

Republic of the Philippines
STATE INSTITUTE OF SCIENCES AND TECHNOLOGY
Province of Abra

a
id, Abra

Telefax No. (074) 752-8171
email:asistmail@yahoo.com

ANNUAL PROCUREMENT PLAN

FY 2018

IGP – FUND 161

**ANNUAL PROCUREMENT PLAN FOR 2018
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, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin), Region XIII
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman), Regions VI, VII, VIII, X, & XI
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay - **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps-philgeps.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.
- 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 items. These items will be evaluated by the Procurement Service and may be a virtual store as soon as it is procured and made available by the Procurement Service.
- The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:
 - DSM Central Office- For entities in the Central Office
 - DSM Regional Office (RO)- For regional offices, operating units of DepEd, DOH, DPWH, CEEP, TESDA and SUICS

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

 - ps.app.sgs@gmail.com- For central and regional offices of all national government agencies
 - ps.app.sst@gmail.com- For main and other campuses of all state universities and colleges
 - ps.app.gocd@gmail.com- For all central and regional offices of government-owned and controlled corporations
 - ps.app.depded@gmail.com- For primary and secondary schools
 - ps.app.lgu@gmail.com- For local Government Units
- Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2018 must be submitted on or before **November 30, 2017**.
- Rename your APP file in the following format: APP2018-ABRA STATE INSTITUTE OF SCIENCES AND TECHNOLOGY-CAR.
- For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Agency Account Code: _____ Agency Account Code: _____ Agency Account Code: _____
 Contact Person: DR. AURELIO V. LABANEN
 Position: COLLEGE PRESIDENT II
 E-mail: _____
 Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total Quantity	
COMMON ELECTRICAL SUPPLIES																	
RY size AA, alkaline, 2 pieces per blister pack	pack	1	1	1	1	1	1	1	1	1	1	1	1	1	12	17.42	209.04
masking, 24mm, 50 meters length	roll	5	0	0	0	0	0	0	0	0	0	0	0	0	5	55.12	275.60
TISSUE, 12 rolls per pack	pack	5	0	0	0	0	0	0	0	0	0	0	0	0	5	67.60	338.00
COMMON OFFICE DEVICES																	
R KNIFE, heavy duty	piece	3	0	0	0	0	0	0	0	0	0	0	0	0	3	19.76	59.28
SHARPENER, 1 piece in individual plastic case	piece	2	0	0	0	0	0	0	0	0	0	0	0	0	2	200.00	400.00
4ER, paper, heavy duty, with two hole guide, 1 piece individual box	piece	2	0	0	0	0	0	0	0	0	0	0	0	0	2	114.28	228.56
RS, (6")	pair	4	0	0	0	0	0	0	0	0	0	0	0	0	4	13.73	54.92

ABLE AT PROCUREMENT SERVICE STORES

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total Quantity	
PLER, standard	piece	2	0	0	0	0	0	0	0	0	0	0	0	0	2	150.00	300.00
STE BASKET, non-rigid plastic	piece	5	0	0	0	0	0	0	0	0	0	0	0	0	5	30.00	150.00
COMMON JANITORIAL SUPPLIES																	
OM, soft (tambou)	piece	10	0	0	0	0	0	0	0	0	0	0	0	0	0	88.40	884.00
OM, stick (tingling)	piece	10	0	0	0	0	0	0	0	0	0	0	0	0	10	23.92	239.20
WNER, TOILET BOWL AND URINAL, 900-1600ml cap	bottle	15	0	0	15	0	0	0	0	0	0	0	0	0	30	41.60	1,248.00
ANSER, scouring powder, 350grams/can	can	15	0	0	15	0	0	0	0	0	0	0	0	0	30	21.27	638.10
ERGENT POWDER, all purpose, 160lb/pouch	pouch	15	0	0	15	0	0	0	0	0	0	0	0	0	30	37.43	1,122.90
NECTANT SPRAY, 400-550 grams	can	15	0	0	15	0	0	0	0	0	0	0	0	0	30	119.50	3,585.00
T PAN, non-rigid plastic	piece	10	0	0	5	0	0	0	0	0	0	0	0	0	15	24.96	374.40
NITURE CLEANER, aerosol, 300ml/can	can	5	0	0	0	0	0	0	0	0	0	0	0	0	5	84.76	423.80
CTICIDE, aerosol type, 600ml/can	can	15	0	0	15	0	0	0	0	0	0	0	0	0	30	124.80	3,744.00
all cotton, 32 pieces per kilo per bundle	bundle	1	0	0	0	0	0	0	0	0	0	0	0	0	1	49.69	49.69
FECTANT, bleaching solution	cont	10	0	0	5	0	0	0	0	0	0	0	0	0	15	101.82	1,527.30
COMMON OFFICE EQUIPMENT																	
TRIC FAN, stand type	unit	14	0	0	0	0	0	0	0	0	0	0	0	0	14	1,000.00	14,000.00
COMMON COMPUTER SUPPLIES																	
RNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0, backward compatible with USB 2.0, 5400 rpm, with dual color LED to indicate USB 3.0/USB 2.0 transmission, USB 3.0 System Requirements, USB 3.0: Windows 7/8/10 or above, with USB 3.0 cable and JCL guide	piece	1	0	0	0	0	0	0	0	0	0	0	0	0	1	3,000.00	3,000.00
H DRIVE, 16GB, USB 2.0, plug and play	piece	2	0	0	0	0	0	0	0	0	0	0	0	0	2	194.48	388.96
SE, optical, USB connection type	unit	1	0	0	0	0	0	0	0	0	0	0	0	0	1	127.80	127.80
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																	
COMMON OFFICE EQUIPMENT																	
cope	unit	0	0	0	1	0	0	0	0	0	0	0	0	0	0	3,000.00	3,000.00
FARM INPUTS AND EQUIPMENT																	
zer	kgs.	0	0	0	0	8	0	0	0	0	0	0	0	0	8	625.00	5,000.00
icides	bags	0	0	0	0	5	0	0	0	0	0	0	0	0	5	5,200.00	26,000.00
linter	lits	0	0	0	0	5	0	0	0	0	0	0	0	0	5	2,500.00	12,500.00
hellier	unit	0	0	0	0	6	0	0	0	0	0	0	0	0	6	300.00	1,800.00
Pump	unit	0	0	0	0	1	0	0	0	0	0	0	0	0	1	25,000.00	25,000.00
ring/nose	rolls	0	0	0	0	1	0	0	0	0	0	0	0	0	1	20,000.00	20,000.00
S	hds.	0	0	2000	0	0	0	0	0	0	0	0	0	0	2000	5,000.00	5,000.00
for pullets	units	0	0	80	0	0	0	0	0	0	0	0	0	0	80	100.00	8,000.00
for layers	bags	0	0	120	0	0	0	0	0	0	0	0	0	0	120	1,025.00	123,000.00
otics/vitamins/ Veterinary Medicines	lit	0	0	840	0	0	0	0	0	0	0	0	0	0	840	1,025.00	861,000.00
eds	bags	0	0	200	0	0	0	0	0	0	0	0	0	0	200	1,000.00	200,000.00
for	lit	0	0	1	0	0	0	0	0	0	0	0	0	1	1,400.00	1,400.00	
for	cont	0	0	4	0	0	0	0	0	0	0	0	0	0	4	6,028.00	24,112.00
	packs	0	0	0	5	0	0	0	0	0	0	0	0	0	5	6,850.00	34,250.00

