



November 29, 2017

**RICKY L. SANCHEZ**  
OIC – Regional Director  
Department of Budget and Management, Caraga  
J Rosales Ave., Butuan City



Dear Sir:

Submitting herewith the Annual Procurement Plan – Common Supplies and Equipment (APP-CSE) for FY 2018 of Department of Science and Technology – Caraga.

Sincerely,

**DOMINGA D. MALLONGA**  
Regional Director

## ANNUAL PROCUREMENT PLAN FOR 2018 For Common-Use Supplies and Equipment

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

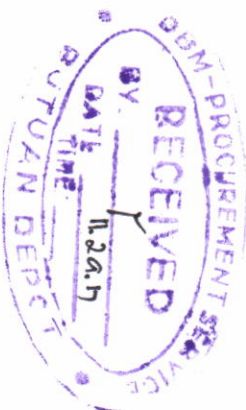
1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [ps-phillipeps.gov.ph](mailto:ps-phillipeps.gov.ph) 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.
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. 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.
4. 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

The accomplished **SOFT COPY** of the APP-CSE shall be submitted to the following email addresses:

- a. [app.nga.ps@gmail.com](mailto:app.nga.ps@gmail.com)- For central and regional offices of all national government agencies
  - b. [app.suc.ps@gmail.com](mailto:app.suc.ps@gmail.com)- For main and other campuses of all state universities and colleges
  - c. [app.gocc.ps@gmail.com](mailto:app.gocc.ps@gmail.com)- For all central and regional offices of government owned and controlled corporations
  - d. [app.deped.ps@gmail.com](mailto:app.deped.ps@gmail.com)- For primary and secondary schools
  - e. [app.lgu.ps@gmail.com](mailto:app.lgu.ps@gmail.com)- For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
  6. Rename your APP file in the following format: APP2018- Name of Agency- Region (e.g. APP2018 -PS- Central Office).
  7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office: NONE  
 Region: XIII - Butuan  
 Address: CSU Campus, Ampayon, Butuan City

Agency Account Code: No Code  
 Contact Person: RICKY C. POCON  
 Position: Supply Officer III  
 E-mail: [supply.dostcaraga@gmail.com](mailto:supply.dostcaraga@gmail.com)  
 Telephone/Mobile Nos: 863425345



Item & Specifications	Unit of Measure	Quantity Requirement												Total quantity	Price Catalogue	TOTAL AMOUNT				
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<b>COMMON ELECTRICAL SUPPLIES</b>																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack	25			25			25				0					0	50	19.50	975.00
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		25		25			25				0					0	50	18.46	923.00
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0							0					0	0	88.40	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0							0					0	0	40.97	-
5 Light Bulb, LED, 7 watts 1 pc in individual box	piece	10			10							0					0	10	75.39	753.90
6 TAPE, ELECTRICAL, 18mm x 16M min	roll	5			5			5				0					0	10	18.20	182.00

## COMMON OFFICE SUPPLIES

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll	5		5					0								0								0	5	737.24	3,686.20
2	AIR FRESHENER, aerosol, 280ml/15oz min	can	24		24					0	24							24								0	48	85.28	4,093.44
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	36		36	36				36	36							36								0	108	47.82	5,164.56
4	CARBON FILM, PE, black, size 210mm x 297mm	box			0					0								0								0	0	197.58	
5	CARBON FILM, PE, black, size 210mm x 330mm	box	6		6					0	5							5								0	11	202.80	2,330.80
6	CARTOLINA, assorted colors	pack	20	2	22	10				10	10							10	2							2	44	64.48	2,837.12
7	CHALK, molded, white, dustless, length: 78mm min	box			0					0								0								0	0	25.86	
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece			0					0								0								0	0	36.72	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	20		20	10				10								0								0	30	38.91	1,167.30
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-mm)	box	25		25	10				10	5							5	5							5	45	7.57	340.65
11	CLIP, BACKFOLD, all metal, clamping: 29mm (-mm)	box	50	30	110	35				95	30	30						90	30	30	30					90	385	13.40	5,159.00
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-mm)	box	50	30	110	33				93	30	30						90	30	30	30					90	383	19.12	7,322.96
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-mm)	box	100		100	100				100	100							100								0	300	39.52	11,856.00
14	CORRECTION TAPE, film base type, UL 6m min	piece	24		24					0	24							24								0	48	17.56	842.88
15	DATA FILE BOX, made of chipboard, with closed ends	box			10	10				10								0								0	20	69.78	1,395.60
16	DATA FOLDER, made of chipboard, tagline lock	piece	15		15	10				10								0								0	25	68.64	1,716.00
17	ENVELOPE, DOCUMENTARY, for A4 size document	box	10		10	10				10								0								0	20	408.14	8,162.80
18	ENVELOPE, DOCUMENTARY, for legal size document	box	10		10	5				5	5							5								0	20	518.08	10,361.60
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	10		10	5				5	5							5								0	20	642.15	12,843.00
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	5		5	5				10								0								0	15	27.61	414.15
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box	5		5					0	1							1								0	6	328.64	1,971.84
22	ENVELOPE, mailing, white, with window	box			0					0								0								0	0	410.80	















