

AGENCY PROCUREMENT COMPLIANCE AND PERFORMANCE INDICATORS (APCPI)  
QUESTIONNAIRE

Name of Agency: PHILIPPINE RETIREMENT AUTHORITY  
Name of Respondent: RUBY D. ABRIOL

Date: 04-Apr-18  
Position: Supply Officer II/BAC Secretariat, Head

*Instruction: Put a check (✓) mark inside the box beside each condition/requirement met as provided below and then fill in the corresponding blanks according to what is asked. Please note that all questions must be answered completely.*

1. Do you have an approved APP that includes all types of procurement, given the following conditions? (5a)

- Agency prepares APP using the prescribed format
- Approved APP is posted at the Procuring Entity's Website  
please provide link: www.pra.gov.ph (currently under maintenance/development)
- Submission of the approved APP to the GPPB within the prescribed deadline  
please provide submission date: January 31, 2017

2. Do you prepare an Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procure your Common-Use Supplies and Equipment from the Procurement Service? (5b)

- Agency prepares APP-CSE using prescribed format
- Submission of the APP-CSE within the period prescribed by the Department of Budget and Management in its Guidelines for the Preparation of Annual Budget Execution Plans issued annually  
please provide submission date: \_\_\_\_\_
- Proof of actual procurement of Common-Use Supplies and Equipment from DBM-PS

3. In the conduct of procurement activities using Repeat Order, which of these conditions is/are met? (2e)

- Original contract awarded through competitive bidding
- The goods under the original contract must be quantifiable, divisible and consisting of at least four (4) units per item
- The unit price is the same or lower than the original contract awarded through competitive bidding which is advantageous to the government after price verification
- The quantity of each item in the original contract should not exceed 25%
- Modality was used within 6 months from the contract effectivity date stated in the NTP arising from the original contract, provided that there has been a partial delivery, inspection and acceptance of the goods within the same period

4. In the conduct of procurement activities using Limited Source Bidding (LSB), which of these conditions is/are met? (2f)

- Upon recommendation by the BAC, the HOPE issues a Certification resorting to LSB as the proper modality
- Preparation and Issuance of a List of Pre-Selected Suppliers/Consultants by the PE or an identified relevant government authority
- Transmittal of the Pre-Selected List by the HOPE to the GPPB
- Within 7cd from the receipt of the acknowledgement letter of the list by the GPPB, the PE posts the procurement opportunity at the PhilGEPS website, agency website, if available and at any conspicuous place within the agency

5. In giving your prospective bidders sufficient period to prepare their bids, which of these conditions is/are met? (3d)

- Bidding documents are available at the time of advertisement/posting at the PhilGEPS website or Agency website;
- Supplemental bid bulletins are issued at least seven (7) calendar days before bid opening;
- Minutes of pre-bid conference are readily available within five (5) days.

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6. Do you prepare proper and effective procurement documentation and technical specifications/requirements, given the the following conditions? (3e)

- The end-user submits final, approved and complete Purchase Requests, Terms of Reference, and other documents based on relevant characteristics, functionality and/or performance requirements, as required by the procurement office prior to the commencement of the procurement activity
- No reference to brand names, except for items/parts that are compatible with the existing fleet or equipment
- Bidding Documents and Requests for Proposal/Quotation are posted at the PhilGEPS website, Agency website, if applicable, and in conspicuous places

7. In creating your BAC and BAC Secretariat which of these conditions is/are present?

For BAC: (4a)

- Office Order creating the Bids and Awards Committee  
please provide Office Order No.: PRA - ANF - 2017 - 11 - 259
- There are at least five (5) members of the BAC  
please provide members and their respective training dates:
 

Name/s	Date of RA 9184-related training
A. <u>Atty. Antonio V. Rivera</u>	<u>October 18-20, 2017</u>
B. <u>Ms. Annalyn A. Eria</u>	<u>November 22-24, 2017</u>
C. <u>Ms. Divina O. Hernandez</u>	<u>March 21-23, 2018</u>
D. <u>Atty. Maria Milagros R. Lisaca</u>	<u>October 29-30, 2009</u>
E. _____	_____
F. _____	_____
G. _____	_____
- Members of BAC meet qualifications
- Majority of the members of BAC are trained on R.A. 9184

For BAC Secretariat: (4b)

- Office Order creating of Bids and Awards Committee Secretariat or designing Procurement Unit to act as BAC Secretariat  
please provide Office Order No.: PRA - ANF - 2017 - 11 - 259
- The Head of the BAC Secretariat meets the minimum qualifications  
please provide name of BAC Sec Head: RUBY D. ABRIOL
- Majority of the members of BAC Secretariat are trained on R.A. 9184  
please provide training date: March 21 - 23, 2018

8. Have you conducted any procurement activities on any of the following? (5c)  
If YES, please mark at least one (1) then, answer the question below.

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Computer Monitors, Desktop Computers and Laptops | <input type="checkbox"/> Paints and Varnishes                             |
| <input checked="" type="checkbox"/> Air Conditioners                                 | <input checked="" type="checkbox"/> Food and Catering Services            |
| <input type="checkbox"/> Vehicles  | <input checked="" type="checkbox"/> Training Facilities / Hotels / Venues |
| <input type="checkbox"/> Fridges and Freezers  | <input type="checkbox"/> Toilets and Urinals                              |
| <input checked="" type="checkbox"/> Copiers  | <input type="checkbox"/> Textiles / Uniforms and Work Clothes             |

Do you use green technical specifications for the procurement activity/ies of the non-CSE item/s?

