

APP-CSE 2022 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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 06 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 (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, 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 Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: Department of Education, Division of Puerto Princesa City
 Region: MIMAROPA
 Address: Gov't. Center, City DepEd Bldg. Rafols Rd.,
Bgy. Sta. Monica, Puerto Princesa City, Palawan

Agency Code/UACS: _____
 Organization Type: _____

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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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)																										
PESTICIDES OR PEST REPELLENTS																										
1	12191565-IN-A01	INSECTICIDE, aerosol type	can	1	1	1	3	418.08	1	1	1	3	418.08	1	1	1	3	418.08	1	1	1	3	418.08	12.00	139.36	1672.32
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131526-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	1	1	1	3	454.29	1	1	1	3	454.29	1	1	1	3	454.29	1	1	1	3	454.29	12.00	151.43	1817.16
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-B04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	5	5	5	15	998.40	5	5	5	15	998.40	5	5	5	15	998.40	5	5	5	15	998.40	60.00	66.56	3993.60
4	12191601-AL-B03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	3	3	3	9	3,491.28	3	3	3	9	3,491.28	3	3	3	9	3,491.28	3	3	3	9	3,491.28	36.00	387.92	13965.12
5	51471901-AL-D01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	5	5	5	15	653.70	5	5	5	15	653.70	5	5	5	15	653.70	5	5	5	15	653.70	60.00	43.58	2614.80
6	51471901-AL-D02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	3	3	3	9	4,095.00	3	3	3	9	4,095.00	3	3	3	9	4,095.00	3	3	3	9	4,095.00	36.00	435.00	16380.00
COLOR COMPOUNDS AND DISPERSIONS																										
7	12121703-SI-P01	INK for stamp pad	bottle	1	1	1	3	94.56	1	1	1	3	94.56	1	1	1	3	94.56	1	1	1	3	94.56	12.00	11.52	378.24
FILMS																										
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTOLINA, assorted colors	sheet	1	1	1	3	251.16	0	0	0	0	0.00	1	1	1	3	251.16	1	1	1	3	251.16	9.00	83.72	753.48
24	14111507-PP-R01	PAPER, MULTICOPI, A4, 80 gsm	reams	50	50	50	150	20,499.00	50	50	50	150	20,499.00	50	50	50	150	20,499.00	50	50	50	150	20,499.00	600.00	136.65	81995.00
25	14111507-PP-R02	PAPER, MULTICOPI, Legal, 80gsm	reams	10	10	10	30	3,831.30	10	10	10	30	3,831.30	10	10	10	30	3,831.30	10	10	10	30	3,831.30	120.00	127.71	15325.20
26	14111507-PP-001	PAPER, Multi-Purpose, A4, 70 gsm	reams	10	10	10	30	2,947.80	10	10	10	30	2,947.80	10	10	10	30	2,947.80	10	10	10	30	2,947.80	120.00	98.26	11791.20

