

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

APP-CSE 2023 FORM as of September 14, 2022

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: NATIONAL FOOD AUTHORITY-RO
 Region: XII
 Address: GPS DRIVE, BRGY. STO. NIÑO,
 KORONADAL CITY

Agency Code/UAACS:
 Organization Type: COCC

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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	Q4 AMOUNT						
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 ml	bottle	0	0	52	52	2,488.20	0	0	52	52	2,488.20	0	0	52	52	2,488.20	0	0	52	52	2,488.20	208	47.85	9,952.80	
2	12191601-AL-ED3	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	330.55	0.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	0	0	10	10	329.10	0	0	5	5	164.55	0	0	5	5	164.55	0	0	5	5	164.55	25	32.91	822.75	
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	0	0	10	10	363.60	0	0	5	5	181.80	0	0	5	5	181.80	0	0	5	5	181.80	25	36.36	909.00	
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	0	0	10	10	44.70	0	0	10	10	44.70	0	0	10	10	44.70	0	0	10	10	44.70	40	4.47	178.80	
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	0	0	35	35	777.00	0	0	35	35	777.00	0	0	35	35	777.00	0	0	35	35	777.00	140	22.20	3,108.00	
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	0	0	35	35	777.00	0	0	35	35	777.00	0	0	35	35	777.00	0	0	35	35	777.00	140	22.20	3,108.00	
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	0	0	15	15	333.00	0	0	15	15	333.00	0	0	15	15	333.00	0	0	15	15	333.00	60	22.20	1,332.00	
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	5	5	806.00	0	0	5	5	806.00	0	0	5	5	806.00	0	0	5	5	806.00	20	161.20	3,224.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,623.60	0.00	
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00	
BATTERIES AND CELLS AND ACCESSORIES																											
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	0	0	20	20	409.80	0	0	20	20	409.80	0	0	20	20	409.80	0	0	20	20	409.80	80	20.49	1,639.20	
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	0	0	15	15	275.10	0	0	15	15	275.10	0	0	15	15	275.10	0	0	15	15	275.10	60	18.34	1,100.40	
CLEANING EQUIPMENT AND SUPPLIES																											

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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	Q4 AMOUNT	
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	10	10	816.40	0	0	10	10	816.40	0	0	10	10	816.40	0	0	10	10	816.40	40	81.64	3,265.60	
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	0	0	10	10	1,362.40	0	0	10	10	1,362.40	0	0	10	10	1,362.40	0	0	10	10	1,362.40	40	136.24	5,449.60	
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	0	0	10	10	227.80	0	0	10	10	227.80	0	0	10	10	227.80	0	0	10	10	227.80	40	22.78	911.20	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	0	0	20	20	832.00	0	0	20	20	832.00	0	0	20	20	832.00	0	0	20	20	832.00	80	41.60	3,328.00	
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	0	0	20	20	478.40	0	0	20	20	478.40	0	0	20	20	478.40	0	0	20	20	478.40	80	23.92	1,913.60	
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	0	0	20	20	166.00	0	0	20	20	166.00	0	0	20	20	166.00	0	0	20	20	166.00	80	8.30	664.00	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	0	0	20	20	1,081.60	0	0	20	20	1,081.60	0	0	20	20	1,081.60	0	0	20	20	1,081.60	80	54.08	4,326.40	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	0	0	20	20	2,797.80	0	0	20	20	2,797.80	0	0	20	20	2,797.80	0	0	20	20	2,797.80	80	139.89	11,191.20	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	0	0	5	5	138.20	0	0	5	5	138.20	0	0	5	5	138.20	0	0	5	5	138.20	20	27.64	552.80	
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	20	0	0	20	2,402.40	0	0	20	20	2,402.40	0	0	20	20	2,402.40	0	0	20	20	2,402.40	80	120.12	9,609.60	
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	0	0	20	20	859.00	0	0	20	20	859.00	0	0	20	20	859.00	0	0	20	20	859.00	80	42.95	3,436.00	
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	5	5	11,440.00	0	0	5	5	11,440.00	0	0	5	5	11,440.00	0	0	5	5	11,440.00	20	2,288.00	45,760.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	5	5	624.00	0	0	5	5	624.00	0	0	5	5	624.00	0	0	5	5	624.00	20	124.80	2,496.00	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	15	15	1,837.65	0	0	15	15	1,837.65	0	0	15	15	1,837.65	0	0	15	15	1,837.65	60	122.51	7,350.60	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	2	2	106.28	0	0	2	2	106.28	0	0	2	2	106.28	0	0	2	2	106.28	8	53.14	425.12	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	0	0	5	5	289.65	0	0	5	5	289.65	0	0	5	5	289.65	0	0	5	5	289.65	20	57.93	1,158.60	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	10	0	10	20	2,880.80	0	0	10	10	1,440.40	0	0	10	10	1,440.40	0	0	10	10	1,440.40	50	144.04	7,202.00	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	0	5	5	159.55	0	0	5	5	159.55	0	0	5	5	159.55	0	0	5	5	159.55	20	31.91	638.20	
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	0	0	3	3	86.73	0	0	2	2	57.82	0	0	2	2	57.82	0	0	2	2	57.82	9	28.91	260.19	
CONSUMER ELECTRONICS																											
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	1	0	0	1	7,339.16	0	0	1	1	7,339.16	0	0	1	1	7,339.16	0	1	0	1	7,339.16	4	7,339.16	29,356.64	
FACE MASK																											
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	0	0	10	10	775.00	0	0	10	10	775.00	0	0	10	10	775.00	0	0	10	10	775.00	40	77.50	3,100.00	
FILMS																											
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00	
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	221.00	0.00	
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	1	0	0	1	238.54	0	0	0	0	0.00	1	0	0	1	238.54	0	0	0	0	0.00	2	238.54	477.08	
FLAG OR ACCESSORIES																											
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	1	1	284.84	0	0	0	0	0.00	1	0	0	1	284.84	0	0	0	0	0.00	2	284.84	569.68	
FURNITURE AND FURNISHINGS																											
HEATING AND VENTILATION AND AIR CIRCULATION																											
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0.00	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	1	0	0	1	856.86	0	1	0	1	856.86	0	1	0	1	856.86	1	0	0	1	856.86	4	856.86	3,427.44	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	1	0	1	768.56	0	0	0	0	0.00	1	0	0	1	768.56	0	0	0	0	0.00	2	768.56	1,537.12	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											


Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 29 July 2022)	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	Q4 AMOUNT						
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	1	0	0	1	2,792.40	1	0	0	1	2,792.40	1	0	0	1	2,792.40	1	0	0	1	2,792.40	4	2,792.40	11,169.60	
56	43211708-MO-C01	MOUSE, OPTICAL, USB connection type	unit	0	5	0	5	748.80	0	0	0	0	0.00	5	0	0	5	748.80	0	0	0	0	0.00	10	149.76	1,497.60	
57	43212102-PR-C02	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38,100.97	0.00	
59	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	1	1	0	2	5,273.78	1	0	1	2	5,273.78	1	0	1	2	5,273.78	1	1	0	2	5,273.78	8	2,636.89	21,095.12	
LIGHTING AND FIXTURES AND ACCESSORIES																											
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	10	10	756.10	0	0	10	10	756.10	0	0	5	5	378.05	0	5	0	5	378.05	30	75.61	2,268.30	
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	15	15	3,087.30	0	0	15	15	3,087.30	0	0	20	20	4,116.40	0	20	0	20	4,116.40	70	205.82	14,407.40	
MANUFACTURING COMPONENTS AND SUPPLIES																											
62	31201610-GL-X01	GLUE, all-purpose, 200 grams	jar	0	0	10	10	707.20	0	0	10	10	707.20	0	0	10	10	707.20	0	10	0	10	707.20	40	70.72	2,828.80	
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	20	20	451.00	0	0	20	20	451.00	0	0	20	20	451.00	0	20	0	20	451.00	80	22.55	1,804.00	
64	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	2	2	47.52	0	0	2	2	47.52	0	0	2	2	47.52	0	2	0	2	47.52	8	23.76	190.08	
65	31201502-TA-E01	TAPE, electrical	roll	0	0	2	2	38.90	0	0	2	2	38.90	0	0	2	2	38.90	0	2	0	2	38.90	8	19.45	155.60	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	10	10	618.80	0	0	10	10	618.80	0	0	10	10	618.80	0	10	0	10	618.80	40	61.88	2,475.20	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	0	10	10	1,211.60	0	0	10	10	1,211.60	0	0	10	10	1,211.60	0	10	0	10	1,211.60	40	121.16	4,846.40	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	10	10	223.60	0	0	10	10	223.60	0	0	10	10	223.60	0	10	0	10	223.60	40	22.36	894.40	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	10	10	111.80	0	0	10	10	111.80	0	0	10	10	111.80	0	10	0	10	111.80	40	11.18	447.20	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	10	10	225.70	0	0	10	10	225.70	0	0	10	10	225.70	0	10	0	10	225.70	40	22.57	902.80	
71	31151507-TW-P01	TWINE, plastic	roll	0	0	2	2	133.24	0	0	2	2	133.24	0	0	2	2	133.24	0	2	0	2	133.24	8	66.62	532.96	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	2	0	2	4	66.55	1	0	1	2	33.28	2	0	0	2	33.28	2	0	0	2	33.28	10	16.64	166.40	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	5	5	74.10	0	0	5	5	74.10	0	0	5	5	74.10	0	0	5	5	74.10	20	14.82	296.40	
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,534.72	0.00	
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	5	5	1,331.20	0	0	5	5	1,331.20	0	0	5	5	1,331.20	0	0	5	5	1,331.20	20	266.24	5,324.80	
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	30	30	261.60	0	0	30	30	261.60	0	0	30	30	261.60	0	0	30	30	261.60	120	8.72	1,046.40	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	30	30	442.50	0	0	30	30	442.50	0	0	30	30	442.50	0	0	30	30	442.50	120	14.75	1,770.00	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	30	30	766.80	0	0	30	30	766.80	0	0	30	30	766.80	0	0	30	30	766.80	120	25.56	3,067.20	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	30	30	1,681.20	0	0	30	30	1,681.20	0	0	30	30	1,681.20	0	0	30	30	1,681.20	120	56.04	6,724.80	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	0	0	30	30	345.90	0	0	30	30	345.90	0	0	30	30	345.90	0	0	30	30	345.90	120	11.53	1,383.60	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	10	10	334.30	0	0	10	10	334.30	0	0	10	10	334.30	0	0	10	10	334.30	40	33.43	1,337.20	