- Yes                       No

9. In determining whether you provide up-to-date procurement information easily accessible at no cost, which of these conditions is/are met? (7a)

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- Agency has a working website  
please provide link: www.pra.gov.ph
- Procurement information is up-to-date
- Information is easily accessible at no cost

10. In complying with the preparation, posting and submission of your agency's Procurement Monitoring Report, which of these conditions is/are met? (7b)

- Agency prepares the PMRs
- PMRs are promptly submitted to the GPPB  
please provide submission dates: 1st Sem - JULY 14, 2017 2nd Sem - JANUARY 12, 2018
- PMRs are posted in the agency website  
please provide link: pra.gov.ph
- PMRs are prepared using the prescribed format

11. In planning of procurement activities to achieve desired contract outcomes and objectives within the target/allotted timeframe, which of these conditions is/are met? (8c)

- There is an established procedure for needs analysis and/or market research
- There is a system to monitor timely delivery of goods, works, and consulting services
- Agency complies with the thresholds prescribed for amendment to order, variation orders, and contract extensions, if any, in competitively bid contracts

12. In evaluating the performance of your procurement personnel, which of these conditions is/are present? (10a)

- Personnel roles, duties and responsibilities involving procurement are included in their individual performance commitment/s
- Procuring entity communicates standards of evaluation to procurement personnel
- Procuring entity and procurement personnel acts on the results and takes corresponding action

13. Which of the following procurement personnel have participated in any procurement training and/or professionalization program within the past three (3) years? (10b)

Date of most recent training: 23/03/2018

- Head of Procuring Entity (HOPE)
- Bids and Awards Committee (BAC)
- BAC Secretariat/ Procurement/ Supply Unit
- BAC Technical Working Group
- End-user Unit/s
- Other staff

14. Which of the following is/are practised in order to ensure the private sector access to the procurement opportunities of the procuring entity? (10c)

- Forum, dialogues, meetings and the like (apart from pre-bid conferences) are conducted for all prospective bidders at least once a year
- The PE promptly responds to all interested prospective bidders' inquiries and concerns, with available facilities and various communication channels

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15. In determining whether the BAC Secretariat has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11a)

- There is a list of procurement related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

16. In determining whether the Implementing Units has a system for keeping and maintaining procurement records, which of these conditions is/are present? (11b)

- There is a list of contract management related documents that are maintained for a period of at least five years
- The documents are kept in a duly designated and secure location with hard copies kept in appropriate filing cabinets and electronic copies in dedicated computers
- The documents are properly filed, segregated, easy to retrieve and accessible to authorized users and audit personnel

17. In determining if the agency has defined procedures or standards for quality control, acceptance and inspection of goods, works and services, which of these conditions is/are present? (12a)

- Agency has written procedures for quality control, acceptance and inspection of goods, services and works

Have you procured Infrastructure projects through any mode of procurement for the past year?

- Yes
- No

If YES, please answer the following:

- Supervision of civil works is carried out by qualified construction supervisors  
Name of Civil Works Supervisor: \_\_\_\_\_
- Agency implements CPES for its works projects and uses results to check contractors' qualifications (applicable for works only)  
Name of CPES Evaluator: \_\_\_\_\_

18. How long will it take for your agency to release the final payment to your supplier/service provider or contractor/consultant, once documents are complete? (12b) \_\_\_\_\_ 30 \_\_\_\_\_ days

19. When inviting Observers for the following procurement activities, which of these conditions is/are met? (13a)

- A. Eligibility Checking (For Consulting Services Only)
- B. Shortlisting (For Consulting Services Only)
- C. Pre-bid conference
- D. Preliminary examination of bids
- E. Bid evaluation
- F. Post-qualification

- Observers are invited to attend stages of procurement as prescribed in the IRR
- Observers are allowed access to and be provided documents, free of charge, as stated in the IRR
- Observer reports, if any, are promptly acted upon by the procuring entity

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20. In creating and operating your Internal Audit Unit (IAU) that performs specialized procurement audits, which set of conditions were present? (14a)

- Creation of Internal Audit Unit (IAU) in the agency  
Agency Order/DBM Approval of IAU position/s: Rationalization Plan October 2013
- Conduct of audit of procurement processes and transactions by the IAU within the last three years
- Internal audit recommendations on procurement-related matters are implemented within 6 months of the submission of the internal auditor's report

21. Are COA recommendations responded to or implemented within six months of the submission of the auditors' report? (14b)

- Yes (percentage of COA recommendations responded to or implemented within six months)  
\_\_\_\_\_ %
- No procurement related recommendations received

22. In determining whether the Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements, which of conditions is/are present? (15a)

- The HOPE resolved Protests within seven (7) calendar days per Section 55 of the IRR
- The BAC resolved Requests for Reconsideration within seven (7) calendar days per Section 55 of the IRR
- Procuring entity acts upon and adopts specific measures to address procurement-related complaints, referrals, subpoenas by the Omb, COA, GPPB or any quasi-judicial/quasi-administrative body

23. In determining whether agency has a specific anti-corruption program/s related to procurement, which of these conditions is/are present? (16a)

- Agency has a specific office responsible for the implementation of good governance programs
- Agency implements a specific good governance program including anti-corruption and integrity development
- Agency implements specific policies and procedures in place for detection and prevention of corruption

**ANNEX A**  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

Name of Agency: PHILIPPINE RETIREMENT AUTHORITY  
Date of Self Assessment: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_  
Position: \_\_\_\_\_

