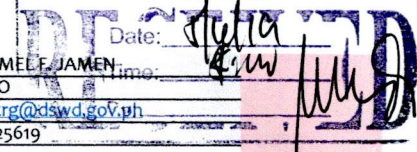


SUPPLEMENTAL ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Department/Bureau/Office: Department of Social Welfare and Development - FO Caraga
Region: XIII - Butuan
Address: R.Palma Street, Capitol Site Butuan City

Agency Account Code: No Code
Organization Type: National Government Agency (NGA)

Contact Person: RAMEL F. JAMEN
Position: CAO
E-mail: focrg@dswd.gov.ph
Telephone/Mobile: 3425619



Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year						
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT		
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																						
Pesticides or Pest Repellents																						
1 10191509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00				0	0.00					0	0.00	0.00	146.06	0.00		
Solvents																						
2 12191601-AL-E01 ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	4			4	184.43	4			4	184.43	4			4	184.43	4	184.43	16.00	46.11	737.71	
Color Compounds and Dispersions																						
3 12171703-SI-P01 STAMP PAD INK, purple or violet	bottle	5			5	129.06				0	0.00	5			5	129.06		0	0.00	10.00	25.81	258.11
Paper Materials and Products																						
18 14111514-NB-S01 NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	50			50	631.11	50			50	631.11	50			50	631.11	50	631.11	200.00	12.62	2,524.44	
21 14111507-PP-C01 PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0	0.00	45			45	5,400.90			0	0.00	20		20	2,400.40	65.00	120.02	7,801.29
22 14111507-PP-C02 PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0	0.00	46			46	6,266.50			0	0.00	20		20	2,724.56	66.00	136.23	8,991.06
26 14111531-RE-B01 RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10			10	741.20				0	0.00	10			10	741.20		0	0.00	20.00	74.12	1,482.40
Manufacturing Components and Supplies																						
32 31201610-GL-J01 GLUE, all purpose, gross weight: 200 grams min	jar				0	0.00	1			1	50.12			0	0.00	1		1	50.12	2.00	50.12	100.24
34 31151804-SW-S01 STAPLE WIRE, STANDARD, (26/6)	box	10			10	210.15	5			5	105.08	5			5	105.08	10	10	210.15	30.00	21.02	630.46
36 31201503-TA-M01 TAPE, MASKING, width: 24mm (±1mm)	roll				0	0.00	2			2	115.54			0	0.00	2		2	115.54	4.00	57.77	231.08
38 31201517-TA-P01 TAPE, PACKAGING, width: 48mm (±1mm)	roll				0	0.00	2			2	38.15			0	0.00	2		2	38.15	4.00	19.08	76.30
40 31201512-TA-T02 TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0	0.00	5			5	95.38			0	0.00	5		5	95.38	10.00	19.08	190.75
Cleaning Equipment and Supplies																						
49 47131812-AF-A01 AIR FRESHENER, aerosol, 280ml/150g min	can				0	0.00	2			2	180.40			0	0.00	2		2	180.40	4.00	90.20	360.79
Office Equipment and Accessories and Supplies																						
87 44121801-CT-R01 CORRECTION TAPE, film base type, UL 6m min	piece	20			20	367.98	20			20	367.98	20			20	367.98	20	20	367.98	80.00	18.40	1,471.94
92 44121506-EN-X01 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0	0.00	2			2	1,547.80			0	0.00	2		2	1,547.80	4.00	773.90	3,095.60
97 44122118-FA-P01 FASTENER, METAL, 70mm between prongs	box	5			5	413.55	5			5	413.55	5			5	413.55	5	5	413.55	20.00	82.71	1,654.18
105 44122027-FO-P01 FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2			2	1,565.24	2			2	1,565.24	2			2	1,565.24	2	2	1,565.24	8.00	782.62	6,260.96
110 44121716-MA-F01 MARKER, FLUORESCENT, 3 assorted colors per set	set				0	0.00	5			5	195.11			5	195.11			0	0.00	10.00	39.02	390.22
117 44122104-PC-G01 PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	5			5	31.34	5			5	31.34	5			5	31.34	5	5	31.34	20.00	6.27	125.35
134 44101807-CA-C01 CALCULATOR, compact, 12 digits	unit		4		4	566.80				0	0.00			0	0.00			0	0.00	4.00	141.70	566.80
Printer or Facsimile or Photocopier Supplies																						

241	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart	6		6	20,385.31	6		6	20,385.31	6		6	20,385.31	6		6	20,385.31	24.00	3,397.55	81,541.24																						
Arts and Crafts Equipment and Accessories and Supplies																																												
##	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel Ink, 0.5mm needle tip	piece	10		10	362.75	10		10	362.75	10		10	362.75	10		10	362.75	40.00	36.28	1,451.01																						
##	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	10		10	362.75	10		10	362.75	100		100	3,627.52	10		10	362.75	130.00	36.28	4,715.78																						
##	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5		5	181.38			0	0.00			0	0.00			0	0.00	5.00	36.28	181.38																						
A. TOTAL																																									124,839.08			
B. ADDITIONAL PROVISION FOR INFLATION (10% of																																												
C. GRAND TOTAL (A - B)																																											124,839.08	
D. APPROVED BUDGET BY THE AGENCY HEAD																																											12,483.91	
G. MONTHLY CASH REQUIREMENTS																																											137,322.99	
G.1 Available at Procurement Service Stores																																												-
G.2 Other Items not available at PS but regularly purchased from other																																												-
TOTAL MONTHLY CASH REQUIREMENTS																																												124,839.08
																																												31,666.95
																																												-
																																												31,666.95

*Agency must put the monthly requirement for air tickets both local and international.

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:

MARLENE H. JULVE
Property Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

ASUNZON S. FLAUTA
Accountant / Local Budget Officer

Approved by:

MITA CHUCHI VUTAJALIM
Head of Office/Agency

Date Prep: May 3, 2019

