speed	piece	5			
5. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	5			
6. FLASH DRIVE, 4GB, USB 2.0, plug and play	piece	4			
7. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	65			
COMMON OFFICE SUPPLIES					
1. ACETATE, gauge #3, 50m in length	roll	16			
2. AIR FRESHENER, 280ml/can	can	396			
3. ALCOHOL, 70%, ethyl	bottle	3000			
4. CARBON FILM, polyethylene, 216mm x 330mm, 100s/box	box	1			
5. CARTOLINA, assorted color, 20s/pack	pack	15			
6. CARTOLINA, white, 20s/pack	pack	4			
7. CHALK, white, dustless, 100 pcs/box	box	1			
8. COLUMNAR PAD, 14 cols, 50 gsm min.	pad	30			
9. COLUMNAR NOTEBOOK, 24 cols	piece	24			
10. CORRECTION FLUID, water based, min 15mL.	bottle	1			
11. DATA FILE BOX, (5"x9"x15-3/4")	box	35			
12. ENVELOPE, documentary (10"x15"), 500s/box	box	2			
13. ENVELOPE, expanding, kraft, legal size, 100s/box	box	49			
14. ENVELOPE, mailing white, 500s/box	box	2			
15. ENVELOPE, mailing white with window, 500s	box	1			
16. ENVELOPE, documentary, A4, 500s/box	box	1			
17. FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece	22			
18. FOLDER, pressboard, plain, legal, 100s/box	pack	4			

		120				240	112.09	26,901.60
		200				400	1,180.00	472,000.00
		100				200	980.00	196,000.00
		60				120	30.00	3,600.00
		120				240	25.00	6,000.00
		100				200	190.00	38,000.00
		100				200	250.00	50,000.00
		20				40	35.00	1,400.00
						16	250.00	4,000.00
						16	1,500.00	24,000.00
						8	2,000.00	16,000.00
						8	3,000.00	24,000.00
						8	3,000.00	24,000.00
						8	5,000.00	40,000.00
						8	8,000.00	64,000.00
						8	4,600.00	36,800.00
						8	5,800.00	46,400.00
						4	6,000.00	24,000.00
		100				200	98.00	19,600.00
		100				200	130.00	26,000.00
		20				40	58.00	2,320.00
								-
						60	518.92	31,135.10
	30					2	54.91	109.81
						4	69.36	277.43
						5	17.95	89.75
						5	12.64	63.18
						4	315.45	1,261.79
						65	505.44	32,853.60
								-
						16	777.57	12,441.12
		396				792	99.96	79,172.12
	3000					6000	50.12	300,720.00
						1	393.12	393.12
						15	78.62	1,179.36
						4	61.78	247.10
						1	37.59	37.59
						30	49.42	1,482.62
						24	45.00	1,080.00
						1	10.61	10.61
						35	69.63	2,436.97
						2	605.40	1,210.81
						49	729.93	35,766.51
						2	172.56	345.12
						1	224.19	224.19
						1	568.34	568.34
						22	89.86	1,976.83
						4	919.77	3,679.08

19. FOLDER, tagboard, legal size, 100s/box	✓	pack	16				
20. FOLDER, tagboard, A4 size, 100s/box	✓	pack	70				
21. GLUE, all purpose, 300 grams min.	✓	jar	56				
22. INDEX TAB, self-adhesive, 5 sets/box	✓	box	30				
23. LEAD, for mechanical pencil, 0.5mm, 12 pcs/tube		tube	4				
24. MAGAZINE FILE BOX, 110mm x 220mm x 265mm, with open end	✓	piece	33				
25. MARKER, fluorescent, 3 colors/set	✓	set	17				
26. MARKING PEN, whiteboard, black	✓	piece	81				
27. MARKER, permanent, black	✓	piece	59				
28. MARKER, permanent, blue	✓	piece	11				
29. MARKING PEN, for transparency		set	6				
30. NOTE PAD, (2"x3"), 100 sheets/pad	✓	pad	42				
31. PAPER, for Plain Paper Copier, 254mm 356mm(B4), 70gsm		ream	40				
32. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	✓	ream	1500				
33. PAPER FASTENER, for paper, metal, 50 sets/box		box	20				
34. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	✓	box	69				
35. PENCIL, lead, w/eraser, one(1) dozen per box	✓	box	66				
36. PENCIL, mechanical, for 0.5mm lead		piece	12				
37. PUSH PIN, flat head type, assorted colors, 100s/box		box	36				
38. RECORD BOOK, 300 pages, Smyth sewn	✓	book	174				
39. RECORD BOOK, 500 pages, Smyth sewn	✓	book	50				
40. RING BINDER, (1/2"x44"), plastic	✓	piece	2				
41. RING BINDER, (2" x 44"), plastic		piece	31				
42. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	✓	box	21				
43. RULER, plastic, 450mm	✓	piece	21				
44. SIGN PEN, black	✓	piece	62				
45. SIGN PEN, blue	✓	piece	100				
46. SIGN PEN, red	✓	piece	12				
47. STAMP PAD INK, violet, 50ml	✓	bottle	26				
48. STAMP PAD, felt pad, min 60mm x 100mm	✓	piece	17				
49. STAPLE WIRE, standard, #35	✓	box	165				
50. TAPE, masking, 48mm, 50 meters length	✓	roll	50				
51. TAPE, transparent, 24mm, 50 meters	✓	roll	12				
52. TAPE, transparent, 48mm, 50 meters	✓	roll	70				
53. TAPE, packaging, 48mm, 50 meters length	✓	roll	23				
54. TOILET TISSUE, 12 rolls/pack	✓	pack	68				
55. TWINE, plastic, one kilo per roll	✓	roll	2				
COMMON OFFICE DEVICES							
1. BLADE, heavy duty cutter(L500), 10 pcs./pack	✓	pack	4				
2. CUTTER, heavy duty		piece	6				
3. PUNCHER, heavy duty	✓	piece	14				
4. SCISSORS, (6")	✓	pair	22				
5. SHARPENER, single cutterhead	✓	piece	7				
6. STAMPING DATER, self-inking stamp	✓	piece	9				
7. STAPLER, heavy duty, standard	✓	piece	17				
8. WASTE BASKET, plastic	✓	piece	7				
COMMON JANITORIAL SUPPLIES							
1. BATHROOM SOAP, 70gms.		piece	18				