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
27	H11LS34-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	10	10	10	30	3,553.80	10	10	10	30	3,553.80	10	10	10	30	3,553.80	10	10	10	30	3,553.80	120.00	118.46	14215.70
28	H11LS34-PP-R01	PAD PAPER, ruled	pic	1	1	1	3	87.36	1	1	1	3	87.36	1	1	1	3	87.36	1	1	1	3	87.36	12.00	29.12	349.44
29	H11LS35-PA-P01	PAPER, parchment	box	1	0	0	1	98.05	1	0	0	1	98.05	1	0	0	1	98.05	1	0	0	1	98.05	4.00	98.05	392.20
31	H11LS31-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	5	5	5	15	1,060.80	5	5	5	15	1,060.80	5	5	5	15	1,060.80	5	5	5	15	1,060.80	60.00	70.72	4243.20
32	H11LS31-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5	5	5	15	1,528.80	5	5	5	15	1,528.80	5	5	5	15	1,528.80	5	5	5	15	1,528.80	60.00	101.92	6115.20
33	H11L704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	20	20	20	60	5,210.40	20	20	20	60	5,210.40	20	20	20	60	5,210.40	20	20	20	60	5,210.40	240.00	86.84	20941.60
34	H11L704-IFT01	TISSUE, interfolded paper towel	pack	3	3	3	9	313.56	3	3	3	9	313.56	3	3	3	9	313.56	3	3	3	9	313.56	36.00	24.84	1254.24
BATTERIES AND CELLS AND ACCESSORIES																										
36	611LX02-ET-A02	BATTERY, dry Cell, size AA	pack	10	10	10	30	1,089.00	10	10	10	30	1,089.00	10	10	10	30	1,089.00	0	0	0	0	3.00	90.00	26.30	3267.00
37	611LX02-ET-A01	BATTERY, dry Cell, size AAA	pack	20	20	20	60	1,183.80	20	20	20	60	1,183.80	20	20	20	60	1,183.80	20	20	20	60	1,183.80	240.00	19.73	4735.20
38	611LX02-ET-A03	BATTERY, dry Cell, size D	pack	2	2	2	6	577.20	2	2	2	6	577.20	2	2	2	6	577.20	2	2	2	6	577.20	24.00	96.20	2308.80
MANUFACTURING COMPONENTS AND SUPPLIES																										
39	H1201510-GL-J01	GLUE, all purpose	jar	1	1	1	3	214.50	1	1	1	3	214.50	1	1	1	3	214.50	1	1	1	3	214.50	12.00	71.50	858.00
41	H1LS1624-SW-S01	STAPLE WIRE, standard	box	10	10	10	30	672.30	10	10	10	30	672.30	10	10	10	30	672.30	10	10	10	30	672.30	120.00	22.41	2689.20
43	H1201511-TA-M01	TAPE, masking, 24mm	roll	5	5	5	15	819.00	5	5	5	15	819.00	5	5	5	15	819.00	5	5	5	15	819.00	60.00	54.60	3276.00
44	H1201511-TA-M02	TAPE, MASKING, 48mm	roll	2	2	2	6	639.60	2	2	2	6	639.60	2	2	2	6	639.60	2	2	2	6	639.60	24.00	106.60	2556.00
45	H1201511-TA-P01	TAPE, packaging, 48mm	roll	2	2	2	6	134.16	2	2	2	6	134.16	2	2	2	6	134.16	2	2	2	6	134.16	24.00	22.36	536.64
46	H1201511-TA-T01	TAPE, transparent, 24mm	roll	5	5	5	15	151.35	5	5	5	15	151.35	5	5	5	15	151.35	5	5	5	15	151.35	60.00	10.09	605.40
47	H1201511-TA-T02	TAPE, transparent, 48mm	roll	5	5	5	15	299.55	5	5	5	15	299.55	5	5	5	15	299.55	5	5	5	15	299.55	60.00	19.97	1198.20
48	H1131504-TW-P01	TWINE, plastic	roll	2	2	2	6	349.44	2	2	2	6	349.44	2	2	2	6	349.44	2	2	2	6	349.44	24.00	38.24	1397.76
HEATING AND VENTILATION AND AIR CIRCULATION																										
49	H011604-EF-G01	ELECTRIC FAN, Industrial, ground type	unit	1	0	0	1	1,109.68	1	0	0	1	1,109.68	1	0	0	1	1,109.68	1	0	0	1	1,109.68	4.00	1129.68	4438.72
51	H011604-EF-S01	ELECTRIC FAN, stand type	unit	1	0	0	1	856.86	1	0	0	1	856.86	1	0	0	1	856.86	1	0	0	1	856.86	4.00	856.86	3427.44
MEDICAL THERMOMETERS AND ACCESSORIES																										
53	H113224-TG-T01	THERMOMETER	piece	1	0	0	1	2,532.40	1	0	0	1	2,532.40	1	0	0	1	2,532.40	1	0	0	1	2,532.40	4.00	2532.40	10129.60
LIGHTING AND FIXTURES AND ACCESSORIES																										
54	B5101628-LT-L01	LINEXAR TUBE, Light Emitting Diode (LED), 16 watts	piece	5	5	5	15	3,087.30	5	5	5	15	3,087.30	5	5	5	15	3,087.30	5	5	5	15	3,087.30	60.00	205.82	12349.20
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
56	H111604-RU-P01	RULER, plastic, 450mm	piece	1	1	1	3	53.04	1	1	1	3	53.04	1	1	1	3	53.04	0	0	0	0	0.00	9.00	17.68	159.12
CLEANING EQUIPMENT AND SUPPLIES																										
57	H7131812-AF-A01	AIR FRESHENER, aerosol type	can	5	5	5	15	1,353.33	0	0	0	0	0.00	5	5	5	15	1,353.30	0	0	0	0	0.00	30.00	50.22	2726.60
58	H7131504-BR-S01	BROOM, soft, bamboo	piece	2	2	2	6	817.44	2	2	2	6	817.44	2	2	2	6	817.44	2	2	2	6	817.44	24.00	136.24	3259.76
59	H7131504-BR-T01	BROOM, stick, ding-bing	piece	1	1	1	3	54.60	1	1	1	3	54.60	1	1	1	3	54.60	1	1	1	3	54.60	12.00	18.20	218.40
60	H7131929-TB-C01	CLEANER, toilet and urinal	bottle	2	2	2	6	249.50	2	2	2	6	249.50	2	2	2	6	249.50	2	2	2	6	249.50	24.00	41.60	998.40
61	H7131905-CL-P01	CLEANSER, scouring powder	can	2	2	2	6	143.52	2	2	2	6	143.52	2	2	2	6	143.52	2	2	2	6	143.52	24.00	23.52	574.08
62	H7131811-DE-A02	DETERGENT BAR, 140g	piece	3	3	3	9	74.70	3	3	3	9	74.70	3	3	3	9	74.70	3	3	3	9	74.70	36.00	8.30	296.80
63	H7131811-DE-A03	DETERGENT POWDER, all-purpose, 1kg	pack	5	5	5	15	811.20	5	5	5	15	811.20	5	5	5	15	811.20	5	5	5	15	811.20	60.00	54.08	3244.80

