

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

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](http://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 or 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, but this is only applicable to PART II of the form.
- 6.0 Areas signed and approved by the Property/Supply Officer/Accounting Officer, and Head of the Agency/Office, 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 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 092278478245, or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://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.

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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 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT	
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																					
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																					
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	11	6	6	23	1,100.55	11	6	6	23	1,100.55	11	6	6	23	1,100.55	92	47.85	4,402.20	
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	51	27	27	105	34,707.75	51	27	27	105	34,707.75	51	27	27	105	34,707.75	420	330.15	138,831.00	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																					
3	60121413-CP-P01	CLEARBOOK, 20 transparent pockets, A4	16	0	0	16	526.56	10	0	0	10	329.10	10	0	0	10	329.10	46	32.91	1,513.86	
4	60121413-CP-P02	CLEARBOOK, 20 transparent pockets, legal	16	0	0	16	581.76	10	0	0	10	363.60	10	0	0	10	363.60	46	36.36	1,672.56	
5	60121324-ER-P01	ERASER, plastic/rubber	31	0	0	31	136.57	13	0	0	13	58.11	13	0	0	13	58.11	70	4.47	312.90	
6	60121324-SP-G01	SIGN PEN, Black, liquid or gel	158	3	28	189	4,195.80	136	3	28	167	3,707.40	136	3	28	167	3,707.40	690	22.20	15,318.00	
7	60121324-SP-G02	SIGN PEN, Blue, liquid or gel	60	3	28	91	2,020.20	38	3	28	69	1,531.80	38	3	28	69	1,531.80	298	22.20	6,615.60	
8	60121324-SP-G03	SIGN PEN, Red, liquid or gel	30	0	0	30	666.00	25	0	0	25	555.00	25	0	0	25	555.00	105	22.20	2,331.00	
9	60121324-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	12	0	0	12	1,934.40	1	0	0	1	161.20	1	0	0	1	161.20	15	161.20	2,418.00	
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																					
10	46121517-DOO-O02	DOCUMENT CAMERA, 8 MP	1	0	0	1	23,623.60	0	0	0	0	0.00	0	0	0	0	0	0.00	1	23,623.60	23,623.60
11	46111603-WM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	2	0	0	2	33,176.00	0	0	0	0	0.00	1	0	0	0	0	16,588.00	3	16,588.00	49,764.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																					
12	26111706-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	144	1	11	156	3,196.44	29	1	11	41	840.09	79	1	11	41	840.09	329	20.49	6,741.21	
13	26111706-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	71	1	6	78	1,930.52	9	1	6	16	293.44	17	1	6	24	440.16	142	18.34	2,604.28	
14	26111706-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	12	1	1	14	1,346.80	8	1	1	10	962.00	8	1	1	10	962.00	44	96.20	4,232.80	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																					