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting information/Documentation (Not to be included in the Evaluation)	
<b>PILLAR I. LEGISLATIVE AND REGULATORY FRAMEWORK</b>						
<b>Indicator 1. Competitive Bidding as Default Method of Procurement</b>						
1	1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	10.72%	0.00		PMRs
2	1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	3.31%	0.00		PMRs
<b>Indicator 2. Limited Use of Alternative Methods of Procurement</b>						
3	2.a	Percentage of shopping contracts in terms of amount of total procurement	0.10%	3.00		PMRs
4	2.b	Percentage of negotiated contracts in terms of amount of total procurement	84.70%	0.00		PMRs
5	2.c	Percentage of direct contracting in terms of amount of total procurement	4.47%	0.00		PMRs
6	2.d	Percentage of repeat order contracts in terms of amount of total procurement	0.00%	3.00		PMRs
7	2.e	Compliance with Repeat Order procedures	n/a	n/a		Procurement documents relative to conduct of Repeat Order
8	2.f	Compliance with Limited Source Bidding procedures	n/a	n/a		Procurement documents relative to conduct of Limited Source Bidding
<b>Indicator 3. Competitiveness of the Bidding Process</b>						
9	3.a	Average number of entities who acquired bidding documents	2.50	0.00		Agency records and/or PhilGEPS records
10	3.b	Average number of bidders who submitted bids	2.33	1.00		Abstract of Bids or other agency records
11	3.c	Average number of bidders who passed eligibility stage	2.17	2.00		Abstract of Bids or other agency records
12	3.d	Sufficiency of period to prepare bids	Fully Compliant	3.00		Agency records and/or PhilGEPS records
13	3.e	Use of proper and effective procurement documentation and technical specifications/requirements	Fully Compliant	3.00		Cost Benefit Analysis, Work Plans, Technical Specifications included in bidding documents
			<b>Average I</b>	<b>1.36</b>		
<b>PILLAR II. AGENCY INSTITUTIONAL FRAMEWORK AND MANAGEMENT CAPACITY</b>						
<b>Indicator 4. Presence of Procurement Organizations</b>						
14	4.a	Creation of Bids and Awards Committee(s)	Partially Compliant	1.00		Verify copy of Order creating BAC; Organizational Chart; and Certification of Training
15	4.b	Presence of a BAC Secretariat or Procurement Unit	Fully Compliant	3.00		Verify copy of Order creating BAC Secretariat; Organizational Chart; and Certification of Training
<b>Indicator 5. Procurement Planning and Implementation</b>						
16	5.a	An approved APP that includes all types of procurement	Compliant	3.00		Copy of APP and its supplements (if any)
17	5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Not Compliant	0.00		APP, APP-CSE, PMR
18	5.c	Existing Green Specifications for GPPB-identified non-CSE Items are adopted	Not Compliant	0.00		ITBs and/or RFQs clearly indicate the use of green technical specifications for the procurement activity
<b>Indicator 6. Use of Government Electronic Procurement System</b>						
19	6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	3.72%	0.00		Agency records and/or PhilGEPS records
20	6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency	100.00%	3.00		Agency records and/or PhilGEPS records
21	6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	0.00%	0.00		Agency records and/or PhilGEPS records

**ANNEX A**  
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**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

Name of Agency: PHILIPPINE RETIREMENT AUTHORITY  
 Date of Self Assessment: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_  
 Position: \_\_\_\_\_

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be included in the Evaluation)
<b>Indicator 7. System for Disseminating and Monitoring Procurement Information</b>					
22	7.a Presence of website that provides up-to-date procurement information easily accessible at no cost	Fully Compliant	3.00		Identify specific procurement-related portion in the agency website and specific website links
23	7.b Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website	Fully Compliant	3.00		Copy of PMR and received copy that it was submitted to GPPB
		<b>Average II</b>	<b>1.60</b>		
<b>PILLAR III. PROCUREMENT OPERATIONS AND MARKET PRACTICES</b>					
<b>Indicator 8. Efficiency of Procurement Processes</b>					
24	8.a Percentage of total amount of contracts signed within the assessment year against total amount in the approved APPs	58.65%	1.00		APP (including Supplemental amendments, if any) and PMRs
25	8.b Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	83.33%	0.00		APP (including Supplemental amendments, if any) and PMRs
26	8.c Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Not Compliant	0.00		Agency Procedures/Systems for the conduct of needs analysis or market research, monitoring of timely delivery of goods, works, or services  Contracts with amendments and variations to order amount to 10% or less
<b>Indicator 9. Compliance with Procurement Timeframes</b>					
27	9.a Percentage of contracts awarded within prescribed period of action to procure goods	100.00%	3.00		PMRs
28	9.b Percentage of contracts awarded within prescribed period of action to procure infrastructure projects	n/a	n/a		PMRs
29	9.c Percentage of contracts awarded within prescribed period of action to procure consulting services	n/a	n/a		PMRs
<b>Indicator 10. Capacity Building for Government Personnel and Private Sector Participants</b>					
30	10.a There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Partially Compliant	1.00		Samples of forms used to evaluating procurement performance on top of or incorporated within the regular assessment for Procurement Personnel
31	10.b Percentage of participation of procurement staff in procurement training and/or professionalization program	75.00%	1.00		Ask for copies of Office Orders, training modules, list of participants, schedules of actual training conducted
32	10.c The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Not Compliant	0.00		Ask for copies of documentation of activities for bidders
<b>Indicator 11. Management of Procurement and Contract Management Records</b>					
33	11.a The BAC Secretariat has a system for keeping and maintaining procurement records	Fully Compliant	3.00		Verify actual procurement records and time it took to retrieve records (should be no more than two hours) Refer to Section 4.1 of User's Manual for list of procurement-related documents for record-keeping and maintenance.
34	11.b Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Not Compliant	0.00		Verify actual contract management records and time it took to retrieve records should be no more than two hours
<b>Indicator 12. Contract Management Procedures</b>					
35	12.a Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Substantially Compliant	2.00		Verify copies of written procedures for quality control, acceptance and inspection; CPES evaluation formsz
36	12.b Timely Payment of Procurement Contracts	On or before 30 days	3.00		Ask Finance or Accounting Head of Agency for average period for the release of payments for procurement contracts
		<b>Average III</b>	<b>1.27</b>		

**ANNEX A**  
**GOVERNMENT PROCUREMENT POLICY BOARD**  
**Agency Procurement Compliance and Performance Indicator (APCPI) Self-Assessment Form**

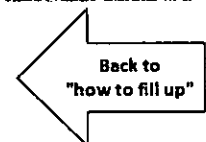
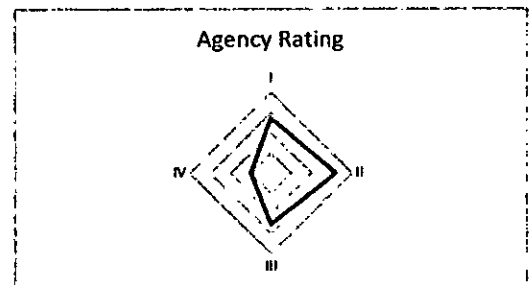
Name of Agency: PHILIPPINE RETIREMENT AUTHORITY  
 Date of Self Assessment: \_\_\_\_\_

