

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

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: DepEd, Cagayan City Division

Region: X

Address: Brgy 22, National Highway

Cagayan City, Misamis Oriental

Agency Code/UACS:

Organization Type: National Government Agency (NGA)

Contact Person:

Position:

E-mail:

Telephone/Mobile No.:

Santos J. Delima

AO IV/Supply Officer

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0917148559

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	1219601-AL-604	ALCOHOL, Ethyl, 500 ml.	bottle	149	0	0	149	7,129.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	149	47.85	7,129.65
2	1219601-AL-603	ALCOHOL, Ethyl, 1 Gallon	gallon	42	0	0	42	13,083.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	42	330.55	13,083.10
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	PRICE	36	0	0	36	1,184.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	36	32.91	1,184.76
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	47	0	0	47	1,708.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	47	36.36	1,708.92
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	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	4.47	0.00
6	60121524-SP-Q01	SIGN PEN, Black, liquid or gel	piece	627	0	0	627	13,919.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	627	22.20	13,919.40
7	60121524-SP-Q02	SIGN PEN, Blue, liquid or gel	piece	584	0	0	584	12,964.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	584	22.20	12,964.80
8	60121524-SP-Q03	SIGN PEN, Red, liquid or gel	piece	114	0	0	114	2,530.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	114	22.20	2,530.80
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	2	0	0	2	322.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	161.20	322.40
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	68	0	0	68	1,393.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	68	20.49	1,393.32
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	68	0	0	68	1,247.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	68	18.34	1,247.12
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	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	96.10	0.00
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	67	0	0	67	5,469.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	67	81.64	5,469.88
16	47133604-BB-S01	BROOM, Soft (Wala Tambi)	piece	32	0	0	32	4,359.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	32	136.24	4,359.68

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 31 Aug 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				
17	4713604-B6-T01	BROOM, Stick (Walls Ting-ong)	piece	22	0	0	22	501.16	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	22	32.78	501.16		
18	4713829-T8-C01	CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	46	0	0	46	1,913.60	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	46	41.60	1,913.60		
19	4713805-CL-R01	CLEANER, Scouring Powder, 350g	can	36	0	0	36	861.12	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	36	23.92	861.12		
20	4713811-DE-R02	DETERGENT BAR, 140g as packed	piece	47	0	0	47	390.10	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	47	8.30	390.10		
21	4713811-DE-R03	DETERGENT POWDER, all purpose, 1kg	pouch	65	0	0	65	3,515.20	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	65	54.08	3,515.20		
22	4713803-05-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	58	0	0	58	8,113.62	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	58	136.69	8,113.62		
23	4713601-DU-R01	DUST PAN, rigid non-breakable plastic	piece	17	0	0	17	469.88	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	17	27.64	469.88		
24	4713802-PA-R02	FLOOR WAX, paste type, red, 2kg	can	2	0	0	2	619.52	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2	306.76	619.52		
25	4713830-PC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	26	0	0	26	3,123.12	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	26	121.12	3,123.12		
26	7331612-H5-U01	LIQUID HAND SOAP, 500ml	bottle	52	0	0	52	2,233.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	52	42.95	2,233.40		
27	4712804-MP-R01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,389.00	0.00		
28	47131613-MP-R02	MOPHANDLE, heavy duty	piece	11	0	0	11	1,372.80	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	11	124.80	1,372.80		
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	26	0	0	26	3,185.26	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	26	122.51	3,185.26		
30	4713101-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	15	0	0	15	797.10	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	15	53.14	797.10		
31	47131602-SC-R01	SCOURING PAD, 5 pieces per pack	pack	2	0	0	2	115.86	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2	57.93	115.86		
32	47121701-T8-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	386	0	0	386	26,791.44	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	386	144.04	26,791.44		
33	47121702-WB-R01	WASTEBASKET, rigid plastic	piece	33	0	0	33	1,053.03	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	33	31.91	1,053.03		
COLOR COMPOUNDS AND DISPENSERS																											
34	12171703-S1-R01	INK, for stamp pad, 50ml	bottle	11	0	0	11	318.01	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	11	28.91	318.01		
CONSUMER ELECTRONICS																											
35	52341535-DV-R01	DIGITAL VOICE RECORDER	unit	4	0	0	4	29,356.64	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	4	7,336.16	29,356.64		
FACE MASK																											
36	42131713-SH-R06	FACE MASK, 3 ply, fifty (50) pieces per box	box	64	0	0	64	4,960.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	64	77.30	4,960.00		
FILMS																											
37	1311203-AC-R01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00		
38	1311201-CF-R01	CARBON FILM, A4, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	221.30	0.00		
39	1311201-CF-R02	CARBON FILM, Legal, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	238.54	0.00		
FIRE FIGHTING EQUIPMENT																											
40	46139801-FE-R01	FIRE EXTINGUISHER, dry chemical	unit	1	0	0	1	1,144.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	1,144.00	1,144.00		
41	46139801-FE-R02	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00		
FLAG OR ACCESSORIES																											
42	15121905-PH-R01	PHILIPPINE NATIONAL FLAG	piece	12	0	0	12	3,418.08	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	12	284.84	3,418.08		
FURNITURE AND FURNISHINGS																											
43	96101504-CH-R01	MONOBLOC CHAIR, beige	piece	5	0	0	5	1,737.05	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	5	347.41	1,737.05		
44	96101504-CH-R02	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	344.92	0.00		
45	96101519-TM-R01	MONOBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00		
46	96101519-TM-R02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00		

