

APP-CSE 2024 FORM  
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, 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 (VS) 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).

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 (VS) and Downloads page of PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)).
- 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)) under the "What We Sell" tab 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 form. otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) and must be submitted to PS-DBM through this link: <https://shorturl.at/hos58>.
- 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 (VS) 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 0927-8478245 (Globe) or 0918-2954426 (Smart), 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.

Department/Bureau/Office: NATIONAL FOOD AUTHORITY  
 Region: BARMM  
 Address: BGC COMPOUND  
COTABATO CITY

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: GOCC

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
<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	bottle	107	82	82	271	13,810.16	82	157	82	321	16,358.16	82	157	82	321	16,358.16	82	157	82	321	16,358.16	1234	50.96	62,884.64
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	17	12	12	41	18,505.76	13	34	12	59	26,630.24	13	34	12	59	26,630.24	13	34	12	59	26,630.24	218	451.36	98,396.48
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	26	10	10	46	1,626.56	26	20	10	56	1,980.16	26	20	10	56	1,980.16	26	20	10	56	1,980.16	214	35.36	7,567.04
4	60121413-CB-P02	CLEARBOOK, Legal size	box	16	0	0	16	615.68	16	10	0	26	1,000.48	16	10	0	26	1,000.48	16	10	0	26	1,000.48	94	38.48	3,617.12
5	60121534-ER-P01	ERASER, plastic/rubber	piece	23	5	5	33	308.88	23	15	5	43	402.48	23	15	5	43	402.48	23	15	5	43	402.48	162	9.36	1,516.32
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	49	49	49	147	3,822.00	49	49	49	147	3,822.00	54	54	54	162	4,212.00	54	134	54	242	6,292.00	698	26.00	18,148.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	127	87	87	301	13,460.72	87	167	87	341	15,249.52	87	167	87	341	15,249.52	87	102	87	276	12,342.72	1259	44.72	56,302.48
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	66	66	66	198	11,325.60	66	66	66	198	11,325.60	66	66	66	198	11,325.60	66	66	66	198	11,325.60	792	57.20	45,302.40
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	42	42	42	126	3,276.00	42	42	42	126	3,276.00	42	42	42	126	3,276.00	42	42	42	126	3,276.00	504	26.00	13,104.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	72	62	62	196	8,765.12	62	77	62	201	8,988.72	62	77	62	201	8,988.72	62	77	62	201	8,988.72	799	44.72	35,731.28
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	42	42	42	126	7,207.20	42	42	42	126	7,207.20	42	42	42	126	7,207.20	42	42	42	126	7,207.20	504	57.20	28,828.80
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	42	42	42	126	3,276.00	42	42	42	126	3,276.00	42	42	42	126	3,276.00	42	42	42	126	3,276.00	504	26.00	13,104.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	67	62	62	191	8,740.16	62	77	62	201	9,197.76	62	77	62	201	9,197.76	62	72	62	196	8,968.96	789	45.76	36,104.64
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	42	42	42	126	7,207.20	42	42	42	126	7,207.20	42	42	42	126	7,207.20	42	42	42	126	7,207.20	504	57.20	28,828.80
15	60121124-WR-P01	WRAPPING PAPER	pack	8	0	0	8	1,713.92	8	0	0	8	1,713.92	8	0	0	8	1,713.92	8	0	0	8	1,713.92	32	214.24	6,855.68
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45121517-DO-C03	DOCUMENT CAMERA	unit	2	0	0	2	51,072.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	25,536.16	51,072.32
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	2	0	0	2	36,940.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,470.40	36,940.80
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	68	238	58	364	7,949.76	64	62	58	184	4,018.56	64	62	58	184	4,018.56	64	62	58	184	4,018.56	916	21.84	20,005.44
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	42	30	30	102	2,015.52	36	38	30	104	2,055.04	36	38	30	104	2,055.04	36	38	30	104	2,055.04	414	19.76	8,180.64