Name of Evaluator: \_\_\_\_\_  
 Position: \_\_\_\_\_

No.	Assessment Conditions	Agency Score	APCPI Rating*	Comments/Findings to the Indicators and Subindicators	Supporting Information/Documentation (Not to be Included In the Evaluation)
<b>PILLAR IV. INTEGRITY AND TRANSPARENCY OF AGENCY PROCUREMENT SYSTEM</b>					
<b>Indicator 13. Observer Participation in Public Bidding</b>					
37	13.a Observers are invited to attend stages of procurement as prescribed in the IRR	Substantially Compliant	2.00		Verify copies of Invitation Letters to CSOs and professional associations and COA (List and average number of CSOs and PAs Invited shall be noted.)
<b>Indicator 14. Internal and External Audit of Procurement Activities</b>					
38	14.a Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Partially Compliant	1.00		Verify copy of Order or show actual organizational chart showing IAU, audit reports, action plans and IAU recommendations
39	14.b Audit Reports on procurement related transactions	Below 60% compliance	0.00		Verify COA Annual Audit Report on Action on Prior Year's Audit Recommendations
<b>Indicator 15. Capacity to Handle Procurement Related Complaints</b>					
40	15.a The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	Not Compliant	0.00		Verify copies of BAC resolutions on Motion for Reconsiderations, Protests and Complaints; Office Orders adopting measures to address procurement-related complaints
<b>Indicator 16. Anti-Corruption Programs Related to Procurement</b>					
41	16.a Agency has a specific anti-corruption program/s related to procurement	Not Compliant	0.00		Verify documentation of anti-corruption program
			<b>Average IV</b>	<b>0.50</b>	
<b>GRAND TOTAL (Average I + Average II + Average III + Average IV / 4)</b>				<b>1.18</b>	

Summary of APCPI Scores by Pillar

APCPI Pillars	Ideal Rating	Agency Rating
Pillar I Legislative and Regulatory Framework	3.00	1.36
Pillar II Agency Institutional Framework and Management Capacity	3.00	1.60
Pillar III Procurement Operations and Market Practices	3.00	1.27
Pillar IV Integrity and Transparency of Agency Procurement Systems	3.00	0.50
<b>Total (Pillar I+Pillar II+Pillar III+PillarIV)/4</b>	<b>3.00</b>	<b>1.18</b>





ANNEX B  
GOVERNMENT PROCUREMENT POLICY BOARD  
CONSOLIDATED PROCUREMENT MONITORING REPORT


Name of Agency: PHILIPPINE RETIREMENT AUTHORITY

Period Covered: CY 2017


	Total Amount of Approved APP	Total Number of Procurement Activities	No. of Contracts Awarded	Total Amount of Contracts Awarded	No. of Failed Biddings	Total No. of Entities who Acquired Bid Docs	Total No. of Bidders who Submitted Bids	Total No. of Bidders who passed Eligibility Stage	No. of Bid Opportunities Posted at PHIGEPS	No. of Contract Award Posted at PHIGEPS	Total No. Of Contracts that incurred negative slippage	Total No. of contracts with amendments to order or variation orders	No. of Contracts Awarded within prescribed timeframes
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	Column 8	Column 9	Column 10	Column 11	Column 12	Column 13	Column 14
<b>1. Public Bidding*</b>													
1.1. Goods	8,030,000.00	6	5	5,968,373.00	1	15	14	13	7	5	0	0	5
1.2. Works													
1.3. Consulting Services													
Sub-Total	8,030,000.00	6	5	5,968,373.00	1	15	14	13	7	5	0	0	5
<b>2. Alternative Modes</b>													
2.1.1 Shopping (52.1 a above 50K)													
2.1.2 Shopping (52.1 b above 50K)	80,000.00	1	1	57,000.00									
2.1.3 Other Shopping													
2.2.1 Direct Contracting (above 50K)	2,719,500.00	8	8	2,490,888.00									
2.2.2 Direct Contracting (50K or less)													
2.3.1 Repeat Order (above 50K)													
2.3.2 Repeat Order (50K or less)													
2.4. Limited Source Bidding													
2.5.1 Negotiation (Common-Use Supplies)													
2.5.2 Negotiation (Recognized Government Printers)													
2.5.3 Negotiation (TFB 53.1)													
2.5.4 Negotiation (SVP 53.9 above 50K)	37,973,707.00	181	137	7,183,151.61									
2.5.5 Other Negotiated Procurement (Others above 50K)	46,127,067.60	292		39,977,284.37									
2.5.6 Other Negotiated Procurement (50K or less)													
Sub-Total	86,900,274.60	482	146	49,708,323.98					0	0			
<b>3. Foreign Funded Procurement**</b>													
3.1. Publicly-Bid													
3.2. Alternative Modes													
Sub-Total	0.00	0	0	0.00									
<b>4. Others, specify:</b>													
<b>TOTAL</b>	<b>94,930,274.60</b>	<b>488</b>	<b>151</b>	<b>55,676,696.98</b>									

\* Should include foreign-funded publicly-bid projects per procurement type

\*\* All procurement using Foreign Funds excluding National Competitive Bidding (NCB) contracts; conversion to peso will be at BSP rates at the time the bids/quotations were submitted

  
\_\_\_\_\_  
RUBY D. ABRICO  
Supply Officer II

  
\_\_\_\_\_  
ATTY. MARIA MILAGROS R. LISACA  
BAC Chairperson/Acting Deputy General Manager

