Republic of the Philippines
PHILIPPINE MINING DEVELOPMENT CORPORATION
Creating Wealth. Enriching Lives.

PMDC
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Date: NOV 24 2016
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24 November 2016

DEPARTMENT OF BUDGET AND MANAGEMENT
General Solano St., San Miguel, Manila

Subject Matter: *Submission of Annual Procurement Plan for Common-Use Supplies (APP-CUS)*

Dear Sir/Madame:

In compliance with DBM Circular No. 2016-09 dated 27 October 2016, we submit herewith the Philippine Mining Development Corporation's (PMDC) 2017 Annual Procurement Plan for Common-Use Supplies (APP-CUS).

We trust that you will find the attached document.

Thank you.

Very truly yours,

Atty. Lito A. Mondragon
President & CEO

Units 3001B&C West Tower, Philippine Stock Exchange Centre, Exchange Road, Ortigas Center, Pasig City, Tels. 7061630 – 31 • info@pmdc.com.ph

Management System ISO 9001:2008

ANNUAL PROCUREMENT PLAN FOR 2017
For Common-Use Supplies and Equipment

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

1. Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
2. For Sub - Depots please refer to the following (Arranged/ Classified according to commmonality of freight cost):
   a. Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, Misamis Occidental (Oroquieta) and Southern Leyte (Maasin)- **Region XIII**
   b. Misamis Oriental, Bacolod, Calbayog, Bontoc and Northern Samar (Catarman)- **Regions VI, VII, VIII, X, & XI**
   c. Surigao Del Norte - **Surigao Del Norte**
   d. Zamboanga Sibugay- **Zamboanga Sibugay**
   e. Camiguin - **Camiguin**
3. 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.
4. **APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at ps- philgeps.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.**
5. 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.
6. 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 addressess:
   a. ps.app.nga@gmail.com- For central and regional offices of all national government agencies
   b. ps.app.suc@gmail.com- For main and other campuses of all state universities and colleges
   c. ps.app.gocc@gmail.com- For all central and regional offices of government owned and controlled corporations
   d. ps.app.deped@gmail.com- For primary and secondary schools
   e. ps.app.lgu@gmail.com - For Local government units
7. Consistent with Circular Letter No.2016-09 dated October 27, 2016, the APP for FY 2017 must be submitted on or before **November 30, 2016.**
8. Rename your APP file in the following format: APP2017- Name of Agency- Region (e.g. APP2017 -PS- Central Office).
9. For further assistance/clarification, agencies may call the Corporate Planning and Business Development Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: Philippine Mining Development Corporation
Region: National Capital Region (NCR)
Address: Unit 3001B West Tower Philippine Stock Exchange Centre Condominium Exchange Road, Ortigas Center, Pasig City

Agency Account Code: X259

Contact Person:: Oscar P. Yuvienco
Position: Procurement Officer
E-mail : oscaryuvienco@yahoo.com.
Telephone/Mobile Nos: (632) 706-1631

Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue as of October 14, 2016	TOTAL AMOUNT
		Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																							
COMMON ELECTRICAL SUPPLIES																							
1 BATTERY, dry cell AA, 2 pieces per blister pack	pack	6			6	104.52				0	0	5			5	87.1				0	0	11	17.42	191.62
2 BATTERY, dry cell AAA, 2 pieces per blister pack	pack	2		1	3	45.09		1		1	15.03	2		1	3	45.09		1		1	15.03	8	15.03	120.24
3 BATTERY, dry cell D, 2 pieces per blister pack	pack				0	0				0	0				0	0				0	0	0	77.56	0.00
4 FLUORESCENT LAMP, tubular, 28 watts	tube				0	0				0	0				0	0				0	0	0	114.40	0.00
5 LED Linear Tube, 18 watts individually wrapped in carton	tube				0	0				0	0				0	0				0	0	0	280.80	0.00
6 Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0	0				0	0				0	0				0	0	0		0.00
7 TAPE, electrical	roll	4	1		5	91				0	0	2			2	36.4				0	0	7	18.20	127.40
COMMON OFFICE SUPPLIES																							

