

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by e-mail if the submission is incorrect.
- 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.
- 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 or at app.psdmb@yahoo.com.
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- As an eligibility of the Performance Based Bonus (PBB) for 2013, the APP should be posted in the Agency Transparency Seal.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **DOST - SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE (STII)**
Project: **NSTW**

Region: **NCR**
Address: **DOST Complex Gen. Santos Avenue, Bicutan, Taguig City**

Contact Person: **MA. RACHEL DIANA S. MESIAS**

Positi: **Admin. Aide I**
E-mail: rachel@stii.dost.gov.ph
Telephone/Mobile Nos: **837-2191 to 95**

Type of Contract to be Employed	Extent/Size of Contract		Procurement Method	TIME SCHEDULE/Quantity Requirement												ESTIMATED Budget		
				J	F	M	A	M	J	J	A	S	O	N	D	Total	Unit Price	Total Price
A. Procurement of goods and supplies / materials	BATTERY, size AA, alkaline, 2 pcs./packet	pack							20							20	60.00	1,200.00
	BATTERY, size AAA, alkaline, 2 pcs./packet	pack							0							0	15.59	-
	Rechargeable battery AA	pack							10							10	145.00	1,450.00
	Rechargeable battery AAA	pack							10		5		5			20	145.00	2,900.00
	COMPACT DISK CASE, 50 CDs capacity	piece							2							2	54.79	109.58
	TAPE, electrical	roll								1						1	19.24	19.24
	CLIP, bulldog (3")	piece								20						20	7.02	140.40
	Clip, backfold, 50mm	box							5							5	40.02	200.10
	Clip, backfold, 25mm	box							5							5	10.92	54.60
	Clip, backfold, 32mm	box							5							5	17.68	88.40
	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box							5							5	15.60	78.00
	DATA FILE BOX, (5"x9"x15-3/4")	box							12							12	61.36	736.32
	DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece							12							12	62.18	746.16

ENVELOPE, expanding, plastic, legal size	piece								100							100	39.81	3,981.00
FILE ORGANIZER, expanding, legal, plastic, assorted color	piece								2	2						4	76.32	305.28
GLUE, all purpose, 300 grams min.	jar								6							6	51.98	311.88
MAP PIN, round head, 100s/box	box								3							3	36.40	109.20
MARKING PEN, whiteboard, black	piece								3							3	15.08	45.24
MARKER, permanent, black	piece								7							7	13.50	94.50
MARKER, permanent, blue	piece								4							4	13.50	54.00
MARKER, permanent, red	piece								2							2	13.50	27.00
STAPLE WIRE, standard, #35	box								10							10	22.34	223.40
Signpen, black	piece								4							4	48.00	192.00
Signpen, blue	piece								3							3	48.00	144.00
Signpen, red	piece								3							3	48.00	144.00
TAPE, masking, 24mm, 50 meters length	roll								5	2						7	45.76	320.32
TAPE, masking, 48mm, 50 meters length	roll								5							5	91.31	456.55
BLADE, heavy duty cutter(L500), 10 pcs./pack	pack								6							6	9.36	56.16
CUTTER, heavy duty	piece								2							2	28.08	56.16
PAPER, multi-copy, 80gsm, short	ream								10							10	125.00	1,250.00
PAPER, Multi-copy, 80gsm, A4	ream								10							10	111.00	1,110.00
PAPER, Multi-copy, 80gsm, Legal	ream								10							10	126.85	1,268.50
Clear book, legal	piece								6							6	295.00	1,770.00
Clear book, short	piece								3							3	220.00	660.00
Photo paper, A4 (10s/pack)	pack								9							9	40.00	360.00
Digital recorder	piece								1							1	4,000.00	4,000.00
Stabilo Highlighter pen, 3's/set	set								5							5	36.92	184.60
Metal Ruler (24 inches)	piece								2							2	150.00	300.00
INK CARTRIDGE, Brother LC 39BK, black	cart									3						3	717.60	2,152.80
INK CARTRIDGE, Brother LC 39Y, yellow	cart									3						3	468.00	1,404.00
INK CARTRIDGE, Brother LC 39C, cyan	cart									3						3	468.00	1,404.00
INK CARTRIDGE, Brother LC 39M, magenta	cart									3						3	468.00	1,404.00
HP P1102 Toner CE285A	piece									2						2	2,707.12	5,414.24
Laser pointer (multi-function)	unit									3						3	2,000.00	6,000.00
Wireless mouse	piece								3							3	350.00	1,050.00
Universal battery charger	unit								1							1	1,500.00	1,500.00
Hard carrying case/luggage	unit								1							1	2,500.00	2,500.00
Media Tokens	piece								200		70					270	200.00	54,000.00
Corporate folder	piece								1000							1000	35.00	35,000.00
Gift Certificates	piece									250						250	500.00	125,000.00
Standee (aluminum, heavy duty)	unit									5						5	2,000.00	10,000.00
White Board (5ft x 3ft)	unit								1							1	1,000.00	1,000.00
Laminating Machine	unit								1							1	7,000.00	7,000.00
Laminating Plastic	roll								1							1	2,000.00	2,000.00
Stretch film, big	roll								4							4	600.00	2,400.00
Connector (A/V) mini jack	piece								5							5	50.00	250.00
Connector (A/V) mono jack	piece								5							5	50.00	250.00

