

CY 2016 ANNUAL PROCUREMENT PLAN (APP)
JOHN HAY MANAGEMENT CORPORATION

CODE (PAP)	PROCUREMENT PROGRAM / PROJECT	PROCUREMENT	PMO/ ENDUSER	Source of Funds	Estimated Budget (PhP)
		METHOD			Total
	INFRASTRUCTURE				
INFRA-01-SSD	Repair and maintenance of Kadaklan Ranger Station	Public Bidding	SSD		130,000.00
INFRA-02-EMD	Rehabilitation of Gardener's bunkhouse and vermicomposting area at the JHMC nursery	Public Bidding	EAMD-EMD		50,000.00
INFRA-03-ICT	Records Storage area (must be fireproof as required by National Archives of the Phils/NAP)	Public Bidding	ASD-ICTD		250,000.00
INFRA-04-BDD	Construction/rehabilitation of guardhouse, ticketing booth and signages at the Historical Core	Public Bidding	BDD		300,000.00
INFRA-05-EMD	Extension of greenhouse for tree seedlings and ornamentals	Public Bidding	EAMD-EMD		300,000.00
INFRA-06-PSD	Asphalt Overlay pavement from BCDA Cottage Entrance to Cantinetta	Public Bidding	EAMD-PSD		2,365,000.00
	Sub-total				3,395,000.00
	CONSULTANCY			COB 2016	
CON-01-HRD	Organizational Development	Public Bidding	HRD		500,000.00
CON-02-SEZAD	SEZAD Information System	Public Bidding			2,000,000.00
CON-03-COMREL	Consultant for Public Affairs and Communication Management	AM-NP	COMREL		600,000.00
CON-04-EAMD	On-call Mechanical & Sanitary Engr.	Public Bidding	EAMD		280,000.00
CON-05-EMD	Advisory and review services for the draft SFMP output	Public Bidding	EAMD-EMD		150,000.00
CON-06-EMD	Gender and Development	Public Bidding	HRD		500,000.00
	Sub-total				4,030,000.00
	GOODS AND SERVICES				
	Security Services			COB 2016	
GD-01-SSD	Security Service AOR1	PUBLIC BIDDING	SSD		16,048,627.20
GD-02-SSD	Security Service AOR2	PUBLIC BIDDING	SSD		18,723,398.40
Sub-Total					34,772,025.60
	Janitorial Services				
GD-03-GSD	JHMC Facilities	PUBLIC BIDDING	ASD-GSD	COB 2016	1,120,000.00
GD-04-GSD	Mile-HI Center , Cantinetta, Igorot Lodge and other areas	PUBLIC BIDDING	ASD-GSD	CUSA	800,000.00
	Sub-total				1,920,000.00
	Repairs and Maintenance Expenses (Facilities)				
GD-05-GSD	Repairs and Maintenance of JHMC Cottages (Details: Annex "C")	AM-NP	ASD-GSD	COB 2016	150,000.00
GD-06-GSD	Repairs and Maintenance of BCDA Cottages and Historical Core (Details: Annex "D")	AM-NP	ASD-GSD	COB 2016	300,000.00