15	47131112-AF-A01	AIR FRESHENER, Aerosol type, 150g	46	3	8	57	4,653.48	32	3	8	43	3,510.52	44	3	8	43	3,510.52	198	81.64	16,164.72	
16	47131604-BR-S01	BROOM, Soft (Walls Trimbo)	114	2	27	143	19,482.32	27	2	27	56	7,629.44	111	2	27	56	7,629.44	395	136.24	53,814.80	
17	47131604-BR-T01	BROOM, Stic (Walls Ting-ting)	110	5	30	145	3,303.10	30	5	30	65	1,480.70	110	5	30	65	1,480.70	420	22.78	9,567.60	

18	47131825-TB-01	CLEANER, Toilet Bowl and Urinal, 900mL - 1,000mL	bottle	147	10	15	172	7,155.20	145	170	7,072.00	145	10	15	170	7,072.00	682	41.60	28,371.20				
19	47131805-CL-01	CLEANSER, Scouring Powder, 350g	can	80	10	15	105	2,511.60	75	100	2,392.00	75	10	15	100	2,392.00	405	23.92	9,687.60				
20	47131811-DE-802	DETERGENT BAR, 140g as packed	piece	47	10	15	72	597.60	45	15	581.00	45	10	15	70	581.00	282	8.30	2,340.50				
21	47131817-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	62	10	15	87	4,434.56	57	10	4,434.56	57	10	15	82	4,434.56	333	54.08	18,008.64				
22	47131809-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	71	13	12	96	13,009.77	68	13	13,009.77	68	13	12	93	13,009.77	375	139.89	52,458.75				
23	47131601-OU-P01	DUST PAN, rigid non-breakable plastic	piece	57	5	5	67	1,951.08	22	5	884.48	22	5	5	62	1,713.68	193	27.64	5,334.52				
24	47131809-PH-P02	FLOOR WAX, paste type, red, 2kg	can	25	5	5	35	10,941.60	25	5	10,941.60	25	5	5	35	10,941.60	140	309.76	43,366.40				
25	47131809-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	36	5	5	46	5,405.52	35	5	5,405.40	35	5	5	45	5,405.40	181	120.12	21,741.72				
26	47101613-HE-L01	LIQUID HAND SOAP, 500mL	bottle	79	10	15	104	4,966.80	76	10	4,337.95	76	10	15	101	4,337.95	407	42.95	17,480.65				
27	47131804-HP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	26	0	0	26	59,488.00	22	0	50,336.00	22	0	0	22	50,336.00	92	2,288.00	210,498.00				
28	47131813-HP-H02	MOPHANDLE, heavy duty	piece	31	0	5	36	4,922.80	27	0	3,993.60	27	0	5	32	3,993.60	132	124.80	16,473.60				
29	47131813-HP-R01	MOPHEAD, made of rayon	piece	70	0	5	75	9,188.25	66	0	8,698.21	66	0	5	71	8,698.21	288	122.51	35,202.88				
30	47131501-RO-C01	RAGS, all cotton, 1 kilo per bundle	bundle	73	10	10	93	4,942.02	70	10	4,782.60	70	10	10	90	4,782.60	366	53.14	19,449.24				
31	47131605-SC-N01	SCOURING PAD, 5 pieces per pack	pack	1	0	0	1	57.93	1	0	57.93	1	0	0	1	57.93	4	57.93	231.72				
32	47121701-TP-P04	TRASH BAG, black, 37" x 46", XL, 10 pieces per roll or pack	pack	36	1	1	38	5,973.52	31	1	4,921.12	31	1	1	33	4,753.32	77	144.04	11,091.08				
33	47121701-WB-P01	WASTEBASKET, rigid plastic	piece	16	5	5	26	826.66	11	5	670.11	11	5	5	21	670.11	90	31.91	2,871.90				
<b>COLOR COMPOUNDS AND DISPENSERS</b>																							
34	12171701-ST-P01	INK, for stamp pad, 50mL	bottle	22	1	0	23	664.93	17	1	19	549.29	18	1	1	20	578.20	16	28.91	2,312.80			
<b>CONSUMER ELECTRONICS</b>																							
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	1	0	0	1	7,339.16	0	0	0.00	0	0	0	0	0.00	1	7,339.16	2	14,678.32			
<b>FACE MASK</b>																							
36	42131713-SH-H05	FACE MASK, 3 ply, N95 (50) pieces per box	box	46	19	19	84	6,510.00	25	19	63	4,882.50	23	19	19	61	4,727.50	269	77.50	20,847.50			
