

ANNUAL PROCUREMENT PLAN FOR 2019

For Common -Use Supplies and Equipment
I-GAA 2019 (FUND 101)

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PROGRAM (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.
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: SULUSTATE COLLEGE
Region: IX
Address: Jolo, Sulu

Contact Person: ABDULNASIR N. ANTAO
Position: Administrative Officer V
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I- GAA 2019 (FUND 101)

Items & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
A. Available at Procurement Service Stores																	
COMMON ELECTRIC SUPPLIES																	
1. Fluorescent Lamp (with Ballast and starter)	pcs			20			20						20		60	565.00	33,900.00
2. Fuse Box/brakers	pcs			10			10						10		30	980.00	29,400.00
3. Fluorescent 18W (liner tunulin)	pcs			20			20						20		60	154.00	9,240.00
4. Bulb 20W	pcs			15			15						10		40	210.00	8,400.00
5. Cut-Out 30 Amp	pcs			5			5						5		15	250.00	3,750.00
6. Electrical Tape	roll			8			3						3		14	65.00	910.00
7. Fluorescent Tube 20W	pcs			10			10						10		30	120.00	3,600.00
8. Starter 20W	pcs			8			8						8		24	35.00	840.00
9. Adapter	pcs			10			10						10		30	155.00	4,650.00
10. Screw driver (set)	set			3			3						3		9	350.00	3,150.00
11. Light bulb 11 D, 7 watts piece in ind box	unit			30			30						30		90	320.00	28,800.00
12. Plier/cutter	pcs			2			2								4	9,000.00	36,000.00
Sub total																	162,640.00

Items & Specifications	Unit of Measure	Quantity Requirement												PS Price Catalogue	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
COMMON COMPUTER SUPPLIES																	
1. HP 704 (Colored)	pcs			10			5						5		20	1,250.00	25,000.00
2. HP 287	pcs			0			0						0		0	1,300.00	-
3. HP D2760	pcs			5			5						5		15	1,250.00	18,750.00
4. Cannon 810	pcs			5			5						5		15	1,200.00	18,000.00
5. Cannon 811	pcs			5			5						5		15	1,300.00	19,500.00
6. Cannon 830 Black	pcs			5			5						5		15	1,200.00	18,000.00

7 Cannon 831 Color	pcs			5			5							15	1,300.00	19,500.00
8 Epson 73N	pcs			5			5							15	1,250.00	18,750.00
9 Epson LX 300-II	pcs			10			10							30	420.00	12,600.00
10 Epson LX 310	pcs			5			5							15	750.00	11,250.00
11 Epson LX 2175	pcs			5			5							9	1,500.00	13,500.00
12 Epson T10	set			3			3							8	1,500.00	12,000.00
13 Epson T13	set			2			2							6	1,500.00	9,000.00
14 Epson T6664	pcs			2			2							30	1,200.00	36,000.00
15 Brother LC40/J100-800	set			10			10							30	1,300.00	39,000.00
16 Brother LC73	pcs			10			10							150	150.00	22,500.00
17 Universal Ink	bot			50			50							30	56.00	1,680.00
18 Epson Stylus Photo T60 (asstd. Color)	lit			10			10							30	1,158.00	34,740.00
19 UV Dye Ink Polaris (Asstd. Color)	lit			10			10							120	320.00	38,400.00
20 USB Optical Mouse	pcs			40			40									
Subtotal																374,470.00