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					Total
GD-07-GSD	General Pest Control and Termite Control (Bellhouse, CCA and JHMC Cottages)	AM-NP	ASD-GSD	COB 2016	210,000.00
	Repairs and Maintenance Expenses (IT and Non-IT)				
GD-08-GSD	Rehabilitation of existing equipment and fixtures except IT Equipment	AM-NP	ASD-GSD	COB 2016	90,000.00
GD-09-GSD	Periodic Maintenance (2 Generators)	AM-NP	ASD-GSD	COB 2016	70,000.00
GD-10-ICT	ICT Equipment Maintenance: Upgrade or replacement of existing equipment and fixtures	AM-NP	ASD-ICT	COB 2016	140,000.00
	Motor Vehicles				
GD-11-GSD	Casa Maintenance	AM-DC	ASD-GSD	COB 2016	600,000.00
GD-12-GSD	Non-Casa Maintenance	AM-NP	ASD-GSD	COB 2016	300,000.00
	Sub-Total				1,860,000.00
	Environment /Sanitary Services				
GD-13-EMD	Forest and Environment Mgmt	AM-NP	EMD	COB 2016	86,000.00
GD-14-EMD	Firelines/ greenbreak establishment within JHRA	AM-NP	EMD	COB 2016	40,000.00
GD-15-EMD	Sanitation and retrieval cutting operations	Public Bidding	EMD	COB 2016	700,000.00
GD-16-EMD	Hazardous waste management	AM-NP	EMD	COB 2016	260,000.00
	Sub-Total				1,086,000.00
	NEW PURCHASES			COB 2016	
GD-17-GSD	Motor Vehicle	Public Bidding	ASD-GSD		1,000,000.00
GD-18-ICT	Lighting Arrester	Public Bidding	ICT		350,000.00
GD-19-ICT	Printer (A3, Original CISS) (5)	Public Bidding	ASD-ICT		100,000.00
	Photo printer (1)	Public Bidding			20,000.00
	Speaker, Sound system (1)	Public Bidding			20,000.00
	UPS (rack type) (1)	Public Bidding			60,000.00
	Computer Operating system for 20 users	Public Bidding			160,000.00
	Office Application Software for 25 users	Public Bidding			360,000.00
	Anti virus software for 50 users	Public Bidding			60,000.00
	Photocopier (heavy duty) (1)	Public Bidding			112,000.00
	Scanner	Public Bidding			25,000.00
	Laptop (3)	Public Bidding			160,000.00
	Desktop	Public Bidding			45,000.00
	Sub-Total				2,472,000.00
	Office Supplies and Materials				
GD-20-JHMC	Office Supplies (Annex "A")	PS-DBM	JHMC	COB 2016	680,205.60
GD-21-JHMC	Office Supplies (Annex "B")	Public Bidding	JHMC	COB 2016	1,620,292.06
	Sub-Total				2,300,497.66
	Fuel, Oil and Lubricants				
GD-22-GSD	Fuel, Oil and Lubricants Expenses	Public Bidding	JHMC	COB 2016	1,400,000.00
	Sub-Total				1,400,000.00
	Communication Expenses				
GD-23-GSD	Postage and Deliveries	AM-NP	ASD-GSD	COB 2016	70,000.00
GD-24-GSD	Telephone Expenses -Mobile (Details: Annex "E")	AM-NP	ASD-GSD	COB 2016	419,200.00
GD-25-GSD	Telephone Expenses Landline	AM-NP	ASD-GSD	COB 2016	340,000.00
GD-26-ICT	Internet Expenses	AM-NP	ASD-GSD	COB 2016	70,800.00
	Sub-Total				900,000.00
	Rent Expense				
GD-27-GSD	PO Box Rental	AM-NP	ASD-GSD		5,000.00
	Sub-Total				5,000.00
	Water and Illumination Expenses				
GD-28-GSD	Water Services (per month)	AM-DC	ASD-GSD		420,000.00
GD-29-GSD	Electricity (per month)	AM-DC	ASD-GSD		800,000.00
	Sub-Total				1,220,000.00