  
\_\_\_\_\_  
ATTY. BIENVENIDO K. CHY  
General Manager / CEO

**Annex D**

**PROCUREMENT CAPACITY DEVELOPMENT ACTION PLAN TEMPLATE**

Name of Agency: PHILIPPINE RETIREMENT AUTHORITY

Period: CY 2017

<b>Sub-Indicators</b>	<b>Key Area for Development</b>	<b>Proposed Actions to Address Key Areas</b>	<b>Responsible Entity</b>	<b>Timetable</b>	<b>Resources Needed</b>
1.a	Percentage of competitive bidding and limited source bidding contracts in terms of amount of total procurement	Proper Planning	All Heads of Division	2nd Qtr of 2018	
1.b	Percentage of competitive bidding and limited source bidding contracts in terms of volume of total procurement	Proper Planning	All Heads of Division	2nd Qtr of 2018	
2.a	Percentage of shopping contracts in terms of amount of total procurement				
2.b	Percentage of negotiated contracts in terms of amount of total procurement	Proper Planning	All Heads of Division	2nd Qtr of 2018	
2.c	Percentage of direct contracting in terms of amount of total procurement	Proper Planning	All Heads of Division	2nd Qtr of 2018	
2.d	Percentage of repeat order contracts in terms of amount of total procurement				
2.e	Compliance with Repeat Order procedures				
2.f	Compliance with Limited Source Bidding procedures				
3.a	Average number of entities who acquired bidding documents	Conduct regular consultation with the suppliers	Procurement Division & BAC	2nd Qtr of 2018	
3.b	Average number of bidders who submitted bids	Conduct regular consultation with the suppliers	Procurement Division & BAC	2nd Qtr of 2018	
3.c	Average number of bidders who passed eligibility stage	Conduct regular consultation with the suppliers	Procurement Division & BAC	2nd Qtr of 2018	
3.d	Sufficiency of period to prepare bids				
3.e	Use of proper and effective procurement documentation and technical specifications/requirements				
4.a	Creation of Bids and Awards Committee(s)	Prioritize in the training calendar all the BAC members, TWG, Proponents and Secretariats	Procurement Division & Admin Support Division	2nd Qtr of 2018	
4.b	Presence of a BAC Secretariat or Procurement Unit				

5.a	An approved APP that includes all types of procurement				
5.b	Preparation of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) and Procurement of Common-Use Supplies and Equipment from the Procurement Service	Include preparation of APP - CSE during Procurement Planning	Procurement Division & All Heads of Division	2nd Qtr of 2018	
5.c	Existing Green Specifications for GPPB-identified non-CSE items are adopted	To coordinate with GPPB regarding this items	Procurement Division	2nd Qtr of 2018	
6.a	Percentage of bid opportunities posted by the PhilGEPS-registered Agency	Regular coordination with Philgeps regarding their system	Procurement Division	1st Qtr	
6.b	Percentage of contract award information posted by the PhilGEPS-registered Agency				
6.c	Percentage of contract awards procured through alternative methods posted by the PhilGEPS-registered Agency	Regular coordination with Philgeps regarding their system	Procurement Division	1st Qtr	
7.a	Presence of website that provides up-to-date procurement information easily accessible at no cost				
7.b	Preparation of Procurement Monitoring Reports using the GPPB-prescribed format, submission to the GPPB, and posting in agency website				
8.b	Percentage of total number of contracts signed against total number of procurement projects done through competitive bidding	Coordination with GPPB	Procurement Division	2nd Qtr of 2018	
8.c	Planned procurement activities achieved desired contract outcomes and objectives within the target/allotted timeframe	Proper Planning	All Heads of Division	2nd Qtr of 2018	
9.a	Percentage of contracts awarded within prescribed period of action to procure goods				
9.b	Percentage of contracts awarded within prescribed period of action to procure infrastructure projects				
9.c	Percentage of contracts awarded within prescribed period of action to procure consulting services				
10.a	There is a system within the procuring entity to evaluate the performance of procurement personnel on a regular basis	Review the performance policy		2nd Qtr of 2018	
10.b	Percentage of participation of procurement staff in procurement training and/or professionalization program	Prioritize in the training calendar all the BAC members, TWG, Proponents and Secretariats	Procurement Division & Admin Support Division	2nd Qtr of 2018	
10.c	The procuring entity has open dialogue with private sector and ensures access to the procurement opportunities of the procuring entity	Conduct regular consultation with the private sector	Procurement Division & BAC	2nd Qtr of 2018	
11.a	The BAC Secretariat has a system for keeping and maintaining procurement records				
11.b	Implementing Units has and is implementing a system for keeping and maintaining complete and easily retrievable contract management records	Create a system and/or policies for keeping and maintaining records	Procurement Division & ICTD	2nd Qtr of 2018	

12.a	Agency has defined procedures or standards in such areas as quality control, acceptance and inspection, supervision of works and evaluation of contractors' performance	Create a system and/or policies for these areas	Procurement Division & BAC	2nd Qtr of 2018	
12.b	Timely Payment of Procurement Contracts				
13.a	Observers are invited to attend stages of procurement as prescribed in the IRR	Coordination with COA	Procurement Division & BAC	2nd Qtr of 2018	
14.a	Creation and operation of Internal Audit Unit (IAU) that performs specialized procurement audits	Coordination with IAD	Procurement Division & BAC	2nd Qtr of 2018	
14.b	Audit Reports on procurement related transactions	Coordination with IAD	Procurement Division & BAC	2nd Qtr of 2018	
15.a	The Procuring Entity has an efficient procurement complaints system and has the capacity to comply with procedural requirements	To create specific policies	Procurement Division & BAC	2nd Qtr of 2018	
16.a	Agency has a specific anti-corruption program/s related to procurement	To create specific policies	Procurement Division & All Heads of Division	2nd Qtr of 2018	

**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-phllgeps.gov.ph](mailto:ps-phllgeps.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.gocc.ps@gmail.com](mailto:app.gocc.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)561-6094 or (02)689-7750 loc. 4021.

Department/Bureau/Offi PHILIPPINE RETIREMENT AUTHORITY  
 Region: MAIN & NCR  
 Address: 19th Flr Citibank Tower, Paseo De Roxas, Makati City

Agency Account Code: A084

Contact Person: Ruby D. Abriol  
 Position: Supply Officer II  
 E-mail: rubyo8abriol@gmail.com  
 Telephone/Mobile Nos: 8481412

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
<b>A. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																				
<b>COMMON ELECTRICAL SUPPLIES</b>																				
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				0				0				0				0	0	19.20	.
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 Ligth 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	100			100	100			100	100			100	100			100	400	18.93	7,572.00
<b>COMMON OFFICE SUPPLIES</b>																				