Item & Specifications			Units of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 28 July 2012)	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
HEATING AND VENTILATION AND AIR CIRCULATION																										
47	4033504-EF-031	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	1,232.80	0.00
48	4033504-EF-001	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	4033504-EF-501	ELECTRIC FAN, stand type	unit	3	0	0	3	2,570.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	856.86	2,570.98
50	4033504-EF-W01	ELECTRIC FAN, wall mount	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	768.56	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
51	4521197-05-K001	DESKTOP, for Basic Users	unit	1	0	0	1	24,793.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	24,793.60	24,793.60
52	4521197-05-K002	DESKTOP, for Mid-Range Users	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	42,380.40	0.00
53	4521197-HD-102	EXTERNAL HARD DRIVE, 1TB	unit	18	0	0	18	30,263.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	2,790.40	30,263.20
54	4521197-LAP001	LAPTOP, for Micro-range Users	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	42,380.00	0.00
55	4521197-LAP002	LAPTOP, Lightweight	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	40,800.00	0.00
56	4521198-HO-C01	MOUSE, OPTICAL, USB connection type	unit	50	0	0	50	7,489.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	149.76	7,489.50
57	4521192-PR-002	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	38,106.97	0.00
58	4521192-PR-001	PRINTER, Impact, Dot Matrix, 9 pins, 80 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	10,138.92	0.00
59	4521195-PR-L01	PRINTER, Laser, Monochrome	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	2,638.89	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	3931362B-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	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	75.61	0.00
61	3931362B-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 15 watts	piece	2	0	0	2	411.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	205.82	411.64
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	3120303-GL-K01	GLUE, all-purpose, 200 grams	jar	32	0	0	32	2,383.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	32	70.72	2,383.94
63	31113804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	20	0	0	20	451.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	22.55	451.00
64	31113804-SW-501	STAPLE WIRE, standard	box	53	0	0	53	1,259.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	53	23.76	1,259.28
65	3120303-TA-E01	TAPE, electrical	roll	18	0	0	18	350.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	19.45	350.10
66	3120303-TA-H01	TAPE, masking, 24mm	roll	22	0	0	22	1,361.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	61.86	1,361.36
67	3120303-TA-H02	TAPE, masking, 48 mm	roll	15	0	0	15	1,817.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	121.16	1,817.40
68	3120303-TA-H01	TAPE, packaging, 48 mm	roll	50	0	0	50	1,118.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	22.36	1,118.00
69	3120303-TA-T01	TAPE, transparent, 24mm	roll	76	0	0	76	949.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	76	11.18	849.68
70	3120303-TA-T02	TAPE, transparent, 48 mm	roll	81	0	0	81	1,828.17	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	81	22.37	1,828.17
71	31151503-TW-H01	TWINE, plastic	roll	12	0	0	12	799.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	66.62	799.44
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111504-RU-P02	RULER, plastic, <50 mm	piece	12	0	0	12	199.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	16.64	199.68
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	21	0	0	21	311.22	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21	14.82	311.22
74	44101602-PB-H01	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	9,534.72	0.00
75	44101807-CA-C01	CALCULATOR, Compact	unit	22	0	0	22	5,857.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	266.24	5,857.28
76	44121710-CH-H01	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	32.57	0.00
77	44121015-BF-C01	CLIP, backfold, 13mm	box	77	0	0	77	671.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	77	8.72	671.44