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
65	4713.50L-DU-P01	DUST PAN, non-rigid plastic	piece	2	2	2	6	148.96	2	2	2	6	148.96	2	2	2	6	148.96	2	2	2	6	148.96	24.00	24.83	595.92
67	7510.612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	2	2	2	6	617.76	2	2	2	6	617.75	2	2	2	6	617.75	2	2	2	6	617.76	24.00	106.96	2471.04
69	4713.300-FC-A01	FURNITURE CLEANER, aerosol type	can	2	2	2	6	720.72	2	2	2	6	720.72	2	2	2	6	720.72	2	2	2	6	720.72	24.00	120.12	2882.88
71	4713.513-MF-H02	MOP HANDLE, heavy duty, screw type	piece	3	3	3	9	1,123.20	3	3	3	9	1,123.20	3	3	3	9	1,123.20	3	3	3	9	1,123.20	36.00	124.80	4492.80
72	4713.513-MF-R01	MOP HEAD, made of rayon	piece	5	5	5	15	1,856.40	5	5	5	15	1,856.40	5	5	5	15	1,856.40	5	5	5	15	1,856.40	60.00	123.76	7425.60
73	4713.501-RS-C01	RAGS, all cotton	bundle	5	5	5	15	807.30	0	0	0	0	0.00	5	5	5	15	807.30	0	0	0	0	0.00	30.00	53.82	1614.60
75	4712.1701-TB-P04	TRASH BAG, GPP specs. Black, 940mmx1216mm	pack	2	2	2	6	808.08	2	2	2	6	808.08	2	2	2	6	808.08	2	2	2	6	808.08	24.00	134.68	3232.32
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
79	4321.153-LA-P001	LAPTOP 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	0.00	41,392.00	3.00
80	4320.087-HC-X02	EXTERNAL HARD DRIVE, 1 TB	piece	2	0	0	2	5,197.68	2	0	0	2	5,197.68	2	0	0	2	5,197.68	2	0	0	2	5,197.68	8.00	2598.84	20790.72
81	4320000-FC-U01	FLASH DRIVE, 16 GB	piece	5	5	5	15	2,511.60	5	5	5	15	2,511.60	5	5	5	15	2,511.60	5	5	5	15	2,511.60	60.00	167.44	10046.40
82	4321.1708-MO-C01	MOUSE, OPTICAL, USB connection type	unit	1	1	1	3	333.90	1	1	1	3	333.90	1	1	1	3	333.90	1	1	1	3	333.90	12.00	111.30	1335.60
83	4321.1708-MO-C02	MOUSE, WIRELESS, USB	unit	1	1	1	3	462.00	1	1	1	3	462.00	1	1	1	3	462.00	1	1	1	3	462.00	12.00	154.00	1848.00
87	4321.0105-PR-L02	PRINTER, laser, colored	unit	1	0	0	1	7,999.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	7999.00	7999.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
91	44122105-S-C03	CLIP, backfold, 32mm	box	5	0	0	5	111.60	2	0	0	2	44.72	2	0	0	2	44.72	2	0	0	2	44.72	11.00	22.36	245.96
92	44122105-S-C04	CLIP, backfold, 50mm	box	5	0	0	5	273.00	2	0	0	2	109.20	2	0	0	2	109.20	2	0	0	2	109.20	11.00	54.60	603.60
93	44121801-CT-R02	CORRECTION TAPE, 6m	piece	10	10	10	30	350.40	10	10	10	30	350.40	10	10	10	30	350.40	10	10	10	30	350.40	120.00	11.68	1401.60
94	44111515-DF-B01	DATA FILE BOX	piece	10	10	10	30	2,316.00	10	10	10	30	2,316.00	10	10	10	30	2,316.00	10	10	10	30	2,316.00	120.00	77.20	9264.00