Item No	Item Code	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	18	12	14	44	4,072.64	14	16	14	44	4,072.64	14	16	14	44	4,072.64	14	16	14	44	4,072.64	176	92.56	16,290.56		
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																												
21	47131812-AF-A01	AIR FRESHENER	can	95	55	70	220	19,219.20	70	67	70	207	18,083.52	70	67	70	207	18,083.52	70	67	70	207	18,083.52	841	87.36	73,469.76		
22	47131604-BR-S01	BROOM (Wallis Tambo)	piece	42	20	32	94	12,024.48	32	26	32	90	11,512.80	32	26	32	90	11,512.80	32	26	32	90	11,512.80	364	127.92	46,562.88		
23	47131604-BR-T01	BROOM (Wallis Ting-ting)	piece	55	45	45	145	3,468.40	45	51	45	141	3,372.72	45	51	45	141	3,372.72	45	51	45	141	3,372.72	568	23.92	13,586.56		
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	42	30	30	102	4,561.44	30	35	30	95	4,248.40	30	35	30	95	4,248.40	30	35	30	95	4,248.40	387	44.72	17,306.64		
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	25	15	15	55	1,980.00	21	18	15	54	1,944.00	21	18	15	54	1,944.00	21	20	15	56	2,016.00	219	36.00	7,884.00		
26	47131811-DE-B02	DETERGENT BAR	bar	27	17	17	61	570.96	17	20	17	54	505.44	17	19	17	53	496.08	17	19	17	53	496.08	221	9.36	2,068.56		
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	55	45	45	145	12,818.00	45	57	45	147	12,994.80	45	57	45	147	12,994.80	45	57	45	147	12,994.80	586	88.40	51,802.40		
28	47131803-DS-A01	DISINFECTANT SPRAY	can	95	75	75	245	36,946.00	75	97	75	247	37,247.60	75	97	75	247	37,247.60	75	97	75	247	37,247.60	986	150.80	148,688.80		
29	47131601-DU-P01	DUST PAN	piece	42	17	12	71	3,322.80	37	23	12	72	3,369.60	37	23	12	72	3,369.60	37	23	12	72	3,369.60	287	46.80	13,431.60		
30	47131802-FW-P03	FLOOR WAX, paste type, red	can	17	5	5	27	3,650.40	17	5	5	27	3,650.40	17	5	5	27	3,650.40	17	5	5	27	3,650.40	108	135.20	14,601.60		
31	47131830-FC-A01	FURNITURE CLEANER	can	25	25	25	75	17,004.00	25	25	25	75	17,004.00	25	25	25	75	17,004.00	25	25	25	75	17,004.00	300	226.72	68,016.00		
32	73101612-HS-L01	HAND SOAP, liquid	bottle	54	44	44	142	6,098.90	44	64	44	152	6,528.40	44	64	44	152	6,528.40	44	64	44	152	6,528.40	598	42.95	25,684.10		
33	47121804-MP-B01	MOP BUCKET	unit	15	5	5	25	57,200.00	12	5	5	22	50,336.00	12	5	5	22	50,336.00	12	5	5	22	50,336.00	91	2,288.00	208,208.00		
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	22	11	11	44	5,903.04	12	11	11	34	4,561.44	12	11	11	34	4,561.44	12	11	11	34	4,561.44	146	134.16	19,587.36		
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	30	20	20	70	7,982.80	20	26	20	66	7,526.64	20	26	20	66	7,526.64	20	30	20	70	7,982.80	272	114.04	31,018.88		
36	47131501-RG-C01	RAGS	kilo	28	15	15	58	3,317.60	18	18	15	51	2,917.20	18	18	15	51	2,917.20	18	25	15	58	3,317.60	218	57.20	12,469.60		
37	47131602-SC-N01	SCOURING PAD	pack	18	15	15	48	4,293.12	15	18	15	48	4,293.12	15	18	15	48	4,293.12	15	18	15	48	4,293.12	192	89.44	17,172.48		
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	51	41	41	133	17,290.00	41	41	41	123	15,990.00	41	71	41	153	19,890.00	41	71	41	153	19,890.00	562	130.00	73,060.00		
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	65	60	60	185	10,966.80	60	60	60	180	10,670.40	60	60	60	180	10,670.40	60	60	60	180	10,670.40	725	59.28	42,978.00		
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	36	36	36	108	9,996.48	36	66	36	138	12,773.28	36	66	36	138	12,773.28	36	36	36	108	9,996.48	492	92.56	45,539.52		
41	47121702-WB-P01	WASTEBASKET	piece	28	18	18	64	2,795.52	18	18	13	49	2,140.32	13	18	18	49	2,140.32	18	48	13	79	3,450.72	241	43.68	10,526.88		
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																												
42	12171703-SI-P01	INK, for stamp pad	bottle	24	16	16	56	1,747.20	16	26	11	53	1,653.60	16	26	16	58	1,809.60	11	16	16	43	1,341.60	210	31.20	6,552.00		
<b>CONSUMER ELECTRONICS</b>																												
43	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	4	0	0	4	19,215.04	0	0	0	0	0.00	0	0	0	0	0.00	0	10	0	10	48,037.60	14	4,803.76	67,252.64		
<b>FACE MASK</b>																												
44	42131713-SM-M06	FACE MASK	box	130	105	105	340	17,680.00	105	105	105	315	16,380.00	105	105	105	315	16,380.00	105	105	105	315	16,380.00	1285	52.00	66,820.00		
<b>FILMS</b>																												
45	13111203-AC-P01	ACETATE	roll	1	0	0	1	1,048.32	0	0	0	0	0.00	1	0	0	1	1,048.32	0	3	0	3	3,144.96	5	1,048.32	5,241.60		
46	13111201-CF-P02	CARBON FILM, Legal size	box	12	5	5	22	5,651.36	6	5	5	16	4,110.08	6	5	5	16	4,110.08	6	8	5	19	4,880.72	73	256.88	18,752.24		
<b>FIRE FIGHTING EQUIPMENT</b>																												
47	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	81	0	0	81	113,302.80	24	0	0	24	33,571.20	24	0	0	24	33,571.20	24	0	0	24	33,571.20	153	1,396.80	214,016.40		
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	7	0	0	7	39,292.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	5,613.25	39,292.75		
<b>FLAG OR ACCESSORIES</b>																												
49	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	20	1	1	22	6,266.48	1	16	1	18	5,127.12	7	16	1	24	6,836.16	1	16	1	18	5,127.12	82	284.84	23,356.88		
<b>FURNITURE AND FURNISHINGS</b>																												
50	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	70	0	0	70	26,280.80	10	0	0	10	3,754.40	10	0	0	10	3,754.40	10	0	0	10	3,754.40	100	375.44	37,544.00		
51	56101504-CM-W01	MONOBLOC CHAIR, white	piece	70	0	0	70	26,062.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	70	372.32	26,062.40		
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	40	0	0	40	53,955.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	1,348.88	53,955.20		
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	6	0	0	6	8,093.28	0	0	0	0	0.00	6	0	0	6	8,093.28	0	0	0	0	0.00	12	1,348.88	16,186.56		
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																												











Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price	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	
99	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	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	7,030.40	0.00	
100	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	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	8,814.00	0.00	
101	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	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	8,814.00	0.00	
102	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	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	8,814.00	0.00	
103	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	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	3,099.20	0.00	
104	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	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	3,660.80	0.00	
105	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	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	3,660.80	0.00	
106	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	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	3,660.80	0.00	
107	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	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	3,900.00	0.00	
108	44103103-HX-B54	TONER CARTRIDGE, HP CF410XC (HP410XC), Black	cart	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	6,848.40	0.00	
109	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	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	5,038.80	0.00	
110	44103103-HX-C54	TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan	cart	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	8,522.00	0.00	
111	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	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	5,038.00	0.00	
112	44103103-HX-Y54	TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	cart	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	8,522.80	0.00	
113	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	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	5,038.80	0.00	
114	44103103-HX-M54	TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	cart	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	8,522.80	0.00	
115	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	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	3,744.00	0.00	
116	44103103-HP-B48	TONER CARTRIDGE, HP Q7553A, Black	cart	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	4,680.00	0.00	
SOFTWARE																											
1	43231513-SFT-001	Business function specific software	license	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	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	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	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license	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	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license	1	0	0	1	3,000.00	1	0	0	1	3,000.00	1	0	0	1	3,000.00	1	0	0	1	3,000.00	4	3,000.00	12,000.00	
5	43232202-SFT-005	Content management software	license	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	0.00	0.00	
6	43232304-SFT-006	Data management and query software	license	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	0.00	0.00	
7	43232402-SFT-007	Development software	license	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	0.00	0.00	
8	43232505-SFT-008	Educational or reference software	license	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	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license	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	0.00	0.00	
10	43233501-SFT-016	Information exchange software	license	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	0.00	0.00	
11	43232701-SFT-010	Network applications software	license	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	0.00	0.00	
12	43232802-SFT-011	Network management software	license	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	0.00	0.00	
13	43232905-SFT-012	Networking software	license	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	0.00	0.00	
14	43233004-SFT-013	Operating environment software	license	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	0.00	0.00	
15	43233205-SFT-014	Security and protection software	license	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	0.00	0.00	
16	43233405-SFT-015	Utility and device driver software	license	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	0.00	0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	80141505-TS-001	BALLPEN	piece	320	60	60	440	17,600.00	260	90	60	410	16,400.00	260	90	60	410	16,400.00	260	90	60	410	16,400.00	1670	40.00	66,800.00	
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	43	0	2	45	900,000.00	2	0	30	32	640,000.00	8	0	0	8	160,000.00	2	0	0	2	40,000.00	87	20,000.00	1,740,000.00	
3	80141505-TS-003	LAMINATING FILM	pack	6	0	0	6	9,000.00	0	0	0	0	0.00	6	0	0	6	9,000.00	0	0	0	0	0.00	12	1,500.00	18,000.00	
4	80141505-TS-004	STICKER PAPER	pack	75	5	0	80	16,000.00	25	35	0	60	12,000.00	45	35	0	80	16,000.00	25	35	0	60	12,000.00	280	200.00	56,000.00	
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	69	5	5	79	4,740.00	29	25	5	59	3,540.00	49	25	5	79	4,740.00	29	15	5	49	2,940.00	266	60.00	15,960.00	
6	80141505-TS-006	PHOTO PAPER	pack	65	5	5	75	18,750.00	25	35	5	65	16,250.00	35	35	5	75	18,750.00	25	15	5	45	11,250.00	260	250.00	65,000.00	
7	80141505-TS-007	BLEACHING SOLUTION	bottle	46	0	0	46	12,362.50	24	10	0	34	9,137.50	35	10	0	46	12,362.50	24	10	0	34	9,137.50	160	268.75	43,000.00	





Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
		51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	54	0	0	54	972,000.00	24	20	0	44	792,000.00	24	0	0	24	432,000.00	24				20	0
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	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	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	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	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	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	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	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	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	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	0.00	0.00
49	80141505-TS-057	VAN	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	0.00	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	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	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	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	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	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	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	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	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	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	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	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	0.00	0.00
52	80141505-TS-064	BUS	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	0.00	0.00
53	80141505-TS-065	MINI BUS	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	0.00	0.00

<b>A. TOTAL</b>		P	22,884,077.23
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		P	2,288,407.72
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>		P	-
<b>D. GRAND TOTAL (A + B + C)</b>		P	25,172,484.95
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>			
<b>In Figures and Words:</b>			

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:

ANNA LIZA G. ESMUNDO / Procurement Mgt. Officer IV  
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

SAMERAH V. DADAL / Accountant IV  
Accountant / Budget Officer

Approved by:

ELIMAR C. REGINDIN / Acting Regional Manager II  
Head of Office/Agency

Date Prepared:

**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS**

**Introduction:**

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

**Reminders:**

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website.
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or <https://shorturl.at/hosS8> (Please copy the link and paste in your browser)
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), 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 Form.

**Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.**

Department/ NATIONAL FOOD AUTHORITY  
 Region: XIV-BARMM  
 Address: BGC COMPOUND  
COTABATO CITY

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: GOCC

Contact Person: ELIMAR C. REGINDIN  
 Position: ACTING REGIONAL MANAGER II  
 E-mail: [armm@nfa.gov.ph](mailto:armm@nfa.gov.ph)  
 Telephone/Mobile Nos: (064) 421-2407