1	ACETATE, thickness: 0.075mm min (gauge #3)	roll						0									0	0	766.73	-	
2	AIR FRESHENER, aerosol, 280ml/150g min	can	15					15	15								15	60	88.69	5,321.40	
3	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	50					50	120								120	410	49.73	20,389.30	
4	CARBON FILM, PE, black, size 210mm x 297mm	box						0									0	0	205.48	-	
5	CARBON FILM, PE, black, size 216mm x 330mm	box						0									0	0	210.91	-	
6	CARTOLINA, assorted colors	pack						0									0	0	67.06	-	
7	CHALK, molded, white, dustless, length: 78mm min	box						0									0	0	26.89	-	
8	CLEARBOOK, 20 transparent pockets, for A4 size	piece						0									0	0	38.19	-	
9	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece						0									0	0	40.47	-	
10	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box						0									0	0	7.87	-	
11	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box						0									0	0	13.94	-	
12	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	90					90	100								100	390	19.88	7,753.20	
13	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	90					90	100								100	390	41.10	16,029.00	
14	CORRECTION TAPE, film base type, UL 6m min	piece	150					150	150								150	600	18.26	10,956.00	
15	DATA FILE BOX, made of chipboard, with closed ends	box						0									0	0	72.57	-	
16	DATA FOLDER, made of chipboard, taglia lock	piece						0	400								400	1200	71.39	85,668.00	
17	ENVELOPE, DOCUMENTARY, for A4 size document	box						0	45								45	135	424.47	57,303.45	
18	ENVELOPE, DOCUMENTARY, for legal size document	box						0	45								45	135	538.80	72,738.00	
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	10					10	15	15	15						45	145	667.84	96,836.80	
20	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece						0									0	0	28.71	-	
21	ENVELOPE, MAILING, white, 80gsm (-5%)	box						0									0	0	341.79	-	
22	ENVELOPE, mailing, white, with window	box						0									0	0	427.23	-	
23	ERASER, FELT, for blackboard/whiteboard	piece						0									0	0	11.55	-	
24	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	50					50	50								50	53	203	6.23	1,264.69

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25	FASTENER, METAL, 70mm between prongs	box				0									0	0	59.37	
26	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0									0	0	73.59	
27	FILE TAB DIVIDER, bristol board, for A4	set				0									0	0	12.98	
28	FILE TAB DIVIDER, bristol board, for legal	set				0									0	0	17.31	
29	FOLDER, FANCY, for A4 size documents	bundle				0									0	0	258.50	
30	FOLDER, FANCY, for legal size documents	bundle				0									0	0	302.85	
31	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	45		45	45					45	135	177.92	24,019.20
32	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	45		45	45					45	135	222.27	30,006.45
33	FOLDER, PRESSBOARD, size: 240mm x 370mm (.5mm)	box				0									0	0	776.59	
34	FOLDER, TAGBOARD, for A4 size documents	pack				0									0	0	226.05	
35	FOLDER, TAGBOARD, for legal size documents	pack				0									0	0	208.38	
36	GLUE, all purpose, gross weight: 200 grams min	jar				0	45		45	45					45	135	49.73	6,713.55
37	INDEX TAB, self-adhesive, transparent	box				0	30		30	30					30	90	53.74	4,836.60
38	LOOSELEAF COVER, made of chipboard, for legal	bundle				0									0	0	676.00	
39	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0									0	0	43.26	
40	MARKER, FLUORESCENT, 3 assorted colors per set	set				0	45		45	45					45	135	36.97	4,990.95
41	MARKER, whiteboard, black, felt tip, bullet type	piece				0	75		75	75					75	225	10.69	2,405.25
42	MARKER, whiteboard, blue, felt tip, bullet type	piece				0	75		75	75					75	225	10.69	2,405.25
43	MARKER, whiteboard, red, felt tip, bullet type	piece				0	45		45	45					45	135	10.69	1,443.15
44	MARKER, PERMANENT, bullet type, black	piece				0	100		100	100					100	300	10.04	3,012.00
45	MARKER, PERMANENT, bullet type, blue	piece				0	75		75	75					75	225	10.04	2,259.00
46	MARKER, PERMANENT, bullet type, red	piece				0	30		30	30					30	90	10.04	903.60
47	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0									0	0	12.52	
48	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0									0	0	32.45	

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49	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad								0									0	0	44.32	-
50	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad								0									0	0	59.49	-
51	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad								0									0	0	18.99	-
52	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box				0	150			150	150								150	450	6.91	3,109.50
53	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box				0	150			150	150								150	450	14.04	6,318.00
54	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0				0									0	0	137.66	-
55	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0				0									0	0	160.94	-
56	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	200	200	200	600	200	200	200	600	200	200	200	600	200	200	200	600	2400		119.09	285,816.00
57	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	50	50	50	150	100	100	100	300	150	150	150	450	100	100	100	300	1200		123.08	147,696.00
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				0				0									0	0	34.29	-
60	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	47			47	100	50		150	100	50		150	100	100			200	547	20.40	11,158.80
61	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0				0				0					0	0	319.07	-
62	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0				0				0					0	0	62.73	-
63	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	30			30	60	30	30	90	30	30	30	90	30	30	30	90	330		97.34	32,122.20
64	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0				0				0					0	0	267.14	-
65	RUBBER BAND, 70mm min lay flat length (#18)	box				0	40			40	40			40	40				40	120	97.04	11,644.80
66	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	30			30				0	30				30	60	16.10	966.00
67	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece				0	100			100	100			100	100				100	300	35.99	10,797.00
68	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0	100			100	100			100	100				100	300	35.99	10,797.00
69	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0	30			30	30			30	30				30	90	35.99	3,239.10
70	STAMP PAD INK, purple or violet	bottle				0	30			30	30			30	30				30	90	25.62	2,305.80
71	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0	30			30	30			30	30				30	90	28.77	2,589.30
72	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0				0				0					0	0	21.51	-