CODE (PAP)	PROCUREMENT PROGRAM / PROJECT	PROCUREMENT METHOD	PMO/ ENDUSER	Source of Funds	Estimated Budget (Php)
					Total
	Representation Expenses				
GD-30-SEZAD	For various meetings with locators	AM-NP	SEZAD		300,000.00
GD-31-SEZAD	CJH Camp-wide Year -end activities	AM-NP	SEZAD		200,000.00
GD-32-JHMC	Coordination with meetings and/or project inspection with line agencies, interagency and local officials	AM-NP	ALL DEPT.		300,000.00
GD-32-EXE	For executive offices functions	AM-NP	PCEO and OVP		450,000.00
GD-34-JHMC	For various meetings and events	AM-NP	ALL DEPT.		350,000.00
GD-35-HRD	Gender and Development	AM-NP	HRD		300,000.00
GD-36-OCS	BOD Meetings	AM-NP	OCS		600,000.00
Sub-Total					2,500,000.00
	Subscription Expenses (Approved Budget: Php 70,000.00)				
GD-37-GSD	Cable for TV (Cottages 624, 629, 663, 664)	AM-NP	ASD-GSD		10,000.00
GD-38-GSD	Newspapers - National	AM-NP	ASD-GSD		60,000.00
GD-39-GSD	Newspapers - Local	AM-NP	ASD-GSD		
Sub-Total					70,000.00
	Vehicle Registration				
GD-39-GSD	Emission Testing	AM-NP	ASD-GSD		15,000.00
Sub-Total					15,000.00
	Marketing and Advertising Expenses				
GD-39-BDD	Promotional Events	AM-NP	BDD		500,000.00
GD-40-OPCEO	Corporate Give-aways	AM-NP	OPCEO		300,000.00
GD-41-BDD	Advertorials and marketing collaterals	AM-NP	BDD		500,000.00
GD-42-ADPCOM/BAC	Advertisement for ADPCOM and BAC	AM-NP	ADP/BAC		1,100,000.00
GD-43-SEZAD	Directional Signages	AM-NP	SEZAD		300,000.00
Sub-Total					2,700,000.00
	Printing and Binding Expenses				
GD-44-JHMC	Reproduction expenses	AM-NP	JHMC		180,000.00
GD-45-JHMC	Tarpaulins	AM-NP	JHMC		10,000.00
Sub-Total					190,000.00
	General Services				
GD-46-GSD	Cottage Laundry Services	AM-NP	ASD-GSD		320,000.00
GD-47-GSD	Gardening Services	Public Bidding	ASD-GSD		500,000.00
GD-48-GSD	Other areas-BCDA	Public Bidding	ASD-GSD	CUSA	500,000.00
GD-49-GSD	Solid Waste Collection	Public Bidding	ASD-GSD		322,000.00
GD-50-GSD	Mile-HI Center, Cantinetta, Igorot Lodge and other areas	Public Bidding	ASD-GSD	CUSA	120,000.00
Sub-Total					1,762,000.00
	Public Relations Program				
GD-51-COMREL	Media Activities	AM-NP	COMREL		150,000.00
GD-52-COMREL	Press Conferences/ Kapihan(Major Issues/ Land Related Cost)	AM-NP	COMREL		360,000.00
GD-53-COMREL	Radio Advertisements(Land Related Cost)	AM-NP	COMREL		400,000.00
GD-54-COMREL	Print Advertisements(Land Related Cost)	AM-NP	COMREL		300,000.00
GD-55-COMREL	Advertorials(Land Related Cost)	AM-NP	COMREL		250,000.00
GD-56-COMREL	Public Consultations as need arises (Land Related Cost)	AM-NP	COMREL		300,000.00
Sub-Total					1,760,000.00
	Planning Programs				
GD-57-OCS	Planning Expenses (BOD)	AM-NP	OCS		400,000.00
Sub-Total					400,000.00

CODE (PAP)	PROCUREMENT PROGRAM / PROJECT	PROCUREMENT	PMO/ ENDUSER	Source of Funds	Estimated Budget (Php)
		METHOD			Total
	Corporate Social Responsibility				
GD-58-COMREL	Support to Educational Program (includes participation to the Brigada Eskwela) in the JHRA	AM-NP	COMREL		390,000.00
GD-59-COMREL	Feeding Program	AM-NP	COMREL		150,000.00
GD-60-COMREL	Medical and Dental Mission with JHRA Barangays (supplies)	AM-NP	COMREL		50,000.00
GD-61-COMREL	Environmental Awareness Programs-meals and snacks(supplies and materials included)	AM-NP	COMREL		20,000.00
Sub-Total					610,000.00
	Other Program/Activities				
GD-62-HRD	JHMC Anniversary Celebration	AM-NP	HRD		50,000.00
GD-63-HRD	JHMC Year-end Activities	AM-NP	HRD		300,000.00
GD-64-HRD	Health and Wellness	AM-NP	HRD		100,000.00
GD-65-HRD	Teambuilding Activities	AM-NP	HRD		150,000.00
Sub-Total					600,000.00
		GRAND TOTAL			65,967,523.26