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	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	Q4 AMOUNT				
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	-						0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
2	-	SIGN PEN, VIOLET	PC	54	24	24	102	9,690.00	54	24	24	102	9,690.00	54	24	24	102	9,690.00	24	54	24	102	9,690.00	408	95.00	38,760.00	
3	-	SIGN PEN, GREEN	PC	45	30	30	105	9,975.00	45	30	30	105	9,975.00	45	30	30	105	9,975.00	45	30	30	105	9,975.00	420	95.00	39,900.00	
4	-	BALL PEN, BLACK	PC	50	50	50	150	1,800.00	50	50	50	150	1,800.00	50	50	50	150	1,800.00	50	50	50	150	1,800.00	600	12.00	7,200.00	
5	-	BALL PEN, BLUE	PC	12	12	12	36	432.00	12	12	12	36	432.00	12	12	12	36	432.00	12	12	12	36	432.00	144	12.00	1,728.00	
6	-	BALL PEN, RED	PC	12	12	12	36	432.00	12	12	12	36	432.00	12	12	12	36	432.00	12	12	12	36	432.00	144	12.00	1,728.00	
7	-	STAPLE WIRE, heavy duty (binder type), 23/10	box	4	0	0	4	304.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	76.00	304.00	
8	-	STAPLE WIRE, heavy duty (binder type), 23/24	box	4	0	0	4	780.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	195.00	780.00	
9	-	STAPLE WIRE, heavy duty (binder type), 23/15	box	4	0	0	4	304.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	76.00	304.00	
10	-	STAPLE WIRE, heavy duty (binder type), 23/8	box	4	0	0	4	280.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	70.00	280.00	
11	-	INK REFILL, Brother printer, Black, BTD60BK	bottle	30	10	10	50	27,500.00	30	10	10	50	27,500.00	30	10	10	50	27,500.00	30	10	10	50	27,500.00	200	550.00	110,000.00	
12	-	INK REFILL, Brother printer, Magenta, BT5000M	bottle	20	0	0	20	11,000.00	20	0	0	20	11,000.00	20	0	0	20	11,000.00	20	0	0	20	11,000.00	80	550.00	44,000.00	
13	-	INK REFILL, Brother printer, Cyan, BT5000C	bottle	30	0	0	30	16,500.00	30	0	0	30	16,500.00	30	0	0	30	16,500.00	30	0	0	30	16,500.00	120	550.00	66,000.00	
14	-	INK REFILL, Brother printer, Yellow, BT5000Y	bottle	30	0	0	30	16,500.00	30	0	0	30	16,500.00	30	0	0	30	16,500.00	30	0	0	30	16,500.00	120	550.00	66,000.00	
15	-	INK REFILL, Epson Printer, Black # 003	bottle	32	5	0	37	20,350.00	32	5	0	37	20,350.00	32	5	0	37	20,350.00	32	5	0	37	20,350.00	148	550.00	81,400.00	
16	-	INK REFILL, Epson Printer, Magenta #003	bottle	35	1	0	36	19,800.00	35	0	0	35	19,250.00	35	0	0	35	19,250.00	35	1	0	36	19,800.00	142	550.00	78,100.00	
17	-	INK REFILL, Epson Printer, Cyan #003	bottle	25	1	0	26	14,300.00	25	0	0	25	13,750.00	25	0	0	25	13,750.00	25	1	0	26	14,300.00	102	550.00	56,100.00	
18	-	INK REFILL, Epson Printer, Yellow #003	bottle	25	1	0	26	14,300.00	25	0	0	25	13,750.00	25	0	0	25	13,750.00	25	1	0	26	14,300.00	102	550.00	56,100.00	

