



National Development Company



05 January 2018

MS. BINGLE B. GUTIERREZ
Executive Director
Procurement Service
R. R. Road, Cristobal Street
Paco, Manila

Receiving Copy
HELGE PINDAD

Dear **Director Gutierrez:**

We hereby submit the National Development Company's (NDC) 2018 Annual Procurement Plan for Common Use Supplies and Equipment.

Thank you.

Truly yours,

JOYCE ANNE N. ALIMON
Manager, Finance and Admin. Dep't.



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.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.goccc-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 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)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi NATIONAL DEVELOPMENT COMPANY
Region: MAIN & NCR
Address: 116 Tordesillas Street, Salcedo Village, Makati City

Contact Person: Sarah Grace Banal
Position: Admin. Services Officer VI
E-mail: sgbanal@yahoo.com
Telephone/Mobile Nos: 8404838

[Signature]
HERRERA PINERO

Item & Specifications	Unit of Measure	Quantity Requirement												Price Catalogue	TOTAL AMOUNT					
		Jan	Feb	March	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Total Quantity
COMMON ELECTRICAL SUPPLIES																				
1 BATTERY, dry cell, AA, 2 pieces per blister pack	pack		30		30			30	30				0				0	60	20.28	1,216.80
2 BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		30		30			30	30				0				0	60	19.20	1,152.00
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	20			20				0				0				0	20	18.93	378.60
COMMON OFFICE SUPPLIES																				
1 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0				0				0				0	0	766.73	-

[illegible]

27	FILE TAB DIVIDER, bristol board, for A4	set		200		200		200		200		100		100		0		500	12.98	6,490.00
28	FILE TAB DIVIDER, bristol board, for legal	set				0			0					0		0		0	17.31	-
29	FOLDER, FANCY, for A4 size documents	bundle				0			0					0		0		0	258.50	-
30	FOLDER, FANCY, for legal size documents	bundle				0			0					0		0		0	302.85	-
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0			0					0		0		0	177.92	-
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0			0					0		0		0	222.27	-
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (-3mm)	box				0			0					0		0		0	776.59	-
34	FOLDER, TAGBOARD, for A4 size documents	pack				0	5		5					0	5	5		10	226.05	2,260.50
35	FOLDER, TAGBOARD, for legal size documents	pack			5	5			0			5		5		0		10	208.38	2,083.80
36	GLUE, all purpose, gross weight: 200 grams min	jar				0			0					0		0		0	49.73	-
37	INDEX TAB, self-adhesive, transparent	box	50			50			0			50	50	0		0		100	53.74	5,374.00
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0			0					0		0		0	676.00	-
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0			0					0		0		0	43.26	-
40	MARKER, FLUORESCENT, 3 assorted colors per set	set			30	30			0	30				30		0		60	36.97	2,218.20
41	MARKER, whiteboard, black, felt tip, bullet type	piece			20	20			20	20			20	20		0		60	10.69	641.40
42	MARKER, whiteboard, blue, felt tip, bullet type	piece			20	20			20	20			20	20		0		60	10.69	641.40
43	MARKER, whiteboard, red, felt tip, bullet type	piece			20	20			20	20			20	20		0		60	10.69	641.40
44	MARKER, PERMANENT, bullet type, black	piece			30	30			30	30			30	30		0		90	10.04	903.60
45	MARKER, PERMANENT, bullet type, blue	piece			30	30			30	30			30	30		0		90	10.04	903.60
46	MARKER, PERMANENT, bullet type, red	piece			30	30			30	30			30	30		0		90	10.04	903.60
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	50		50			50	50	50		0		100	12.52	1,252.00
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		50		50			0			50	50	50		0		100	32.45	3,245.00
49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		50		50			0			50	50	50		0		100	44.32	4,432.00
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		50		50			0			50	50	50		0		100	59.49	5,949.00
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0			0					0		0		0	18.99	-