<b>FILMS</b>																							
37	1311201-AC-F01	ACETATE, 50 meters	roll	1	1	1	3	2,909.64	1	1	3	2,909.64	1	1	1	3	2,909.64	12	969.88	11,638.56			
38	1311201-CF-F01	CARBON FILM, A4, 100 sheets per box	box	8	0	2	10	2,210.00	4	0	6	1,326.00	4	0	2	6	1,326.00	28	221.00	6,188.00			
39	1311201-CF-P02	CARBON FILM, legal, 100 sheets per box	box	29	0	22	51	12,165.54	26	0	48	11,449.92	25	0	22	47	11,211.36	193	238.54	46,038.22			
<b>FIRE FIGHTING EQUIPMENT</b>																							
40	46191601-FE-W01	FIRE EXTINGUISHER, dry chemical	unit	95	0	0	95	108,690.00	15	0	15	17,160.00	15	0	0	15	17,160.00	140	1,144.00	160,160.00			
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HFC	unit	10	0	0	10	56,132.50	10	0	10	56,132.50	10	0	0	10	56,132.50	40	5,613.25	224,530.00			
<b>FLAG OR ACCESSORIES</b>																							
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	17	1	1	19	5,411.96	17	1	19	5,411.96	17	1	1	19	5,411.96	76	284.84	21,647.84			
<b>FURNITURE AND FURNISHINGS</b>																							
43	56101504-CH-B01	MONOBLOC CHAIR, beige	piece	30	0	0	30	10,422.30	30	0	30	10,422.30	30	0	0	30	10,422.30	120	397.41	41,689.20			
44	56101504-CH-W01	MONOBLOC CHAIR, white	piece	170	0	0	170	59,656.40	20	0	20	6,898.40	20	0	0	20	6,898.40	230	394.92	79,331.60			
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	38	0	0	38	47,424.00	20	0	20	24,960.00	20	0	0	20	24,960.00	98	1,248.00	122,304.00			
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0	0.00			
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																							
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	1	0	0	1	1,222.00	1	0	1	1,222.00	1	0	0	1	1,222.00	4	1,222.00	4,888.00			
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	23	0	0	23	25,522.64	1	0	1	1,109.68	23	0	0	23	25,522.64	48	1,109.68	53,264.64			
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	27	1	1	29	24,848.94	1	1	3	2,570.58	23	1	1	25	21,421.50	60	856.86	51,411.60			
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	1	1	1	3	2,305.68	1	1	3	2,305.68	1	1	1	3	2,305.68	12	765.56	9,222.72			
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																							
51	43211507-DS-001	DESKTOP, for Desk Users	unit	1	0	0	1	24,793.60	1	0	1	24,793.60	1	0	0	1	24,793.60	4	24,793.60	99,174.40			
52	43211507-DS-002	DESKTOP, for Mid-Range Users	unit	23	0	0	23	974,979.20	1	0	1	42,390.40	1	0	0	1	42,390.40	26	42,390.40	1,102,158.40			

53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	21	0	0	21	58,640.40	3	0	0	3	8,377.20	3	0	0	3	8,377.20	30	2,792.40	83,772.00
54	43211503-LAP01	LAPTOP, for Mid-range Users	unit	1	0	0	1	42,380.00	1	0	0	1	42,380.00	1	0	0	1	42,380.00	4	42,380.00	169,520.00
55	43211503-LAP02	LAPTOP, Lightweight	unit	14	0	0	14	652,200.00	0	0	0	0	0.00	0	0	0	0	0.00	14	46,800.00	652,200.00
56	43211706-M0-C01	MOUSE, OPTICAL, USB connection type	unit	23	1	1	25	3,744.00	6	1	1	8	1,188.08	6	1	1	8	1,188.08	49	146.76	7,338.24
57	43212102-PR-C02	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	4	0	0	4	152,403.88	1	0	0	1	38,100.97	1	0	0	1	38,100.97	7	38,100.97	266,706.79