95	44122101-DF-F04	DATA FOLDER	piece	15	15	15	45	3,088.80	15	15	15	45	3,088.80	15	15	15	45	3,088.80	15	15	15	45	3,088.80	180.00	68.64	12355.20
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	1	1	1	3	2,781.48	1	1	1	3	2,781.48	1	1	1	3	2,781.48	1	1	1	3	2,781.48	12.00	927.16	11125.52
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	1	1	1	3	2,215.20	1	1	1	3	2,215.20	1	1	1	3	2,215.20	1	1	1	3	2,215.20	12.00	738.40	8860.80
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	10	10	10	30	914.70	10	10	10	30	914.70	10	10	10	30	914.70	10	10	10	30	914.70	120.00	30.49	3658.80
100	44121506-EN-N02	ENVELOPE, mailing	box	1	1	1	3	1,134.60	1	1	1	3	1,134.60	1	1	1	3	1,134.60	1	1	1	3	1,134.60	12.00	378.20	4538.40
102	44111512-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	2	0	0	2	20.50	1	0	0	1	10.30	1	0	0	1	10.30	1	0	0	1	10.30	3.00	13.30	51.90
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	5	5	5	15	1,251.15	5	5	5	15	1,251.15	5	5	5	15	1,251.15	5	5	5	15	1,251.15	60.00	83.41	5004.60
107	44122011-FO-R01	FOLDER, flexy, with slide, A4	bundle	5	5	5	15	4,056.00	5	5	5	15	4,056.00	5	5	5	15	4,056.00	5	5	5	15	4,056.00	60.00	270.40	16224.00
108	44122011-FO-R02	FOLDER, flexy, with slide, legal	bundle	15	15	15	45	14,034.60	15	15	15	45	14,034.60	15	15	15	45	14,034.60	15	15	15	45	14,034.60	180.00	311.88	56138.40
116	44121715-MA-P01	MARKER, fluorescent	set	2	2	2	6	219.96	2	2	2	6	219.96	2	2	2	6	219.96	2	2	2	6	219.96	24.00	35.66	979.84
117	44121709-MAV-B01	MARKER, whiteboard, black	piece	4	4	4	12	160.56	0	0	0	0	0.00	4	4	4	12	160.56	0	0	0	0	0.00	24.00	13.38	321.12
118	44121709-MAV-B02	MARKER, whiteboard, blue	piece	4	4	4	12	160.56	0	0	0	0	0.00	4	4	4	12	160.56	0	0	0	0	0.00	24.00	13.38	321.12
119	44121709-MAV-B03	MARKER, whiteboard, red	piece	2	2	2	6	80.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	13.38	80.28
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	12	12	12	36	323.28	12	12	12	36	323.28	12	12	12	36	323.28	12	12	12	36	323.28	144.00	8.98	1293.12
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	4	4	4	12	107.76	4	4	4	12	107.76	4	4	4	12	107.76	4	4	4	12	107.76	48.00	8.98	431.04
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	4	0	0	4	35.92	1	0	0	1	8.98	1	0	0	1	8.98	1	0	0	1	8.98	7.00	8.98	62.36
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	15	15	15	45	349.20	15	15	15	45	349.20	15	15	15	45	349.20	15	15	15	45	349.20	180.00	7.76	1395.60
124	44122104-PC-G02	PAPER CLIP, vinyl/plastic coated, 50mm	box	15	15	15	45	620.10	15	15	15	45	620.10	15	15	15	45	620.10	15	15	15	45	620.10	180.00	13.76	2460.40