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30.10.2022)	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			
78	4122105-BF-C02	CLIP, backfold, 25mm	box	80	0	0	80	1,180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	14.75	1,180.00
79	4122109-BF-C03	CLIP, backfold, 32mm	box	119	0	0	119	3,041.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	119	25.56	3,041.64
80	4122105-BF-C04	CLIP, backfold, 50mm	box	121	0	0	121	6,760.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	121	56.04	6,760.84
81	4121801-CT-R02	CORRECTION TAPE, 8 meters	piece	258	0	0	258	2,974.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	258	11.53	2,974.74
82	4121612-CU-M01	CUTTER/UTILITY KNIFE, for general purpose	piece	28	0	0	28	936.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28	33.43	936.04
83	4111515-OF-B01	DATA FILE BOX	piece	63	0	0	63	4,863.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	63	77.20	4,863.60
84	4122011-OF-P01	DATA FOLDER	piece	3	0	0	3	205.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	68.64	205.92
85	4130102-OS-M01	DATING AND STAMPING MACHINE	piece	2	0	0	2	907.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	451.96	907.92
86	4121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	3	0	0	3	2,293.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	764.40	2,293.20
87	4121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	10	0	0	10	9,807.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	980.72	9,807.20
88	4121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	14	0	0	14	10,337.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14	738.40	10,337.60
89	4121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	29	0	0	29	884.21	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29	30.49	884.21
90	4121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	2	0	0	2	865.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	432.52	865.04
91	4121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	1	0	0	1	488.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	488.80	488.80
92	4111812-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	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	114.1	0.00
93	4138174-FE-M01	FACSIMILE MACHINE	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	5,642.06	0.00
94	4122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	8	0	0	8	757.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	94.64	757.12
95	4111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	12	0	0	12	1,022.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	85.20	1,022.40
96	4122018-FE-D01	FILE TAB/INDEX DIVIDER, Bristol board, A4	set	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	11.13	0.00
97	4122018-FE-D02	FILE TAB/INDEX DIVIDER, Bristol board, legal	set	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	14.23	0.00
98	4122011-FO-P01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	3	0	0	3	811.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	270.40	811.20
99	4122011-FO-P02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	5	0	0	5	1,432.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	286.52	1,432.80
100	4122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	8	0	0	8	1,500.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	187.54	1,500.32
101	4122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	11	0	0	11	2,624.27	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	238.57	2,624.27
102	4122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	2	0	0	2	1,905.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	952.64	1,905.28
103	4122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	5	0	0	5	1,445.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	289.12	1,445.60
104	4122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	7	0	0	7	2,332.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	333.26	2,332.82
105	4122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	8	0	0	8	504.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	63.11	504.88
106	4111515-NF-B02	MAGAZINE FILE BOX, Large	piece	21	0	0	21	873.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21	41.60	873.60
107	41221736-MA-P01	MARKER, Fluorescent, 3 colors per set	set	43	0	0	43	1,576.38	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	43	36.46	1,576.38
108	4121708-MP-B01	MARKER, Permanent, Black	piece	105	0	0	105	764.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	105	7.47	764.35
109	4121708-MP-B02	MARKER, Permanent, Blue	piece	56	0	0	56	418.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	56	7.47	418.32
110	4121708-MP-B03	MARKER, Permanent, Red	piece	25	0	0	25	186.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	7.47	186.75
111	4121708-MW-B01	MARKER, Whiteboard, Black	piece	48	0	0	48	463.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	48	9.65	463.20
112	4121708-MW-B02	MARKER, Whiteboard, Blue	piece	22	0	0	22	212.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	9.65	212.30
113	4121708-MW-B03	MARKER, Whiteboard, Red	piece	22	0	0	22	212.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	9.65	212.30
114	4122204-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	33	0	0	33	291.06	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	33	8.82	291.06

