

TABLE OF CONTENT
of Annual Procurement Plan

ITEMS	GAA 2018 (FUND 101)
I. COMMON SUPPLIES	
1. Electrical Supplies	107,115.00
2. Computer Supplies/Ink	164,924.00
3. Office Supplies	1,622,604.00
4. Construction Materials and Supplies	568,129.00
5. Paper Materials	<u>446,929.25</u>
	TOTAL: 2,909,701.25
II. DEVICES AND EQUIPMENT OUTLAY	
1. Office/Sound Devices	1,274,928.00
2. Office Equipment	1,515,950.00
3. Janitorial Equipment	240,000.00
4. Other Equipment	471,115.00
5. Computers	160,600.00
6. Vehicle Equipment	440,050.00
	TOTAL: 4,102,642.00
III. CAPITAL OUTLAY	
1. Installation of Water System in 3 School Campuses	5,000,000.00
2. Installation of CCTV Cameras in 3 School Campuses	1,000,000.00
3. Construction/Repair/Rehabilitation of Academic Building	5,000,000.00
4. Purchase of Various Equipment Outlay	<u>5,000,000.00</u>
	TOTAL: 16,000,000.00
A. COMMITTEES FOR PRIVATE SECTOR REPRESENTATIVE	150,000.00
B. COMMITTEES FOR PRESIDENCY	150,000.00
TOTAL	PhP 23,312,343.25

Prepared by:

HJA. ANANG A. HAWANG
Property/Supply Officer

Certified Funds Available:

NEERZA P. AGUIL
Acting Accountant

Approved by:

DR. ABDURASA S. ARASID
SUC President II/ Head of Office

Date Prepared: February 22, 2018

ANNUAL PROCUREMENT PLAN FOR 2018
For Common-Use Supplies and Equipment/ Capital Outlay
GAA 2018 (FUND 101)

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

1. Indicate the agency's monthly requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
2. Do not delete any field in the APP Form.
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.
4. Submit the duly accomplished APP form in two (2) soft copies and two (2) hard copies (duly signed by Agency Officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office.
5. Consistent with DBM Circular No. 2011-6.
6. For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. 561-6116 or 563-9397.

Department/Bureau/Office: **SULU STATE COLLEGE**

Region: IX

Address: Jolo, Sulu

Contact Person: ABDULNASIR N. ANTAO

Position: Administrative Officer V

E-mail: admin@sulusc.edu.ph

Telephone/Mobile Nos: 0926-348-0731

Items & Specifications		Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount	
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
I.	COMMON SUPPLIES/MATERIALS																
Available at Procurement Service Stores																	
1. COMMON ELECTRIC SUPPLIES																	
1	Floureceint Lamp (with Ballas and starter)	pcs						50							50	565.00	28,250.00
2	Fuse Box/breakers	pcs					15								15	950.00	14,250.00
3	Flourecent 40W	pcs						25							25	144.00	3,600.00
4	Bulb 20W	pcs						20							20	210.00	4,200.00
5	Cut-Out 30 Amp.	pcs						9							9	250.00	2,250.00
6	Electrical Tape	roll					25								25	65.00	1,625.00
7	Flourecent Tube 20W	pcs					50								50	120.00	6,000.00
8	Starter 20W	pcs					50								50	35.00	1,750.00
9	Adopter	pcs									50				50	150.00	7,500.00
10	Screw driver (set)	set					3								3	350.00	1,050.00
11	tester	unit					2								2	320.00	640.00
12	plier/cutter	pcs					4								4	9,000.00	36,000.00
																Sub total	107,115.00

Items & Specifications	Unit of Measure	Quantity Requirement													**PS Price Catalogue	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
2. COMMON COMPUTER SUPPLIES																
1 HP 704 (Colored)	pcs				30									15	1,200.00	18,000.00
2 HP 287	pcs				12									12	1,300.00	15,600.00
3 HP D2660	pcs				4									4	1,200.00	4,800.00
4 Cannon 810	pcs				20									10	1,200.00	12,000.00
5 Cannon 811	pcs				20									10	1,300.00	13,000.00
6 Cannon 830 Black	pcs				4									4	1,200.00	4,800.00
7 Cannon 831 Color	pcs				4									4	1,300.00	5,200.00
8 Epson 73N	pcs				9									9	1,200.00	10,800.00
9 Epson LX 300-II	pcs				40									20	380.00	7,600.00