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73	STAPLE WIRE, STANDARD, (26/6)	box	50			50	50	50	50	50	150	50	50	50	150	50	50	100	200	550	19.68	10,824.00
74	TAPE, MASKING, width: 24mm (±1mm)	roll				0					0				0			0	0		57.32	-
75	TAPE, MASKING, width: 48mm (±1mm)	roll				0	30	30	30	90	30	30	30	90	30	30	30	90	270		109.24	29,494.80
76	TAPE, PACKAGING, width: 48mm (±1mm)	roll				0	60			60	60			60	100			100	220		29.08	6,397.60
77	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll				0					0							0	0		11.36	-
78	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	60			60	60	60	60	180	60	60	60	180	60	60	60	180	600		27.58	16,548.00
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	15			15	15			15	15			15	45		51.92	2,336.40
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				0				0				0	0		20.55	-
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	60			60	60			60	60			60	180		14.28	2,570.40
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 (tambo)	piece				0	15			15	15			15	15			15	45		91.94	4,137.30
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2	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	15	15	15	15	15	15	15	45	24.88	1,119.60
3	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	0	30	30	30	30	30	30	30	90	43.26	3,893.40
4	CLEANSER, SCOURING POWDER, 350g min./can	can	0		0		0		0		0	24.88	.
5	DETERGENT POWDER, all purpose, 1kg	pouch	0	30	30	30	30	30	30	30	90	38.93	3,503.70
6	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	0	30	30	30	30	30	30	30	90	125.20	11,268.00
7	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0		0		0		0		0	28.12	.
8	FLOOR WAX, PASTE, RED	can	0		0		0		0		0	280.13	.
9	FURNITURE CLEANER, aerosol type, 300ml min per can	can	0	30	30	30	30	30	30	30	90	90.85	8,176.50
10	INSECTICIDE, aerosol type, net content: 600ml min	can	0		0		0		0		0	142.77	.
11	MOP BUCKET, heavy duty, hard plastic	piece	0		0		0		0		0	1,987.44	.
12	MOPHANDLE, heavy duty, aluminum, screw type	piece	0		0		0		0		0	148.18	.
13	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	15	15	15	15	15	15	15	45	110.32	4,964.40
14	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	15	15	15	15	15	15	15	45	51.68	2,315.60
15	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	30	30	30	30	30	30	30	90	107.08	9,637.20
16	TRASHBAG, plastic, transparent	roll	0		0		0		0		0	145.48	.
17	DETERGENT BAR, 140 grams as packed	bar	0	15	15	15	15	15	15	15	45	7.57	340.65

COMMON OFFICE EQUIPMENT

1	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0		0		0		0		0	10,816.00	.
2	CALCULATOR, compact, 12 digits	unit	0	15	15	15	15	15	15	15	45	140.61	6,327.45
3	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0		0		0		0		0	273.10	.
4	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0		0		0		0		0	273.10	.
5	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0		0		0		0		0	6,828.14	.
6	DOCUMENT CAMERA, 3.2M pixels	unit	0		0		0		0		0	26,391.04	.
7	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0		0		0		0		0	1,091.33	.

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8	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece							Pages 8 of 0								0	0	0	3,152.86		
9	FLASH DRIVE, 16 GB capacity	piece							0								0	0	0	261.75		
10	MOUSE, optical, USB connection type	unit							0								0	0	0	140.39		
HANDBOOK ON PROCUREMENT																						
1	HANDBOOK (RA 9184), 7th Edition	piece							0	10							0	10	0	48.13	481.30	
CONSUMABLES																						
1	DRUM CART, BROTHER DR-3455	cart							0								0	0	0	7,138.56		
2	INK CART, CANON CL-741, Col.	cart							0								0	0	0	1,041.58		
3	INK CART, CANON CL-811, Colored	cart							0	15							0	15	20	50	1,070.78	53,539.00
4	INK CART, CANON PG-740, Black	cart							0								0	0	0	784.16		
5	INK CART, CANON PG-810, Black	cart							0	20							0	20	30	70	811.20	56,784.00
6	INK CART, EPSON C13T664100 (T6641), Black	cart							0								0	0	0	264.99		
7	INK CART, EPSON C13T664200 (T6642), Cyan	cart							0								0	0	0	264.99		
8	INK CART, EPSON C13T664300 (T6643), Magenta	cart							0								0	0	0	264.99		
9	INK CART, EPSON C13T664400 (T6644), Yellow	cart							0								0	0	0	264.99		
10	INK CART, HP C2P04AA (HP62) Black	cart							0								0	0	0	0.00		
11	INK CART, HP C2P06AA (HP62) Tri-color	cart							0								0	0	0	0.00		
12	INK CART, HP C9351AA, (HP21), Black	cart							0								0	0	0	676.00		
13	INK CART, HP C9352AA, (HP22), Tri-color	cart							0								0	0	0	782.00		
14	INK CART, HP C9363WA, (HP97), Tri-color	cart							0								0	0	0	1,552.10		
15	INK CART, HP C9397A (HP72) 69ml Photo Black	cart							0								0	0	0	0.00		
16	INK CART, HP C9398A (HP72) 69ml Cyan	cart							0								0	0	0	0.00		
17	INK CART, HP C9399A (HP72) 69ml Magenta	cart							0								0	0	0	0.00		
18	INK CART, HP C9400A (HP72) 69ml Yellow	cart							0								0	0	0	0.00		

1/2

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	Ink (Duplo Machine)	cart			0	10	10	10	10	10	10	10	10	10	30	900.00	27,000.00
2	Toner (Kyocera 4500i/305i), Black	toner			0	15	15	15	15	15	15	15	15	45	16,000.00	720,000.00	
3	Toner (Kyocera 3051c), Colored-3 colors	toner			0	9	9	9	9	9	9	9	9	27	17,000.00	459,000.00	
4	Waste Toner (Kyocera)	pc			0	10	10	10	10	10	10	10	10	30	2,000.00	60,000.00	
5	Olympia Typewriter Ribbon	pc			0	50	50	50	50	50	50	50	50	150	350.00	52,500.00	
6	Olympia Typewriter Eraser	bx			0	20	20	20	20	20	20	20	20	60	600.00	36,000.00	
7	Toner and Drum (Fuji Printer)	cartridge			0	6	6	6	6	6	6	6	6	18	20,000.00	360,000.00	
8	Ink/Ribbon (LX310)	cartridge			0	50	50					0		50	500.00	25,000.00	
9	HP Ink (Pro 8610), B, Y, M, C	pc			0	36	36	36	36	36	36	36	36	108	1,000.00	108,000.00	
10	Epson Ink (Epson 565/210) B, Y, M, C	btl			0	100	100			0	100		100	200	500.00	100,000.00	
11	Ink/Ribbon Cartridge, Black (Amano Bundy)	btl			0	30	30					0		30	300.00	9,000.00	
12	Toner, Kyocera 4002i	toner			0	9	9	9	9	9	9	9	9	27	15,000.00	405,000.00	
13	Maintenance Kit, Kyocera 4002i	kit			0	3	3	3	3	3	3	3	3	9	60,000.00	540,000.00	
14																	
15					0		0					0		0			
16					0		0					0		0			
17					0		0					0		0			

