

APP-CSE 2022 FORM

ANNUAL PROCUREMENT PLAN - COMMOM-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 Virtual Store account on
- 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:

V-BICOL

Region:

REGIONAL CENTER SITE, BRGY. RAWIS, LEGAZPI CITY

Address:

ALBAY

Agency Code/UACS:

160080100000

Organization Type:

NGA - NATIONAL GOVERNMENT AGENCIES

Contact Person:

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Position:

Director

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(052) 481-3323

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	0	0	25	25	3,618.00	0	0	0	0	0.00	25	0	0	25	3,618.00	0	0	0	0	0.00	50.00	144.72	7236.00
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	0	0	105	105	26,250.00	0	0	0	0	0.00	55	0	0	55	13,750.00	0	0	0	0	0.00	160.00	250.00	40000.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	0	0	71	71	29,535.61	3	0	0	3	1,247.98	71	0	0	71	29,535.61	0	0	0	0	0.00	145.00	415.99	60319.20
COLOR COMPOUNDS AND DISPERSIONS																										
4	12171703-SI-P01	INK, for stamp pad	bottle	0	0	26	26	850.72	0	1	0	1	32.72	31	0	0	31	1,014.32	1	0	0	1	32.72	59.00	32.72	1930.48
PAPER MATERIALS AND PRODUCTS																										
5	14111609-LL-C01	LOOSELEAF COVER, legal	bundle	0	0	5	5	4,125.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	825.08	4125.40
6	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	35	35	1,346.80	1	0	0	1	38.48	11	0	0	11	423.28	1	0	0	1	38.48	48.00	38.48	1847.04
7	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0	35	35	2,154.60	1	0	0	1	61.56	11	0	0	11	677.16	1	0	0	1	61.56	48.00	61.56	2954.88
8	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	0	0	35	35	1,734.60	1	0	0	1	49.56	11	0	0	11	545.16	1	0	0	1	49.56	48.00	49.56	2378.88
9	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	0	0	70	70	12,398.40	5	0	0	5	885.60	65	0	0	65	11,512.80	5	0	0	5	885.60	145.00	177.12	25682.40
10	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	0	0	210	210	27,856.50	5	0	0	5	663.25	310	0	0	310	41,121.50	5	0	0	5	663.25	530.00	132.65	70304.50
11	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	0	0	40	40	4,084.00	0	0	0	0	0.00	30	0	0	30	3,063.00	0	0	0	0	0.00	70.00	102.10	7147.00
12	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	0	0	85	85	12,274.00	0	0	0	0	0.00	80	0	0	80	11,552.00	0	0	0	0	0.00	165.00	144.40	23826.00
13	14111503-PA-P01	PAPER, parchment	box	0	0	5	5	509.10	0	0	0	0	0.00	5	0	0	5	509.10	0	0	0	0	0.00	10.00	101.82	1018.20