58	43212102-PR-C01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	2	0	0	2	20,379.84	1	0	0	1	10,189.92	1	0	0	1	10,189.92	5	10,189.92	50,949.60
59	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	1	0	0	1	2,638.89	1	0	0	1	2,638.89	1	0	0	1	2,638.89	4	2,638.89	10,547.56
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																					
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	128	5	5	138	10,434.18	65	5	5	138	10,434.18	65	5	5	138	10,434.18	426	75.61	32,209.86
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	67	5	5	77	15,848.14	7	5	5	77	15,848.14	7	5	5	77	15,848.14	188	205.82	38,694.16
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																					
62	31201610-GL-C01	GLUE, all-purpose, 200 grams	jar	28	1	1	30	2,121.60	14	1	1	16	1,131.52	16	1	1	18	1,272.96	15	70.72	5,728.32
63	31151809-SW-H01	STAPLE WIRE, heavy duty (brider type), 23/13	box	28	1	1	30	676.50	25	1	1	27	608.85	26	1	1	28	631.40	112	22.55	2,525.60
64	31151809-SW-S01	STAPLE WIRE, standard	box	27	6	6	39	926.64	25	6	6	37	879.12	25	6	6	37	879.12	150	23.76	3,564.00
65	31201502-7A-E01	TAPE, electrical	roll	28	1	1	30	583.50	16	1	1	18	350.10	16	1	1	18	350.10	84	19.46	1,633.80
66	31201503-7A-H01	TAPE, masking, 24mm	roll	136	4	4	193	11,942.84	121	4	4	178	11,014.64	121	4	4	178	11,014.64	727	61.88	44,986.76
67	31201503-7A-H02	TAPE, masking, 48 mm	roll	137	4	4	194	23,905.04	120	4	4	177	21,445.32	120	4	4	177	21,445.32	725	121.16	87,841.00
68	31201517-7A-P01	TAPE, packaging, 48 mm	roll	141	4	4	198	4,827.28	119	4	4	181	4,047.16	119	4	4	181	4,047.16	731	22.36	16,345.16
69	31201517-7A-T01	TAPE, transparent, 24mm	roll	130	4	4	187	2,090.66	120	4	4	177	1,978.86	120	4	4	182	2,034.76	723	11.18	8,083.14
70	31201517-7A-T02	TAPE, transparent, 48 mm	roll	130	4	4	187	4,220.59	120	4	4	177	3,994.89	120	4	4	182	4,107.74	723	22.57	16,318.11
71	31151507-TM-P01	TYNNE, plastic	roll	117	0	0	167	11,125.54	111	0	0	161	10,725.82	112	0	0	162	10,792.44	651	66.62	43,369.62
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																					
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	22	0	0	22	366.08	6	0	0	6	99.84	6	0	0	6	99.84	40	16.64	665.60
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																					
73	44121616-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	6	0	0	6	86.92	4	0	0	4	59.28	4	0	0	4	59.28	18	14.82	266.76
74	44101603-PR-H01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	2	0	0	2	19,869.44	0	0	0	0	0.00	0	0	0	0	0.00	2	9,534.72	19,095.44
75	44101807-CA-C01	CALCULATOR, Compact	unit	42	0	0	42	11,382.08	6	0	0	6	1,597.44	7	0	0	7	1,853.68	61	266.24	16,240.64
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	1	0	0	1	32.97	1	0	0	1	32.97	1	0	0	1	32.97	4	32.97	131.88
77	44121205-BF-C01	CLIP, backfold, 19mm	box	55	0	0	55	479.60	35	0	0	35	305.20	35	0	0	35	305.20	160	8.72	1,956.20
78	44121205-BF-C02	CLIP, backfold, 25mm	box	60	0	0	60	885.00	35	0	0	35	516.25	35	0	0	35	516.25	165	14.75	2,433.75
79	44121205-BF-C03	CLIP, backfold, 32mm	box	55	0	0	55	1,405.80	35	0	0	35	894.60	35	0	0	35	894.60	160	25.56	4,089.60