	Item & Specifications	Unit of Measure	Quantity Requirement																			Total Quantity	Price Catalogue as of October 14, 2016	TOTAL AMOUNT
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
1	ACETATE, gauge #3, 50m per roll	roll				0	0				0	0				0	0				0	0	0	624.00	0.00
2	AIR FRESHENER, 280mL/150g min	can	2		2	4	332.8		2		2	166.4	2		2	4	332.8		2		2	166.4	12	83.20	998.40
3	ALCOHOL, 70%, ethyl, 500ml	bottle	8			8	382.56	5			5	239.1	8			8	382.56	4			4	191.28	25	47.82	1,195.50
4	CARBON FILM, A4 size, 100 sheets per box	box				0	0				0	0				0	0				0	0	0	197.58	0.00
5	CARBON FILM, PE, black, 216mm x 30mm, 100 sheets per box	box				0	0				0	0				0	0				0	0	0	202.80	0.00
6	CARTOLINA, assorted color, 20 pieces per pack	pack	1			1	64.48				0	0				0	0				0	0	1	64.48	64.48
7	CHALK, white, enamel, 100 pieces per box	box				0	0				0	0				0	0				0	0	0	25.86	0.00
8	CLEARBOOK, A4 size	piece				0	0				0	0				0	0				0	0	0	39.52	0.00
9	CLEARBOOK, Legal size	piece	3	2		5	218.4		2		2	87.36	3		2	5	218.4			2	2	87.36	14	43.68	611.52
10	CLIP, backfold, 19mm, 12 pieces per box	box	14			14	101.92				0	0	14			14	101.92				0	0	28	7.28	203.84
11	CLIP, backfold, 25mm, 12 pieces per box	box	15			15	156		1		1	10.4	15		1	16	166.4				0	0	32	10.40	332.80
12	CLIP, backfold, 32mm, 12 pieces per box	box	16			16	305.92		1		1	19.12	16		1	17	325.04				0	0	34	19.12	650.08
13	CLIP, backfold, 50mm, 12 pieces per box	box	10			10	363.8				0	0	11			11	400.18				0	0	21	36.38	763.98
14	CORRECTION TAPE, 6 meters(min), 1 piece in individual plastic	piece	16			16	499.2	17			17	530.4	16			16	499.2	16			16	499.2	65	31.20	2,028.00
15	DATA FILE BOX, made with chipboard, with closed ends	box	3			3	209.34				0	0				0	0				0	0	3	69.78	209.34
16	DATA FOLDER, made with chipboard, taglia lock	piece	32			32	2196.48	9			9	617.76	31			31	2127.84				0	0	72	68.64	4,942.08
17	ENVELOPE, DOCUMENTARY, for A4 size document, 500 pieces per box	box	1			1	381.54				0	0				0	0				0	0	1	381.54	381.54
18	ENVELOPE, DOCUMENTARY, for Legal size document, 500 pieces per box	box	1			1	507.4				0	0				0	0				0	0	1	507.40	507.40
19	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size documents, 100 pieces per box	box	1			1	621.71		1		1	621.71			1	1	621.71				0	0	3	621.71	1,865.13
20	ENVELOPE, EXPANDING, plastic	piece	15			15	414.15				0	0	15			15	414.15				0	0	30	27.61	828.30
21	ENVELOPE, MAILING, 500 pieces per box, 80 gsm	box	2			2	998.4		2		2	998.4			1	1	499.2				0	0	5	499.20	2,496.00
22	ENVELOPE, MAILING, with window, 500 pieces per box, 80 gsm	box				0	0				0	0				0	0				0	0	0	561.60	0.00
23	ERASER, felt, for blackboard/whiteboard	piece	2			2	22.22				0	0				0	0				0	0	2	11.11	22.22
24	ERASER, plastic or rubber	piece	5			5	11.45				0	0	1			1	2.29				0	0	6	2.29	13.74
25	FASTENER, for paper, metal, 50 sets per box	box				0	0				0	0				0	0				0	0	0	57.09	0.00
26	FILE ORGANIZER, expanding, legal, plastic, assorted colors	piece				0	0				0	0				0	0				0	0	0	70.67	0.00
27	FILE TAB DIVIDER, A4, five (5) colors per set	set	160	10	10	180	2246.4	20	10	10	40	499.2	120	10	10	140	1747.2	20	10	10	40	499.2	400	12.48	4,992.00
28	FILE TAB DIVIDER, Legal Size, five(5) colors per set	set	320	10	10	340	5657.6	30	10	10	50	832	230	10	10	250	4160	40	10	10	60	998.4	700	16.64	11,648.00
29	FOLDER, Fancy, A4, 50s/ bundle	bundle	1			1	234				0	0				0	0				0	0	1	234.00	234.00
30	FOLDER, Fancy, Legal, 50 pieces per bundle	bundle	1			1	291.2				0	0				0	0				0	0	1	291.20	291.20
31	FOLDER, L-type, A4, 50 pieces pack	pack	1			1	166.4				0	0				0	0				0	0	1	166.40	166.40
32	FOLDER, L-type, Legal size, 50 pieces per pack	pack	1			1	203.84				0	0				0	0				0	0	1	203.84	203.84
33	FOLDER, Pressboard, size 240mm x 370mm, 100s/box	box	1			1	746.72	1			1	746.72	1			1	746.72	1			1	746.72	4	746.72	2,986.88
34	FOLDER, Tagboard, A4, 100 pieces per pack	pack	1			1	179.28				0	0				0	0				0	0	1	179.28	179.28
35	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	1			1	200.37	1			1	200.37				0	0	1			1	200.37	3	200.37	601.11
36	GLUE, all purpose, 300 grams min.	jar	5			5	220.9		2		2	88.36			2	2	88.36				0	0	9	44.18	397.62
37	INDEX TAB, self-adhesive, 5 set/box, assorted colors	box	4			4	191.6				0	0	3			3	143.7				0	0	7	47.90	335.30
38	LOOSELEAF COVER, 50sets per bundle	bundle				0	0				0	0				0	0				0	0	0	539.76	0.00
39	MAGAZINE FILE BOX, LARGE	piece	4			4	166.4				0	0				0	0				0	0	4	41.60	166.40
40	MARKER, fluorescent, 3 colors per set	set	7			7	248.85				0	0	1			1	35.55	1			1	35.55	9	35.55	319.95
41	MARKER, whiteboard, bullet type, black	piece	6			6	61.68		3		3	30.84			2	2	20.56				0	0	11	10.28	113.08