

ANNUAL PROCUREMENT PLAN FOR 2022
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 2023 must be submitted on or before November 30, 2022.
6. Rename your APP file in the following format: APP 2023 - Name of Agency- Region (e.g. APP 2023 -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:

QUANTITY REQUIREMENT

#	ITEM & SPECIFICATIONS	UNIT OF MEASURE	QUANTITY REQUIREMENT												TOTAL QUANTITY	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		
A. AVAILABLE AT PROCUREMENT SERVICE STORE																											
	TOTAL					0	0.00					0	0.00					0	0.00					0	0.00		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	150	0	0	150	4,950.00	150	0	0	150	4,950.00	150	0	0	150	4,950.00	150	0	0	150	4,950.00	600	33.00		19,800.00	
5-02-99-990 Other Maintenance and Operating Expenses																											

QUANTITY REQUIREMENT

#	ITEM & SPECIFICATIONS	UNIT OF MEASURE	QUANTITY REQUIREMENT												TOTAL QUANTITY	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
1	Electric Power Sprayer, 220V, 60Hz, 1.5HP electric motor 10-meter discharge hose, suction hose, return hose Stick gun base	unit	1	0	0	1	9,085.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,085.00	9,085.00
2	Nameplate, 1x3 inches nameplate with laminated metal and magnetic clip	unit	11	0	7	18	3,720.00	0	0	7	7	1,400.00	36	0	0	36	7,320.00	0	0	0	0	0.00	61	200.00	12,440.00
3	Sports Uniform , T-shirt uniform for Mini-Olympics Specifications: Full Shirt Sublimation with City Hall Logo and design (Front to back) Fabric Choice: Dri-Fit Cloth Type: Polydex (Thick) Collar Material: Polydex cloth with buttons - with piping on both sleeves - with extra buttons Six (6) Different Colors (Yellow Orange, Royal Blue, Blood Red, Violet, Neon Green and Charcoal)	piece	54	228	465	747	262,430.00	170	0	0	170	59,500.00	0	0	0	0	0.00	0	0	0	0	0.00	917	350.00	321,930.00
4	Sports Uniform - Bowling Tournament, Shirt with collar for Bowling Tournament	piece	60	20	26	106	106,000.00	90	36	36	162	163,800.00	0	0	0	0	0.00	0	0	0	0	0.00	268	1,000.00	269,800.00

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QUANTITY REQUIREMENT

#	ITEM & SPECIFICATIONS	UNIT OF MEASURE	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	PRICE CATALOGUE	TOTAL AMOUNT
	TOTAL					1,022	386,185.00				489	229,650.00				186	12,270.00				150	4,950.00	1,847		633,055.00
1	5-02-99-990 Other Maintenance and Operating Expenses																								170,074,341.64
2	1-07-03-990 Other Infrastructure Assets																								172,315,381.38
3	5-02-04-020 Electricity Expenses																								70,807,500.00
4	5-02-14-060 Subsidy to Other Funds																								27,000,000.00
5	5-03-01-040 Bank Charges																								50,000.00
6	1-07-04-010 Buildings																								5,800,000.00
7	5-02-05-020 Telephone Expenses																								4,931,600.00
8	5-02-16-010 Taxes, Duties and Licenses																								4,435,800.00
9	1-07-04-020 School Buildings																								1,500,000.00
10	5-02-05-030 Internet Subscription Expenses																								6,615,200.00
11	5-02-16-020 Fidelity Bond Premiums																								136,000.00
12	1-07-04-030 Hospitals and Health Centers																								6,000,000.00
13	5-02-05-040 Cable, Satellite, Telegraph and Radio Expenses																								43,000.00
14	5-02-16-030 Insurance Expenses																								21,227,126.08
15	1-07-02-010 Land Improvements, Aquaculture Structures																								1,845,000.00
16	1-07-04-990 Other Structures																								3,000,000.00
17	5-02-10-010 Confidential Expenses																								2,000,000.00
18	5-02-99-040 Transportation and Delivery Expenses																								40,000.00
19	5-02-99-060 Membership Dues and Contributions to Organization																								900,000.00
20	1-07-03-010 Road Networks																								62,000,000.00
21	5-02-01-010 Traveling Expenses - Local																								7,492,593.42
22	5-02-10-030 Extraordinary and Miscellaneous Expenses																								2,006,409.00
23	5-02-99-070 Subscription Expenses																								1,426,000.00
24	1-07-03-020 Flood Control Systems																								59,205,000.00

QUANTITY REQUIREMENT

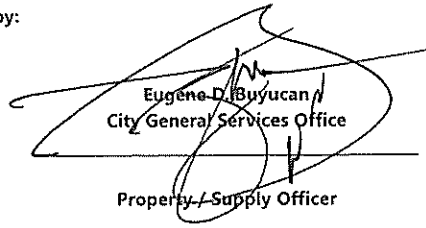
#	ITEM & SPECIFICATIONS	UNIT OF MEASURE	QUANTITY REQUIREMENT												TOTAL QUANTITY	PRICE CATALOGUE	TOTAL AMOUNT									
			JAN	FEB	MAR	Q1	Q1 AMOUNT	APR	MAY	JUN	Q2	Q2 AMOUNT	JUL	AUG				SEP	Q3	Q3 AMOUNT	OCT	NOV	DEC	Q4	Q4 AMOUNT	
25	5-02-01-020	Traveling Expenses - Foreign																								250,000.00
26	5-02-14-020	Subsidy to NGAs																								20,048,000.00
27	5-02-99-080	Donations																								14,350,000.00
28	1-07-03-090	Parks, Plazas and Monuments																								15,000,000.00
29	5-02-04-010	Water Expenses																								8,714,920.00
30	5-02-14-030	Subsidy to Other Local Government Units																								3,840,000.00
TOTAL																										686,517,681.52
C. TOTAL (A + B)																										₱ 687,150,736.52
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										₱ 68,715,073.65
E. GRAND TOTAL (C + D)																										₱ 755,865,810.17
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.

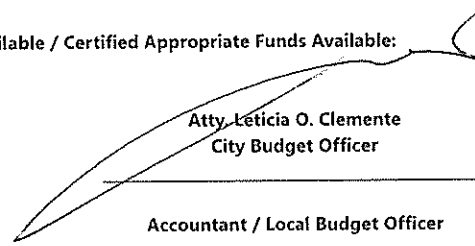
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

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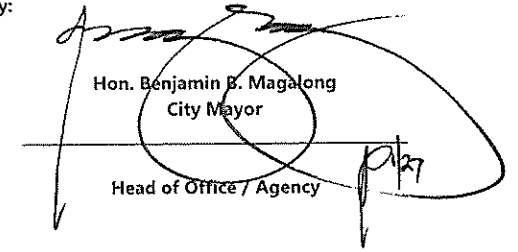
Prepared by:


Eugene D. Buyucan /
City General Services Office
Property / Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


Atty. Leticia O. Clemente
City Budget Officer
Accountant / Local Budget Officer

Approved by:


Hon. Benjamin B. Magalong
City Mayor
Head of Office / Agency

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