10 Epson LX 310	pcs				12										12	380.00	4,560.00
11 Epson LX 2175	pcs				6										6	750.00	4,500.00
12 Epson T10	set				6										6	1,500.00	9,000.00
13 Epson T13	set				6										6	1,500.00	9,000.00
14 Epson T6664	pcs				4										4	1,500.00	6,000.00
15 Brother LC40/1100-800	set				12										12	1,200.00	14,400.00
16 Brother LC73	pcs				12										12	1,300.00	15,600.00
17 Universal Ink	bot				25										20	100.00	2,000.00
18 Epson Stylus Photo T60 (asstd. Color)	lit				12										12	36.00	432.00
19 UV Dye Ink Polaris (Asstd. Color)	lit				4										4	1,158.00	4,632.00
20 USB Optical Mouse	pcs				5						5				10	300.00	3,000.00
																Subtotal	164,924.00

Items & Specifications	Unit of Measure	Quantity Requirement													**PS Price Catalogue	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
3. COMMON OFFICE SUPPLIES																
1 Transcrip of Records (NV)	pcs			5000										5,000	45	225,000.00
2 Gestetner Ink	pcs			6								6		12	300	3,600.00
3 Stencil	box			12								6		18	650	11,700.00
4 Diploma w/ Jacket	pcs			1200										1,200	500	600,000.00
5 Enrolment Form/Blue Form	pcs					5500								5,500	20	110,000.00
6 School ID	pcs						1000							1,000	150	150,000.00
7 Gen. Form 5/C	pcs					240						240		480	166	79,680.00
8 Ballpen Black	pcs			250								100		350	6	2,100.00
9 Ballpen Blue	pcs			100								100		100	6	600.00
10 Ballpen Red	pcs			50								50		100	6	600.00
11 Book Paper Short S20	pcs						80							80	225	18,000.00
12 Carbon Paper Long	box						3							3	196.00	588.00
13 Sign Pen	box			5			5					5		15	696.00	10,440.00
14 Classcard	pcs						100							40000	2.50	100,000.00
15 Entrance Answer Sheets	pcs			1250										1250	10.00	12,500.00
16 Typewriter Ribbon	pcs						100							100	25.00	2,500.00
17 Paper Clip	box								12					12	33.00	396.00
18 Notarial Seal	box			25										25	30.00	750.00
19 SSC Letter Head/Stationary	reams			40										40	1,600.00	64,000.00
LEGAL SIZE PAPER																
1 Bond paper Long	reams			50		30			10			20		110	215.00	23,650.00
2 Bond paper Short	reams			50		50		6	20			20		140	190.00	26,600.00
3 Chalk	box			50		20								70	110.00	7,700.00
4 Memo White Long	ream			66		30		20	60			90		266	190.00	50,540.00
5 Memo Paper Brown Long	ream			50								75		125	180.00	22,500.00
6 Folder Long	doz			10								10	20	40	60.00	2,400.00
7 Folder Short	doz			10								10	20	40	48.00	1,920.00
8 Class records New Edition	pcs			200										200	39.50	7,900.00
9 Rubber Ban	box							20						20	45.00	900.00
10 Wyte Board Marker	pcs			10								10		20	120.00	2,400.00
11 Pen Marker	pcs			10								10		20	57.00	1,140.00
12 Filing Boxes	pcs			300										300	275.00	82,500.00
															Subtotal	1,622,604.00