ANNUAL PROCUREMENT PLAN FOR 2016
For Common-Use Supplies and Equipment

- 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 commonality of freight cost):
 - a. Bukidnon, Puerto Princesa Palawan,
 - b. Misamis Oriental, Bacolod, Calbayog,
 - c. Surigao Del Norte - **Surigao Del Norte**
 - d. Zamboanga Sibugay- **Zamboanga**
 - e. Camiguin - **Camiguin**
- 3 Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute Quarterly requirement, total amount per item and and grand total
- 4 APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at 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:
 DBM Central Office- for entities in the Central Office
 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. 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
- 7 Consistent with National Budget Circular No. 555, the APP for FY 2016 must be submitted on or before **November 30, 2015**.
- 8 Rename your APP file in the following format: APP2016- Name of Agency- Region (e.g. APP2016 -PS- Central Office).
- 9 For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **JOHN HAY MANAGEMENT**

Contact Person: _____

Region: **CAR**

Position: _____

Address: **Camp John Hay, Loakan Road, Baguio City**

E-mail : _____

Telephone/Mobile Nos: _____

Item & Specifications	Unit of Measure	Quantity Requirement	Price Catalogue as of January 31, 2016	TOTAL AMOUNT
A. AVAILABLE AT PROCUREMENT SERVICE STORES				
COMMON ELECTRICAL SUPPLIES				
1 BATTERY, size AAA, alkaline, 2 pcs/pack	pack	109	15.40	1,678.60
2 BATTERY, size AA, alkaline, 2 pcs/pack	pack	28	17.55	491.40
COMMON OFFICE SUPPLIES				
3 AIR FRESHENER, 280ml/can	can	51	83.60	4,263.60
4 ALCOHOL, 70%, ethyl, 500ml	bottle	279	44.20	12,331.80
5 Blade, heavy duty cutter (L500), 10s/pack	pack	25	8.50	212.50
6 CARBON FILM, polyethylen, A-4	box	1	264.15	264.15

