

BAC COPY

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 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 (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
- 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**.

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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	10191509-IN-A01	INSECTICIDE, aerosol type	can	5	7		13	1,811.68	6	3		9	1,254.24	6	3		9	1,254.24	6	3		9	1,254.24	40.00	139.36	5574.40
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-PS-S01	LIQUID HAND SANITIZER, 500ml	bottle	16	25	1	42	6,360.06	3	21	1	25	3,785.75	3	21	1	25	3,785.75	3	21	1	25	3,785.75	117.00	151.43	17717.31
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-71%, 500 ml	bottle	2	183		185	12,313.60		115		115	7,654.40		121		121	8,053.76		115		115	7,654.40	536.00	66.56	35676.16
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-71%, 1 Gallon	gallon	1			1	387.92	1			1	387.92	1			1	387.92	1			1	387.92	4.00	387.92	1551.68
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%-72%, 500ml (~5ml)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	43.58	0.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3,785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	455.00	0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	INK, for stamp pad	bottle	2			2	€3.04				0	0.00	6			6	189.12				0	0.00	8.00	31.52	252.16
PAPER MATERIALS AND PRODUCTS																										
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box	1			1	884.00	1			1	884.00	1			1	884.00	1			1	884.00	4.00	884.00	3536.00
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	58	5		63	2,334.78	36	5		41	1,511.46	46	5		51	1,890.06	36	5		41	1,511.46	196.00	37.06	7263.76
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	24	2		26	1,541.28				0	0.00				0	0.00				0	0.00	26.00	59.28	1541.28
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	18			18	973.44	3			3	162.24	3			3	162.24	3			3	162.24	27.00	54.08	1460.16
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	7			7	84.28				0	0.00	2			2	24.08				0	0.00	9.00	12.04	108.36
24	14111507-PF-M01	PAPER, MULTICOPY, A4, 80 gsm	reams				0	0.00				0	0.00				0	0.00				0	0.00	0.00	136.66	0.00
25	14111507-PF-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	3			3	383.13	4			4	510.84	3			3	383.13	4			4	510.84	14.00	127.71	1787.94

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			
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26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams				0	0.00				0	0.00				0	0.00			0	0.00	0.00	98.26	0.00		
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	5			5	592.30				0	0.00				0	0.00			0	0.00	5.00	118.46	592.30		
28	14111531-PP-R01	PAD PAPER, ruled	pad	2			2	58.24				0	0.00				0	0.00			0	0.00	2.00	29.12	58.24		
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 273mm min	book	13	7		20	1,414.40	2	5		7	495.04	2	5		7	495.04	2	5		7	495.04	41.00	70.72	289.52	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 273mm min	book				0	0.00				0	0.00				0	0.00			0	0.00	0.00	101.92	0.00		
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	26	20		46	3,994.64	16	20		36	3,126.24	16	20		36	3,126.24	16	20		36	3,126.24	154.00	86.84	1,3373.36	
34	14111704-IFFT01	TISSUE, interfolded paper towel	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	34.84	0.00		