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 31 April 2024)	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
125	4-121705-PE-LC1	PENCIL, lead, with eraser	box	5	5	5	15	311.85	5	5	5	15	311.85	5	5	5	15	311.85	5	5	5	15	311.85	60.00	22.79	1242.40
126	4-122037-RB-EP0	RING BINDER, plastic, 32mm	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	235.79	0.00
127	4-122102-RU-EB1	RUBBER BAND, No. 18	box	2	2	2	6	600.30	2	2	2	6	600.30	2	2	2	6	600.30	2	2	2	6	600.30	24.00	120.05	2401.20
128	4-121925-SP-F01	STAMP PAD, felt	piece	2	2	2	6	209.70	2	2	2	6	209.70	2	2	2	6	209.70	2	2	2	6	209.70	24.00	34.95	838.80
132	4-121619-PS-PM1	PSMCL SHARPENER, manual, single outer head	piece	1	1	1	3	508.01	0	0	0	0	0.00	1	1	1	3	603.01	0	0	0	0	0.00	5.00	121.67	1216.02
133	4-121602-RU-P01	PUNCHER, paper, heavy duty	piece	2	2	2	6	904.80	2	2	2	6	904.80	2	2	2	6	904.80	2	2	2	6	904.80	24.00	151.80	3619.20
134	4-121618-SS-S01	SCISSORS, symmetrical	pair	4	3	5	10	405.60	0	0	0	0	0.00	4	3	3	10	405.60	0	0	0	0	0.00	20.00	40.56	811.20
135	4-121613-ST-S01	STAPLER, standard type	piece	4	3	5	10	1,404.00	0	0	0	0	0.00	4	3	3	10	1,404.00	0	0	0	0	0.00	20.00	141.40	2808.00
137	4-121613-SR-P01	STAPLE REMOVER, plier type	piece	2	2	2	6	149.40	2	2	2	6	149.40	2	2	2	6	149.40	2	2	2	6	149.40	24.00	24.90	597.60
140	4-121637-CA-C01	CALCULATOR, compact	unit	2	2	2	6	2,081.10	0	0	0	0	0.00	2	2	2	6	2,081.10	0	0	0	0	0.00	12.00	345.85	4152.20
PRINTER OR FACE/IMAGE OR PHOTOCOPIER SUPPLIES																										
157	4-120305-EP-EB17	INK CART, EPSON C13T564100 (T5641), Black	cart	10	10	10	30	7,488.00	10	10	10	30	7,488.00	10	10	10	30	7,488.00	10	10	10	30	7,488.00	120.00	249.50	29952.00
158	4-120305-EP-CL17	INK CART, EPSON C13T564200 (T5642), Cyan	cart	4	3	3	10	2,495.20	4	4	4	12	2,995.20	4	4	4	12	2,995.20	4	4	4	12	2,995.20	46.00	249.50	11481.60
159	4-120305-EP-M17	INK CART, EPSON C13T564300 (T5643), Magenta	cart	3	3	3	9	2,246.40	3	3	3	9	2,246.40	3	3	3	9	2,246.40	3	3	3	9	2,246.40	36.00	249.50	8985.60
160	4-120305-EP-Y17	INK CART, EPSON C13T564400 (T5644), Yellow	cart	3	3	3	9	2,246.40	3	3	3	9	2,246.40	3	3	3	9	2,246.40	3	3	3	9	2,246.40	36.00	249.50	8985.60
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
288	4-121608-MH-P01	MULTIMEDIA PROJECTOR	unit	1	0	0	1	17,472.00	1	0	0	1	17,472.00	1	0	0	1	17,472.00	0	0	0	0	0.00	3.00	17472.00	52416.00
FLAG OR ACCESSORIES																										
PRINTED PUBLICATIONS																										
FIRE FIGHTING EQUIPMENT																										
CONSUMER ELECTRONICS																										
FURNITURE AND FURNISHINGS																										
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
300	4-121534-ER-P01	ERASER, plastic/rubber	piece	1	1	1	3	13.11	1	1	1	3	13.11	1	1	1	3	13.11	1	1	1	3	13.11	4.00	4.37	48.00
301	4-121534-SP-G01	SGN PEN, black	piece	12	12	12	36	729.36	12	12	12	36	729.36	12	12	12	36	729.36	12	12	12	36	729.36	144.00	20.26	2917.44
302	4-121534-SP-G02	SGN PEN, blue	piece	12	12	12	36	729.36	12	12	12	36	729.36	12	12	12	36	729.36	12	12	12	36	729.36	144.00	20.26	2917.44
SOFTWARE																										
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
3	4-121905-WB-A01	White Board		1	0	0	1	1,250.00	1	0	0	1	1,250.00	1	0	0	1	1,250.00	1	0	0	1	1,250.00	4.00	1250.00	5000.00
6	4-121630-MC-M01	Microphone		2	0	0	2	3,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1650.00	3300.00
