

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

*Note: Consistent with Memorandum Circular No. 2019 - dated August 2019 the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.*

Department/Bureau/Office: Department of Agrarian Reform- Provincial Office, Davao City
 Region: XI - Davao
 Address: KM 12 Catalunan Pequeno, Davao City

Agency Account Code: No Code
 Organization Type: National Government Agency (NGA)

Contact Person: Romerico R. Datoy
 Position: Chief, Admin Officer
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	24			24	3,344.64		12		12	1,672.32		36		36	5,016.96	12			12	1,672.32	84.00	139.36	11,706.24
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	24			24	1,055.81		12		12	527.90		36		36	1,583.71	24			24	1,055.81	96.00	43.992	4,223.23
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	6			6	147.76				0	0.00	6			6	147.76				0	0.00	12.00	24.6272	295.53
Films																										
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	50			50	3,638.96		50		50	3,638.96		25		25	1,819.48		25		25	1,819.48	150.00	72.7792	10,916.88
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00				0	0.00	250			250	3,010.80		250		250	3,010.80	500.00	12.0432	6,021.60
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	50			50	6,618.56		50		50	6,618.56		50		50	6,618.56		50		50	6,618.56	200.00	132.3712	26,474.24
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	75			75	11,606.40		100		100	15,475.20	75			75	11,606.40	75			75	11,606.40	325.00	154.752	50,294.40
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		1		1	96.20		2	2	192.40			1	1	96.20			1	1	96.20	5.00	96.2	481.00	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	24			24	1,697.28		12		12	848.64	12			12	848.64		12		12	848.64	60.00	70.72	4,243.20
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	24			24	2,446.08		12		12	1,223.04	12			12	1,223.04		12		12	1,223.04	60.00	101.92	6,115.20
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	65.416	0.00
Batteries and Cells and Accessories																										
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack				0	0.00		4	4	78.92			4	4	78.92			4	4	78.92	12.00	19.7288	236.75	
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	19.5	0.00	
Manufacturing Components and Supplies																										
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	12			12	573.83		12		12	573.83		12		12	573.83		12		12	573.83	48.00	47.8192	2,295.32
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers (23/13)	box	12			12	248.10				0	0.00		3		3	62.03		3		3	62.03	18.00	20.6752	372.15
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	24			24	481.23		12		12	240.61		24		24	481.23		12		12	240.61	72.00	20.0512	1,443.69
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	18.2	0.00	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	12			12	661.44		6		6	330.72		6		6	330.72		5		5	275.60	29.00	55.12	1,598.48
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	12			12	1,279.20		6		6	639.60		6		6	639.60		6		6	639.60	30.00	106.6	3,198.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll		12		12	218.40				0	0.00				0	0.00			0	0.00	12.00	18.2	218.40	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	24			24	218.40		6		6	54.60		6		6	54.60		6		6	54.60	42.00	9.1	382.20
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	24			24	436.80		6		6	109.20		6		6	109.20		6		6	109.20	42.00	18.2	764.40
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	12			12	611.52		6		6	305.76		6		6	305.76		6		6	305.76	30.00	50.96	1,528.80
Heating and Ventilation and Air Circulation																										
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, around type, metal blade	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	974.48	0.00	