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price Catalogue (as of 28 Jul 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	
115	4412104-PC-X02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	66	0	0	66	909.48	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	66	13.78	909.48		
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	2	0	0	2	18,995.20	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2	9,297.60	18,995.20		
117	4412106-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	19	0	0	19	395.01	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	19	20.79	395.01		
118	4412119-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	7	0	0	7	1,490.09	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	7	212.87	1,490.09		
119	44101602-PJ-P01	PUNCHER, paper, heavy duty	piece	15	0	0	15	2,252.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	15	150.80	2,252.00		
120	4412037-RB-P10	RING BINDER, plastic, 3/2 mm, 10 pieces per bundle	bundle	3	0	0	3	822.69	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3	274.23	822.69		
121	44122101-RJ-B01	RUBBER BAND No. 18, 350g	box	17	0	0	17	2,298.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	17	135.20	2,298.40		
122	44121605-SP-P01	STAMP PAD, felt	piece	3	0	0	3	119.76	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3	39.92	119.76		
123	44121618-S5-S01	SCISSORS, symmetrical or asymmetrical	pair	62	0	0	62	2,068.94	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	62	33.37	2,068.94		
124	44121615-ST-S01	STAPLER, standard type	piece	50	0	0	50	7,280.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	50	145.00	7,280.00		
125	44121613-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	4	0	0	4	3,552.64	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	4	888.16	3,552.64		
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	18	0	0	18	501.66	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	18	27.87	501.66		
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	18	0	0	18	1,310.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	18	72.80	1,310.40		
PAPER MATERIALS AND PRODUCTS																											
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	1	0	0	1	83.72	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	83.72	83.72		
135	14111609-LI-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	1	0	0	1	794.96	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	794.96	794.96		
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	76	0	0	76	2,816.56	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	76	37.06	2,816.56		
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	86	0	0	86	5,098.08	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	86	59.28	5,098.08		
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	63	0	0	63	3,276.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	63	52.00	3,276.00		
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	32	0	0	32	385.28	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	32	12.04	385.28		
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	246	0	0	246	40,749.90	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	246	165.65	40,749.90		
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	152	0	0	152	28,755.36	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	152	189.18	28,755.36		
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	150	0	0	150	20,661.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	150	137.74	20,661.00		
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	119	0	0	119	18,910.29	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	119	158.91	18,910.29		
144	14111531-PP-R01	PAD PAPER, ruled	pad	11	0	0	11	236.85	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	11	21.53	236.85		
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	102	0	0	102	10,801.10	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	102	96.05	10,801.10		
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	61	0	0	61	3,806.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	61	62.40	3,806.40		
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	13	0	0	13	1,352.90	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	13	104.00	1,352.90		
148	14111818-TH-P02	THERMAL PAPER, 216mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	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	146	0	0	146	4,934.80	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	146	33.80	4,934.80		
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	225	0	0	225	19,422.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	225	86.32	19,422.00		
PERFUMES OR COLOGNES OR FRAGRANCES																											
151	53133626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	40	0	0	40	3,234.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	40	80.85	3,234.00		
PESTICIDES OR PEST REPELLENTS																											
152	10191509-IN-A01	INSECTICIDE, 600mL	can	20	0	0	20	2,787.20	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	20	139.36	2,787.20		
PRINTED PUBLICATIONS																											
153	53101524-BA-A01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	37.21	0.00		