7	4-121632-SP-P01	Speakers		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	2.00	5000.00	10000.00
14	4-121102-LB-B01	LED bulb		1	1	1	3	750.00	1	1	1	3	750.00	1	1	1	3	750.00	1	1	1	3	750.00	12.00	250.00	3000.00
25	4-121201-LUP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)		1	0	0	1	10,000.00	0	0	0	0	0.00	1	0	0	1	10,000.00	0	0	0	0	0.00	2.00	10000.00	20000.00
33	4-121202-WVV-V01	Wheels, _____ (type of vehicle)		1	1	1	3	15,000.00	1	1	1	3	15,000.00	1	1	1	3	15,000.00	1	1	1	3	15,000.00	12.00	5000.00	60000.00
36	4-1211729-AB-S01	Auto Battery		1	1	1	3	15,000.00	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	5000.00	20000.00
37		Ryocera Toner, TK-175	pcs	1	1	1	3	20,160.00	1	1	1	3	20,160.00	1	1	1	3	20,160.00	1	1	1	3	20,160.00	12.00	6720.00	80640.00
		Certificate Holder	pcs	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	120.00	50.00	6000.00
38		Bal pen (ordinary), black	pcs	12	12	12	36	360.00	12	12	12	36	360.00	12	12	12	36	360.00	12	12	12	36	360.00	144.00	10.00	1440.00
39		Bal pen (ordinary), blue	pcs	12	12	12	36	360.00	12	12	12	36	360.00	12	12	12	36	360.00	12	12	12	36	360.00	144.00	10.00	1440.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 Apr 2021)	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
40		Ballpen (ordinary), green	pcs	4	4	4	12	120.00	4	4	4	12	120.00	4	4	4	12	120.00	4	4	4	12	120.00	48.00	3.00	144.00
41		Steel Hanging Cabinet	pcs	2	0	0	2	38,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	19000.00	38000.00
42		ID with ID face & Carding	pcs	135	0	0	135	43,875.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	135.00	225.00	43875.00
43		Dishwashing Liquid	gals	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	12.00	500.00	6000.00
44		Tornado Mop	unit	3	0	0	3	1,050.00	0	0	0	0	0.00	3	0	0	3	1,050.00	1	0	0	1	350.00	7.00	350.00	2450.00
45		Elmer's Glue, 240ml	btes	3	3	3	9	1,170.00	2	2	2	6	780.00	2	2	2	6	780.00	2	2	2	6	780.00	27.00	130.00	3510.00
46		Extension Wire, 10 meters	pcs	3	0	0	3	750.00	2	0	0	2	500.00	2	0	0	2	500.00	2	0	0	2	500.00	9.00	250.00	2250.00
47		Venetian Blinds	pcs	28	0	0	28	70,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28.00	2500.00	70000.00
48		Printer Ricoh, Epson LQ-810	pcs	1	0	0	1	2,500.00	1	0	0	1	2,500.00	1	0	0	1	2,500.00	1	0	0	1	2,500.00	4.00	2500.00	10000.00
49		Paper Cutter	unit	1	0	0	1	1,600.00	1	0	0	1	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	1500.00	3200.00
50		Double Sided Tape, 1 inch	pcs	1	1	1	3	553.50	1	1	1	3	553.50	1	1	1	3	553.50	1	1	1	3	553.50	12.00	184.50	2214.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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		Duct Tape, 2 inches	rolls	1	1	1	3	900.00	1	1	1	3	900.00	1	1	1	3	900.00	1	1	1	3	900.00	12.00	360.00	3600.00	
A. TOTAL																							P	1,000,091.25			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	100,090.13			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-			
D. GRAND TOTAL (A + B + C)																							P	1,100,091.38			
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:

JOSE P. CAMAYAN

Property/Supply Officer

Date Prepared: _____

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

Richardar G. Jagnis / Gwendolyn G. Avilañaza

Accountant / Budget Officer

DR. LOIDA P. ADORNADO, CESO VI

Head of Office/Agency