80	44121205-BF-C04	CLIP, backfold, 50mm	box	60	0	0	60	3,362.40	35	0	0	35	1,961.40	35	0	0	35	1,961.40	165	56.04	9,246.60
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	176	8	8	192	2,213.76	166	8	8	182	2,098.46	166	8	8	182	2,098.46	733	11.53	8,451.49
82	44121615-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	25	0	0	25	835.75	26	0	0	26	869.18	27	0	0	27	902.61	104	33.43	3,476.72
83	44111515-DF-B01	DATA FILE BOX	piece	139	10	10	159	12,274.80	20	10	10	40	3,088.00	70	10	10	90	6,948.00	329	77.20	25,398.80
84	44120111-DF-P01	DATA FOLDER	piece	56	50	50	156	10,707.84	50	50	50	150	10,296.00	55	50	50	155	10,639.20	611	68.64	41,939.04
85	44102002-DS-M01	DATING AND STAMPING MACHINE	piece	21	0	0	21	9,533.16	1	0	0	1	453.96	1	0	0	1	453.96	24	453.96	10,995.04
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	75	0	0	75	57,350.00	15	0	0	15	14,710.80	15	0	0	15	14,710.80	176	784.40	134,534.40
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	75	0	0	75	73,554.00	15	0	0	15	14,710.80	15	0	0	15	14,710.80	176	980.72	172,665.72
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	83	0	0	83	61,387.20	15	0	0	15	11,076.00	72	0	0	72	53,164.80	185	738.40	136,694.00
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	78	50	50	178	5,427.22	50	50	50	150	4,573.50	56	50	50	156	4,756.44	634	30.49	19,330.66
90	44121506-EN-H02	ENVELOPE, Mailing, 500 pieces per box	box	32	0	0	32	13,840.64	7	0	0	7	3,027.64	30	0	0	30	12,975.60	76	432.52	32,671.52
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	51	0	0	51	24,928.80	1	0	0	1	488.80	51	0	0	51	24,928.80	104	488.80	50,835.20
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	22	0	0	22	251.02	13	0	0	13	146.33	15	0	0	15	171.15	13	11.41	718.83



136	1411151-NP-502	NOTE PAD, slick cv, 2" x 3", 100 sheets per pad	pad	47	4	3	54	2,021.24	35	4	3	42	1,556.52	35	4	3	42	1,556.52	180	1,556.52	37.05	6,670.80
137	1411151-NP-504	NOTE PAD, slick cv, 3" x 4", 100 sheets per pad	pad	37	1	1	39	2,311.92	30	1	1	32	1,896.96	30	1	1	32	1,896.96	135	1,896.96	59.28	8,002.80
138	1411151-NP-503	NOTE PAD, slick cv, 3" x 3", 100 sheets per pad	pad	37	1	1	39	2,028.00	30	1	1	32	1,664.00	30	1	1	32	1,664.00	135	1,664.00	52.00	7,020.00
139	1411151-NB-501	NOTEBOOK, stenographer	piece	6	1	1	8	96.32	1	1	1	3	36.12	1	1	1	3	36.12	17	36.12	12.04	204.68
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	60	10	10	80	13,252.00	40	10	10	60	9,939.00	40	10	10	60	9,939.00	260	9,939.00	165.65	43,069.00
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	60	10	10	80	15,134.40	40	10	10	60	11,350.80	40	10	10	60	11,350.80	260	11,350.80	185.18	46,166.80
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	170	100	100	370	50,983.80	170	100	100	370	50,983.80	170	100	100	370	50,983.80	1480	50,983.80	137.74	203,855.20
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	140	40	90	270	42,995.70	140	40	90	270	42,995.70	140	40	90	270	42,995.70	1080	42,995.70	158.91	171,622.80
144	14111531-PP-R01	PAD PAPER, ruled	pad	1	0	0	1	21.53	1	0	0	1	21.53	1	0	0	1	21.53	4	21.53	4	86.12