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue <i>(as of 30 April 2021)</i>	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			
14	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	0	28	28	2,056.32	1	0	0	1	73.44	21	0	0	21	1,542.24	1	0	0	1	73.44	51.00	73.44	3745.44
15	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	0	23	23	2,434.32	6	0	0	6	635.04	21	0	0	21	2,222.64	1	0	0	1	105.84	51.00	105.84	5397.84
16	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	0	0	110	110	9,979.20	0	0	0	0	0.00	90	0	0	90	8,164.80	0	0	0	0	0.00	200.00	90.72	18144.00
BATTERIES AND CELLS AND ACCESSORIES																										
17	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	0	0	10	22	829.18	0	0	0	0	0.00	17	0	0	17	640.73	0	0	0	0	0.00	39.00	37.69	1469.91
18	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	0	0	10	22	450.78	0	0	0	0	0.00	17	0	0	17	348.33	0	0	0	0	0.00	39.00	20.49	799.11
MANUFACTURING COMPONENTS AND SUPPLIES																										
19	31201610-GL-J01	GLUE, all purpose	jar	0	0	118	118	8,761.50	0	0	3	3	222.75	0	0	108	108	8,019.00	0	2	0	2	148.50	231.00	74.25	17151.75
20	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	45	45	985.50	10	0	0	10	219.00	60	0	0	60	1,314.00	0	0	0	0	0.00	115.00	21.90	2518.50
21	31201502-TA-E01	TAPE, electrical	roll	0	0	5	5	96.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	19.39	96.95
22	31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	5	5	283.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	56.70	283.50
23	31201503-TA-M02	TAPE, MASKING, 48mm	roll	0	0	5	5	553.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	110.70	553.50
24	31201517-TA-P01	TAPE, packaging, 48mm	roll	0	0	5	5	103.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	20.75	103.75
25	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	5	5	52.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	10.48	52.40
26	31151507-TW-P01	TWINE, plastic	roll	0	0	5	5	302.40	0	0	0	0	0.00	2	0	0	2	120.96	0	0	0	0	0.00	7.00	60.48	423.36
LIGHTING AND FIXTURES AND ACCESSORIES																										
27	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	0	0	0	10	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	250.00	2500.00
28	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	0	0	11	11	954.47	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11.00	86.77	954.47
CLEANING EQUIPMENT AND SUPPLIES																										
29	47131812-AF-A01	AIR FRESHENER, aerosol type	can	0	0	35	35	3,279.15	14	0	0	14	1,311.66	35	0	0	35	3,279.15	0	0	0	0	0.00	84.00	93.69	7869.96
30	47131604-BR-S01	BROOM, soft, tambo	piece	0	0	5	8	1,131.84	0	0	0	0	0.00	3	0	0	3	424.44	0	0	0	0	0.00	11.00	141.48	1556.28
31	47131829-TB-C01	CLEANER, toilet and urinal	bottle	0	0	10	10	432.00	0	0	0	0	0.00	10	0	0	10	432.00	0	0	0	0	0.00	20.00	43.20	864.00
32	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	0	0	20	20	1,500.00	0	0	0	0	0.00	20	0	0	20	1,500.00	0	0	0	0	0.00	40.00	75.00	3000.00
33	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	0	0	35	35	4,671.86	0	0	0	0	0.00	0	0	35	35	4,671.86	0	0	0	0	0.00	70.00	133.48	9343.73
34	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	0	0	5	5	128.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	25.79	128.95
35	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	0	0	35	35	4,200.00	0	0	0	0	0.00	35	0	0	35	4,200.00	0	0	0	0	0.00	70.00	120.00	8400.00
36	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0	2	2	4,752.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	2376.00	4752.00
37	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece	0	0	2	2	259.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	129.60	259.20
38	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	2	2	257.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	128.52	257.04
39	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	0	0	10	10	1,398.60	0	0	0	0	0.00	6	0	0	6	839.16	0	0	0	0	0.00	16.00	139.86	2237.76
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
40	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	0	0	20	20	3,149.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	157.46	3149.20
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
41	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	28	28	254.80	0	0	3	3	27.30	0	0	23	23	209.30	2	0	0	2	18.20	56.00	9.10	509.60
42	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	28	28	442.40	0	0	3	3	47.40	0	0	23	23	363.40	2	0	0	2	31.60	56.00	15.80	884.80
43	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	28	28	604.80	0	0	3	3	64.80	0	0	23	23	496.80	2	0	0	2	43.20	56.00	21.60	1209.60
44	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	28	28	1,587.60	0	0	3	3	170.10	0	0	23	23	1,304.10	2	0	0	2	113.40	56.00	56.70	3175.20