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
COMMON OFFICE SUPPLIES															8000	53	424,000.00	
1 Transcrip of Records (NV)	pcs				8000										30	300	9,000.00	
2 Gestetner Ink	pcs	10												10	20	650	13,000.00	
3 Stencil	box			10										5	1500	550	825,000.00	
4 Diploma w/ Jacket	pcs		1500												5000	20	200,000.00	
5 Enrolment Form/Blue Form	pcs								5000						1200	180	216,000.00	
6 School ID	pcs								1200						200	166	73,040.00	
7 Gen. Form 5/C	pcs								200						240	440	166	73,040.00
8 Ballpen Black	pcs			300					300					300	900	6.5	5,850.00	
9 Ballpen Blue	pcs			300					300					300	900	6.5	5,850.00	
10 Ballpan Red	pcs			300					300					300	900	6.5	5,850.00	
11 Book Paper Short S20	pcs			100					50					50	200	235	47,000.00	
12 Carbon Paper Long	box			20					20					20	60	197.00	11,820.00	
13 Sign Pen	box			10					10					10	30	696.00	20,880.00	
14 Classcard	pcs								500						500	3.50	1,750.00	
15 Entrance Answer Sheets	pcs				1500								1500		3000	11.00	12,500.00	
16 Typewriter Ribbon	pcs			100					50					50	200	25.00	5,000.00	
17 Paper Clip	box			20					20					10	50	33.00	1,650.00	
18 Notarial Seal	box			30					30					30	90	30.00	2,700.00	
19 SSC Letter Head/Stationary	reams			80					50					50	180	1,700.00	306,000.00	
LEGAL SIZE PAPER																		
1 Bond paper Long (substance 20)	reams			100					50					50	200	230.00	46,000.00	
2 Bond paper Short (substance 20)	reams			100					100					50	250	190.00	47,500.00	
3 Chalk	box								50					50	100	130.00	13,000.00	
4 Memo White Long	ream			20					20					20	60	190.00	11,400.00	
5 Memo Paper Brown Long	ream			20					20					20	60	180.00	10,800.00	
6 Folder Long	doz			100					50					50	200	65.00	13,000.00	
7 Folder Short	doz			50					20					20	90	52.00	4,680.00	

8 Class records New Edition	pcs			20				20					20			60	45 50	2,730 00	
9 Rubber Ban	box			10				10					10			30	55 00	1,650 00	
10 Wyte Board Marker	pcs			30				30					30			90	135 00	12,150 00	
11 Pen Marker	pcs			30				30					30			90	63 00	5,670 00	
12 Filing Boxes	pcs														80	80	160	315 00	82,500 00
Subtotal																	2,437,970.00		

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount			
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total		
COMMON OFFICE DEVICES																		
1 Typewriter	unit								10							10	28,000 00	280,000 00
2 Steel Cabinet (4 doors)	unit		5					10						10		25	10,250 00	256,250 00
3 Wallclock	unit							10								10	1,265 00	12,650 00
4 Skeleton Rackmount Frame	unit							5								5	18,500 00	92,500 00
5 Folder Fastener	box			20			20						20			60	37 00	2,220 00
6 White Board Markers	pcs			30			30						30			90	67 00	6,030 00
7 Envelop Long	pcs			50			50						50			150	7 00	1,050 00
8 File Folder	pcs			20			20						20			60	167 00	10,020 00
9 Yellow Pad	pad			10			10						10			30	103 00	3,090 00
10 Extension Cord (4 pcs)	meter			5			5						5			15	32 00	480 00
11 Staple Wire #35	box			10			10						10			30	68 00	2,040 00
13 Alcohol Bottle	bot			30			30						30			90	72 00	6,480 00
14 Plainer Blade 3"	pcs			15			15						5			35	450 00	15,750 00
15 Stamp Pad	pad			20			20						20			60	35 00	2,100 00
16 Scissors	pcs			10			10						10			30	110 00	3,300 00
17 puncher	pcs			5			5						5			15	465 00	6,975 00
18 Bottles Stamp Pad Ink	bot			10			10						10			30	42 00	1,260 00
19 Dater	pcs			5			5						5			15	120 00	1,800 00
20 Standfan	unit							20							20	40	2,950 00	118,000 00
21 Ceiling fan	unit							20							30	50	2,950 00	147,500 00
22 Photo Copier	unit														5	10	75,000 00	-
23 Fire Extingueser	unit							5							5	10	8,500 00	85,000 00
24 Hose w/ axe	set							5								5	5,200 00	26,000 00
SOUND DEVICES																		
1 Phonic Powerpod 740D, Powered Mixer	unit												1			1	36,500 00	36,500 00
2 PRV Audio Dual 15" Pssv LSpkr 1000w	unit												1			1	110,000 00	110,000 00
3 PRV Audio Dual 15" Active LSpkr 450w	unit												3			3	4,580 00	13,740 00
4 Shure Wireless Microphone	unit												3			3	9,500 00	28,500 00
5 Quantum Premium Speaker Wire 16/2	roll												1			1	10,500 00	10,500 00
6 Quantum Premium Stereo Mic Cable	rolls												2			2	8,500 00	17,000 00
7 Wiring Harness and Connectors	lot												1			1	18,500 00	18,500 00
8 Skeleton Rackmount Frame	unit												3			3	29,000 00	87,000 00
9 Wireless Microphone (Karaoke)	unit																	
Subtotal																	1,512,235.00	