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	1	0	0	1	98.05	1	0	0	1	98.05	1	0	0	1	98.05	4	98.05	4	392.20
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	60	2	2	64	3,983.60	37	2	2	45	2,808.00	37	2	2	45	2,808.00	191	2,808.00	62.40	11,918.40
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	50	2	2	54	5,616.00	40	2	2	44	4,576.00	40	2	2	44	4,576.00	186	4,576.00	104.00	19,344.00
148	14111818-TH-P02	THERMAL PAPER, 216mm	roll	1	0	0	1	55.64	1	0	0	1	55.64	1	0	0	1	55.64	4	55.64	55.64	222.96
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	30	20	20	70	2,366.00	30	20	20	70	2,366.00	30	20	20	70	2,366.00	280	2,366.00	33.80	9,464.00
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	150	50	50	250	21,580.00	100	50	50	200	17,264.00	100	50	50	200	17,264.00	850	17,264.00	86.32	73,372.00
PERFUMES OR COLOGNES OR FRAGRANCES																						
151	53131626-PS-501	LIQUID HAND SANITIZER, 500ml	bottle	26	6	6	38	3,072.30	21	6	6	33	2,668.05	21	6	6	33	2,668.05	137	2,668.05	80.85	11,076.45
PESTICIDES OR PEST REPELLENTS																						
152	10191509-IV-A01	INSECTICIDE, 600ml	can	23	6	6	35	4,877.60	22	6	6	34	4,738.24	22	6	6	34	4,738.24	138	4,738.24	130.36	19,231.68
PRINTED PUBLICATIONS																						
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	34	0	0	34	1,265.14	21	0	0	21	781.41	21	0	0	21	781.41	97	781.41	37.21	3,609.37
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																						
1	4410305-ER-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	1	0	0	1	6,947.20	0	0	0	1	6,947.20	0	0	0	1	6,947.20	2	6,947.20	6,947.20	13,894.40
2	4410305-ER-B04	INK CARTRIDGE, BROTHER LC57B, Black	cart	11	0	0	11	10,010.00	10	0	0	10	9,100.00	10	0	0	10	9,100.00	41	9,100.00	910.00	37,310.00
3	4410305-ER-B05	INK CARTRIDGE, BROTHER LC57HYBK, Black	cart	11	0	0	11	17,817.60	10	0	0	10	16,016.00	10	0	0	10	16,016.00	41	16,016.00	1,601.60	65,665.60
4	4410305-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	1	0	0	1	1,126.32	0	0	0	0	0.00	0	0	0	0	0.00	1	1,126.32	1,126.32	1,126.32
5	4410305-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	1	0	0	1	1,178.32	0	0	0	0	0.00	0	0	0	0	0.00	1	1,178.32	1,178.32	1,178.32
6	4410305-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	1	0	0	1	861.12	0	0	0	0	0.00	0	0	0	0	0.00	1	861.12	861.12	861.12
7	4410305-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	1	0	0	1	892.32	0	0	0	0	0.00	0	0	0	0	0.00	1	892.32	892.32	892.32
8	4410305-EP-B17	INK CARTRIDGE, EPSON CL137654100 (T6641), Black	cart	36	0	0	36	8,985.60	30	0	0	30	7,488.00	30	0	0	30	7,488.00	126	7,488.00	249.60	31,449.60
9	4410305-EP-C17	INK CARTRIDGE, EPSON CL137654200 (T6642), Cyan	cart	24	0	0	24	5,990.40	18	0	0	18	4,492.80	18	0	0	18	4,492.80	78	4,492.80	249.60	19,468.80
10	4410305-EP-M17	INK CARTRIDGE, EPSON CL137654300 (T6643), Magenta	cart	24	0	0	24	5,990.40	18	0	0	18	4,492.80	18	0	0	18	4,492.80	78	4,492.80	249.60	19,468.80
11	4410305-EP-Y17	INK CARTRIDGE, EPSON CL137654400 (T6644), Yellow	cart	23	0	0	23	5,790.80	18	0	0	18	4,492.80	18	0	0	18	4,492.80	77	4,492.80	249.60	19,219.20