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue <i>(as of 30 April 2021)</i>	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	
45	44121801-CT-R02	CORRECTION TAPE, 8m	piece	0	0	68	68	866.68	0	0	3	3	38.24	53	0	0	53	675.50	2	0	0	2	25.49	126.00	12.75	1605.90	
46	44111515-DF-B01	DATA FILE BOX	piece	0	0	28	28	2,244.76	0	0	3	3	240.51	0	0	28	28	2,244.76	2	0	0	2	160.34	61.00	80.17	4890.37	
47	44122011-DF-F01	DATA FOLDER	piece	0	0	28	28	1,970.36	0	0	3	3	211.11	0	0	28	28	1,970.36	2	0	0	2	140.74	61.00	70.37	4292.57	
48	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	0	0	1	1	962.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	962.82	962.82	
49	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	0	0	25	25	791.75	0	0	0	0	0.00	25	0	0	25	791.75	0	0	0	0	0.00	50.00	31.67	1583.50	
50	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	0	0	56	56	4,850.72	1	0	0	1	86.62	51	0	0	51	4,417.62	1	0	0	1	86.62	109.00	86.62	9441.58	
51	44122027-FO-P01	FOLDER, pressboard	box	0	0	28	28	27,699.84	0	0	0	0	0.00	20	0	0	20	19,785.60	0	0	0	0	0.00	48.00	989.28	47485.44	
52	44122011-FO-T04	FOLDER, with tab, legal	pack	0	0	76	76	32,829.70	0	0	0	0	0.00	39	0	0	39	16,846.82	0	0	0	0	0.00	115.00	431.97	49676.52	
53	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	0	0	58	58	3,413.88	0	0	3	3	176.58	0	0	68	68	4,002.48	0	2	0	2	117.72	131.00	58.86	7710.66	
54	44121716-MA-F01	MARKER, fluorescent	set	0	0	16	16	775.52	0	0	0	0	0.00	11	0	0	11	533.17	0	0	0	0	0.00	27.00	48.47	1308.69	
55	44121708-MW-B01	MARKER, whiteboard, black	piece	0	0	277	277	3,850.30	0	0	0	0	0.00	250	0	0	250	3,475.00	0	0	0	0	0.00	527.00	13.90	7325.30	
56	44121708-MW-B02	MARKER, whiteboard, blue	piece	0	0	77	77	1,070.30	0	0	0	0	0.00	50	0	0	50	695.00	0	0	0	0	0.00	127.00	13.90	1765.30	
57	44121708-MW-B03	MARKER, whiteboard, red	piece	0	0	77	77	1,070.30	0	0	0	0	0.00	0	0	0	50	695.00	0	0	0	0	0.00	127.00	13.90	1765.30	
58	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	0	0	77	77	717.64	0	0	0	0	0.00	50	0	0	50	466.00	0	0	0	0	0.00	127.00	9.32	1183.64	
59	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	0	0	277	277	2,581.64	0	0	0	0	0.00	200	0	0	200	1,864.00	0	0	0	0	0.00	477.00	9.32	4445.64	
60	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	0	0	77	77	717.64	0	0	0	0	0.00	50	0	0	50	466.00	0	0	0	0	0.00	127.00	9.32	1183.64	
61	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	35	35	282.10	10	0	0	10	80.60	35	0	0	35	282.10	1	0	0	1	8.06	81.00	8.06	652.86	
62	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	0	0	35	35	623.00	10	0	0	10	178.00	35	0	0	35	623.00	1	0	0	1	17.80	81.00	17.80	1441.80	
63	44122101-RU-B01	RUBBER BAND, No. 18	box	0	0	15	15	1,558.50	0	0	0	0	0.00	10	0	0	10	1,039.00	0	0	0	0	0.00	25.00	103.90	2597.50	
64	44121905-SP-F01	STAMP PAD, felt	piece	0	0	21	21	762.09	5	0	0	5	181.45	6	0	0	6	217.74	0	0	0	0	0.00	32.00	36.29	1161.28	
65	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	0	0	7	7	959.21	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	137.03	959.21	
66	44121618-SS-S01	SCISSORS, symmetrical	pair	0	0	17	17	716.04	0	0	0	0	0.00	5	0	0	5	210.60	0	0	0	0	0.00	22.00	42.12	926.64	
67	44121615-ST-S01	STAPLER, standard type	piece	0	0	15	15	2,747.99	2	0	0	2	366.40	5	0	0	5	916.00	0	0	0	0	0.00	22.00	183.20	4030.39	
68	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	7	7	466.69	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	66.67	466.69	
69	44101807-CA-C01	CALCULATOR, compact	unit	0	0	10	10	3,620.55	2	0	0	2	724.11	0	0	0	0	0.00	0	0	0	0	0.00	12.00	362.06	4344.66	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																											
70	44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	0	0	7	7	70,000.00	0	0	0	0	0.00	6	0	0	6	60,000.00	0	0	0	0	0.00	13.00	10000.00	130000.00	
71	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	0	0	78	78	20,217.60	0	0	0	0	0.00	78	0	0	78	20,217.60	0	0	0	0	0.00	156.00	259.20	40435.20	
72	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	0	78	78	20,217.60	0	0	0	0	0.00	78	0	0	78	20,217.60	0	0	0	0	0.00	156.00	259.20	40435.20	
73	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	0	78	78	20,217.60	0	0	0	0	0.00	78	0	0	78	20,217.60	0	0	0	0	0.00	156.00	259.20	40435.20	
74	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	0	75	75	19,440.00	0	0	0	0	0.00	78	0	0	78	20,217.60	0	0	0	0	0.00	153.00	259.20	39657.60	
75	44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	10,390.00	0	0	0	0	0.00	1.00	10390.00	10390.00	
76	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	10,390.00	0	0	0	0	0.00	1.00	10390.00	10390.00	
77	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	10,390.00	0	0	0	0	0.00	1.00	10390.00	10390.00	
78	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	10,390.00	0	0	0	0	0.00	1.00	10390.00	10390.00	
FLAG OR ACCESSORIES																											
79	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	1	1	295.79	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	295.79	295.79	

