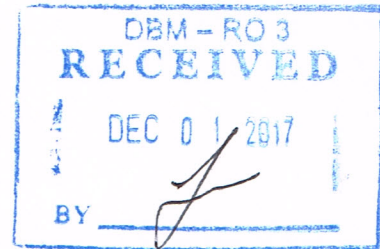




**ANGAT WATER DISTRICT**  
269 M.A. Fernando St. Sta. Cruz  
Angat, Bulacan, Philippines  
Tel. No. (044)671-1204 Fax No. (044)908-0058

December 1, 2017

The Manager  
Department of Budget and Management  
San Fernando, Pampanga




Dear Sir/Madam:

I am respectfully submitting the 2018 Annual Procurement Plan of this office for your information and guidance.

Thank you very much.

Very truly yours,

  
DORILYN C. DADOR  
Officer-in-Charge

For:

ARTURO S. TORRES  
General Manager  
(On-Vacation Leave)

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

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

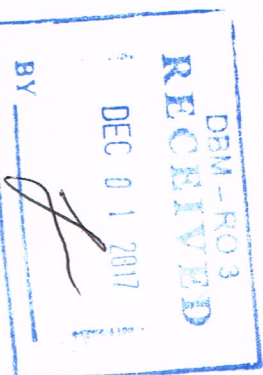
1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Quarterly requirement, Total Amount per item and the Grand Total.
2. APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at [ps-phillips@ps.gov.ph](mailto:ps-phillips@ps.gov.ph) 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](mailto:app.nga-ps@gmail.com)- For central and regional offices of all national government agencies
- b. [app.suc-ps@gmail.com](mailto:app.suc-ps@gmail.com)- For main and other campuses of all state universities and colleges
- c. [app.goc-ps@gmail.com](mailto:app.goc-ps@gmail.com)- For all central and regional offices of government owned and controlled corporations
- d. [app.deped-ps@gmail.com](mailto:app.deped-ps@gmail.com)- For primary and secondary schools
- e. [app.lgu-ps@gmail.com](mailto: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 2018 must be submitted on or before **November 30, 2017**.
6. Rename your APP file in the following format: APP2018- Name of Agency-Region (e.g. APP2018 -PS- Central Office).
7. For further assistance/clarification, agencies may call the Sales Division of the Procurement Service at telephone nos: (02)5616094 or (02)689-7750 loc. 4021.

Department/Bureau/ ANCAT WATER DISTRICT  
 Region: III  
 Address: 269 M.A. Fernandez St. Sta.Cruz, Angat, Bulacan 3012  
 Agency Account Code: \_\_\_\_\_  
 Contact Person: Engr. Milet C. Rovero  
 Position: Admin. Serv. Officer A  
 E-mail: [milet\\_carlitas@yahoo.com](mailto:milet_carlitas@yahoo.com)  
 Telephone/Mobile Nos: (044) 671-1204



Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT	
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct

COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0				0				0				0	0	20.28	-
2 BATTERY, dry cell, AAA, 2 pieces per blister pack.	pack	16	16	16	48	16	16	16	48	16	16	16	48	16	16	16	48	192	19.20	3,686.40
3 BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0				0				0				0	0	91.94	-
4 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	tube				0				0				0				0	0	40.97	-
5 Light Bulb, LED, 7 watts 1 pc in individual box	piece				0				0				0				0	0	75.39	-
6 TAPE, ELECTRICAL, 18mm x 16M min	roll				0				0				0				0	0	18.93	-
COMMON OFFICE SUPPLIES																				
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-
2 AIR FRESHENER, aerosol, 280ml/5oz min	can				0				0				0				0	0	88.69	-
3 ALCOHOL, ethyl, 68%70%, scented, 500ml (5oz fl)	bottle				0				0				0				0	0	49.73	-















2	CUTTER KNIFE, for general purpose	piece	2	2	2	6	2	2	2	2	6	2	2	2	2	6	2	2	2	6	2	2	6	24	20,55	493,20
3	DATING AND STAMPING MACHINE, heavy duty	piece				0					0					0				0			0	0	497,52	-
4	PENCIL SHARPENER, manual, single cutter head	piece	2			2					2					2				2			2	8	194,69	1,557,52
5	PUNCHER, paper, heavy duty, with two hole guide	piece	2			2					2					2				2			2	8	123,42	987,36
6	SCISSORS, symmetrical, blade length: 65mm min	pair	5			5					5					5				5			5	20	14,28	285,60
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	5			5					5					5				5			5	20	85,45	1,709,00
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0					0					0				0			0	0	913,95	-
9	STAPLE REMOVER, PLIER-TYPE	piece	5			5					5					5				5			5	20	18,91	378,20
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	1			1					1					1				1			1	4	51,57	206,28
11	WASTERBASKET, non-rigid plastic	piece				0					0					0				0			0	0	25,96	-

**COMMON JANITORIAL SUPPLIES**

1	BROOM, soft (bambo)	piece	1	1	1	3	1	1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	3	12	91,94	1,103,28
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1	1	1	3	1	1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	3	12	24,88	298,56
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	2	2	2	6	2	2	2	2	6	2	2	2	6	2	2	2	2	6	2	2	6	24	43,26	1,038,24
4	CLEANSER, SCOURING POWDER, 350g min/can	can				0					0				0					0			0	0	24,88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch	1	1	1	3	1	1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	3	12	38,93	467,16
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	1	1	1	3	1	1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	3	12	125,20	1,502,40
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1	1	1	3	1	1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	3	12	28,12	337,44
8	FLOOR WAX, PASTE, RED	can				0					0				0					0			0	0	280,13	-
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0					0				0					0			0	0	90,85	-
10	INSECTICIDE, aerosol type, net content: 600ml min	can				0					0				0					0			0	0	142,77	-
11	MOP BUCKET, heavy duty, hard plastic	piece	1			1					0				1					1			2	1,987,44	3,974,88	
12	MOPHANDLE, heavy duty, aluminum, screw type	piece				0					0				0					0			0	0	148,18	-
13	MOPHEAD, made of rayon, weight: 400 grams min	piece				0					0				0					0			0	0	110,32	-
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	2	2	2	6	2	2	2	2	6	2	2	2	6	2	2	2	2	6	2	2	6	24	51,68	1,240,32
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0					0				0					0			0	0	107,08	-
16	TRASHBAG, plastic, transparent	roll	1	1	1	3	1	1	1	1	3	1	1	1	3	1	1	1	1	3	1	1	3	12	145,48	1,745,76

























































