

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

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

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
 - Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Zamboanga Sibugay- **Zamboanga Sibugay**
 - Camiguin - **Camiguin**
- 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.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at 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.**
- 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.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office **AND email an electronic copy** at app@philgeps.gov.ph or at app.psd@m@yahoo.com.
- Consistent with DBM Circular No. 2013-14, the APP for FY 2015 must be submitted on or before November 30, 2014.**
- Rename your APP file in the following format: APP2015- Name of Agency- Region (e.g. APP2015 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **Movie and Television Review and Classification Board**
 Region: **National Capital Region**
 Address: **MTRCB Building, No. 18 Timog Avenue, Quezon City**

Contact Person: **Rosela L. Manalaysay**
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Item & Specifications	Unit of Measure	Quantity Requirement																	** PS Price Catalogue as of January 2018	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total			
A. AVAILABLE AT PROCUREMENT SERVICE STORES																					
COMMON ELECTRICAL SUPPLIES																					
1. BATTERY, size AA, alkaline, 2 pcs./packet	packet	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	19.50	2,340.00	
2. BATTERY, size AAA, alkaline, 2 pcs./packet	packet	10	10	10	30	10	10	10	30	10	10	10	30	10	10	10	30	120	18.46	2,215.20	
COMMON COMPUTER SUPPLIES/CONSUMABLES																					
6. FLASH DRIVE, 16GB, USB 2.0, plug and play	piece	14	12	12	38	14	12	12	38	13	12	12	37	13	12	12	37	150	251.68	37,752.00	
COMMON OFFICE SUPPLIES																					
9. ALCOHOL, 70%, ethyl	bottle	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	47.82	14,346.00	
10. CARBON FILM, polyethylene, 210mm x 297mm(A-4), 100s/box	box	3	1	1	5	2	1	1	4	1	1	1	3	1	1	1	3	15	197.58	2,963.70	
11. CLIP, backfold, 32mm, 12s/box	box	3	1	1	5	3	1	1	5	3	1	1	5	3	1	1	5	20	19.12	382.40	
13. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	25	25	25	75	25	25	25	75	25	25	25	75	25	25	25	75	300	68.64	20,592.00	
15. ENVELOPE, documentary for legal size docs., 500s/box	box	2			2	2			2	2			2	2			2	8	518.08	4,144.64	
16. ENVELOPE, mailing white, 500s/box	box	1	1	1	3	1	1	1	3	1	1	1	3	1	1	1	3	12	328.64	3,943.68	
17. ENVELOPE, expanding, plastic, legal size	piece	15	15	15	45	15	15	15	45	15	15	15	45	15	15	15	45	180	27.61	4,969.80	
18. ENVELOPE, documentary, A4, 500s/box	box	2			2	2			2	2			2	2			2	8	408.54	3,268.32	