

**ANNUAL PROCUREMENT PLAN FOR 2015
For Common-Use Supplies and Equipment**

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga Sibugay**
 - e. Camiguin - **Camiguin**
3. 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.
4. **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.**
5. 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.
6. 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 an electronic copy** at app@philgeps.gov.ph or at app.psdmb@yahoo.com.
7. **Consistent with DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before November 30, 2014.**
8. Rename your APP file in the following format: APP2015- Name of Agency- Region (e.g. APP2015 -PS- Central Office).
9. 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: Department of Budget and Management, Regional Office No. II
 Region: II
 Address: Regional Center, Carig Sur, Tuguegarao City, Cagayan

Contact Person: Francis C. Bautista
 Position: Chief Administrative Officer
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Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of JULY 31, 2014	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1. BALLAST, 18 watts	piece				0				0				0					0	0	74.88	-
2. BALLAST, 36 watts	piece				0				0				0					0	0	73.16	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet				0				0				0					0	0	15.85	-
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet				0				0				0					0	0	14.89	-
5. BATTERY, size D, alkaline, 2 pcs./packet	packet				0				0				0					0	0	73.91	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 18W	set				0				0				0					0	0	337.43	-
7. FLUORESCENT LIGHTING FIXTURE, 1 x 36W	set				0				0				0					0	0	396.34	-
8. FLUORESCENT LAMP, tubular, 18 watts	piece				0				0				0					0	0	36.42	-
9. FLUORESCENT LAMP, tubular, 36 watts	piece				0				0				0					0	0	37.49	-
10. COMPACT FLUORESCENT LIGHT, 18 watts	piece				0				0				0					0	0	102.73	-
11. FUSE, 30 amperes	piece				0				0				0					0	0	12.85	-
12. FUSE, 60 amperes	piece				0				0				0					0	0	28.92	-
13. STARTER, 4-40 watts	piece				0				0				0					0	0	5.36	-
14. TAPE, electrical	roll				0				0				0					0	0	18.16	-