35	14111704-TT-P04	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	3			3	101.40	5			5	169.00				0	0.00	3		3	101.40	11.00	33.80	371.80		
BATTERIES AND CELLS AND ACCESSORIES																											
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	23			23	834.90	2			2	72.60	2			2	72.60	2		2	72.60	29.00	36.30	1051.70		
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	32			32	631.36				0	0.00				0	0.00			0	0.00	32.00	19.73	531.36		
38	26111702-BT-A03	BATTERY, dry Cell, size D	pack	1			1	96.20	1			1	96.20	1			1	96.20	1		1	96.20	4.00	96.20	384.80		
MANUFACTURING COMPONENTS AND SUPPLIES																											
39	31201610-GL-J01	GLUE, all purpose	jar	2			2	143.00				0	0.00	1			1	71.50			0	0.00	3.00	71.50	214.50		
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	19.76	0.00		
41	31151804-SW-S01	STAPLE WIRE, standard	box	17	5		22	493.02	15			15	336.15		5		5	112.05			0	0.00	42.00	22.41	441.22		
42	31201502-TA-E01	TAPE, electrical	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	18.67	0.00		
43	31201503-TA-M01	TAPE, masking, 24mm	roll	22	3		25	1,365.00				0	0.00	6	3		9	491.40			0	0.00	34.00	54.60	1356.40		
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	5	3		8	852.80				0	0.00	5	3		8	852.80			0	0.00	16.00	106.60	1705.60		
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	32	3		35	782.60				0	0.00	4	3		7	156.51			0	0.00	42.00	22.36	139.12		
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	39	4		43	433.87	11			11	110.99	33	3		36	363.24	11		11	110.99	101.00	10.09	1119.09		
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	8	7		15	299.55	1			1	19.97	2	3		5	99.85	1		1	19.97	22.00	19.97	439.34		
48	31151507-TW-P01	TWINE, plastic	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	58.24	0.00		
HEATING AND VENTILATION AND AIR CIRCULATION																											
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1109.68	0.00		
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit		1		1	1,369.68				0	0.00				0	0.00			0	0.00	1.00	1369.68	1,369.68		
MEDICAL THERMOMETERS AND ACCESSORIES																											
53	41112224-TG-T02	THERMOGUM	piece		2		2	5,064.80				0	0.00				0	0.00			0	0.00	2.00	2532.40	5,064.80		
LIGHTING AND FIXTURES AND ACCESSORIES																											
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 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	0.00	205.82	0.00	
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	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	0.00	82.16	0.00	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
56	41111604-RU-P02	RULER, plastic, 450mm	piece	2			2	35.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	17.68	35.36	
CLEANING EQUIPMENT AND SUPPLIES																											
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can				0	0.00				0	0.00				0	0.00			0	0.00	0.00	90.22	0.00		
58	47131604-BR-S01	BROOM, soft, tambo	piece				0	0.00	5			5	681.20				0	0.00	5		5	681.20	10.00	136.24	1362.40		
59	47131604-BR-T01	BROOM, stick, ting-ting	piece				0	0.00	5			5	91.00				0	0.00	5		5	91.00	10.00	18.20	112.00		
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	9	15		24	998.40	15			15	624.00	4	15		19	790.40	15		15	624.00	73.00	41.60	3016.80		
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack		15		15	811.20	15			15	811.20	15			15	811.20	15		15	811.20	60.00	54.08	3214.80		

