

ANNUAL PROCUREMENT PLAN FOR 2011
For Common-Use Supplies and Equipment

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

1. 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.
2. Do not delete any field in the APP Form.
3. 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.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6, the APP for FY 2011 must be submitted on or before September 15, 2011 and the APP for FY 2012 must be submitted on or before November 15, 2011.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: CITY OF TAGUIG

Region: NCR

Address: TAGUIG CITY HALL, GEN. ANTONIO LUNA ST.,
TUKTUKAN, TAGUIG CITY

Contact Person: ATTY. JOSE LUIS G. MONTALES

Position: OIC, OFFICE OF THE CITY ADMINISTRATOR

E-mail: _____

Telephone/ Mobile Nos: 555-7802

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (08-23-2011)	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
A. Available at Procurement Service Stores																	
COMMON ELECTRICAL SUPPLIES																	
1. BALLAST, 18/20 watts	piece														0	67.27	-
2. BALLAST, 1 x 40 watts	piece														0		-
2. BALLAST, 36 watts	piece														0	72.54	-
3. BATTERY, size AA, alkaline, 2 pcs./packet	packet	49			8			9							66	36.40	2,402.40
4. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	15			9			9			9				42	14.56	611.52
5. BATTERY, size D, alkaline, 2 pcs./packet	packet														0	68.12	-
6. FLUORESCENT LIGHTING FIXTURE, 1 x 20W	set	5			5			5							15	280.54	4,208.10
7. FLUORESCENT LIGHTING FIXTURE, 1 x 40W	set	100			100			50							250	368.94	92,235.00
8. FLUORESCENT TUBE, 18 watts	piece	75			75			100							250	32.14	8,035.00
9. FLUORESCENT TUBE, 36 watts	piece														0	33.85	-
10. COMPACT FLUORESCENT LIGHT, 17 watts	piece	10			10			10							30	103.79	3,113.70
11. FUSE, 30 amperes	piece	2			2			2			2				8	10.90	87.20
12. FUSE, 60 amperes	piece														0	25.48	-
13. STARTER, 4-40 watts	piece														0	3.73	-
14. TAPE, electrical	roll	150			150			175				75			550	18.20	10,010.00

5 DOORMAT, rubber	piece	150		150		150		150		600	24.50	14,700.00
6 PAIL	piece	64		64		64		64		256	60.00	15,360.00
7 FLOOR SCRUB, with plastic handle	piece	30		30		30		30		120	140.00	16,800.00
8 HAND SOAP, liquid, 500ml	bottle	64		64		64		64		256	275.00	70,400.00
9 BOOTS, rubber	pair	2622		10		10		10		2652	450.00	1,193,400.00
10 RAINCOAT, with Taguig City logo	piece	2642		190		10		10		2852	550.00	1,568,600.00
11 STYROFOAM, 5X4X8	piece	10		190		10		10		220	2,870.00	631,400.00
12 SOFA SET	set	3								3	21,000.00	63,000.00
13 CONFERENCE TABLE	set	3								3	9,800.00	29,400.00
14 EXHAUST FAN	unit	3								3	848.00	2,544.00
15 SAFETY HELMET	piece	7								7	1,500.00	10,500.00
16 SECURITY BATON	piece	1000								1000	1,500.00	1,500,000.00

***GRAND TOTAL:
TOTAL W/10% ADDITIONAL PROVISION FOR INFLATION
APPROVED BUDGET:

114,585,109.85
126,043,620.84
122,100,000.00

*Other categories that are not indicated herein

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

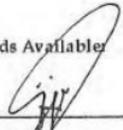
***Grand total for items under A.

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:

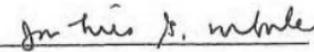

MA. DOLORES MALNAG
Property/Supply Officer

Certified Funds Available


GARY A. LISING
Accountant

BY AUTHORITY OF THE HEAD OF OFFICE

Approved:


ATTY. JOSE LUIS G. MONTALES
OIC, OFFICE OF THE CITY ADMINISTRATOR

Date Prepared: 12 SEPTEMBER 2011 (original prepared on February 2011)