83	44111515-DF-B01	DATA FILE BOX	piece	30	0	0	30	2,316.00	0	0	30	30	2,316.00	0	0	30	30	2,316.00	0	0	30	30	2,316.00	120	77.20	9,264.00	
84	44122011-DF-F01	DATA FOLDER	piece	30	0	0	30	2,059.20	0	0	30	30	2,059.20	0	0	30	30	2,059.20	0	0	30	30	2,059.20	120	68.64	8,236.80	
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	100	0	0	100	45,396.00	100	0	0	100	45,396.00	100	0	0	100	45,396.00	100	0	0	100	45,396.00	400	453.96	181,584.00	
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	764.40	0.00	
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	980.72	0.00	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	100	0	0	100	73,840.00	100	0	0	100	73,840.00	100	0	0	100	73,840.00	100	0	0	100	73,840.00	400	738.40	295,360.00	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	20	0	0	20	609.80	20	0	0	20	609.80	20	0	0	20	609.80	20	0	0	20	609.80	80	30.49	2,439.20	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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	Q4 AMOUNT						
PAPER MATERIALS AND PRODUCTS																											
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	2	0	0	2	167.44	2	0	0	2	167.44	2	0	0	2	167.44	2	0	0	2	167.44	8	83.72	669.76	
129	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	5	0	0	5	4,412.75	5	0	0	5	4,412.75	5	0	0	5	4,412.75	5	0	0	5	4,412.75	20	882.55	17,651.00	
130	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	box	5	0	0	5	5,834.40	5	0	0	5	5,834.40	5	0	0	5	5,834.40	5	0	0	5	5,834.40	20	1,166.88	23,337.60	
131	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	box	5	0	0	5	7,644.00	5	0	0	5	7,644.00	5	0	0	5	7,644.00	5	0	0	5	7,644.00	20	1,528.80	30,576.00	
132	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	5	0	0	5	5,132.40	5	0	0	5	5,132.40	5	0	0	5	5,132.40	5	0	0	5	5,132.40	20	1,026.48	20,529.60	
133	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	box	5	0	0	5	3,952.00	5	0	0	5	3,952.00	5	0	0	5	3,952.00	5	0	0	5	3,952.00	20	790.40	15,808.00	
134	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	box	5	0	0	5	7,540.00	5	0	0	5	7,540.00	5	0	0	5	7,540.00	5	0	0	5	7,540.00	20	1,508.00	30,160.00	
135	14111609-LL-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	2	0	0	2	1,589.92	2	0	0	2	1,589.92	2	0	0	2	1,589.92	2	0	0	2	1,589.92	8	794.96	6,359.68	
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	20	0	0	20	741.20	20	0	0	20	741.20	20	0	0	20	741.20	20	0	0	20	741.20	80	37.06	2,964.80	
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	20	0	0	20	1,185.60	20	0	0	20	1,185.60	20	0	0	20	1,185.60	20	0	0	20	1,185.60	80	59.28	4,742.40	
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	20	0	0	20	1,040.00	20	0	0	20	1,040.00	20	0	0	20	1,040.00	20	0	0	20	1,040.00	80	52.00	4,160.00	
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	10	0	0	10	120.40	10	0	0	10	120.40	10	0	0	10	120.40	10	0	0	10	120.40	40	12.04	481.60	