						16	447.03	7,152.54
						70	274.06	19,184.26
						56	40.42	2,263.77
						30	73.01	2,190.24
						4	12.36	49.42
						33	48.18	1,589.90
						17	44.93	763.78
						81	16.29	1,319.20
						118	14.58	1,720.44
						11	14.58	160.38
						6	90.98	545.88
						42	33.70	1,415.23
						40	210.23	8,409.31
						3000	150.47	451,396.80
						20	88.60	1,772.06
						138	16.85	2,325.02
						132	26.88	3,548.32
						12	19.66	235.87
						36	32.40	1,166.40
						347	54.48	18,902.89
						79	95.47	7,542.29
						2	4.72	9.44
						31	30.38	941.79
						41	143.29	5,875.07
						21	39.31	825.55
						62	44.80	2,777.50
						195	44.80	8,735.69
						12	44.80	537.58
						26	29.20	759.28
						17	26.96	458.27
						315	28.06	8,838.40
						91	90.53	8,237.83
						12	11.74	140.88
						129	22.01	2,839.34
						46	20.78	955.84
						136	66.04	8,981.71
						2	61.78	123.55
								-
						4	11.23	44.93
						6	2,400.00	14,400.00
						14	123.55	1,729.73
						22	20.22	444.79
						7	159.14	1,113.97
						9	471.74	4,245.70
						17	175.87	2,989.74
						7	22.67	158.68
								-
						18	15.72	283.05

6. Cartolina, orange	pcs.	30				
7. Cartolina, red	pcs.	20				
8. Carbon Paper, Plastrofoil	box	9				
9. Columnar notebook,*24 cols.	pc.	33				
10. Correction tape ✓	pc.	400				
11. Correction Pen	pc.	6				
12. Cover Cellophane	mtr	100				
13. Employees Leave Card	pcs	500				
14. Fax Paper	roll	10				
15. Folder, expanded , legal size	pc.	500				
16. Filer with cellophane and with 3 rings	roll	20				
17. Newsprint, pink	ream	11				
18. Newsprint, yellow	ream	11				
19. Newsprint, blue	ream	11				
20. Paper Fastener, Plastic ✓	box	100				
21. Paper Sticker (Matte)	sheet	750				
22. Paper Sticker (Green)	pcs.	45				
23. Paste, 250 grams	btl.	50				
24. Patient Identification Card	pcs	1000				
25. Marker Ink, refill	btl.	14				
26. Record Book,150 pages	pc.	50				
27. Record Book 250 pages	pc.	7				
28. Staple wire # 10	box	32				
29 Stapler, heavy duty with remover	unit	30				
30. Tape, double sided	roll	43				
31. Thumbtacks	box	10				
32. White Board size 20x30	set	1				
33. White Board size 40x60	set	1				
34. White Board size 48x24	set	1				
35. White Board Pen Ink, refill	btl.	10				
36. Brown Paper bag, #1 (Supot)	pack	35				
37. Brown Paper bag, #2 (Supot)	pack	25				
38. Brown Paper bag, #3 (Supot)	pack	20				
39. Brown Paper bag, #4 (Supot)	pack	20				
Audio and visual presentation and composing equipment						
Photographic or filming or video equipment						
1. Photocopier	unit	1				
Cleaning Equipment and Supplies						
1 Detergent powder, 40grams	sachet	10000				
2 Dishwashing Paste, 500 grams	jar	200				
3 Dishwashing Liquid, gal. (6 liters)	gal.	70				
4 Disinfectant solution 500ml	btl.	50				
5 Disinfectant solution 4 lts/ gal.	gal.	180				
6 Doormats	pc.	100				