53	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			10	10					0			10	10			0	20	6.91	138.20
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			10	10					0		10	10				0	20	14.04	280.80
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		200		200			80	80			80	80	50			50	410	137.66	56,440.60
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		200		200			80	80		80	80					0	360	160.94	57,938.40
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0					0							0	0	119.09	-
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0					0							0	0	123.08	-
58	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0					0							0	0	95.18	-
59	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll			20	20					0		20	20				0	40	34.29	1,371.60
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		10		10					0				10			10	20	20.40	408.00
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0					0							0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0	10				10		10	10				0	20	62.73	1,254.60
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0	10				10		10	10				0	20	97.34	1,946.80
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle		10		10		10			10			10				0	30	267.14	8,014.20
65	RUBBER BAND, 70mm min lay flat length (#18)	box			10	10					0		10	10				0	20	97.04	1,940.80
66	RULER, plastic, 450mm (18"), width: 38mm min	piece	30			30					0		10	10				0	40	16.10	644.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	120			120	120				120	60		60	60			60	360	35.99	12,956.40
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	120			120	120				120	60		60	60			60	360	35.99	12,956.40
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	30			30	20				20	20		20	20			20	90	35.99	3,239.10
70	STAMP PAD INK, purple or violet	bottle				0					0							0	0	25.62	-
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0					0							0	0	28.77	-
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0					0							0	0	21.51	-
73	STAPLE WIRE, STANDARD, (26/6)	box	30			30					0	30		30				0	60	19.68	1,180.80
74	TAPE, MASKING, width: 24mm (±1mm)	roll				0					0							0	0	57.32	-
75	TAPE, MASKING, width: 48mm (±1mm)	roll				0					0							0	0	109.24	-
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll	50			50					0				50			100		29.08	2,908.00

77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	50				50	30				30	30				30	30				30	140	11.36	1,590.40
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll				0						0					0					0	0	27.58	-
79	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0						0					0					0	0	70.30	-
80	TWINE, plastic, one (1) kilo per roll	roll				0						0					0					0	0	51.92	-
81	WRAPPING PAPER, kraft, 65gsm (±5%)	pack				0						0					0					0	0	133.99	-
82	Airline Travel	ticket				0						0					0					0	0	0.00	-

COMMON OFFICE DEVICES																									
1	CUTTER BLADE, for heavy duty cutter	tube				0						0					0					0	0	10.22	-
2	CUTTER KNIFE, for general purpose	piece				0	30					30					0					0	30	20.55	616.50
3	DATING AND STAMPING MACHINE, heavy duty	piece				0						0					0					0	0	497.52	-
4	PENCIL SHARPENER, manual, single cutter head	piece				0						0					0					0	0	194.69	-
5	PUNCHER, paper, heavy duty, with two hole guide	piece				0						0					0					0	0	123.42	-
6	SCISSORS, symmetrical, blade length: 65mm min	pair				0	30					30					0					0	30	14.28	428.40
7	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0						0					0					0	0	85.45	-
8	STAPLER, BINDER TYPE, heavy duty, desktop	piece				0						0					0					0	0	913.95	-
9	STAPLE REMOVER, PLIER-TYPE	piece				0						0					0					0	0	18.91	-
10	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0						0					0					0	0	51.57	-
11	WASTEBASKET, non-rigid plastic	piece				0						0					0					0	0	25.96	-

COMMON JANITORIAL SUPPLIES																									
1	BROOM, soft (lambo)	piece				0						0					0					0	0	91.94	-
2	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0						0					0					0	0	24.88	-
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0						0					0					0	0	43.26	-
4	CLEANSER, SCOURING POWDER, 350g min./can	can				0						0					0					0	0	24.88	-
5	DETERGENT POWDER, all purpose, 1kg	pouch				0						0					0					0	0	38.93	-
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0						0					0					0	0	125.20	-

[illegible]

[illegible]

[illegible]

[illegible]