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	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	Q4 AMOUNT			
19	-	RER (Reimbursement Expense Receipt)	pad	12	0	0	12	420.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	35.00	420.00
20	-	OFFICIAL CASH BOOK	book	10	0	0	10	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	200.00	2,000.00
21	-	EQUIPMENT HISTORY CARD	piece	160	0	0	160	8,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	160	55.00	8,800.00
22	-	STOCK CARD	piece	210	0	0	210	11,550.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	210	55.00	11,550.00
23	-	VEHICLE HISTORY CARD	piece	160	0	0	160	8,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	160	55.00	8,800.00
24	-	PAPER FASTENER, plastic, long	box	6	0	0	6	1,110.00	6	0	0	6	1,110.00	6	0	0	6	1,110.00	6	0	0	6	1,110.00	24	185.00	4,440.00
25	-	NUMBERING MACHINE INK, Black	bottle	10	0	0	10	2,520.00	6	0	0	6	1,512.00	6	0	0	6	1,512.00	6	0	0	6	1,512.00	28	252.00	7,056.00
26	-	BLACK RIBBON CARTRIDGE, EPSON FX-2190/FX-2180/LX300+11/FX-2175 DOT MATRIX 136 COLUMNS	cart	41	0	0	41	22,550.00	20	0	0	20	11,000.00	20	6	0	26	14,300.00	20	0	0	20	11,000.00	107	550.00	58,850.00
27	-	CORRECTION TAPE, REFILL	piece	12	12	12	36	4,320.00	12	12	12	36	4,320.00	12	12	12	36	4,320.00	12	12	12	36	4,320.00	144	120.00	17,280.00
28	-	DESK ORGANIZER PAPER TRAY	piece	6	0	0	6	12,000.00	0	0	0	0	0.00	6	0	0	6	12,000.00	0	0	0	0	0.00	12	2,000.00	24,000.00
29	-	DISHWASHING PASTE	bottle	12	0	0	12	600.00	12	0	0	12	600.00	12	0	0	12	600.00	12	0	0	12	600.00	48	50.00	2,400.00
30	-	SPONGE	piece	17	0	0	17	2,550.00	17	0	0	17	2,550.00	17	0	0	17	2,550.00	17	0	0	17	2,550.00	68	150.00	10,200.00
31	-	LIQUID PLUMBER / LIQUID SOSA, 1L	bottle	26	0	0	26	7,800.00	24	2	0	26	7,800.00	24	2	0	26	7,800.00	24	2	0	26	7,800.00	104	300.00	31,200.00
32	-	MURIATIC ACID	gallon	22	0	0	22	6,600.00	22	0	0	22	6,600.00	22	0	0	22	6,600.00	22	0	0	22	6,600.00	88	300.00	26,400.00
33	-	FABRIC CONDITIONER	pack	27	0	0	27	6,075.00	27	0	0	27	6,075.00	27	0	0	27	6,075.00	27	0	0	27	6,075.00	108	225.00	24,300.00
34	-	PLASTIC RING BINDER, BLACK, 1/2"	piece	25	0	0	25	375.00	25	0	0	25	375.00	25	0	0	25	375.00	25	0	0	25	375.00	100	15.00	1,500.00
35	-	PLASTIC RING BINDER, BLACK, 1"	piece	20	0	0	20	500.00	20	0	0	20	500.00	20	0	0	20	500.00	20	0	0	20	500.00	80	25.00	2,000.00
36	-	THUMB TACKS	box	6	0	0	6	120.00	0	0	0	0	0.00	6	0	0	6	120.00	0	0	0	0	0.00	12	20.00	240.00
37	-	FEATHER DUSTER	piece	6	0	0	6	1,140.00	0	0	0	0	0.00	6	0	0	6	1,140.00	0	0	0	0	0.00	12	190.00	2,280.00
38	-	TYPEWRITER RIBBON (BLACK)	piece	6	0	0	6	360.00	0	0	0	0	0.00	6	0	0	6	360.00	0	0	0	0	0.00	12	60.00	720.00
39	-	TEFLON TAPE	piece	17	0	0	17	2,040.00	0	0	0	0	0.00	12	0	0	12	1,440.00	0	0	0	0	0.00	29	120.00	3,480.00
40	-	FAUCET	piece	35	0	0	35	11,200.00	0	3	0	3	960.00	12	0	0	12	3,840.00	0	0	3	3	960.00	53	320.00	16,960.00
41	-	BIDET SPRAY	piece	3	0	0	3	3,600.00	0	0	0	0	0.00	3	0	0	3	3,600.00	0	0	0	0	0.00	6	1,200.00	7,200.00
42	-	ALUMINUM TELESCOPIC LADDER, HEAVY DUTY, 4 FOLDS (20 FT)	piece	1	0	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20,000.00	20,000.00
43	-	WHEEL BARROW (HEAVY DUTY)	piece	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,000.00	10,000.00
44	-	RAKE	piece	2	0	0	2	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	800.00	1,600.00
45	-	ELECTRICIAN GLOVES	pair	2	0	0	2	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,500.00	5,000.00
46	-	HOSE NOZZLE WITH COUPLING & HOSE CLAMP	set	3	0	0	3	10,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3,500.00	10,500.00
47	-	DIPPER	piece	11	0	0	11	1,100.00	0	0	0	0	0.00	6	0	0	6	600.00	0	0	0	0	0.00	17	100.00	1,700.00
48	-	BASIN	piece	11	0	0	11	4,950.00	0	0	0	0	0.00	6	0	0	6	2,700.00	0	0	0	0	0.00	17	450.00	7,650.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	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	Q4 AMOUNT			