ML

3					0				0				0				0	0		
4					0				0				0				0	0		
5					0				0				0				0	0		

**COMMON OFFICE SUPPLIES**

1	Ballpen, Black 0.4	pc			30	30	100	100	100	300	100	100	100	300	100	100	100	300	930	10.00	9,300.00
2	Ballpen, Blue 0.4	pc			30	30	100	100	100	300	100	100	100	300	100	100	100	300	930	10.00	9,300.00
3	Ballpen, Red 0.4	pc			0	60			60					0				0	60	10.00	600.00
4	Correction Fluid, 20ml	btl			0	50			50	50				50	50			50	150	35.00	5,250.00
5	Carbon Paper, Legal (PAPER)	pack			0	30			30	30				30	30			30	90	130.00	11,700.00
6	Fastener, Plastic	bx			0	30	30	30	90	30	30	30	90	30	30	30	90	270	25.00	6,750.00	
7	Fax Paper	roll			0	30			30	45				45	30			30	105	60.00	6,300.00
8	Folder, Expanding, legal (ALL GREEN)	bx			0	10	10	10	30	10	10	10	30	10	10	10	30	90	1,500.00	135,000.00	
9	Folder, Tagboard, Legal, 14 pts (ALL WHITE)	bx			0	15	15	15	45	15	15	15	45	15	15	15	45	135	400.00	54,000.00	
10	Folder, Tagboard, Short, 14 pts (ALL WHITE)	bx			0	5	5	5	15	5	5	5	15	5	5	5	15	45	350.00	15,750.00	
11	Onion Skdn, Legal	pack			0	5	5	5	15	5	5	5	15	5	5	5	15	45	130.00	5,850.00	
12	Copy Paper, 70 gsm, A3	ream			0	5	5	5	15	5	5	5	15	5	5	5	15	45	400.00	18,000.00	
13	Paper Mimeo, WHITE, Legal	ream			0	6	6	6	18	6	6	6	18	6	6	6	18	54	150.00	8,100.00	
14	Paper Mimeo, WHITE, Short	ream			0	6	6	6	18	6	6	6	18	6	6	6	18	54	150.00	8,100.00	
15	Paper Mimeo, GREEN, Short	ream			0	3	3	3	9	3	3	3	9	3	3	3	9	27	150.00	4,050.00	
16	Paper Mimeo, PINK, Short	ream			0	3	3	3	9	3	3	3	9	3	3	3	9	27	150.00	4,050.00	
17	Paper Mimeo, YELLOW, Short	ream			0	3	3	3	9	3	3	3	9	3	3	3	9	27	150.00	4,050.00	
18	Paper Mimeo, BLUE, Short	ream			0	3	3	3	9	3	3	3	9	3	3	3	9	27	150.00	4,050.00	
19	Stapler with Remover	pc			0	20	20	20	60	20	20	20	60	20	20	20	60	180	150.00	27,000.00	
20	Steno Notebook, 60 leaves	pc			0	50	50	50	150	50	50	50	150	50	50	50	150	450	25.00	11,250.00	

*Handwritten mark*

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			-
9					0			0				0				0	0			-
10					0			0				0				0	0			-

Lighting and fixtures and accessories

1	Ballast, 220v, 40w	pc			0		50		50			0		20		20	70	300.00	21,000.00	-
2	Flourescent Tube, 40w, 220v	pc			0		50		50			0		20		20	70	100.00	7,000.00	-
3	Pin Light, 40w, 220v	pc			0		50		50			0		20		20	70	150.00	10,500.00	-
4	Electrical Tape, 1"	pc			0		50		50			0				0	50	100.00	5,000.00	-
5					0				0			0				0	0			-
6					0				0			0				0	0			-
7					0				0			0				0	0			-
8					0				0			0				0	0			-
9					0				0			0				0	0			-
10					0				0			0				0	0			-

Electrical equipment and components and 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			-

8					0				0				0			0	0		
9					0				0				0			0	0		
10					0				0				0			0	0		

**\*Other Categories**

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		
6					0				0				0			0	0		
7					0				0				0			0	0		
8					0				0				0			0	0		
9					0				0				0			0	0		
10					0				0				0			0	0		

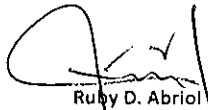
<b>C. TOTAL (A + B):</b>																				P	5,200,000.00	
<b>D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																					P	520,000.00
<b>E. GRAND TOTAL (C + D)</b>																					P	5,720,000.00
<b>F. APPROVED BUDGET BY THE AGENCY HEAD</b>																						
<b>G. MONTHLY CASH REQUIREMENTS</b>																						
G.1 Available at Procurement Service Stores					120,280.95				358,035.50				375,533.20					374,205.99			P	1,228,050.00
G.2 Other Items not available at PS but regularly purchased from other sources					20,100.00				1,683,050.00				1,091,850.00					1,176,950.00			P	3,971,950.00
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					140,380.95				2,041,085.50				1,467,383.20					1,551,155.99			P	5,200,000.00

\*Other categories that are not indicated herein

\*\*Prices are FOB Manila/Applicable for Items under A.

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:



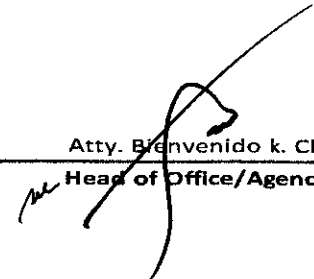
Ruby D. Abriol  
Property/Supply Officer

Certified Funds Available / Certified  
Appropriate Funds Available:

*Antatico 4/27*  
Lina E. Antatico

Accountant / Local Budget Officer

Approved by:



Atty. Benvenido k. Chy  
Head of Office/Agency

Date: 05/04/2018