Items & Specifications	Unit of Measure	Quantity Requirement													**PS Price Catalogue	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
Other Categories																
4. CONSTRUCTION MATERIALS AND SUPPLIES																
1 2 x 6 x 8	pcs					15								15	26.00	390.00
2 2 x 2 x 12	pcs					100								100	31.00	3,100.00
3 Plywood	pcs					50								50	445.00	22,250.00
4 Doorknob (Big)	pcs					7								7	450.00	3,150.00
5 Hinges Loose Pin	Pairs					15								15	90.00	1,350.00
6 Common Nails 4"	kg					10								10	75.00	750.00
7 Common Nails 3"	kg					5								5	75.00	375.00
8 Common Nails 2 1/2"	kg					10								10	75.00	750.00
9 Common Nails 1"	kg					5								5	90.00	450.00
10 Corr. Sheets Tamaraw (31 x R)	sheet					2								2	348.00	696.00
11 Roofing Paint Triton	gal					25								25	420.00	10,500.00
12 Vulca seal	Qrt					29								29	450.00	13,050.00
13 Roofing Nails 3 1/2	kl					1								1	80.00	80.00
14 2"x2"x12" Rough Lumber	pcs					10								10	100.00	1,000.00
15 Ord Plywood 1/4"x4"x8"	pcs					50								50	375.00	18,750.00
16 1" Common Nails	kl					1								1	70.00	70.00
17 1 1/2" Common Nails	kl					2								2	70.00	140.00
18 Tile Red Latex Paint	Qrt					1								1	135.00	135.00
19 Latex White	gal					20								20	450.00	9,000.00
20 Rail Rust Color	can					1								1	180.00	180.00
21 Enamel Paint White	gal					1								1	520.00	520.00
22 Flatwall Paint	gal					1								1	450.00	450.00
23 Paint thinner miracle	gal					10								10	285.00	2,850.00
24 Roller Brush 6"	pcs					1								1	49.00	49.00
25 Paint Brush 2"	pcs					7								7	25.00	175.00
26 Paint Enamel Maroon	qrt					1								1	135.00	135.00
27 Marine Plywood	pcs					10								10	540.00	5,400.00
28 Enamel Paint White	gal					7								7	545.00	3,815.00
29 Angle Bar	pcs					7								7	500.00	3,500.00
30 Plywood 1/4	pcs					20								20	445.00	8,900.00
31 Roof Shield	gal					46								46	600.00	27,600.00
32 Gloss Latex	gal					40								40	570.00	22,800.00
33 Flatwall Enamel	gal					45								45	480.00	21,600.00
34 Gloss Enamel	gal					15								15	500.00	7,500.00
35 Cement	scks					100								100	235.00	23,500.00
36 Restrurn glass	unit					1								1	20,000.00	20,000.00
37 Rebars 12mm	pcs					50								50	225.00	11,250.00
38 Jalousie Frame	pairs					20								20	200.00	4,000.00
39 Marine Plywood	pcs					20								20	460.00	9,200.00
40 Corr Nails 2 1/2"	kl					15								15	68.00	1,020.00
41 Doorknob (medium)	pcs					10								10	385.00	3,850.00
42 Padlock	pcs					36								36	350.00	12,600.00
43 Tox Crew	pcs					2500								2500	2.50	6,250.00
44 Marine Plywood 3x16"	pcs					60								60	490.00	29,400.00
45 Hardiflex	pcs					30								30	330.00	9,900.00
46 Plain Sheet	pcs					1								1	300.00	300.00

47 Steel Tape Measure	pcs					3								3	110.00	330.00
48 Flatwall Enamel	gal					5								5	480.00	2,400.00

1 REPAIR OF FACULTY ROOM AND STOCK ROOM AT THE AGRICULTURE DEPARTMENT																64,384.00
2 STEEL GATE, GRILLS INSTALLATION AT BSBA DEPARTMENT																69,060.00
3 REPAIR OF ROOF AN CEILING AT GRADUATE STUDIES BUILDING																34,225.00
4 REPAIR OF ACCOUNTING AND BUDGET OFFICE																75,000.00
															Sub total	568,129.00

