



PINAMUNGAJAN WATER DISTRICT

Pinamungajan, Cebu

Tel. No. 468-9002

Fax No. 468-9435



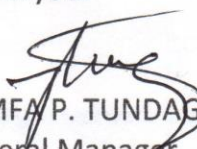
November 22, 2016

Department of Budget and Management
Regional Office VII
Sudlon, Lahug, Cebu City

Sir/Ma'am:

In compliance with National Budget Circular No. 555, we respectfully submit thereat our 2017 ANNUAL PROCUREMENT PLAN for Common-Use Supplies and Equipment, soft copy of which was emailed today to ps.app.gocc@gmail.com.

Thank you.


NEMFA P. TUNDAG
General Manager

File

ANNUAL PROCUREMENT PLAN FOR 2017 - PINAMUNGAJAN WATER DISTRICT

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 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 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.
- The accomplished **HARD COPY** of the APP-CSE shall be submitted in the following manner:
 - DBM Central Office- for entities in the Central Office
 - 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:
 - ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
- Consistent with National Budget Circular No. 555, the APP for FY 2017 must be submitted on or before **November 30, 2016**.
- Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017-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.

Bureau/Office: PINAMUNGAJAN WATER DISTRICT
VII
IDACAN, PINAMUNGAJAN, CEBU

Contact Person: NEMFA P. TUNDAG
 Position: GENERAL MANAGER
 E-mail : pinamungajanwd@yahoo.com
 Telephone/Mobile Nos: (032) 354-8898 / 09178168559

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9,2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qty.		
T PROCUREMENT SERVICE STORES																				
COMMON OFFICE SUPPLIES																				
PE, black, 216mm x 30mm, 100 sheets per box	box	1			1				0				0				0	1	266.62	266
32mm, 12 pieces per box	box	11			11				0	11			11				0	22	21.71	477
50mm, 12 pieces per box	box	11			11				0	11			11				0	22	45.86	1,009
APE, 6 meters(min), 1 piece in individual plastic	piece	5			5				0	6			6				0	11	43.13	474
ILING, 500 pieces per box	box	4			4				0				0				0	4	146.33	589
paper, metal, 50 sets per box	box	3			3				0				0				0	3	59.94	179
IR, expanding, legal, plastic, assorted colors	piece	5			5				0	5			5				0	10	87.01	870
, A4, 50s/ bundle	bundle	3			3				0	3			3				0	6	245.70	1,474
, Legal, 50 pieces per bundle	bundle	2			2				0	2			2				0	4	305.76	1,223
anent, bullet type, black	piece	5			5				0	5			5				0	10	10.13	101

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qnty.		
ent, bullet type, blue	piece	5			5				0	5			5				0	10	10.13	101.33
ent, bullet type, red	piece	2			2				0	2			2				0	4	10.13	40.53
type, 48mm, 100 pieces per box	box	4			4				0	2			2				0	6	14.20	85.18
type, 32mm, 100 pieces per box	box	2			2				0	2			2				0	4	7.10	28.39
Y, 80gsm, size: 210mm x 297mm	ream	35			35				0	35			35				0	70	123.72	8,660.51
Y, 80gsm, size: 216mm x 330mm	ream	14			14				0	14			14				0	28	138.62	3,881.39
o pages, size: 214mm x 278mm min	book	4			4				0				0				0	4	63.34	253.34
o pages, size: 214mm x 278mm min	book	8			8				0				0				0	8	91.19	729.54
mm min lay flat length (#18)	box	7			7				0	6			6				0	13	111.14	1,444.85
omm, 1 piece in individual plastic	piece	2			2				0				0				0	2	16.38	32.76
mm, 50 meters length	roll	2			2				0	2			2				0	4	57.88	231.50
mm, 50 meters length	roll	2			2				0	2			2				0	4	110.29	441.17
, 24mm, 50 meters	roll	3			3				0	3			3				0	6	18.24	109.43
, 48mm, 50 meters	roll	5			5				0	4			4				0	9	34.94	314.50
48mm, 50 meters length	roll	2			2				0	2			2				0	4	34.94	139.78
COMMON OFFICE DEVICES																				
, plier type	piece	4			4				0				0				0	4	18.51	74.05
COMMON OFFICE EQUIPMENT																				
MPACT, electronic, 12 digits cap, 1 unit in	unit	2			2				0				0				0	2	161.62	323.23
COMMON COMPUTER SUPPLIES																				
INUOUS FORMS, 1 ply, 11" x 9-1/2", 2000	box	10			10				0	9			9				0	19	632.00	12,007.91
NDBOOK ON PROCUREMENT																				
HILIPPINE GOVERNMENT PROCUREMENT-RA 6" x 9", 296 pages,	piece	2			2				0				0				0	2	30.35	60.69
CONSUMABLES																				
C13T6664100 (T6641), Black	cart	9			9				0	8			8				0	17	267.54	4,548.18
C13T664200 (T6642), Cyan	cart	5			5				0	4			4				0	9	267.54	2,407.86
C13T664300 (T6643), Magenta	cart	5			5				0	4			4				0	9	267.54	2,407.86
C13T664400 (T6644), Yellow	cart	5			5				0	4			4				0	9	267.54	2,407.86
SON C135015632, Black, for LX-310	cart	22			22				0	22			22				0	44	79.72	3,507.50
NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
COMMON OFFICE SUPPLIES																				
im (3")	piece	5			5				0	5			5				0	10	8.74	87.36
500 pieces per box	box	2			2				0	2			2				0	4	120.45	481.78
3", 500 pieces per pack	pack	2			2				0				0				0	2	53.83	107.67
3", 500 pieces per pack	pack	2			2				0				0				0	2	146.31	292.61
id type, assorted colors, 100 pieces per case	case	3			3				0	3			3				0	6	26.21	157.25

Item & Specifications	Unit of Measure	Quantity Requirement																	Price Catalogue as of Sept 9, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Qnty.		
duty, 23/17	box	8			8				0	7			7				0	15	43.55	653.31
Office Supplies																				
	box	15			15				0	15			15				0	30	56.00	1,680.00
	piece	5			5				0	6			6				0	11	20.00	220.00
olor	piece	5			5				0	4			4				0	9	25.00	225.00
	pad	6			6				0	7			7				0	13	25.00	325.00
	piece	3			3				0				0				0	3	75.00	225.00
	piece	2			2				0				0				0	2	50.00	100.00
	pad	6			6				0	7			7				0	13	10.00	130.00
	piece	31			31				0	31			31				0	62	10.00	620.00
	piece	2			2				0	2			2				0	4	25.00	100.00
																				56,305.96
VISION FOR INFLATION (10% of																				5,630.60
+ D)																				61,936.55
ET BY THE AGENCY HEAD																				
S:																				
REQUIREMENTS																				
ment Service Stores					28,731.83				0				23,949.12				0			
lable at PS but regularly purchased from other					1,960.00				0				1,665.00				0			
SH REQUIREMENTS					30,691.83				0				25,614.12				0			

are not indicated herein

a/Applicable for Items under A.

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.

HERMANT S. UNDAKOK
Property/Supply Officer

Certified Funds Available /
Certified Appropriate Funds Available:
JACQUILINE C. GARCIA / GEMMA C. LASCO
Accountant /
Local Budget Officer

Approved by:
NEMFA P. TUNDAG
Head of Office/Agency