							30	5.00	150.00
							20	5.00	100.00
							9	700.00	6,300.00
							33	55.00	1,815.00
		259					659	25.00	16,475.00
							6	100.00	600.00
		81					181	30.00	5,430.00
							500	15.00	7,500.00
							10	60.00	600.00
		376					876	15.00	13,140.00
							20	300.00	6,000.00
							11	220.00	2,420.00
							11	220.00	2,420.00
							11	220.00	2,420.00
		44					144	40.00	5,760.00
		750					1500	10.00	15,000.00
		45					90	25.00	2,250.00
		47					97	65.00	6,305.00
		1000					2000	8.00	16,000.00
		14					28	40.00	1,120.00
		32					82	55.00	4,510.00
							7	65.00	455.00
							32	12.00	384.00
							30	250.00	7,500.00
							43	30.00	1,290.00
							10	25.00	250.00
							1	750.00	750.00
							1	950.00	950.00
							1	2,500.00	2,500.00
							10	30.00	300.00
							35	30.00	1,050.00
							25	35.00	875.00
							20	50.00	1,000.00
							20	60.00	1,200.00
									-
									-
							1	50,000.00	50,000.00
									-
									-
		4732					14732	8.00	117,856.00
		34					234	40.00	9,360.00
		70					140	135.00	18,900.00
		14					64	175.00	11,200.00
		180					360	300.00	108,000.00
		86					186	75.00	13,950.00

16. Toner Cartridge, for SCX-4300	cart				26				
17. Toner Cartridge, HP 1020, 85 A	cart				75				
18. Toner Cartridge, HP P1006, 35A	cart				40				
19. Diskette, with casing 10 5/box	box								
ICT Tools & Supplies/Computer Equipment and Accessories									
1. Computer Keyboard	unit				3				
2 AVR, 110 KPH	unit				2				
3 Computer set, with complete accessories	unit				16				
4 Printer 3 in 1	unit				15				
5 Laminating Film	rolls				6				
6 Computer Mouse	pcs.				10				
7 LCD projector	unit				1				
8 Laptop	unit				4				
9 Megaphone	unit				1				
10 AVR3000 watts	unit				1				
11 Recorder	unit				1				
12 Table Top Office Photocopier	unit				1				
13 Power Supply for CPU	unit				2				
*Other Categories									
1 Cork Board	pc.				6				
2 Fingertips, moisturized	pcs.				20				
3 Filing Tray, 3 layers	unit				4				
4 Cloth	mtr.				30				
5 Basin, Big	pc.				10				
6 Batteries, Double A	pc.				11				
7 Sando bag, red (jumbo size)	pack				120				
8 Sando Bag, medium size, yellow	pack				120				
9 Sando Bag, jumbo size, yellow	pack				240				
10 Sprayer bottle, empty, 1 liter capacity	pcs.				30				
11 Plastic Cable tie 20's/pack	pack				100				
12 Chlorine Powder, 40 kls.	drum				23				
13 Dipper	pc.				1				
14 Food Cling wrap 600m x 45m	rolls				500				
15 Thread, 5000m /roll white, green, navy blue	roll				15				
16 Wall Clock	pc.				9				
17 Water Dispenser	unit				3				

***GRAND TOTAL:
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

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

							26	4,450.00	115,700.00
							75	3,500.00	262,500.00
							40	3,500.00	140,000.00
							0	600.00	-
							0		-
							3	350.00	1,050.00
							2	3,000.00	6,000.00
							16	35,000.00	560,000.00
							15	12,000.00	180,000.00
							6	2,400.00	14,400.00
							10	150.00	1,500.00
							1	30,000.00	30,000.00
							4	40,000.00	160,000.00
							1	2,850.00	2,850.00
							1	6,000.00	6,000.00
							1	1,000.00	1,000.00
							1	50,000.00	50,000.00
							2	825.00	1,650.00
							0		-
							6	800.00	4,800.00
							40	50.00	2,000.00
							4	235.00	940.00
							30	150.00	4,500.00
							10	650.00	6,500.00
							11	25.00	275.00
							240	169.40	40,656.00
							240	154.00	36,960.00
							480	154.00	73,920.00
							60	85.00	5,100.00
							200	25.00	5,000.00
							23	3,500.00	80,500.00
							1	25.00	25.00
							751	1,500.00	1,126,500.00
							30	350.00	10,500.00
							9	175.00	1,575.00
							3	7,000.00	21,000.00

8,483,053.45


We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed comm

non-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:


GRACE M. DUGAL

Administrative Officer IV/Procurement Officer


GENALYN B. PLAZA

Budget Officer


JOANNA ROSE L. MORATA, CPA

Chief Accountant


MELANIE JUNES L. GRUMO, CPA, MBA

Supervising Administrative Officer


JOSE R. LLACUNA, MD., MPH, CESO III

Director IV

Date Prepared: SEPTEMBER 27, 2017

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed comm

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
Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:


GRACE M. DIMALGAL


Administrative Officer IV/Procurement Officer


GENALYN B. PLAZA


Budget Officer


for JOANNA ROSE L. MORATA, CPA

Chief Accountant


MELANIE JUNES L. GRUMO, CPA, MBA

Supervising Administrative Officer


JOSE R. LUEVANO, MD., MPH, CEO
9/28/17

Director IV

Date Prepared: SEPTEMBER 27, 2017