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		
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64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	16	34		50	6,448.00	4	20		24	3,095.04	6	20		26	3,352.96	3	21		24	3,095.04	124.00	128.96	15991.34
65	47131801-DU-P01	DUST PAN, non-rigid plastic	piece	1	2		3	74.49		5		5	124.15				0	0.00		5		5	124.15	13.00	24.83	322.79
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00				0	0.00	0.00	131.25	0.00
67	73161612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	8	10		18	1,853.28	5	10		15	1,544.40	5	10		15	1,544.40	5	10		15	1,544.40	63.00	102.96	6486.48
71	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece				0	0.00		2		2	249.60				0	0.00		2		2	249.60	4.00	124.80	499.20
72	47131619-MP-R01	MOPHEAD, made of rayon	piece				0	0.00		5		5	618.80				0	0.00		5		5	618.80	10.00	123.76	1237.60
73	47131501-RG-C01	RAGS, all cotton	bundle	3			3	161.46				0	0.00				0	0.00				0	0.00	3.00	53.82	161.46
74	47131602-SC-N01	SCOURING PAD	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	112.32	0.00
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack		10		10	1,346.80		10		10	1,346.80		10		10	1,346.80		10		10	1,346.80	40.00	134.68	5387.20
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	2			2	55.92		5		5	139.80				0	0.00		5		5	139.80	12.00	27.96	335.12
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
82	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit				0	0.00	3			3	333.90				0	0.00				0	0.00	3.00	111.30	333.90
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
88	44121710-CH-W01	CHALK, white enamel	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	29.64	0.00
89	44122105-BF-C01	CLIP, backfold, 19mm	box	10	1		11	96.36				0	0.00	5			5	43.80				0	0.00	16.00	8.76	140.16
90	44122105-BF-C02	CLIP, backfold, 25mm	box	5	1		6	91.32				0	0.00	5			5	76.10				0	0.00	11.00	15.22	167.42
91	44122105-BF-C03	CLIP, backfold, 32mm	box	49			49	1,095.64				0	0.00	5			5	111.80				0	0.00	54.00	22.36	1207.44
92	44122105-BF-C04	CLIP, backfold, 50mm	box	32			32	1,747.20				0	0.00	5			5	273.00				0	0.00	37.00	54.60	2020.20
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	70			70	817.60	2			2	23.36	14			14	163.52	2			2	23.36	88.00	11.68	1027.84
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	4	1		5	3,692.00				0	0.00				0	0.00				0	0.00	5.00	738.40	3692.00
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	1			1	30.49				0	0.00				0	0.00				0	0.00	1.00	30.49	30.49
100	44121506-EN-M02	ENVELOPE, mailing	box	1			1	378.20				0	0.00				0	0.00				0	0.00	1.00	378.20	378.20
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	14	2		16	1,334.56		2		2	166.82	3	2		5	417.05		2		2	166.82	25.00	83.41	2085.25
110	44122011-FO-L02	FOLDER, L-type, legal	pack	2	1		3	729.72				0	0.00				0	0.00				0	0.00	3.00	243.24	729.72
116	44121716-MA-F01	MARKER, fluorescent	set	13	9		22	806.52	10	3		13	476.58	10	3		13	476.58	10	3		13	476.58	61.00	36.66	2236.28
117	44121708-MW-B01	MARKER, whiteboard, black	piece	11	22		33	441.54				0	0.00		20		20	267.60				0	0.00	53.00	13.38	709.14
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	1	2		3	40.14				0	0.00				0	0.00				0	0.00	3.00	13.38	40.14
119	44121708-MW-B03	MARKER, whiteboard, red	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13.38	0.00
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	14			14	125.72				0	0.00	1			1	8.98				0	0.00	15.00	8.98	134.70
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8.98	0.00
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece		1		1	8.98				0	0.00				0	0.00				0	0.00	1.00	8.98	8.98
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	5			5	38.80	3			3	23.28	3			3	23.28	3			3	23.28	14.00	7.76	108.64
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	14	3		17	234.26		3		3	41.34		3		3	41.34		3		3	41.34	26.00	13.78	358.28
125	44121706-PE-L01	PENCIL, lead, with eraser	box	3			3	62.37				0	0.00				0	0.00				0	0.00	3.00	20.79	62.37
126	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	239.79	0.00
127	44122101-RU-B01	RUBBER BAND, No. 18	box	3			3	300.15				0	0.00				0	0.00				0	0.00	3.00	100.05	300.15
128	44121905-SP-F01	STAMP PAD, felt	piece	1			1	34.95				0	0.00				0	0.00				0	0.00	1.00	34.95	34.95
129	44121512-BL-H01	BLADE, for general purpose cutter / utility knife	piece	2			2	29.64				0	0.00				0	0.00				0	0.00	2.00	14.82	29.64
130	44121512-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	5			5	167.15				0	0.00				0	0.00				0	0.00	5.00	33.43	167.15

