

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN 2021 (IAU)

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: DENR- NATIONAL MAPPING & RESOURCE INFORMATION AUTHORITY
 Region: MAIN & NCR
 Address: LAWTON AVE. FORT BONIFACIO TAGUIG

Agency Account Code: H054
 Organization Type: National Government Agency (NGA)

Contact Person: AUBREY GEORGE T. CORPUZ
 Position: SUPPLY PFFICER III
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					86,198.00		
Common Office Supplies																							
TRAY, Document Organizer tray/mesh, 4 tier (metal)	pc				0	0.00							3	3	10,500.00				0	0.00	3	3,500.00	10,500.00
Common Janitorial Supplies																							
ALCOHOL, 70% Isopropyl, with moisturizer, 500mL	bottle				0	0.00							26	26	3,510.00				0	0.00	26	135.00	3,510.00
ALCOHOL, Isopropyl, Biogenic, 500ml. with spray	bottle				0	0.00							12	12	3,480.00				0	0.00	12	290.00	3,480.00
ALCOHOL DISPENSER, automatic, touchless spray machine sensor, for table	unit				0	0.00							1	1	1,800.00				0	0.00	1	1,800.00	1,800.00
DISINFECTANT, Lysol, 12 oz.	can				0	0.00							4	4	2,400.00				0	0.00	4	600.00	2,400.00
DISINFECTANT, Lysol, spray, 510g, Crisp Linen Scent	bottle				0	0.00							12	12	8,580.00				0	0.00	12	715.00	8,580.00
FACE MASK, disposable, 3ply w/Earloop, 50pcs/box	box				0	0.00							8	8	2,400.00				0	0.00	8	300.00	2,400.00
HAND Sanitizer, alcohol-based, 1000 ml	bottle				0	0.00							12	12	4,800.00				0	0.00	12	400.00	4,800.00
SOAP, Hand, liquid, antibac, Jergens, big	bottle				0	0.00							12	12	3,360.00				0	0.00	12	280.00	3,360.00
TRASH bag, Clear, Medium (11x11x24)	pack				0	0.00							12	12	2,520.00				0	0.00	12	210.00	2,520.00
Office Equipment and Accessories																							
AIR Humidifier oil refill	bottle				0	0.00							12	12	8,400.00				0	0.00	12	700.00	8,400.00
CALCULATOR, Scientific, Sharp EL-W506	unit				0	0.00							2	2	3,914.00				0	0.00	2	1,957.00	3,914.00
FUJIDENZO, Tableware UV sterilizer, 65 L	unit				0	0.00							2	2	12,174.00				0	0.00	2	6,087.00	12,174.00
MOBILE Pedestal	unit				0	0.00							2	2	10,000.00				0	0.00	2	5,000.00	10,000.00
Paper Material and Products																							
BOND paper, A4 size, Paper One, 80 gsm	ream				0	0.00							12	12	5,760.00				0	0.00	12	480.00	5,760.00
Electrical Equipment & Components & Supplies																							
EXTENSION Cord, Omni, 5 gang with individual switch and 2 USB port	pc				0	0.00							2	2	2,600.00				0	0.00	2	1,300.00	2,600.00
C. TOTAL (A + B):																					86,198.00		
D. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					8,619.80		
E. GRAND TOTAL (C + D)																					94,817.80		
F. APPROVED BUDGET BY THE AGENCY HEAD																					86,198.00		
G. MONTHLY CASH REQUIREMENTS																							
G.1 Available at Procurement Service Stores																					0.00		
G.2 Other Items not available at PS but regularly purchased from other sources																					86,198.00		
TOTAL MONTHLY CASH REQUIREMENTS																					86,198.00		

*Agency must put the monthly requirement for air tickets both local and international.

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:


 AUBREY GEORGE T. CORPUZ
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


 NOEL B. VEGA
 Accountant / Local Budget Officer

Approved by:


 Usec. PETER N. TIANGCO, PhD.
 Head of Office/Agency

Date Prepared: June 30, 2021