12	4410305-HP-940	INK CARTRIDGE, HP C2904AA (HP62), Black	cart	1	0	0	1	852.80	0	0	0	0	0.00	0	0	0	0	0.00	1	852.80	852.80	852.80
13	4410305-HP-T40	INK CARTRIDGE, HP C2906AA (HP62), Tri-color	cart	6	0	0	6	6,269.52	0	0	0	0	0.00	0	0	0	0	0.00	6	6,269.52	1,046.32	6,269.52
14	4410305-HP-609	INK CARTRIDGE, HP C9531AA (HP21), Black	cart	1	0	0	1	910.00	0	0	0	0	0.00	0	0	0	0	0.00	1	910.00	910.00	910.00
15	4410305-HP-T10	INK CARTRIDGE, HP C9532AA (HP21), Tri-color	cart	1	0	0	1	1,053.52	0	0	0	0	0.00	0	0	0	0	0.00	1	1,053.52	1,053.52	1,053.52
16	4410305-HP-A48	INK CARTRIDGE, HP C9397A (HP72), 69ml, Photo Black	cart	1	0	0	1	1,996.80	0	0	0	0	0.00	0	0	0	0	0.00	1	1,996.80	1,996.80	1,996.80
17	4410305-HP-C48	INK CARTRIDGE, HP C9398A (HP72), 69ml, Cyan	cart	1	0	0	1	1,996.80	0	0	0	0	0.00	0	0	0	0	0.00	1	1,996.80	1,996.80	1,996.80
18	4410305-HP-M48	INK CARTRIDGE, HP C9399A (HP72), 69ml, Magenta	cart	1	0	0	1	1,996.80	0	0	0	0	0.00	0	0	0	0	0.00	1	1,996.80	1,996.80	1,996.80
19	4410305-HP-Y48	INK CARTRIDGE, HP C9400A (HP72), 69ml, Yellow	cart	1	0	0	1	1,996.80	0	0	0	0	0.00	0	0	0	0	0.00	1	1,996.80	1,996.80	1,996.80
20	4410305-HP-G48	INK CARTRIDGE, HP C9401A (HP72), 69ml, Gray	cart	1	0	0	1	1,996.80	0	0	0	0	0.00	0	0	0	0	0.00	1	1,996.80	1,996.80	1,996.80
21	4410305-HP-B48	INK CARTRIDGE, HP C9403A (HP72), 130ml, Matte Black	cart	1	0	0	1	3,016.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,016.00	3,016.00	3,016.00
22	4410305-HP-B17	INK CARTRIDGE, HP C6640WA (HP60), Black	cart	1	0	0	1	880.88	0	0	0	0	0.00	0	0	0	0	0.00	1	880.88	880.88	880.88















129	EDP BINDERS, lg																		8.00	250.00			2,000.00	
130	EDP BINDERS, med	piece	13	0	0	13	1,950.00	0	0	0	0	0	0	0	0	0	0	0	13.00	150.00			1,950.00	
131	Nylon Braided Chinese Foot Cord String Rope, Red	roll	3	0	0	3	300.00	3	0	0	0	3	300.00	3	0	0	0	0	12.00	100.00			1,200.00	
132	BAG CLOSER HEAVY-DUTY	UNIT	11	0	0	11	110,000.00	0	0	0	0	0	0	0	0	0	0	0	11.00	10,000.00			110,000.00	
133	PLATFORM SCALE	UNIT	12	0	0	12	480,000.00	0	0	0	0	0	0	0	0	0	0	0	12.00	40,000.00			480,000.00	
134	Pointer Paper Fastener	box	2	0	0	2	120.00	2	0	0	2	120.00	2	0	0	0	0	0	8.00	60.00			480.00	
135	Chicago Screw-Small	pieces	25	0	25	50	150.00	25	0	25	50	150.00	25	0	25	50	150.00	200.00	3.00	3.00			600.00	
136	Chicago Screw-Big	pieces	25	0	25	50	250.00	25	0	25	50	250.00	25	0	25	50	250.00	200.00	5.00	5.00			1,000.00	
137	Fuji Toner	cart	2	0	0	2	9,000.00	2	0	0	2	9,000.00	2	0	0	0	0	0	8.00	4,500.00			36,000.00	
<b>A. TOTAL</b>																							<b>F</b>	<b>12,607,145.02</b>
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																							<b>P</b>	<b>1,240,714.50</b>
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																							<b>P</b>	
<b>D. GRAND TOTAL (A + B + C)</b>																							<b>P</b>	<b>13,867,859.52</b>
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																						En 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:  ASTER M. TADEMA Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:  JOSEPH M. CONAWAY Head of Office/ Agency

TALITHA THELBY, ARSON Accountant / Budget Officer

Date Prepared: \_\_\_\_\_