49	-	PAIL	piece	11	0	0	11	2,750.00	0	0	0	0	0.00	6	0	0	6	1,500.00	0	0	0	0	0.00	17	250.00	4,250.00
50	-	EXHAUST FAN	piece	8	0	0	8	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	5,000.00	40,000.00
51	-	SAFETY BREAKER , 20 AMP/ 30AMP W/ CASE 2P	piece	26	0	0	26	18,200.00	20	0	0	20	14,000.00	20	0	0	20	14,000.00	20	0	0	20	14,000.00	86	700.00	60,200.00
52	-	BATTERY, 9V	piece	8	0	0	8	1,600.00	0	2	0	2	400.00	6	2	0	8	1,600.00	0	0	2	2	400.00	20	200.00	4,000.00
53	-	NETWORK ROUTER	piece	3	0	0	3	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,500.00	7,500.00
54	-	FIRE EXTINGUISHER REFILL	piece	65	0	0	65	325,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	65	5,000.00	325,000.00
55	-	DUCT TAPE 2"	piece	12	0	0	12	2,400.00	0	6	0	6	1,200.00	6	6	0	12	2,400.00	0	0	6	6	1,200.00	36	200.00	7,200.00
56	-	WEBCAM	piece	3	0	0	3	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,500.00	7,500.00
57	-	MECHANICAL HUMAN WEIGHING SCALE	piece	1	0	0	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,500.00	1,500.00
58	-	BLOOD PRESSURE MONITOR	piece	1	0	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	6,000.00	6,000.00
59	-	USB FLASK DRIVE	piece	2	0	0	2	730.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	365.00	730.00
60	-	FLUORESCENT LAMP, TUBE, 20 WATTS	piece	12	0	0	12	1,440.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	120.00	1,440.00
61	-	FLUORESCENT LAMP, TUBE, 40 WATTS	piece	15	0	0	15	2,250.00	0	0	0	0	0.00	15	0	0	15	2,250.00	0	0	0	0	0.00	30	150.00	4,500.00
62	-	ESSENTIAL LAMP ,CFL,23 WATTS	piece	15	0	0	15	3,750.00	0	0	0	0	0.00	15	0	0	15	3,750.00	0	0	0	0	0.00	30	250.00	7,500.00
63	-	EXECUTIVE CHAIR	piece	26	0	0	26	442,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	26	17,000.00	442,000.00
64	-	DISBURSEMENT VOUCHER FILE BINDER WITHOUT METAL	piece	30	0	0	30	7,500.00	30	0	0	30	7,500.00	30	0	0	30	7,500.00	30	0	0	30	7,500.00	120	250.00	30,000.00
65	-	RUBBER FOOT RUG, LARGE	piece	9	0	0	9	4,950.00	3	0	0	3	1,650.00	9	0	0	9	4,950.00	3	0	0	3	1,650.00	24	550.00	13,200.00
66	-	RUBBER TOILET PUMP	piece	16	0	0	16	7,200.00	10	0	0	10	4,500.00	16	0	0	16	7,200.00	0	0	0	0	0.00	42	450.00	18,900.00
67	-	FLOOR/TOILET BRUSH WITH HANDLE	piece	16	0	0	16	8,800.00	10	0	0	10	5,500.00	16	0	0	16	8,800.00	0	0	0	0	0.00	42	550.00	23,100.00
68	-	MATTE PAPER BOARD/SPECIALTY/CERT. PAPER	pack	25	10	10	45	9,000.00	10	10	10	30	6,000.00	10	10	10	30	6,000.00	10	10	10	30	6,000.00	135	200.00	27,000.00
69	-	CLEAR FOLDER, SHORT	PC	50	50	50	150	900.00	50	50	50	150	900.00	50	50	50	150	900.00	50	50	50	150	900.00	600	6.00	3,600.00
70	-	CLEAR FOLDER, LONG	PC	30	30	30	90	720.00	30	30	30	90	720.00	30	30	30	90	720.00	30	30	30	90	720.00	360	8.00	2,880.00
71	-	MONACO THREAD	ROLL	10	0	0	10	1,000.00	10	0	0	10	1,000.00	0	10	0	10	1,000.00	0	10	0	10	1,000.00	40	100.00	4,000.00
72	-	FROSTED STANDARD LAMP, 100 WATTS-GENERATOR SET	PC	10	0	0	10	1,000.00	0	0	0	0	0.00	0	10	0	10	1,000.00	0	10	0	10	1,000.00	30	100.00	3,000.00
73	-	SWITCH BREAKER	PC	9	0	0	9	4,950.00	0	3	0	3	1,650.00	6	3	0	9	4,950.00	0	3	0	3	1,650.00	24	550.00	13,200.00
74	-	METAL INK (BLACK)	PC	7	0	0	7	2,450.00	1	0	0	1	350.00	7	0	0	7	2,450.00	0	1	0	1	350.00	16	350.00	5,600.00
75	-	REWRITABLE CD'S WITH COVER	PC	22	0	0	22	770.00	12	0	0	12	420.00	12	0	0	12	420.00	12	0	0	12	420.00	58	35.00	2,030.00
76	-	SOLAR LIGHT OUTDOOR/EMERGENCY LIGHTS	PC	29	0	0	29	174,000.00	0	2	0	2	12,000.00	0	2	0	2	12,000.00	0	0	0	0	0.00	33	6,000.00	198,000.00
77	-	SOLAR RECHARGEABLE LIGHT BULB	PC	11	0	0	11	7,260.00	0	5	0	5	3,300.00	0	0	0	0	0.00	0	0	0	0	0.00	16	660.00	10,560.00
78	-	DATA FOLDER WITH TAGLIA LOCK HORIZONTAL LONG BLUE	SET	24	5	0	29	13,050.00	0	5	0	5	2,250.00	0	5	0	5	2,250.00	0	0	5	5	2,250.00	44	450.00	19,800.00