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
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
80	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	0	0	20	25	1,100.25	5	0	0	5	220.05	25	0	0	25	1,100.25	5	0	0	5	220.05	60.00	44.01	2640.60
81	60121524-SP-G01	SIGN PEN, black	piece	0	0	148	148	5,338.89	47	0	0	47	1,695.46	74	0	0	74	2,669.45	0	0	0	0	0.00	269.00	36.07	9703.80
82	60121524-SP-G02	SIGN PEN, blue	piece	0	0	148	148	5,338.89	0	0	0	47	1,695.46	74	0	0	74	2,669.45	0	0	0	0	0.00	269.00	36.07	9703.80
83	60121524-SP-G03	SIGN PEN, red	piece	0	0	148	148	5,338.89	0	0	0	47	1,695.46	74	0	0	74	2,669.45	0	0	0	0	0.00	269.00	36.07	9703.80
FACE MASK																										
84	46182008-KN-M01	KN95 FACE MASK	piece	0	0	300	300	32,400.00	0	0	0	0	0.00	500	0	0	500	54,000.00	0	0	0	0	0.00	800.00	108.00	86400.00
85	42131713-SM-M06	SURGICAL MASK, 3 ply	piece	0	0	695	695	104,250.00	50	0	0	50	7,500.00	750	0	0	750	112,500.00	50	0	0	50	7,500.00	1,545.00	150.00	231750.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
86		GLOVES, NITRILE	box			64	64	9,391.22	1			1	146.74	114			114	16,728.11	1			1	146.74	180.00	146.74	26412.80
87		BALL PEN (BLUE)	box			5	5	600.00				0	0.00	5			5	600.00				0	0.00	10.00	120.00	1200.00
88		BALL PEN (BLACK)	box			5	5	600.00				0	0.00	5			5	600.00				0	0.00	10.00	120.00	1200.00
89		TONERS	cart			10	10	39,622.40				0	0.00	10			10	39,622.40				0	0.00	20.00	3962.24	79244.80
90		Adding Machine Ribbon, double spool	roll			5	5	250.00				0	0.00	5			5	250.00				0	0.00	10.00	50.00	500.00
91		Adding Machine Tape	roll			10	10	500.00				0	0.00	10			10	500.00				0	0.00	20.00	50.00	1000.00
92		Bathroom Deodorizer 100g	piece			10	10	800.00				0	0.00	10			10	800.00				0	0.00	20.00	80.00	1600.00
93		Brother TN-3448 Black Toner Cartridge	cart			4	4	26,800.00				0	0.00	4			4	26,800.00				0	0.00	8.00	6700.00	53600.00
94		Dater	piece			3	3	300.00				0	0.00				0	0.00				0	0.00	3.00	100.00	300.00
95		Dishwashing Liquid, 1000ml	bottle			16	16	2,400.00				0	0.00	16			16	2,400.00				0	0.00	32.00	150.00	4800.00
96		Epson 003 Ink 65ml refill, Black	bottle			5	5	1,225.00				0	0.00	5			5	1,225.00				0	0.00	10.00	245.00	2450.00
97		Epson 003 Ink 65ml refill, Cyan	bottle			5	5	1,225.00				0	0.00	5			5	1,225.00				0	0.00	10.00	245.00	2450.00
98		Epson 003 Ink 65ml refill, Magenta	bottle			5	5	1,225.00				0	0.00	5			5	1,225.00				0	0.00	10.00	245.00	2450.00
99		Epson 003 Ink 65ml refill, Yellow	bottle			5	5	1,225.00				0	0.00	5			5	1,225.00				0	0.00	10.00	245.00	2450.00
100		Kyocera Toner TK-3104 Black	cart			5	5	42,500.00				0	0.00	4			4	34,000.00				0	0.00	9.00	8500.00	76500.00
101		Kyocera Toner TK-5144C	cart			4	4	32,789.50				0	0.00				0	0.00				0	0.00	4.00	8197.38	32789.50
102		Kyocera Toner TK-5144K	cart			4	4	32,789.50				0	0.00				0	0.00				0	0.00	4.00	8197.38	32789.50
103		Kyocera Toner TK-5144M	cart			4	4	32,789.50				0	0.00				0	0.00				0	0.00	4.00	8197.38	32789.50
104		Kyocera Toner TK-5144Y	cart			4	4	32,789.50				0	0.00				0	0.00				0	0.00	4.00	8197.38	32789.50
105		Laminating Film, Long, 125/250 Micron (100 Sheets)	pack			1	1	500.00				0	0.00				0	0.00				0	0.00	1.00	500.00	500.00
106		Muriatic Acid (Concentrate) 3.78/ gallon	gallon			5	5	1,750.00				0	0.00				0	0.00				0	0.00	5.00	350.00	1750.00
107		Number Stamp	piece			3	3	300.00				0	0.00				0	0.00				0	0.00	3.00	100.00	300.00
108		RIBBON CART, EPSON C13S015632 for LX-310	cart			5	5	600.00				0	0.00	5			5	600.00				0	0.00	10.00	120.00	1200.00
109		Self Inking Refill Ink, Black	bottle			3	3	600.00				0	0.00	3			3	600.00				0	0.00	6.00	200.00	1200.00
110		Self Inking Stamp	piece			3	3	3,000.00				0	0.00				0	0.00				0	0.00	3.00	1000.00	3000.00