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131	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	1			1	453.96				0	0.00				0	0.00			0	0.00	1.00	453.96	453.96	
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1			1	202.67				0	0.00				0	0.00			0	0.00	1.00	202.67	202.67	
133	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	2			2	301.60				0	0.00				0	0.00			0	0.00	2.00	156.80	301.60	
134	44121618-SS-S01	SCISSORS, symmetrical	pair	10			10	405.60				0	0.00				0	0.00			0	0.00	10.00	405.60	405.60	
135	44121615-ST-S01	STAPLER, standard type	piece	1			1	140.40				0	0.00				0	0.00			0	0.00	1.00	140.40	140.40	
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	4	1		5	4,571.10				0	0.00				0	0.00			0	0.00	5.00	914.22	4571.10	
137	44121613-SR-P01	STAPLE REMOVER, pillar type	piece	2			2	49.80				0	0.00				0	0.00			0	0.00	2.00	24.90	49.80	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	2			2	128.40				0	0.00				0	0.00			0	0.00	2.00	64.20	128.40	
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	9534.72	0.00	
140	44101807-CA-C01	CALCULATOR, compact	unit	7			7	2,427.95				0	0.00				0	0.00			0	0.00	7.00	346.85	2427.95	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
213	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black	cart	3	0	0	3	233.82	0	0	0	0	0.00	3	0	0	3	233.82	0	0	0	0	0.00	6.00	77.34	467.64
FLAG OR ACCESSORIES																										
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece		30		30	8,545.20				0	0.00				0	0.00			0	0.00	30.00	284.84	8545.20	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	37.34	0.00	
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	10			10	384.10				0	0.00				0	0.00			0	0.00	10.00	38.41	384.10	
302	60121524-SP-G02	SIGN PEN, blue	piece	34			34	688.84				0	0.00				0	0.00			0	0.00	34.00	20.16	688.84	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
37		PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	6	7	1	14	392.00				0	0.00				0	0.00			0	0.00	14.00	28.00	392.00	
40		STAPLE WIRE, Standard, #35, 16/6	box	26	1	3	30	1,312.84	8	1	1	10	437.61	11	1	1	13	568.90	8	1	1	10	437.61	63.00	43.76	2756.97
41		TAPE DISPENSER, handheld	piece	5			6	390.00				0	0.00				0	0.00			0	0.00	6.00	55.00	390.00	
42		Stapler with remover #35, heavy duty	piece	19	9		19	7,600.00	7			7	2,400.00	1			1	400.00	1		1	400.00	28.00	440.00	11200.00	
43		Storage box, 11"x11"x15"	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	360.00	0.00	
44		Ballpen, Blue, Fine	piece	96	22	2	120	3,000.00	16	2	2	20	500.00	16	2	2	20	500.00	16	2	2	20	500.00	180.00	15.00	4500.00
45		Ballpen, Blue, Standard	piece	50			50	500.00				0	0.00				0	0.00			0	0.00	50.00	10.00	500.00	
46		Ballpen, Blue, Ordinary	piece	8	18	8	34	204.00	8	18	8	34	204.00	8	18	8	34	204.00	8	16	8	32	192.00	134.00	6.00	804.00
47		Ballpen, Blue, Ordinary, 50's	tube	1			2	500.00				0	0.00	1			1	300.00			0	0.00	3.00	300.00	900.00	
48		Sign Pen, Blue, 0.5	piece	90	50	22	163	4,075.00	50	22	2	74	1,850.00	50	42	2	94	2,350.00	50	22	2	74	1,850.00	405.00	25.00	10125.00
49		Sign Pen, Blue, 0.7	piece	24	67		93	3,255.00	16			16	560.00	16			16	560.00	16		16	560.00	141.00	35.00	4935.00	
50		Sign Pen, Blue, 1.0	piece		30		30	2,400.00		30		30	2,400.00		30		30	2,400.00		30	30	2,400.00	120.00	80.00	9600.00	
51		Certificate Frame, Legal Size	piece	16			10	1,300.00				0	0.00				0	0.00			0	0.00	10.00	130.00	1300.00	
52		Certificate Frame, Short Size	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	120.00	0.00	
53		Thumbtacks	box	6	2		8	88.00				0	0.00				0	0.00			0	0.00	8.00	1.00	88.00	
56		PENCIL, Lead with Eraser, 12's/box, Mongol #2	box	12	5	1	19	1,596.00	2			2	168.00	3	5		8	672.00	2		2	168.00	31.00	84.00	2604.00	
57		PENCIL, Lead with Eraser, Mongol #2	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	7.00	0.00	