Items & Specifications	Unit of Measure	Quantity Requirement														**PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
COMMON OFFICE EQUIPMENT																		
1 Laptop	unit									3					4	7	52,000.00	364,000.00
2 Aircondition 2HP	unit							10								10	36,550.00	365,500.00
3 Executive Table w/ Chair	unit							10								10	21,000.00	210,000.00
4 Office Sala Set	set							10								10	16,000.00	160,000.00
5 Laboratory Table	set								10					10		20	15,000.00	300,000.00
6 Teachers Table w/ Chair	pcs								50							50	8,200.00	410,000.00
7 Office Curtain	pcs							220								220	655.00	144,100.00
8 White Board	pcs							10								10	1,800.00	18,000.00
9 Computer set (Core i5)	unit									6				6		12	42,000.00	504,000.00
10 Printer/Scanner	unit							5						5		10	9,500.00	95,000.00
Sub total																		2,570,600.00

JANITORIAL EQUIPMENT																		
1 Land mower	unit									3						3	21,000.00	63,000.00
2 Industrial trash can	unit									20			20			40	8,000.00	320,000.00
3 silent brooms	unit			10				10					10			30	155.00	4,650.00
4 dust fan	unit			10				10					10			30	280.00	8,400.00
5 grass scissor	unit			10				10					10			30	550.00	16,500.00
6 native broom	unit			20				20					20			60	55.00	3,300.00
7 wheel barrow	unit			0				5					5			10	3,600.00	36,000.00
8 water pump	unit			1				0					0			1	40,000.00	40,000.00
9 hose	role			2				2					2			6	6,700.00	40,200.00
Sub total																		532,650.00

Items & Specifications	Unit of Measure	Quantity Requirement														**PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULAR PURCHASED FROM OTHER SOURCES (Pls Specify)																		
Office Equipment and Accessories																		
Office Supplies																		
1 Chalk Yellow	box								40							40	115.00	4,600.00
2 Records Book 500 pgs	pcs								30							30	42.00	1,260.00
3 Liquid Floor Wax	gall								5							5	3,950.00	19,750.00
Audio and visual presentation and composing equipment																		
1 LCD Projector ACER-2,200-2,700 Lumens	unit														1	1	39,895.00	39,895.00
Photographic or filming or video equipment																		
1 Digital Camera DSLR	unit														0	0	47,500.00	-
2 Video Camera	unit														0	0	33,000.00	-
Cleaning Equipment and Supplies																		
1 Alcohol	doz			30				20					20			70	780.00	54,600.00

2 Albatross	doz		30			20				20				70	220 00	15,400 00
3 Mosquito Spray	doz		25			20				20				65	290 00	18,850 00
4 Freshener	doz		35			20				20				75	920 00	69,000 00
5 Muriatic Acid	bot		50			20				20				90	76 00	6,840 00
6 Toilet Bowl Cleaner	bot		50			20				20				90	260 00	23,400 00
7 Dye Wax Red	can		10			20				20				50	490 00	24,500 00
8 Liquid Wax	pail		10			5				5				20	3,520 00	70,400 00
Sub Total																348,495 00

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
Paper Materials and Products																	
1 Transparent Plastic Folder (Long)	doz			5			10						10		25	218 00	5,450 00
2 Special Paper	pcs			5			10						10		25	520 00	13,000 00
3 Cartolina	doz			5			10						10		25	130 00	3,250 00
4 PVC Plastic Cover Short	pcs			100			100						100		300	55 00	16,500 00
5 PVC Plastic Cover Long	pcs			100			100						100		300	45 00	13,500 00
6 PVC Spiral Ring for Binding	pcs			100			100						100		300	42 00	12,600 00
Sub total																64,300 00	