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	15	15	15	45	7,454.25	15	15	15	45	7,454.25	15	15	15	45	7,454.25	15	15	15	45	7,454.25	180	165.65	29,817.00	
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	15	15	15	45	8,513.10	15	15	15	45	8,513.10	15	15	15	45	8,513.10	15	15	15	45	8,513.10	180	189.18	34,052.40	
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	15	15	15	45	6,198.30	15	15	15	45	6,198.30	15	15	15	45	6,198.30	15	15	15	45	6,198.30	180	137.74	24,793.20	
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	15	15	15	45	7,150.95	15	15	15	45	7,150.95	15	15	15	45	7,150.95	15	15	15	45	7,150.95	180	158.91	28,603.80	
144	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	21.53	0.00	
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	10	0	0	10	980.50	10	0	0	10	980.50	10	0	0	10	980.50	10	0	0	10	980.50	40	98.05	3,922.00	
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	10	0	0	10	624.00	10	0	0	10	624.00	10	0	0	10	624.00	10	0	0	10	624.00	40	62.40	2,496.00	
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	10	0	0	10	1,040.00	10	0	0	10	1,040.00	10	0	0	10	1,040.00	10	0	0	10	1,040.00	40	104.00	4,160.00	
148	14111818-TH-P02	THERMAL PAPER, 216mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	55.64	0.00	
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	5	5	5	15	507.00	5	5	5	15	507.00	5	5	5	15	507.00	5	5	5	15	507.00	60	33.80	2,028.00	
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	20	20	20	60	5,179.20	20	20	20	60	5,179.20	20	20	20	60	5,179.20	20	20	20	60	5,179.20	240	86.32	20,716.80	
PERFUMES OR COLOGNES OR FRAGRANCES																											
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	0	3	0	3	242.55	0	2	0	2	161.70	0	2	0	2	161.70	0	2	0	2	161.70	9	80.85	727.65	
PESTICIDES OR PEST REPELLENTS																											
152	10191509-IN-A01	INSECTICIDE, 600mL	can	3	3	3	9	1,254.24	3	3	3	9	1,254.24	3	3	3	9	1,254.24	3	3	3	9	1,254.24	36	139.36	5,016.96	
PRINTED PUBLICATIONS																											
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	15	0	0	15	558.15	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	37.21	558.15	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	5	0	0	5	34,736.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	6,947.20	34,736.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1		Black toner for copier	bottle	2			2	6,250.00	2			2	6,250.00	2			2	6,250.00	2			2	6,250.00	8	3,125.00	25,000.00	
2		Mimeographing toner	bottle	1			1	1,690.00				0	0.00	1			1	1,690.00				0	0.00	2	1,690.00	3,380.00	
3		Printer Ink EPSON 003/064	bottle	20		20	40	16,200.00		20		20	8,100.00	20		20	40	16,200.00		20	15	35	14,175.00	135	-405.00	54,675.00	
4		Printer Ink BROTHER	bottle	10			10	5,930.00	5			5	2,965.00	5			5	2,965.00	5			5	2,965.00	25	593.00	14,825.00	
5		Printer Ink Refill EPSON WF-C5790 (black)	bottle	4			4	5,200.00				0	0.00				0	0.00	4			4	5,200.00	8	1,300.00	10,400.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 29 July 2022)	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	Q4 AMOUNT					
6	Printer Ink Refill EPSON WF-C5790 (cyan)	bottle	4			4	5,200.00				0	0.00				0	0.00	4			4	5,200.00	8	1,300.00	10,400.00	
7	Printer Ink Refill EPSON WF-C5790 (magenta)	bottle	4			4	5,200.00				0	0.00				0	0.00	4			4	5,200.00	8	1,300.00	10,400.00	
