

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

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August

Department/Bureau/Office: NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY
 Region: MAIN & NCR
 Address: #St. Josemaria Escriva Drive, Ortigas Center, Pasig City

Agency Account Code: Vo33
 Organization Type: National Government Agency (NGA)

Contact Person: _____
 Position: _____
 E-mail: procurement@meda.gov.ph
 Telephone/Mobile Nos: 6310945

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Amount										
		Jan	Feb	Mar	Q1	Q2	Q3	Q4	Year	Jan	Feb	Mar	Q1											
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																								
Solvents																								
1	12191601-AL-E01	ALCOHOL, ethyl, 68%-70% scented, 500ml (-.5ml)	bottle		4		4	176.00		4		4	176.00	4		4	176.00	4		4	176.00	16.00	44.00	704.00
Paper Materials and Products																								
2	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2' x 3') min	pad		4		4	128.88		0	0.00		4	4	128.88		0	0.00	8.00	32.22				267.76
3	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3' x 4') min	pad		4		4	224.24		0	0.00		4	4	224.24		0	0.00	8.00	56.06				448.38
4	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3' x 3') min	pad		4		4	166.00		0	0.00	4	4	166.00		0	0.00	8.00	41.50				332.00	
5	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00		0	0.00		4	4	50.92		4	50.92	8.00	12.73				101.64
6	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size 210mm x 297mm	ream		15		15	2,689.50		15	2,689.50		15	2,689.50		15	2,689.50	60.00	179.36					10,758.00
7	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size, 216mm x 330mm	ream		1		1	196.54		1	196.54	1	1	196.54	1	1	196.54	4.00	196.54					766.16
8	14111704-TT-P01	TOILET TISSUE PAPER 2-phys sheets, 150 pulls	pack			4	4	270.40		4	4	270.40	4	4	270.40		4	0.00	12.00	67.60				811.20
Batteries and Cells and Accessories																								
9	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		2		2	39.00		0	0.00		2	2	39.00		0	0.00	4.00	19.50				78.00
10	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			3	3	59.19		3	59.19		3	3	59.19		3	59.19	12.00	19.73				236.76
Manufacturing Components and Supplies																								
11	31201610-GL-J01	GLUE, all purpose, gross weight 200 grams min	jar		1		1	49.40		0	0.00		1	1	49.40		0	0.00	2.00	49.40				98.80
12	31151904-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box			1	1	19.76		0	0.00		1	1	19.76		0	0.00	2.00	19.76				76.52
13	31151904-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box			1	1	20.05		0	0.00		1	1	20.05		0	0.00	2.00	20.05				40.10
14	31201512-TA-T01	TAPE, TRANSPARENT, width 24mm (±1mm)	roll			2	2	18.20		2	2	18.20		2	2	18.20		2	18.20	9.00	9.10			72.80
Cleaning Equipment and Supplies																								
15	47131612-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can			2	2	172.12		2	172.12		2	2	172.12		2	172.12	8.00	86.06				688.48