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT					
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total Quantity				
Feed	bats	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	20	3,000.00	6,000.00	
Feed	hds.	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	5	15,000.00	75,000.00	
Feed	hds.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12,000.00	120,000.00	
Feed	bags	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	10	1,250.00	12,500.00	
Feed	bags	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300.00	6,000.00	
Feed	drum	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	2,000.00	2,000.00	
Feed	bags	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	1,500.00	15,000.00	
Feed	bags	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1,500.00	4,500.00	
Feed	bags	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1,500.00	4,500.00	
Feed	bags	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	1,500.00	4,500.00	
Feed	bags	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2,000.00	2,000.00	
*Other Categories																				
Feed	pcs.	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	25,000.00	50,000.00	
Feed	kls.	0	0	0	80	0	0	0	0	0	0	0	0	0	0	0	80	90.00	7,200.00	
Feed	kls.	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	20	100.00	2,000.00	
Feed	pcs.	0	0	0	20	0	0	0	0	0	0	0	0	0	0	0	20	600.00	12,000.00	
Feed	rolls	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	10	1,800.00	18,000.00	
Feed	rolls	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	2,000.00	4,000.00	
Feed	bag	0	0	0	7	0	0	0	0	0	0	0	0	0	0	0	7	500.00	3,500.00	
Feed	pcs.	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	500.00	500.00	
Feed	pcs.	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	350.00	350.00	
Feed	lot	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	1	5,000.00	5,000.00	
Feed	pe 4"	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4	4,700.00	18,800.00	
Feed	pcs.	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	1,000.00	2,000.00	
Feed	pcs.	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	500.00	1,000.00	
Feed	pcs.	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	5	1,000.00	5,000.00	
Feed	pcs.	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	2	500.00	1,000.00	
L (A + B):																			2,382,519.55	
ADDITIONAL PROVISION FOR INFLATION (10%)																				228,251.96
TOTAL (C + D)																				2,510,771.51
ADDED BUDGET BY THE AGENCY HEAD																				
as and words:																				
MONTHLY CASH REQUIREMENTS																				
Available at Procurement Service Stores																				0
Items not available at PS but regularly purchased from																				0
vendors:																				0
MONTHLY CASH REQUIREMENTS																				0

For categories that are not indicated herein

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue as of October 14, 2016	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total Quantity

*Prices are FOB Manila/Applicable for items under A.


Whereby 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:

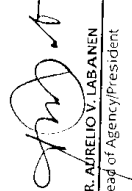

EDITHA B. VILLAMOR
 AO VI Head, Supply Office

Certified Funds Available /

Certified Appropriate Funds Available:


MIRASOL T. ZAPATA
 AO VI Head, Budget Office

Approved by:


DR. AURELIO V. LABANEN
 Head of Agency/President


CLEA T. B. TORRES
 ACCOUNTS

Prepared: 11 - 12 - 17



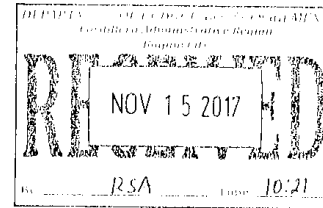
Republic of the Philippines
ABRA STATE INSTITUTE OF SCIENCES AND TECHNOLOGY
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Lagangilang Campus, Lagangilang, Abra
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email: asistmain@yahoo.com

November 12, 2017

DIRECTOR LIZA B. FANGSILAT
Regional Director
Dept. of Budget and Management
Cordillera Administrative Region
Baguio City



Dear Madam:

Greetings!

We are respectfully submitting herewith our Annual Procurement Plan (Common Used Supplies) of both campuses for Fiscal Year 2018.

Please acknowledge receipt hereof.

Thank you very much and more power.

Very truly yours,

DR. AURELIO V. LABANEN
College President II