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
Computer Supplies																	
1 Printer	unit			3			3							4	10	16,500 00	165,000 00
3 Computer Keyboard	pcs			10			25							25	60	650 00	39,000 00
5 AVR	unit			5			25							25	55	920 00	50,600 00
6 External Disk (portable) 1TB (shock proof)	unit			3			5							5	13	3,800 00	49,400 00
7 UPS	unit			3			5							10	18	2,500 00	45,000 00
9 Power supply (600W)	unit						4							4	8	1,900 00	15,200 00
Sub Total																364,200 00	

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount		
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total	
Other Categories																	
Materials Construction Supplies																	
1 2 x 6 x 8	pcs			12				15						12	39	29 00	1,131 00
2 2 x 2 x 12	pcs			15				25						23	63	33 00	2,079 00
3 Plywood	pcs			10				10						15	35	525 00	18,375 00
4 Doorknob (Big)	pcs				10			5						10	25	480 00	12,000 00
5 Hinges Loose Pin	Pairs			10				10							20	92 00	1,840 00
6 Common Nails 4"	kg			3				3						3	9	77 00	693 00
7 Common Nails 3"	kg			3				3						3	9	77 00	693 00
8 Common Nails 2 1/2"	kg			5				5						5	15	77 00	1,155 00
9 Common Nails 1"	kg			5				5						5	15	92 00	1,380 00
10 Corr Sheets Tamaraw (31 x R)	sheet							2							2	352 00	704 00
11 Roofing Paint Triton	gal			5			10			10					25	430 00	10,750 00

3	Spark Plug Tube w/ oct ring	pcs						4							4	125.00	500.00
4	Oil Seal	pcs						12							12	78.00	936.00
5	Brake Timing F 600R	pcs						5							5	85.00	425.00
6	Bearing 6308	pcs						1							1	426.00	426.00
7	Battery Tractor (24 Volts)	pcs								1					1	23,250.00	23,250.00
8	Battery Jeep (24 Volts)	pcs						2							2	13,500.00	27,000.00
9	Maintenance of Motor Vehicles															250,000.00	250,000.00
																Sub total	306,277.00
C	Training for Organic Farming															4,000,000.00	4,000,000.00
D	Travelling Expenses															1,267,000.00	1,267,000.00
E	Professional Expenses															107,000.00	107,000.00
F	Communication & Representation															564,000.00	564,000.00
G	Confidential Extra Ordinary Expenses															107,000.00	107,000.00
H	Training Expenses															448,000.00	448,000.00
I	General Services															1,970,000.00	1,970,000.00
																Sub Total	8,463,000.00
REPAIR AND MAINTENANCE		Unit of	Quantity Requirement												Total		
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		Amount
1	Repair of Stalwart cafe															500,000.00	450,000.00
2	Repair of the Gate 2 Part U															450,000.00	450,000.00
3	Maintenance of MIS & Purchase of Fiber Optic Cables & Devices															230,000.00	230,000.00
4	Purchase of Canteen Appliances															150,000.00	150,000.00
5	Repair of E Library															120,000.00	124,000.00
																Sub Total	1,404,000.00
																TOTAL	18,801,000.00
CAPITAL OUTLAY		Unit of	Quantity Requirement												Total		
GAA2019			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		Amount
Items & Specifications																	
1	Culture and Arts Center for Sulu																10,000,000.00
2	Repair of Fencing																4,000,000.00
																	TOTAL
																	14,000,000.00
GRAND TOTAL																32,801,000.00	

We warrant that the total amount reflected in this Annual Supplies/Equipment Procurement Program to produce the listed common use supplies, materials and equipment has been included in or is within our approved budget for the year

Prepared by:

MELBALYN A. IDJILANI
Property/Supply Officer

Certified Funds Available:

ABDELNASIR N. ANTAO
Budget Officer

Approved:

DR. CHARISMA S. UUTALUM, CESE
SUC President II/Head of Office

Date