Handwritten signature
 0128191006

Office Equipment and Accessories and Supplies																							
16	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping, 19mm (-1mm)	box	4		4	35.16			0	0.00		4	4	35.16			0	0.00	8.00	8.75	70.32	
17	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping, 25mm (-1mm)	box	4		4	61.08			0	0.00		4	4	61.08			0	0.00	8.00	15.27	120.15	
18	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping, 32mm (-1mm)	box	4		4	81.00			0	0.00	4		4	81.00			0	0.00	8.00	20.25	162.00	
19	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping, 50mm (-1mm)	box	4		4	185.04			0	0.00	4		4	185.04			0	0.00	8.00	46.26	370.08	
20	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	4		4	56.08	4		4	56.08		4	4	56.08	4		4	56.08	16.00	14.02	224.32	
21	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box		1	1	408.14	1		1	408.14	1		1	408.14	1		1	408.14	4.00	408.14	1,632.56	
22	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box		1	1	518.08			0	0.00		1	1	518.08			0	0.00	2.00	518.08	1,036.16	
23	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box		2	2	167.34	2		2	167.34		2	2	167.34			2	2	167.34	8.00	63.67	569.36
24	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	40		40	445.20	40		40	445.20		40	40	445.20			40	40	445.20	160.00	11.13	1,760.80
25	44122027-FO-P01	FOLDER, PRESSBOARD, size 240mm x 370mm (-5mm)	box	1		1	954.72			0	0.00		0	0	0.00			0	0.00	1.00	954.72	954.72	
26	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack		1	1	217.36			0	0.00		0	0	0.00			0	0.00	1.00	217.36	217.36	
27	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	4		4	148.92			0	0.00	4		4	148.92			0	0.00	8.00	37.23	297.84	
28	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece		0	0	0.00	2		2	23.72		2	2	23.72	2		2	23.72	6.00	11.86	71.16	
29	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece		0	0	0.00	2		2	23.72		2	2	23.72		2	2	23.72	6.00	11.86	71.16	
30	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece		0	0	0.00	2		2	17.96	2		2	17.96	2		2	17.96	6.00	8.98	53.88	
31	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece		0	0	0.00	2		2	17.96		2	2	17.96		2	2	17.96	6.00	8.98	53.88	
32	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length 33mm min	box		4	4	25.16			0	0.00		4	4	25.16			0	0.00	8.00	6.29	50.32	
33	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length 50mm min	box	4		4	56.16			0	0.00		4	4	56.16			0	0.00	8.00	14.04	112.32	
34	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle		0	0	0.00			0	0.00	1		1	201.64			0	0.00	1.00	201.64	201.64	
Printer and Facsimile and Photocopier Supplies																							
35	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart		1	1	3,164.72			0	0.00		1	1	3,164.72			0	0.00	2.00	3,164.72	6,329.44	
Printed Publications																							
36	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book		1	1	29.12			0	0.00		0	0	0.00			0	0.00	1.00	29.12	29.12	
Arts and Crafts Equipment and Accessories and Supplies																							
37	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		5	5	173.05	5		5	173.05		5	5	173.05	5		5	173.05	20.00	34.61	492.20	
38	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		4	4	138.44	4		4	138.44		4	4	138.44	4		4	138.44	16.00	34.61	553.76	
39	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		4	4	138.44	4		4	138.44		4	4	138.44	4		4	138.44	16.00	34.61	553.76	

Alabado
01/28/19/006

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Items)

FACSIMILE SUPPLIES

1	Toner Cartridge TN 2260 (Toner Cartridge 1,200 pages) standard, for Brother Fax-2840	cart			0	0.00			0	0.00	1	1	2,500.00			0	0.00	1.00	2,500.00	2,500.00
---	--	------	--	--	---	------	--	--	---	------	---	---	----------	--	--	---	------	------	----------	----------

COMMON OFFICE SUPPLIES

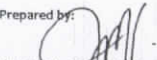
2	Colored paper, A4 80gsm, color blue, 250 pcs per ream	ream		1	1	350.00			0	0.00	1	1	350.00			0	0.00	2.00	350.00	700.00	
3	STICKER PAPER, 80gsm, A4, 10 pcs per pack	pack	1		1	150.00	1		1	150.00	1		1	150.00		1	1	150.00	4.00	150.00	600.00
4	SIGN HERE, tab/marker	pack		4	4	600.00			0	0.00		4	4	600.00			0	0.00	8.00	150.00	1,200.00
	SPECIALTY BOARD, 220 gsm, A4, 10 pcs per pack	pack		2	2	70.00	2		2	70.00	2		2	70.00		2	2	70.00	8.00	35.00	280.00

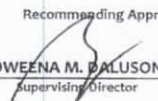
OTHERS

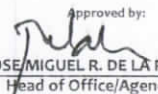
5	Car Freshener	can		2	2	240.00	2		2	240.00	2		2	240.00		2	2	240.00	8.00	120.00	960.00
6	Pranela Rag	piece		2	2	120.00	2		2	120.00	2		2	120.00	2		2	120.00	8.00	60.00	480.00

A. TOTAL																			38,484.22		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			3,848.42		
C. GRAND TOTAL (A + B)																			42,332.64		
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																					
G. MONTHLY CASH REQUIREMENTS																					
G 1 Available at Procurement Service Stores				11,232.49				5,192.00					10,367.21					4,972.52			31,764.22
G 2 Other Items not available at PS but regularly purchased from other sources				1,530.00				580.00					4,030.00					580.00			6,720.00
TOTAL MONTHLY CASH REQUIREMENTS				12,762.49				5,772.00					14,397.21					5,552.52			38,484.22
				14,038.74					6,349.20					15,836.93					6,107.77	47,332.64	

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:

JENNYLYN L. VALENCIA-RODRIGUEZ
 Property Supplier Officer

Recommending Approval

ROWEENA M. PALUSONG
 Supervising Director

Approved by:

JOSE MIGUEL R. DE LA ROSA
 Head of Office/Agency

Date Prepared: January 17, 2019

Trained Photocopy:

Marilou A. Naval
 Procurement Management Division

0128191006