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	
111		SHARP Toner Cartridge MX-237FT	cart			1	1	5,000.00				0	0.00				0	0.00				0	0.00	1.00	5000.00	5000.00	
112		Sticker Paper, Legal	pack			3	3	300.00				0	0.00				0	0.00				0	0.00	3.00	100.00	300.00	
113		ALAXAN	piece	20	20	20	60	480.00	20	20	20	60	480.00	20	20	20	60	480.00	20	35		55	440.00	235.00	8.00	1880.00	
114		BIOFLU	piece	30	30	30	90	360.00	30	30	30	90	360.00	30	30	30	90	360.00	30	60		90	360.00	360.00	4.00	1440.00	
115		BIOGESTIC	piece	30	30	30	90	360.00	30	30	30	90	360.00	30	30	30	90	360.00	30	60		90	360.00	360.00	4.00	1440.00	
116		IBUPROFEN (ADVIL)	piece	20	20	20	60	480.00	20	20	20	60	480.00	20	20	20	60	480.00	20	40		60	480.00	240.00	8.00	1920.00	
117		LORATADINE (CLARITIN)	piece	20	20	20	60	2,250.00	20	20	20	60	2,250.00	20	20	20	60	2,250.00	20	40		60	2,250.00	240.00	37.50	9000.00	
118		CETERIZNE (ALNIX)	piece	30	30	30	90	1,440.00	30	30	30	90	1,440.00	30	30	30	90	1,440.00	30	60		90	1,440.00	360.00	16.00	5760.00	
119		MULTIVITAMINS (ENERVON)	piece	1020	1020	1020	3060	18,360.00	1020	1020	1020	3060	18,360.00	1020	1020	1020	3060	18,360.00	1020	2040		3060	18,360.00	12,240.00	6.00	73440.00	
120		NEOZEP	piece	30	30	30	90	450.00	30	30	30	90	450.00	30	30	30	90	450.00	30	60		90	450.00	360.00	5.00	1800.00	
121		SERC 15mg	piece	6	6	6	18	1,080.00	6	6	6	18	1,080.00	6	6	6	18	1,080.00	6	12		18	1,080.00	72.00	60.00	4320.00	
122		FACE SHIELD, direct splash protection	piece			320	320	11,117.71				0	0.00	520			520	18,066.29				0	0.00	840.00	34.74	29184.00	
123		Z-type Riso Ink Black 1000mL	tube			11	11	22,000.00				0	0.00	10			10	20,000.00				0	0.00	21.00	2000.00	42000.00	
124		E77A Riso Master Roll	roll			11	11	22,000.00				0	0.00	10			10	20,000.00				0	0.00	21.00	2000.00	42000.00	
125		CABLE TIE	pack			40	40	6,000.00				0	0.00				0	0.00				0	0.00	40.00	150.00	6000.00	
126		RJ45 100/pack	pack			2	2	300.00				0	0.00				0	0.00				0	0.00	2.00	150.00	300.00	
127		TWIST TIE 30m	unit			5	5	500.00				0	0.00				0	0.00				0	0.00	5.00	100.00	500.00	
128		WIFI RECEIVER 300mbps	unit			30	30	27,000.00				0	0.00				0	0.00				0	0.00	30.00	900.00	27000.00	
129		DRIVER PACK SOLUTION	unit			40	40	8,000.00				0	0.00				0	0.00				0	0.00	40.00	200.00	8000.00	
130		NETWORK PRO TOOL KIT Complete Set	unit			1	1	1,067.54				0	0.00				0	0.00				0	0.00	1.00	1067.54	1067.54	
A. TOTAL																						P	1,854,107.81				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	185,410.78				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-				
D. GRAND TOTAL (A + B+ C)																						P	2,039,518.59				
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:


LESTER LOUIES Z. BONTOR
Property/Supply Officer

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


GERALDINE M. IBO / JONABELLE KYM C. ALACAR
Accountant / Budget Officer


SHARO B. LO
Head of Office/Agency

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue <i>(as of 30 April 2021)</i>	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			

Date Prepared: August 31, 2021