

Electronic Procurement and Inventory Management System
ANNUAL PROCUREMENT PLAN FOR 2021
 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-phillgeps.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.goc.ps@gmail.com- For all central and regional offices of government owned and controlled corporations
- d. app.dep.ed.ps@gmail.com- For primary and secondary schools
- e. appligu.ps@gmail.com - For local government units

5. Consistent with Circular Letter No.2017-12 dated October 19, 2017, the APP for FY 2022 must be submitted on or before November 30, 2021.
6. Rename your APP file in the following format: APP 2022 - Name of Agency- Region (e.g. APP 2022 -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 | | | | | | | | | | | | TOTAL QUANTITY | PRICE CATALOGUE | TOTAL AMOUNT |
|---|-----------------------|-----------------|----------------------|-----|-----|-----------|-----|-----|-----|-----------|-----|-----|-----|-----------|----------------|-----------------|--------------|
| | | | JAN | FEB | MAR | Q1 AMOUNT | APR | MAY | JUN | Q2 AMOUNT | JUL | AUG | SEP | Q3 AMOUNT | | | |

A. AVAILABLE AT PROCUREMENT SERVICE STORE

| | | | | | | | | | | | | | | | | | | |
|-------|---|------|---|------|---|------|---|------|---|------|---|------|---|------|---|------|---|------|
| TOTAL | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 0 | 0.00 | 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 | 55 | 55 | 55 | 165 | 5,445.00 | 55 | 55 | 55 | 165 | 5,445.00 | 55 | 55 | 55 | 165 | 5,445.00 | 55 | 55 | 55 | 165 | 5,445.00 | 660 | 33.00 | 21,780.00 |
|---|---|-----------|----|----|----|-----|----------|----|----|----|-----|----------|----|----|----|-----|----------|----|----|----|-----|----------|-----|-------|-----------|

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 | Nameplate, 1x3 inches nameplate with laminated metal and magnetic clip | unit | 33 | 0 | 30 | 63 | 12,600.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 240 | 48,000.00 | 0 | 0 | 0 | 0 | 0 | 0.00 | 303 | 200.00 | 60,600.00 |
| 2 | 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, Bloody Red, Violet, Neon Green and Charcoal) | piece | 198 | 328 | 325 | 851 | 297,850.00 | 110 | 0 | 0 | 110 | 38,500.00 | 0 | 0 | 0 | 0 | 0.00 | 0 | 0 | 0 | 0 | 0.00 | 961 | 350.00 | 336,350.00 |

QUANTITY REQUIREMENT

| # | ITEM & SPECIFICATIONS | UNIT OF MEASURE | QUANTITY REQUIREMENT | | | | | | | | | | | | TOTAL QUANTITY | PRICE CATALOGUE | TOTAL AMOUNT | | | | | |
|--|--|-----------------|----------------------|-----|-----|-----------|-----|-----|-----|-----------|-----|-----|-----|-----------|----------------|-----------------|--------------|-----|-----|-----|----------------|--|
| | | | JAN | FEB | MAR | Q1 AMOUNT | APR | MAY | JUN | Q2 AMOUNT | JUL | AUG | SEP | Q3 AMOUNT | | | | OCT | NOV | DEC | Q4 AMOUNT | |
| 4 | 5-02-16-030 Insurance Expenses | | | | | | | | | | | | | | | | | | | | 11,210,300.00 | |
| 5 | 5-02-05-020 Telephone Expenses | | | | | | | | | | | | | | | | | | | | 4,194,000.00 | |
| 6 | 5-02-99-040 Transportation and Delivery Expenses | | | | | | | | | | | | | | | | | | | | 125,000.00 | |
| 7 | 5-02-99-070 Subscription Expenses | | | | | | | | | | | | | | | | | | | | 1,100,500.00 | |
| 8 | 5-02-05-030 Internet Subscription Expenses | | | | | | | | | | | | | | | | | | | | 3,923,800.00 | |
| 9 | 5-02-99-080 Donations | | | | | | | | | | | | | | | | | | | | 15,160,000.00 | |
| 10 | 1-07-02-990 Other Land Improvements | | | | | | | | | | | | | | | | | | | | 0.00 | |
| 11 | 5-02-05-040 Cable, Satellite, Telegraph and Radio Expenses | | | | | | | | | | | | | | | | | | | | 43,000.00 | |
| 12 | 5-02-99-990 Other Maintenance and Operating Expenses | | | | | | | | | | | | | | | | | | | | 40,940,590.00 | |
| 13 | 1-07-03-990 Other Infrastructure Assets | | | | | | | | | | | | | | | | | | | | 3,467,650.00 | |
| 14 | 5-02-10-010 Confidential Expenses | | | | | | | | | | | | | | | | | | | | 2,000,000.00 | |
| 15 | 5-03-01-040 Bank Charges | | | | | | | | | | | | | | | | | | | | 50,000.00 | |
| 16 | 5-02-01-010 Traveling Expenses - Local | | | | | | | | | | | | | | | | | | | | 11,071,726.00 | |
| 17 | 5-02-10-030 Extraordinary and Miscellaneous Expenses | | | | | | | | | | | | | | | | | | | | 2,119,000.00 | |
| 18 | 5-02-01-020 Traveling Expenses - Foreign | | | | | | | | | | | | | | | | | | | | 300,000.00 | |
| 19 | 5-02-16-010 Taxes, Duties and Licenses | | | | | | | | | | | | | | | | | | | | 4,480,048.00 | |
| TOTAL | | | | | | | | | | | | | | | | | | | | | 171,514,864.00 | |
| C. TOTAL (A + B) | | | | | | | | | | | | | | | | | | | | | 172,164,594.00 | |
| D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL) | | | | | | | | | | | | | | | | | | | | | 17,216,459.40 | |
| E. GRAND TOTAL (C + D) | | | | | | | | | | | | | | | | | | | | | 189,381,053.40 | |

F. APPROVED BUDGET BY THE AGENCY HEAD
In Figures and Words