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				
58	Book Paper, A3, Sub. 20	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	650.00	0.00
59	Storage box, Big (120L), Plastic	piece		3		3	4,200.00				0	0.00				0	0.00				0	0.00	3.00	1,400.00	4200.00
60	Data File Box, Made of Chipboard with closed ends	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	125.00	0.00
61	Envelope, Documentary, for Legal size Documents	box	1			1	990.00				0	0.00				0	0.00				0	0.00	1.00	990.00	990.00
62	Folder with Tab, Legal, 100's	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,950.00	0.00
63	Pentel Pen, Fine, Black	piece	14	4	3	21	840.00	18			18	720.00	18			18	720.00	13			13	520.00	70.00	40.00	2800.00
64	Pentel Pen, Fine, Blue	piece	1	9	3	13	520.00	1			1	40.00	1	5		6	240.00	1			1	40.00	21.00	40.00	800.00
65	Paper Clip, Jumbo	box	14			14	280.00	7			7	140.00	3			3	60.00	7			7	140.00	31.00	20.00	620.00
66	Record Book, 500 Pages	book	20			20	1,800.00	6			6	540.00	6			6	540.00	6			6	540.00	38.00	90.00	3420.00
67	Record Book, 300 Pages	book	9	2	4	15	1,050.00				0	0.00	2	2	2	6	420.00				0	0.00	21.00	70.00	1470.00
68	Glue Gun	piece	2			2	360.00				0	0.00				0	0.00				0	0.00	2.00	180.00	360.00
69	Folder, Long, Brown	piece	322	50		372	1,860.00	12			12	60.00	300			300	1,500.00	12			12	60.00	696.00	5.00	3480.00
70	Staple Wire, Remover, Scissor Type	piece	2			2	120.00				0	0.00				0	0.00				0	0.00	2.00	60.00	120.00
71	Puncher, Heavy Duty	piece	5	1		6	1,080.00				0	0.00	2			2	360.00				0	0.00	8.00	180.00	1440.00
72	Calculator, 12-Digit	unit	13	2		15	8,250.00				0	0.00	2			2	1,100.00				0	0.00	17.00	550.00	9350.00
73	Pencil Sharpener, Manual, Single Cutter Head	unit	8		1	9	2,700.00				0	0.00				0	0.00				0	0.00	9.00	300.00	2700.00
74	Engineer's Field Book	book				0	0.00				0	0.00				0	0.00				0	0.00	0.00	55.00	0.00
75	Correction Pen	piece	16	9		25	3,000.00				0	0.00		5		5	600.00				0	0.00	30.00	120.00	3600.00
76	Correction Tape	piece	49	28	23	100	2,000.00	30	3	3	36	720.00	30	33	3	66	1,320.00	25	3	3	31	620.00	233.00	20.00	4600.00
77	INK REFILL, Epson, Black	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	310.00	0.00
78	INK REFILL, Epson, Cyan	bottle	24	5	6	35	10,850.00	10			10	3,100.00	8	6		14	4,340.00	2			2	620.00	61.00	310.00	18900.00
79	INK REFILL, Epson, Magenta	bottle	13	7	6	26	8,060.00	2	2		4	1,240.00	5	8		13	4,030.00	2	2		4	1,240.00	47.00	310.00	14570.00
80	INK REFILL, Epson, Yellow	bottle	3	4		7	2,170.00	1			1	310.00	1			1	310.00	1			1	310.00	10.00	310.00	3100.00
102	Glue, 130g	bottle	17	4		21	1,050.00	1			1	50.00	1			1	50.00	1			1	50.00	24.00	50.00	1200.00
103	Glue, 240g	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	100.00	0.00
104	Toner, TN116 (for Develop Ineo65en)	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,437.50	0.00
105	Muriatic Acid, pure	gallon		4		4	1,440.00		2		2	720.00		2		2	720.00		2		2	720.00	10.00	360.00	3600.00
106	Toilet Deodorant Cake, 3pcs/box	box		15		15	2,660.00		15		15	2,100.00		15		15	2,100.00		15		15	2,100.00	64.00	140.00	8900.00
107	Toilet Tissue Paper, 2-ply/sheet, 12's	pack	20	4		24	3,120.00	3			3	390.00	9			9	1,170.00	3			3	390.00	39.00	130.00	5070.00
108	Door Mat	piece	1	2		3	540.00				0	0.00				0	0.00				0	0.00	3.00	180.00	540.00
109	Glass Spray/Cleaner, 500ml	bottle	4	7		11	1,980.00		3		3	540.00		3		3	540.00		2		2	360.00	19.00	180.00	3420.00
110	Air Freshener, Aerosol, 280 ml	can	10	16		26	6,500.00	2	12		14	3,500.00	2	12		14	3,500.00	2	12		14	3,500.00	68.00	250.00	17040.00
111	Detergent Powder, All-purpose, 1kg/pack	pack	8	6		14	1,750.00				0	0.00	2			2	250.00				0	0.00	16.00	125.00	2000.00
112	Fabric Conditioner, 900 ml	bottle	2	7		9	2,070.00		3		3	690.00		3		3	690.00		3		3	690.00	18.00	230.00	4100.00