Item & Specifications		Unit of Measure	Quantity Requirement	Price Catalogue as of January 31, 2016	TOTAL AMOUNT
7	CLIP, backfold, 25mm, 12 pieces per box	box	275	17.05	4,688.75
8	CORRECTION TAPE	piece	83	42.05	3,490.15
9	DATA FILE BOX, (5"x9"x15-3/4")	box	343	71.45	24,507.35
10	DATA FOLDER, with finger ring(3"x9"x15")	each	20	78.80	1,576.00
11	ENVELOPE, DOCUMENTARY (10" x 15"), 500 pc/box	box	24	519.60	12,470.40
12	ENVELOPE, EXPANDING, legal size, 100 pc/ box	box	46	636.70	29,288.20
13	ENVELOPE, EXPANDING, plastic, legal size	each	47	29.85	1,402.95
14	ENVELOPE, MAILING, white with window, 500 pieces per box	box	12	200.10	2,401.20
15	ERASER, rubber	each	27	2.25	60.75
16	FASTENER, non-rust metal , 25 mm, 50's	box	156	67.10	10,467.60
17	FOLDER, Pressboard, plain, legal, 100 pcs/box	box	14	958.50	13,419.00
18	FOLDER, Tagboard, A4, 100 pieces per pack	pack	72	265.60	19,123.20
19	FOLDER, Tagboard, Legal size, 100 pieces per pack	pack	66	307.20	20,275.20
20	MARKING PEN, whiteboard, red	each	59	12.10	713.90
21	MARKING PEN, permanent, blue	each	123	9.90	1,217.70
22	MARKING PEN, permanent, black	piece	91	9.90	900.90
23	NOTE BOOK, stenographer's	each	206	10.56	2,174.85
24	NOTE PAD, stick-on, (3"x3")	pad	451	41.45	18,693.95
25	PAPER, MULTICOPY, A4, 80 gsm , subs 24	ream	1004	120.70	121,182.80
26	PAPER, MULTICOPY, legal, 80 gsm, subs. 24	ream	355	135.20	47,996.00
27	PENCIL, mechanical , 0.5 mm lead	each	87	23.45	2,040.15
28	RECORD BOOK, 300 pages	book	125	61.80	7,725.00
29	RECORD BOOK, 500 pages	book	83	88.95	7,382.85
30	SIGN PEN, black, .5 mm	piece	234	45.10	10,553.40
31	SIGN PEN, blue , 0.5mm	piece	939	45.10	42,348.90
32	SIGN PEN, red , 0.5mm	piece	20	45.10	902.00
33	STAMP PAD, felt pad	each	10	31.85	318.50
34	STAPLE WIRE, Standard, no. 35, 500 pcs/box	box	97	19.35	1,876.95
35	TAPE, masking, 1" , 24 mm	roll	53	56.45	2,991.85
36	TAPE, masking, 2" ,48mm,	roll	51	107.60	5,487.60
37	TAPE, transparent, 24mm, 1"	roll	260	17.80	4,629.11
38	TAPE, transparent, 48mm, 2"	roll	102	34.10	3,478.20
39	TAPE, packaging, 48mm, 2"	roll	87	34.10	2,966.70
40	TOILET TISSUE, 12 rolls per pack	pack	434	77.40	33,591.60
41	STAMPING DATER, self-inking stamp, mechanical	piece	11	489.90	5,388.90
42	PUNCHER, heavy duty	each	20	126.40	2,528.00
43	SCISSORS, (6")	pair	49	15.90	779.10
44	STAPLER, standard	each	15	94.45	1,416.75
45	TAPE DISPENSER, handhld, for 48 mm width, packaging tape	piece	8	34.10	272.80
COMMON JANITORIAL SUPPLIES			0		
46	CLEANER, TOILET BOWL AND URINAL	bottle	30	42.60	1,278.00
47	DETERGENT POWDER, 1kg/pack	pack	3	42.60	127.80
48	DISINFECTANT SPRAY, 340 gm	can	60	122.50	7,350.00
49	FURNITURE CLEANER, min. 300ml/can	can	28	86.80	2,430.40
50	INSECTICIDE, 600 ml(420g /can)	can	32	120.35	3,851.20
51	TRASHBAG, plastic, transparent, gusseted type, 40"x40" , 10 pcs/pack	roll	38	143.25	5,443.50
COMMON OFFICE EQUIPMENT					
52	CALCULATOR, desktop, compact electronic LCD display, 12 digits, two-way power source	unit	1	157.65	157.65
53	COMPACT DISK RECORDABLE, min 700 mb/70 min running time	piece	100	10.40	1,040.00
54	ELECTRIC FAN, heavy duty, with stand 16"	piece	1	1,061.85	1,061.85

Item & Specifications		Unit of Measure	Quantity Requirement	Price Catalogue as of January 31, 2016	TOTAL AMOUNT
COMMON COMPUTER SUPPLIES			0		-
55	DVD REWRITABLE, 4x speed, 4.7GB /120 min	piece	196	21.10	4,135.60
56	DVD RECORDABLE 4.7 GB /120 min , 1-16x	piece	146	11.50	1,679.00
57	EXTERNAL HARD DRIVE, 1TB	unit	12	3,170.00	38,040.00
58	FLASH DRIVE, USB 16GB	each	11	239.65	2,636.15
CONSUMABLES			0		-
59	CANON PG-810, Black	piece	12	692.25	8,307.00
60	Ink Cartridge, HP C658A/D, No. 78, Tricolor	piece	10	1,549.60	15,496.00
61	Ink Cartridge, HP 51645A, No. 45, Black	cart	18	1,341.90	24,154.20
62	CANON CL-811, Colored	piece	12	915.00	10,980.00
63	TONER CART, SAMSUNG ML-D2850B, Black	cart	12	5,005.50	60,066.00
TOTAL					680,205.60
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.					