8	Printer Ink Refill EPSON WF-C5790 (yellow)	bottle	4			4	5,200.00				0	0.00				0	0.00	4			4	5,200.00	8	1,300.00	10,400.00	
9	Scissor	piece	2			2	176.00	2			2	176.00	2			2	176.00	2			2	176.00	8	88.00	704.00	
10	Printer Ink BROTHER LCS39 (assorted color)	tube	4			4	2,140.00	4			4	2,140.00	4			4	2,140.00	4			4	2,140.00	16	535.00	8,560.00	
11	Ribbon Refill	piece	12			12	691.20	12			12	691.20	12			12	691.20	12			12	691.20	48	57.60	2,764.80	
12	EDP Folder Long	piece	4			4	275.00	4			4	275.00	4			4	275.00	4			4	275.00	16	68.75	1,100.00	
13	EDP Folder Short	piece	4			4	256.52	4			4	256.52	4			4	256.52	4			4	256.52	16	64.13	1,026.08	
14	Book Paper short	ream	3			3	603.75	3			3	603.75	3			3	603.75	3			3	603.75	12	201.25	2,415.00	
15	Flash Drive 16GB	piece	6			6	2,372.52	6			6	2,372.52	6			6	2,372.52	6			6	2,372.52	24	395.42	9,490.08	
16	Flash Drive 8GB	piece	6			6	2,220.00	6			6	2,220.00	6			6	2,220.00	6			6	2,220.00	24	370.00	8,880.00	
17	Glass Cleaner Spray	bottle	6			6	1,374.00	6			6	1,374.00	6			6	1,374.00	6			6	1,374.00	24	229.00	5,496.00	
18	Glass Wiper	bottle	2			2	500.00	2			2	500.00	2			2	500.00	2			2	500.00	8	250.00	2,000.00	
19	Disinfectant Zorrox	bottle	15			15	658.50	15			15	658.50	15			15	658.50	15			15	658.50	60	43.90	2,634.00	
20	Disinfectant Greenex	bottle	20			20	4,172.60	20			20	4,172.60	20			20	4,172.60	20			20	4,172.60	80	208.63	16,690.40	
21	Muriatic Acid	gallon	2			2	530.00	2			2	530.00	2			2	530.00	2			2	530.00	8	265.00	2,120.00	
22	Solane Refill	tank	2	2	2	6	7,080.00	2	2	2	6	7,080.00	2	2	2	6	7,080.00	2	2	2	6	7,080.00	24	1,180.00	28,320.00	
23	Drinking Water Purified	gallon	60	60	60	180	3,600.00	60	60	60	180	3,600.00	60	60	60	180	3,600.00	60	60	60	180	3,600.00	720	20.00	14,400.00	
24	Battery	piece	1			1	7,500.00		1		1	7,500.00				0	0.00				1	1	7,500.00	3	7,500.00	22,500.00
25	Tires	piece	1			1	8,000.00		1		1	8,000.00				0	0.00		1		1	1	8,000.00	3	8,000.00	24,000.00
26	Vehicles Fuel	liters	200	200	200	600	44,400.00	200	200	200	600	44,400.00	200	200	200	600	44,400.00	200	200	200	600	44,400.00	2400	74.00	177,600.00	
27	Vehicle Change Oil	unit	1			1	12,000.00		1		1	12,000.00		1		1	12,000.00				0	0.00	3	12,000.00	36,000.00	
28	Vehicle Aircon Maintenance and Repair	unit	1			1	2,500.00	1			1	2,500.00		1		1	2,500.00		1		0	0.00	3	2,500.00	7,500.00	
29	Vehicle Maintenance and Repair	unit		1		1	2,500.00		1		1	2,500.00	1			1	2,500.00				0	0.00	3	2,500.00	7,500.00	
30	Office Aircon's Maintenance and Repairs	piece			15	15	11,250.00				0	0.00				15	15	11,250.00			0	0.00	30	750.00	22,500.00	
31	Tarpaulins	piece	5			5	2,000.00	5			5	2,000.00	5			5	2,000.00	5			5	2,000.00	20	400.00	8,000.00	
A. TOTAL																							P		1,770,307.37	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P		177,030.74
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P		-
D. GRAND TOTAL (A + B+ C)																								P		1,947,338.11
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																										

We hereby warrant that the total amount reflected in this Annual 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: 
PAUL T. SALVADOR
 Property/Supply Officer
 Date Prepared: **SEPTEMBER 22, 2022**

Certified Funds Available / Certified Appropriate Funds Available:

JOANNE S. LISBY
 Accountant/Budget Officer

Approved by: 
MIGUEL S. TECSON
 Head of Office/Agency