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
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PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																										
8	4133105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	75	0	0	75	18,720.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75	246.60	18,720.00
9	4133105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	46	0	0	46	11,461.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	46	246.60	11,461.60
10	4133105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	46	0	0	46	11,461.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	46	246.60	11,461.60
11	4133105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	45	0	0	45	11,232.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	45	246.60	11,232.00
42	4133105-HP-833	INK CARTRIDGE, HP CZ107AA (HP878), Black	cart	19	0	0	19	7,686.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	19	404.56	7,686.64
43	4133105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP878), Tri-color	cart	16	0	0	16	6,472.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	404.56	6,472.96
77	4133103-HP-812	TONER CARTRIDGE, HP CB435A, Black	cart	7	0	0	7	21,694.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	3,099.20	21,694.40
81	4133103-HP-822	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	2	0	0	2	6,485.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	3,242.72	6,485.44
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
		INK CARTRIDGE, EPSON C13T00V100 (003), Black	bottle	204			204	77,520.00				0	0.00				0	0.00				0	0.00	204	380.00	77,520.00
		INK CARTRIDGE, EPSON C13T00V200 (003), Cyan	bottle	160			160	62,400.00				0	0.00				0	0.00				0	0.00	160	390.00	62,400.00
		INK CARTRIDGE, EPSON C13T00V300 (003), Magenta	bottle	151			151	58,890.00				0	0.00				0	0.00				0	0.00	151	390.00	58,890.00
		INK CARTRIDGE, EPSON C13T00V400 (003), Yellow	bottle	150			150	58,500.00				0	0.00				0	0.00				0	0.00	150	390.00	58,500.00
		Board paper, A4	pack	70			70	4,200.00				0	0.00				0	0.00				0	0.00	70	60.00	4,200.00
		Board paper, Long	pack	30			30	2,400.00				0	0.00				0	0.00				0	0.00	30	80.00	2,400.00
		Printer, Epson L3210	unit	5			5	42,500.00				0	0.00				0	0.00				0	0.00	5	8,500.00	42,500.00
		Printer, Epson L5190	unit	1			1	14,000.00				0	0.00				0	0.00				0	0.00	1	14,000.00	14,000.00
		Printer, Brother 3in1	unit	1			1	14,500.00				0	0.00				0	0.00				0	0.00	1	14,500.00	14,500.00
		Battery, Rechargeable AA, 4-pieces/pack	pack	10			10	4,800.00				0	0.00				0	0.00				0	0.00	10	480.00	4,800.00
		Battery, Rechargeable AAA, 4-pieces/pack	pack	10			10	3,400.00				0	0.00				0	0.00				0	0.00	10	340.00	3,400.00
		Envelope, Expanding, Legal, Yellow	piece	100			100	1,800.00				0	0.00				0	0.00				0	0.00	100	18.00	1,800.00
		Envelope, Expanding, Legal, Red	piece	50			50	900.00				0	0.00				0	0.00				0	0.00	50	18.00	900.00
		Executive Office Swivel Chair, black, high-back, gaslift	unit	6			6	54,000.00				0	0.00				0	0.00				0	0.00	6	9,000.00	54,000.00
		Ink Refill, permanent marker, black	piece	6			6	988.00				0	0.00				0	0.00				0	0.00	6	98.00	588.00
		Permanent Marker, fine	piece	12			12	648.00				0	0.00				0	0.00				0	0.00	12	54.00	648.00
		Genix Machine Toner	cart	4			4	15,200.00				0	0.00				0	0.00				0	0.00	4	3,800.00	15,200.00
		Toner Cartridge (Photocopier - Gestetner) MT250	cart	5			5	21,000.00				0	0.00				0	0.00				0	0.00	5	4,200.00	21,000.00
		Expanded Folder, Legal	piece	50			50	1,100.00				0	0.00				0	0.00				0	0.00	50	22.00	1,100.00
		Side Clip Lever Arch, Legal, 3 inches	piece	5			5	250.00				0	0.00				0	0.00				0	0.00	5	50.00	250.00
		Heavy Duty Document Storage Box, Legal (13" x 10" 9.5")	unit	5			5	2,300.00				0	0.00				0	0.00				0	0.00	5	460.00	2,300.00
		Paper Fastener, plastic coated	box	25			25	1,050.00				0	0.00				0	0.00				0	0.00	25	42.00	1,050.00
		MAX, Staple Wire	box	15			15	1,125.00				0	0.00				0	0.00				0	0.00	15	75.00	1,125.00
		Max, Stapler	unit	5			5	2,450.00				0	0.00				0	0.00				0	0.00	5	490.00	2,450.00
		Desk Filer, 2 layers	unit	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
		Desk Organizer	unit	2			2	700.00				0	0.00				0	0.00				0	0.00	2	350.00	700.00
		Sticker Paper, A4	pack	5			5	240.00				0	0.00				0	0.00				0	0.00	5	48.00	240.00

Item & Specifications			Unit of Measures	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (in of 30 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
		Clipboard Folder, legal	piece	3			3	150.00				0	0.00				0	0.00				0	0.00	3	50.00	150.00
		Stapler with remover	piece	11			11	1,650.00				0	0.00				0	0.00				0	0.00	11	150.00	1,650.00
		Push Pins, assorted color, 100/case	case	2			2	170.00				0	0.00				0	0.00				0	0.00	2	85.00	170.00
		Multipurpose Cleaner & Stain Remover 250g	jar	5			5	2,500.00				0	0.00				0	0.00				0	0.00	5	500.00	2,500.00
		Glass Cleaner (500mL)	bottle	4			4	1,360.00				0	0.00				0	0.00				0	0.00	4	340.00	1,360.00
		Glass window cleaner/jug type for window	piece	1			1	85.00				0	0.00				0	0.00				0	0.00	1	85.00	85.00
		Dishwashing Liquid, 500 mL	bottle	10			10	700.00				0	0.00				0	0.00				0	0.00	10	70.00	700.00
		Spray, Lysol	can	6			6	4,740.00				0	0.00				0	0.00				0	0.00	6	790.00	4,740.00
		Door Floormat	piece	5			5	400.00				0	0.00				0	0.00				0	0.00	5	80.00	400.00

A. TOTAL		P	1,894,421.82
B. ADDITIONAL PROVISION FOR INFLATION (1.0% of TOTAL)		P	189,442.18
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	1,263,864.00
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:

SANTOS L. DELIMA
Property/Supply Officer

Date Prepared: 12-27-2022

Certified Funds Available / Certified Appropriate Funds Available:

EDUARDO PHIL E. ORJILLO
Accountant / Budget Officer

Approved by:

MARY ANN M. ALLERA
Head of Office/Agency