

**ANNUAL PROCUREMENT PLAN FOR 2018**  
For Common-Use Supplies and Equipment

**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 Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based of 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 : Technological University of the Philippines Visayas  
Region : Region VI  
Address : Capt. Sabi St. Talisay City, Negros Occidental

Contact Person : Mr. Precioso Espinosa Jr.  
Position : Administrative Assistant III  
Email : procurement.tupv@gmail.com  
Telephone/Mobile Nos : 474 2885 local 136

Item & Specification		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
<b>Office Supplies</b>																	
1	Acetate, long	pack	6	1		6	4	2	1	2	1	1			24	40	960
2	Ballpen, black	piece	42	43	105	86	109	56	61	9	10	15			536	6	3216
3	Ballpen, blue	piece	23	5		9	35	5	2		5	5			89	6	534
4	Ballpen, red	piece	46	43	56	109	82	26	48	4	15	14			443	6	2658
5	Ballpen, assorted color	pack	22			22									44	6	264
6	Blade, for cutter no. 500	pack	3		5	4	1		1						14	80	1120
7	Board, Combi (half whiteboard, half cork board, medium)	piece	1												1	1000	1000
8	Board, Cork, 10" x 10"	piece	1												1	900	900
9	Board, Cork, 3" x 2"	piece				1									1	720	720
10	Book End, metal	piece				48									48	230	11040
11	Calculator, medium, 12 digit heavy duty, battery operated	piece	5	4	5	4	14								32	1150	36800
12	Card, Index, 3"x5", with lines, 100's	pack				1				1					2	40	80
13	Card, Index, 5"x8", with lines, 100's	pack				1				1					2	80	160
14	Cartolina, assorted color	piece		80	5		5	5				5			100	6	600
15	Cartolina, white	piece		12											12	6	72
16	Chalk	box		8		39	60	4	3						114	80	9120
17	Chalk, colored	box				22	30								52	50	2600
18	Check, Commercial	stub	12					12							24	500	12000
19	Class record, with plastic cover	piece				18	30								48	50	2400
20	Clear Book, refill	piece					15	30							45	50	2250