102	TONER CART, HP CF281A (HP81A) Black LaserJet	cart					0					0					0													0	0	0.00		-
103	TONER CART, HP CF283A (HP83A) LaserJet Black	cart	3				3	3				3	3				3	3												0	9	3,355.00	30,195.00	-
104	TONER CART, HP CF383XC (HP83X) Blk Contract U	cart					0					0					0													0	0	0.00		-
105	TONER CART, HP CF287A (HP87) black	cart					0					0					0													0	0	0.00		-
106	TONER CART, HP CF310AC (HP836) black	cart					0					0					0													0	0	0.00		-
107	TONER CART, HP CF311AC (HP836) cyan	cart					0					0					0													0	0	0.00		-
108	TONER CART, HP CF312AC (HP836) yellow	cart					0					0					0													0	0	0.00		-
109	TONER CART, HP CF313AC (HP836) magenta	cart					0					0					0													0	0	0.00		-
110	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart					0					0					0													0	0	0.00		-
111	TONER CART, HP CF350A Black U	cart					0					0					0													0	0	0.00		-
112	TONER CART, HP CF351A Cyan U	cart					0					0					0													0	0	0.00		-
113	TONER CART, HP CF352A Yellow U	cart					0					0					0													0	0	0.00		-
114	TONER CART, HP CF353A Magenta U	cart					0					0					0													0	0	0.00		-
115	TONER CART, HP CF360A (HP508A) Black LaserJet	cart					0					0					0													0	0	0.00		-
116	TONER CART, HP CF360XC (HP508X) Black Contract U	cart					0					0					0													0	0	0.00		-
117	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart					0					0					0													0	0	0.00		-
118	TONER CART, HP CF361XC (HP508X) Cyan Contract U	cart					0					0					0													0	0	0.00		-
119	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart					0					0					0													0	0	0.00		-
120	TONER CART, HP CF362XC (HP508X) Yellow Contract U	cart					0					0					0													0	0	0.00		-
121	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart					0					0					0													0	0	0.00		-
122	TONER CART, HP CF363XC (HP508X) Magenta Contract U	cart					0					0					0													0	0	0.00		-
123	TONER CART, HP CF400A (HP201A) Black LaserJet	cart					0					0					0													0	0	0.00		-
124	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart					0					0					0													0	0	0.00		-
125	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart					0					0					0													0	0	0.00		-
126	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart					0					0					0													0	0	0.00		-

[illegible]

11	PVC cover, short	piece				0	800					800				0	500			500	1300	4.50	5,850.00
12	PVC cover, legal	piece				0	800					800				0	500			500	1300	6.00	7,800.00
13	board cover, white, A4	piece				300	300					0	300			300	100			100	700	3.50	2,450.00
14	board cover, white, short	piece				300	300					0	300			300	100			100	700	3.00	2,100.00
15	board cover, white, legal	piece				300	300					0	300			300	100			100	700	4.00	2,800.00
16	envelope, brown, short, with logo	piece				500						0	500			500				0	1000	13.00	13,000.00
17	envelope, brown, legal, with logo	piece				500						0	500			500				0	1000	15.00	15,000.00
18	envelope, mailing, with logo	piece				1000	1000					0	500			500				0	1500	7.00	10,500.00
19	envelope, mailing, with logo, with window	piece				1000	1000					0	500			500				0	1500	9.00	13,500.00
20						0						0				0				0	0		-

COMMON JANITORIAL SUPPLIES

1						0						0				0				0	0		-
2						0						0				0				0	0		-
3						0						0				0				0	0		-
4						0						0				0				0	0		-
5						0						0				0				0	0		-

CONSUMABLES

1	Epson C13S050709 toner	cart.				0	8					8				0	8			8	16	3,600.00	57,600.00
2						0						0				0				0	0		-
3						0						0				0				0	0		-
4						0						0				0				0	0		-
5						0						0				0				0	0		-
6						0						0				0				0	0		-
7						0						0				0				0	0		-
8						0						0				0				0	0		-

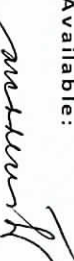
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


Sarah Grace Bernal
Property/Supply Officer

Date: 1/3/2018

Certified Funds Available / Certified
Appropriate Funds Available:


Ma. Christina D. de Castro
Accountant / Local Budget Officer

Approved by:


M.A. Lourdes F. Rebuena
Head of Office/Agency