79	-	CANON PIXMA 811	PC	0	1	0	1	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	2,700.00	2	2,700.00	5,400.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	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	Q4 AMOUNT																								
80	-	CANON PDXMA S10	PC	0	1	0	1	5,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	5,500.00	2	5,500.00	11,000.00																					
81	-	MOUSE,WIRED TYPE	PC	16	0	0	16	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	500.00	8,000.00																					
82	-	WIRELESS USB ADAPTER	PC	15	3	0	18	11,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	650.00	11,700.00																					
83	-	INK REFILL, Epson Printer, Black # 664	bottle	30	0	0	30	16,500.00	10	0	0	10	5,500.00	10	0	0	10	5,500.00	10	0	0	10	5,500.00	60	550.00	33,000.00																					
84	-	INK REFILL, Epson Printer, Magenta #664	bottle	25	0	0	25	13,750.00	10	0	0	10	5,500.00	10	0	0	10	5,500.00	10	0	0	10	5,500.00	55	550.00	30,250.00																					
85	-	INK REFILL, Epson Printer, Cyan #664	bottle	25	0	0	25	13,750.00	10	0	0	10	5,500.00	10	0	0	10	5,500.00	10	0	0	10	5,500.00	55	550.00	30,250.00																					
86	-	INK REFILL, Epson Printer, Yellow #664	bottle	25	0	0	25	13,750.00	10	0	0	10	5,500.00	10	0	0	10	5,500.00	10	0	0	10	5,500.00	55	550.00	30,250.00																					
87	-	COMPACT FLUORESCENT LIGHT,18W	PC	22	0	0	22	11,000.00	22	0	0	22	11,000.00	22	0	0	22	11,000.00	10	0	0	10	5,000.00	76	500.00	38,000.00																					
88	-	COMPACT FLUORESCENT LIGHT,23W	PC	22	0	0	22	11,000.00	22	0	0	22	11,000.00	22	0	0	22	11,000.00	10	0	0	10	5,000.00	76	500.00	38,000.00																					
89	-	STICKY NOTE (SIGN HERE, ARROW MARKER)	PACK	39	0	0	39	7,800.00	39	0	0	39	7,800.00	39	0	0	39	7,800.00	15	0	0	15	3,000.00	132	200.00	26,400.00																					
90	-	TYPEWRITER RIBBON (BLACK)	cart	7	0	0	7	1,750.00	7	0	0	7	1,750.00	7	0	0	7	1,750.00	7	0	0	7	1,750.00	28	250.00	7,000.00																					
91	-	TRASH BAG, SMALL & MEDIUM	PACK	33	30	30	93	6,510.00	33	30	30	93	6,510.00	33	30	30	93	6,510.00	33	30	30	93	6,510.00	372	70.00	26,040.00																					
92	-	ABSORBENT SQUEEZE FOAM MOP	PC	12	0	0	12	7,200.00	0	0	0	0	0.00	6	0	0	6	3,600.00	0	0	0	0	0.00	18	600.00	10,800.00																					
93	-	CLEANING RUBBER GLOVES , PAIR	pack	9	0	0	9	1,350.00	9	0	0	9	1,350.00	9	0	0	9	1,350.00	9	0	0	9	1,350.00	36	150.00	5,400.00																					
94	-	SPRAY BOTTLE	PC	12	0	0	12	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	150.00	1,800.00																					
95	-	CARTON BOX CORRUGATED, LARGE	PC	24	0	0	24	2,040.00	24	0	0	24	2,040.00	24	0	0	24	2,040.00	24	0	0	24	2,040.00	96	85.00	8,160.00																					
96	-	FLOOD LIGHT, 30 WATTS & 50 WATTS	PC	20	0	0	20	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	1,200.00	24,000.00																					
<b>A. TOTAL</b>																																													P	2,616,850.00	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																																														P	261,685.00
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																																														P	-
<b>D. GRAND TOTAL (A + B+ C)</b>																																														P	2,878,535.00
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:																							<b>Two Million Eight Hundred Seventy-Eight Thousand Five Hundred Thirty-Five pesos</b>																								

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:

ANNA LIZA G. BERMUNDO / PMO IV  
Property/Supply Officer

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

Certified Funds Available / Certified Appropriate Funds Available:

SAMERAH V. DADAL / Accountant IV  
Accountant / Budget Officer

Approved by:

ELIMAR C. REGINDIN / Acting Regional Manager II  
Head of Office/Agency