

ANNUAL PROCUREMENT PLAN FOR 2020
For Non-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 Quarterly requirement, Total Amount per item and the Grand Total.
2. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- 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.
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. 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.
4. The accomplished HARD COPY of the APP-CSE shall be submitted in the following manner:
 - a. DBM Central Office- for entities in the Central Office
 - b. 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:
 - a. app.nga.ps@gmail.com- For central and regional offices of all national government agencies
 - b. app.suc.ps@gmail.com- For main and other campuses of all state universities and colleges
 - c. app.gocc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
 - d. app.deped.ps@gmail.com- For primary and secondary schools
 - e. app.lgu.ps@gmail.com - For Local government units
5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2020 must be submitted on or before November 30, 2019.
6. Rename your APP file in the following format: APP 2020 - Name of Agency- Region (e.g. APP 2020 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos. (02)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Office:

City Government of Baguio

Contact Person:

Region:

Cordillera Administrative Region (CAR)

Position:

Address:

LGU-Baguio City, City Hall Baguio City

Email:

Fund Source:

General Fund

Telephone / Mobile Nos:

#	ITEM & SPECIFICATIONS	UNIT OF MEASURE	QUANTITY REQUIREMENT																				PRICE CATALOGUE	TOTAL AMOUNT		
			JAN	FEB	MAR	Q1	Q1 AMOUNT	APR	MAY	JUN	Q2	Q2 AMOUNT	JUL	AUG	SEP	Q3	Q3 AMOUNT	OCT	NOV	DEC	Q4	Q4 AMOUNT			TOTAL QUANTITY	
A. AVAILABLE AT PROCUREMENT SERVICE STORE																										
	TOTAL					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00	
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
5-02-04-010 Water Expenses																										
1	Water , purified drinking water, 5 gallons	container	90	90	90	270	8,910.00	90	90	90	270	8,910.00	90	90	90	270	8,910.00	90	90	90	270	8,910.00	1,080	33.00	35,640.00	
5-02-99-990 Other Maintenance and Operating Expenses																										
1	Nameplate , 1x3 inches nameplate with laminated metal and magnetic clip	unit	76	15	35	126	25,200.00	0	0	30	30	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	156	200.00	31,200.00	
2	Sports Uniform - Bowling Tournament , Shirt with collar for Bowling Tournament	piece	18	0	0	18	18,000.00	108	52	108	268	268,000.00	28	0	0	28	28,000.00	18	0	0	18	18,000.00	332	1,000.00	332,000.00	

#	ITEM & SPECIFICATIONS	UNIT OF MEASURE	QUANTITY REQUIREMENT																				PRICE CATALOGUE	TOTAL AMOUNT	
			JAN	FEB	MAR	Q1	Q1 AMOUNT	APR	MAY	JUN	Q2	Q2 AMOUNT	JUL	AUG	SEP	Q3	Q3 AMOUNT	OCT	NOV	DEC	Q4	Q4 AMOUNT			TOTAL QUANTITY
3	Sports Uniform - Mini-Olympics , T-Shirt for Mini-Olympics Description: T-Shirt with Collar,Dri-Fit,V-Neck, Sublimation Print with City Hall-Logo and Design at the Front, Plain Color at the Back. Six (6) Different Colors (Turquoise Blue, Peach, Maroon, Silver Grey, Green and Pink)	piece	404	115	374	893	312,550.00	427	0	0	427	149,450.00	0	0	15	15	5,250.00	0	0	0	0	0.00	1,335	350.00	467,250.00
TOTAL						1,307	364,660.00				995	432,360.00				313	42,160.00				288	26,910.00	2,903		866,090.00
1	1-07-02-990 Other Land Improvements																							5,400,000.00	
2	1-07-03-990 Other Infrastructure Assets																							22,600,000.00	
3	1-07-04-010 Buildings																							34,302,000.00	
4	1-07-04-020 School Buildings																							20,000,000.00	
5	1-07-04-030 Hospitals and Health Centers																							8,000,000.00	
6	1-07-04-990 Other Structures																							19,500,000.00	
7	5-02-01-010 Traveling Expenses - Local																							21,006,480.00	
8	5-02-01-020 Traveling Expenses - Foreign																							400,000.00	
9	5-02-04-010 Water Expenses																							5,606,000.00	
10	5-02-04-020 Electricity Expenses																							74,914,000.00	
11	5-02-05-020 Telephone Expenses																							4,252,700.00	
12	5-02-05-030 Internet Subscription Expenses																							2,471,000.00	
13	5-02-05-040 Cable, Satellite, Telegraph and Radio Expenses																							44,000.00	
14	5-02-10-010 Confidential Expenses																							2,000,000.00	
15	5-02-10-030 Extraordinary and Miscellaneous Expenses																							1,970,000.00	
16	5-02-14-020 Subsidy to NGAs																							1,350,000.00	
17	5-02-14-030 Subsidy to Other Local Government Units																							3,840,000.00	
18	5-02-14-060 Subsidy to Other Funds																							27,000,000.00	
19	5-02-16-010 Taxes, Duties and Licenses																							4,926,150.00	

#	ITEM & SPECIFICATIONS	UNIT OF MEASURE	QUANTITY REQUIREMENT																				PRICE CATALOGUE	TOTAL AMOUNT		
			JAN	FEB	MAR	Q1	Q1 AMOUNT	APR	MAY	JUN	Q2	Q2 AMOUNT	JUL	AUG	SEP	Q3	Q3 AMOUNT	OCT	NOV	DEC	Q4	Q4 AMOUNT			TOTAL QUANTITY	
20	5-02-16-020 Fidelity Bond Premiums																									149,000.00
21	5-02-16-030 Insurance Expenses																									9,353,900.00
22	5-02-99-040 Transportation and Delivery Expenses																									115,000.00
23	5-02-99-060 Membership Dues and Contributions to Organization																									600,000.00
24	5-02-99-070 Subscription Expenses																									1,143,500.00
25	5-02-99-080 Donations																									10,094,500.00
26	5-02-99-990 Other Maintenance and Operating Expenses																									472,763,856.00
27	5-03-01-040 Bank Charges																									60,000.00
	TOTAL																									749,657,586.00
C. TOTAL (A + B)																										₱ 750,523,676.00
D. ADDITIONAL PROVISION FOR INFLATION FOR 10% of TOTAL																										₱ 75,052,367.60
E. GRAND TOTAL (C + D)																										₱ 825,576,043.60
F. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words																										
G. MONTHLY CASH REQUIREMENTS																										
G.1 Available at Procurement Service Store								-																	₱	-
G.2 Other Items not available at PS but regularly purchased from other sources								-																	₱	-
TOTAL MONTHLY CASH REQUIREMENTS								-																	₱	-

*Other categories that are not indicated herein

**Prices are FOB Manila/Applicable 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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

Eugene D. Buyucan
 OIC, City General Services Office

Atty. Leticia O. Clemente
 City Budget Officer

Hon. Benjamin B. Magalong
 City Mayor

Property / Supply Officer

Accountant / Local Budget Officer

Head of Office / Agency

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