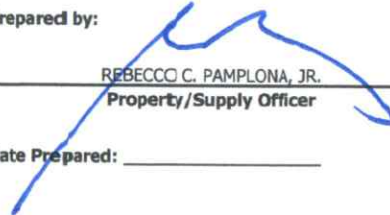
Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 31 April 2021)	Total Amount for the year				
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
113		Hand Soap, 130g	pack	16	14		30	1,800.00	5	10		15	900.00	5	10		15	900.00	5	10		15	900.00	75.00	60.00	4500.00
114		Book Paper, Legal, Sub. 20	ream	56	11	10	77	16,940.00	16			16	3,520.00	22	10		32	7,040.00	16			16	3,520.00	141.00	220.00	31020.00
115		Duct Tape, 3"	roll	5			5	300.00				0	0.00				0	0.00				0	0.00	5.00	6000	300.00
116		Binder Clip, 41mm	box	20			20	1,200.00				0	0.00	20			20	1,200.00				0	0.00	40.00	6000	2400.00
117		Binder Clip, 32mm	box	20			20	840.00				0	0.00	20			20	840.00				0	0.00	40.00	4200	1680.00
118		Wall Clock	piece	1			1	300.00				0	0.00				0	0.00				0	0.00	1.00	300.00	300.00
119		Photopaper, A4, 210gsm, Glossy, 20's/pack	pack	16		5	21	2,100.00				0	0.00				0	0.00				0	0.00	21.00	100.00	2100.00
120		Paper, Linen, Sub.24, A4 Size, 500's/box	box	3			3	2,400.00				0	0.00	1			1	800.00				0	0.00	4.00	800.00	3200.00
121		Storage Box, made of carton, for Legal Size Documents	piece	17			17	3,060.00	12			12	2,160.00	12			12	2,160.00	12			12	2,160.00	53.00	180.00	9540.00
122		Heavy Duty Puncher, 45 sheets	piece	1			1	1,100.00				0	0.00				0	0.00				0	0.00	1.00	1100.00	1100.00
123		Surgical Mask, 3-ply, 50's	box	29			29	3,480.00	29			29	3,480.00	29			29	3,480.00	29			29	3,480.00	116.00	120.00	13920.00
124		Trash Bag, Plastic, Gusseted Type, Black	roll	2	2		4	440.00	2			2	220.00	2			2	220.00	2			2	220.00	10.00	110.00	1100.00
125		USB Flash Drive, 16GB	piece	3			3	1,650.00				0	0.00				0	0.00				0	0.00	3.00	550.00	1650.00
126		USB Wired Keyboard	piece				0	0.00	3			3	900.00				0	0.00				0	0.00	3.00	300.00	900.00
127		Clip, Bulldog, 73mm (3")	piece	32			32	304.00				0	0.00				0	0.00				0	0.00	32.00	90.00	304.00
128		Clipboard with Profile Clip, Hardboard Paper, Legal Size	piece			10	10	1,200.00				0	0.00				0	0.00				0	0.00	10.00	120.00	1200.00
129		Pressboard Expanded folder, Green, Long	piece			20	20	900.00				0	0.00		20		20	900.00				0	0.00	40.00	45.00	1800.00
130		Board Vellum, Short Size, Semi-glossy, 10's	pack			10	10	270.00				0	0.00				0	0.00				0	0.00	10.00	27.00	270.00
131		Paper, Linen, Sub.24, Legal, 20's	set	2		10	12	480.00				0	0.00				0	0.00				0	0.00	12.00	40.00	480.00
132		Paper, Linen, Sub.24, A4, 20's	set			10	10	380.00				0	0.00				0	0.00				0	0.00	10.00	38.00	380.00
133		Sticker Paper, Long, 10's	pack	6	50	10	66	2,970.00				0	0.00				0	0.00				0	0.00	66.00	45.00	2970.00
134		Rubber Band, Big	box	3	2		5	550.00	2			2	220.00	2			2	220.00	2			2	220.00	11.00	110.00	1210.00
135		Board Vellum, Legal Size, Semi-glossy, 10's	pack	10			10	300.00				0	0.00				0	0.00				0	0.00	10.00	30.00	300.00
136		Flip Trash Can, 12 L, Plastic	piece	1			1	350.00				0	0.00				0	0.00				0	0.00	1.00	350.00	350.00
137		Toner, TN118	tube				0	0.00	1			1	3,073.32	1			1	3,073.32				0	0.00	2.00	3073.32	6146.64
138		Paper, Bond, Blue Color, Legal, Sub. 20	ream	5			5	1,100.00				0	0.00	5			5	1,100.00				0	0.00	10.00	220.00	2200.00

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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
A. TOTAL																							P	446,431.58
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	44,641.16
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-
D. GRAND TOTAL (A + B + C)																							P	491,072.74
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:


 REBECCO C. PAMPLONA, JR.
 Property/Supply Officer

Date Prepared: _____

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


 ROSENDA B. PIOQUINTO
 Accountant / Budget Officer


 CRISPIN A. SOLIVEN, JR., CESE
 Head of Office/Agency