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
5. PAPER MATERIALS AND PRODUCTS																
1 Transparent Plastic Folder (Long)	doz								8					8	216.00	1,728.00
2 Special Paper	pcs							100						100	450.00	45,000.00
3 Cartolina	doz						10							10	120.00	1,200.00
4 PVC Plastic Cover Short	pcs				100						100			200	45.00	9,000.00
5 PVC Plastic Cover Long	pcs				100						100			200	40.00	8,000.00
6 PVC Spiral Ring for Binding	pcs				100						100			200	35.00	7,000.00
Sub total															446,929.25	
II. DEVICES AND EQUIPMENT OUTLAY																
1. COMMON OFFICE DEVICES																
1 Typewriter	unit			10			8							18	25,000.00	450,000.00
2 Steel Cabinet (4 doors)	unit					5				5				10	9,650.00	96,500.00
3 Wallclock	unit					5								5	500.00	2,500.00
4 Skeleton Rackmount Frame	unit			1										1	18,500.00	18,500.00
5 Folder Fastener	box			3										3	35.00	105.00
6 White Board Markers	pcs			12										12	60.00	720.00
7 Envelop Long	pcs					300								300	5.00	1,500.00
8 File Folder	pcs			4										4	165.00	660.00
9 Yellow Pad	pad			30										30	95.00	2,850.00
10 Extension Cord (4 pcs)	meter			30										30	30.00	900.00
11 Staple Wire #35	box									15				15	68.00	1,020.00
13 Alcohol Bottle	bot									20				20	68.00	1,360.00
14 Plainer Blade 3"	pcs									1				1	400.00	400.00
15 Stamp Pad	pad									3				3	35.00	105.00
16 Scissors	pcs									3				3	100.00	300.00
17 puncher	pcs											1		1	450.00	450.00
18 Bottles Stamp Pad Ink	bot								4			1		4	37.00	148.00
19 Dater	pcs								3					3	100.00	300.00
20 Standfan	unit					5								5	2,950.00	14,750.00
21 Ceiling fan	unit					6								6	2,950.00	17,700.00
22 Photo Copier	unit					2								2	75,000.00	150,000.00
23 Fire Extinguisher	unit					6						6		12	8,500.00	102,000.00
24 Hose w/ axo	set					6						6		12	5,000.00	60,000.00
SOUND DEVICES																
1 Phonic Powerpod 740D, Powered Mixer	unit				1									1	36,500.00	36,500.00

2 PRV Audio Dual 15" Pasv LSpkr 1000w	unit					1										1	110,000.00	110,000.00
3 PRV Audio Dual 15" Active LSpkr 450w	unit					1										1	110,000.00	110,000.00
4 Shure Wireless Microphone	unit					2										2	4,580.00	9,160.00
5 Quantum Premium Speaker Wire 16/2	roll					1										1	9,500.00	9,500.00
6 Quantum Premium Stereo Miq Cable	rolls					2										2	10,500.00	21,000.00
7 Wiring Harness and Connectors	lot					1										1	8,500.00	8,500.00
8 Skeleton Rackmount Frame	unit					1										1	18,500.00	18,500.00
9 Wireless Microphone (Karaoke)	unit					1										1	29,000.00	29,000.00
Subtotal																	1,274,928.00	

Items & Specifications	Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
2.COMMON OFFICE EQUIPMENT																
1 Laptop	unit				3									3	48,000.00	144,000.00
2 Aircondition 2HP	unit				2	4								6	34,550.00	207,300.00
3 Executive Table w/ Chair	unit					1					2			3	21,000.00	63,000.00
4 Corner Sala Set (Library)	set						1							1	16,000.00	16,000.00
5 Laboratory Table	set								2					2	15,000.00	30,000.00
6 Teacher's Table w/ Chair	pcs					25								25	7,800.00	195,000.00
7 Office Curtain	pcs				75				75					150	575.00	86,250.00
8 White Board	pcs					6			6					12	1,700.00	20,400.00
9 Computer set (Corei5)	unit				10	10								20	35,000.00	700,000.00
10 Printer/Scanner	unit				6									6	9,000.00	54,000.00
														Sub total	1,515,950.00	
3. JANITORIAL EQUIPMENT																
1 Land mower	unit				1									1	19,000.00	19,000.00
2 industrial trash can	unit				5				5					10	7,650.00	76,500.00
3 silent brooms	unit				50									50	150.00	7,500.00
4 dust fan	unit				50									50	250.00	12,500.00
5 grass scissor	unit				10									10	500.00	5,000
6 native broom	unit				50									50	50.00	2,500
7 wheel barrow	unit				5									5	3,500.00	17,500
8 water pump	unit				2									2	40,000.00	80,000
9 hose	role				3									3	6,500.00	19,500
														Sub total	240,000	