BNC connectors	piece							5							5	45.00	225.00
male RCA connectors	piece							5							5	100.00	500.00
INK ALL YOU CAN TUBE,Epson T13 4 tubes/set	set							2	1						3	800.00	2,400.00
Ink Cartridge, Canon Pixma Ip2770CL-811	cart							3							3	1,100.00	3,300.00
Ink Cartridge, Canon Pixma Ip2770CL-810	cart							3							3	950.00	2,850.00
Internet Hub, 8 port	unit							1							1	2,500.00	2,500.00
External HDD 3.0, 2TB	unit							5							5	6,500.00	32,500.00
Power Cord (for S10 Ideapad Laptop)	piece							1							1	4,000.00	4,000.00
Speaker, 5 satellite & 1 subwoofer	unit							1							1	3,500.00	3,500.00
Pocket Wifi (open line)	unit							1							1	4,500.00	4,500.00
SIM Card (for pocket wifi/ globe, sun & smart)	piece							3							3	200.00	600.00
Button pins	piece							1500							1500	10.00	15,000.00
Customized Tron Stuffed Toys 6"	piece							500							500	150.00	75,000.00
Fabrication of Outcome 8 Centerpiece Exhibit	lot							1							1	200,000.00	200,000.00
Science nation rubberized luggage bag	piece							200							200	50.00	10,000.00
T-shirt, collared w/ embroidered print (F&B)	piece							200							200	350.00	70,000.00
T-shirt, round neck, vinyl press print (F&B), 2 color	piece							400							400	200.00	80,000.00
Gift Wrapper 18"x28"	copy							2500							2500	25.00	62,500.00
Prepaid Cards @ 300	piece							30							30	300.00	9,000.00
Prepaid Cards @ 200	piece							20							20	200.00	4,000.00
Prepaid Cards @100	copy							20							20	100.00	2,000.00
Sticker Paper, A4, glossy (10's/pack)	pack							25							25	45.00	1,125.00
P2 SD Cards	unit							2							2	32,500.00	65,000.00
Camera Lens	unit							2							2	35,000.00	70,000.00
Video Switcher (4 Camera w/VGA input)	unit							1							1	110,000.00	110,000.00
Laptop w/ accesories	unit							1							1	80,000.00	80,000.00
AVP's (NSTW Theme, DOST Projects etc.)																	-
voice recording	lot							1							1	20,000.00	20,000.00
Thematic AVP	lot							1							1	200,000.00	200,000.00
Rent Expenses																	-
Venue & Equipment during press conference)	day							5							5	20,000.00	100,000.00
Vehicle (for media)	piece							3							3	11,700.00	35,100.00
Studio	day							5							5	4,000.00	20,000.00
Printing of Event Guide	copy							1000							1000	5.00	5,000.00
Printing of Souvenir Programs	copy							600							600	60.00	36,000.00
Printing of S & T Post 2nd Qtr. Issue	copy							2500							2500	67.50	168,750.00
Advertising Expenses (print, online, mobile, etc.)	lot							1							1	2,200,000.00	2,200,000.00
Travelling Expenses (Local/Regional)															0	150,000.00	150,000.00
Mini DV Tape , 5"s	pack							20							20	600.00	12,000.00
Disposable cup, plastic, 12oz	pack							6							6	85.00	510.00
Disposable cup, plastic, 8 oz	pack							6							6	75.00	450.00
Coffe stirrer	pack							5							5	45.00	225.00
VGA cable 50m	piece							2							2	700.00	1,400.00
VGA cable 20m	piece							2							2	500.00	1,000.00

VGA cable 10m	piece								2							2	300.00	600.00
VGA cable 15m	piece								2							2	200.00	400.00
Plastic collar, extra large	pcs.										3					3	1,500.00	4,500.00
Straw twine, plastic	roll								10	5	5					20 *	100.00	2,000.00
Frame 9" x 12.5" (for certificate)	piece								10							10	250.00	2,500.00
																0		-

***GRAND TOTAL:

4,130,225.63

TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION

4,13,022.56

APPROVED BUDGET:


4,543,248.19

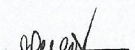
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available /
Certified Appropriate Funds Available:

Approved:


NENITA G. BALBALOSA
Property/Supply Officer


MARILOU C. LEELIAN
Accountant III


RAYMUND E. LIBORO
Asec.-DOST & OIC, STII

Date Prepared: July 15, 2014