Items & Specifications	Unit of Measure	Quantity Requirement													**PS Price Catalogue	Total Amount
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		
4. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULAR PURCHASED FROM OTHER SOURCES (Pls Specify)																
Office Equipment and Accessories																
Office Supplies																
1 Chalk Yellow	box						60							60	110.00	6,600.00
2 Records Book 500 pgs	pcs						60							60	40.00	2,400.00
3 Liquid Floor Wax	pail						14							14	3,850.00	53,900.00
Audio and visual presentation and composing equipment																
1 LCD Projector 2,200-2,700 Lumens	unit				3							3		6	39,895.00	239,370.00

Photographic or filming or video equipment																
1 Digital Camera DSLR	unit					1									1	46,800
2 Video Camera	unit					1									1	32,000
Cleaning Equipment and Supplies																
1 Alcohol	doz			6											6	780.00
2 Albatross	doz			5											5	216.00
3 Mosquito Spray	doz							8					4		12	290.00
4 Freshener	doz			13											13	900.00
5 Muriatic Acid	bot					24									24	76.00
6 Toilet Bowl Cleaner	bot					24									24	260.00
7 Dye Wax Red	can					24									24	490.00
8 Liquid Wax	pail					14									14	3,520.00
															Sub Total	
															471,114.00	
Items & Specifications		Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
5.COMPUTERS																
1 Printer	unit									6					6	64,500.00
3 Computer Keyboard	pcs							6							6	330.00
5 AVR	unit							25				25			50	900.00
6 ExternalDisk (portable)1TB(shock proof)	unit				5										5	3,800.00
7 UPS	unit				5					5					10	2,500.00
9 Power supply (600W)	unit				20										20	1,900.00
															Sub Total	
															160,600.00	

Items & Specifications		Unit of Measure	Quantity Requirement												**PS Price Catalogue	Total Amount	
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
6. VEHICLE EQUIPMENT																	
1 Spark Plug Cable	set			1											1	480.00	480.00
2 Spark Plug Denso Plare	pcs			4											4	130.00	520.00
3 Spark Plug Tube w/ oct ring	pcs			4											4	120.00	480.00
4 Oil Seal	pcs			2											2	70.00	140.00
5 Brake Timing F 600R	pcs			4											4	70.00	280.00
6 Bearing 6308	pcs			2											2	325.00	650.00
7 Battery Tractor (24 Volts)	pcs												2		2	23,000.00	46,000.00
8 Battery Jeep (24 Volts)	pcs												4		4	12,000.00	48,000.00
9 Maintenance of Motor Vehicles																343,500.00	343,500.00
																Sub total	440,050.00
A. COMMITTEE FOR PRIVATE SECTOR																	150,000.00
B.COMMITTEE FOR PRESIDENCY																	150,000.00
																Sub Total	300,000.00
III. CAPITAL OUTLAY		Unit of	Quantity Requirement												Total Amount		
(Locally - Funded Project)GAA2018			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec			Total
Items & Specifications																	
1. Installation of Water Syadtem in 3 School Campuses																	5,000,000.00
2.Installation of CCTV Cameras in 3 School Campuses																	1,000,000.00
3. Construction/Repair/ Rehabilitation of Academic Building																	5,000,000.00
4. Purchase of Various Equipment Outlay																	5,000,000.00
																Sub Total	16,000,000.00