43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1192.88	0.00
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	2		2	2,012.77		1	1	1,006.39		2	2	2,012.77		1	1	1,006.39	6.00	1006.3872	6,038.32
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	669.656	0.00
Lighting and Fixtures and Accessories																						
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece		12	12	486.72			0	0.00			0	0.00			0	0.00	12.00	40.56	486.72
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	12		12	869.86		6	6	434.93		6	6	434.93		6	6	434.93	30.00	72.488	2,174.64
Measuring and Observing and Testing Equipment																						
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	15.4752	0.00
Cleaning Equipment and Supplies																						
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	24		24	2,065.44		12	12	1,032.72		12	12	1,032.72		12	12	1,032.72	60.00	86.06	5,163.60
50	47131604-BR-S01	BROOM, soft (tambo)	piece	6		6	780.00			0	0.00		6	6	780.00			0	0.00	12.00	130	1,560.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	30.576	0.00
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	6		6	249.60			0	0.00		6	6	249.60			0	0.00	12.00	41.6	499.20
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can			0	0.00			0	0.00			0	0.00			0	0.00	0.00	23.92	0.00
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8.008	0.00
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	6		6	224.58			0	0.00		6	6	224.58			0	0.00	12.00	37.4296	449.16
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	12		12	1,475.76			0	0.00		12	12	1,475.76			0	0.00	24.00	122.98	2,951.52
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit		3	3	5,733.00			0	0.00		3	3	5,733.00			0	0.00	6.00	1911	11,466.00
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece			0	0.00			0	0.00		6	6	141.52			0	0.00	6.00	23.5872	141.52
Information and Communication Technology (ICT) Equipment and Devices and Accessories																						
67	43211507-OCT-03	Desktop Computer, branded	unit			0	0.00	2		2	78,416.00	1		1	39,208.00			0	0.00	3.00	39208	117,624.00
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece		5	5	13,624.00		3	3	8,174.40		2	2	5,449.60		2	2	5,449.60	12.00	2724.8	32,697.60
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	2		2	553.28			0	0.00	2		2	553.28			0	0.00	4.00	276.64	1,106.56
71	43211503-LCT-02	Laptop Computer, branded	unit			0	0.00	2		2	71,832.80			0	0.00	1		1	35,916.40	3.00	35916.4	107,749.20
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	3		3	404.98			0	0.00			0	0.00			0	0.00	3.00	134.992	404.98
Office Equipment and Accessories and Supplies																						
76	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box			0	0.00			0	0.00		12	12	308.13		12	12	308.13	24.00	25.6776	616.26
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	12		12	90.85		12	12	90.85		12	12	90.85		12	12	90.85	48.00	7.5712	363.42
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	12		12	160.74		12	12	160.74		12	12	160.74		12	12	160.74	48.00	13.3952	642.97
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	12		12	246.60		12	12	246.60			0	0.00			0	0.00	24.00	20.5504	493.21
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	12		12	474.24		12	12	474.24		12	12	474.24		12	12	474.24	48.00	39.52	1,896.96
81	44121801-CT-R01	CORRECTION TAPE, film base type, 1/8" min	piece	36		36	631.99		24	24	421.32		24	24	421.32		24	24	421.32	108.00	17.5552	1,895.96
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	250		250	17,446.00			0	0.00	250		250	17,446.00		24	24	1,674.82	524.00	69.784	36,566.82
83	44122011-DF-F01	DATA FOLDER, made of chipboard, taqila lock	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	68.64	0.00
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box			0	0.00		1	1	408.14			0	0.00		2	2	816.28	3.00	408.1376	1,224.41
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	2		2	1,036.15		1	1	518.08		2	2	1,036.15		2	2	1,036.15	7.00	518.076	3,626.53
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box	3		3	2,215.20		2	2	1,476.80		2	2	1,476.80		2	2	1,476.80	9.00	738.4	6,645.60
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	200		200	6,098.56		200	200	6,098.56	100		100	3,049.28	100		100	3,049.28	600.00	30.4928	18,295.68
88	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box	2		2	657.28		2	2	1,314.56		2	2	657.28		2	2	657.28	10.00	328.64	3,286.40
89	44121504-EN-W01	ENVELOPE, mailing, white, with window	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	410.8	0.00
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	11.1072	0.00
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	24		24	1,893.96		12	12	946.98		12	12	946.98		12	12	946.98	60.00	78.9152	4,734.91

92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00			0	0.00				0	0.00			0	0.00	0.00	70.6056	0.00		
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00	6		6	311.25				0	0.00			0	0.00	6.00	51.8752	311.25		
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00			0	0.00				0	0.00			0	0.00	0.00	41.6	0.00		
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	12			12	446.78	12		12	446.78	12		12	446.78	12		12	446.78	48.00	37.232	1,787.14			
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	24			24	247.35	24		24	247.35	24		24	247.35	24		24	247.35	96.00	10.3064	989.41			
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	12			12	123.68	12		12	123.68	12		12	123.68	12		12	123.68	48.00	10.3064	494.71			
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	12			12	123.68	12		12	123.68	12		12	123.68	12		12	123.68	48.00	10.3064	494.71			
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	36			36	347.44	24		24	231.63	24		24	231.63	24		24	231.63	108.00	9.6512	1,042.33			
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	12			12	115.81	12		12	115.81	12		12	115.81	12		12	115.81	48.00	9.6512	463.26			
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	12			12	115.81	12		12	115.81	12		12	115.81	12		12	115.81	48.00	9.6512	463.26			
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	12			12	71.76	12		12	71.76	12		12	71.76	10		10	59.80	46.00	5.98	275.08			
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	12			12	152.88	12		12	152.88	12		12	152.88	12		12	152.88	48.00	12.74	611.52			
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	6			6	124.74	6		6	124.74	6		6	124.74	7		7	145.53	25.00	20.7896	519.74			
114	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle		5		5	1,008.18			0	0.00			0	0.00			0	0.00	5.00	201.6352	1,008.18			
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0.00			0	0.00			0	0.00			0	0.00	0.00	96.72	0.00			
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		12		12	331.97			0	0.00			0	0.00			0	0.00	12.00	27.664	331.97			
117	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	11.7728	0.00			
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	27.404	0.00			
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	2			2	956.76			0	0.00			0	0.00			0	0.00	2.00	478.3792	956.76			
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece				0	0.00	4		4	748.80			0	0.00			0	0.00	4.00	187.2	748.80			
121	44101602-PJ-P01	PUNCHER, paper, heavy duty, with two hole guide	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	131.9552	0.00			
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair				0	0.00			0	0.00			0	0.00			0	0.00	0.00	15.6	0.00			
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	3			3	246.48			0	0.00	3		3	246.48			0	0.00	6.00	82.16	492.96			
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	878.8	0.00			
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	18.1792	0.00			
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	55.8272	0.00			
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	10400	0.00			
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	2			2	270.40			0	0.00			0	0.00			0	0.00	2.00	135.2	270.40			
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00	1		1	4,711.20			0	0.00			0	0.00	1.00	4711.2	4,711.20			
130	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	8088.08	0.00			
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	2			2	11,398.40			0	0.00			0	0.00			0	0.00	2.00	5699.2	11,398.40			
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	0	0.00			
Printer or Facsimile or Photocopier Supplies																										
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T66411), Black	cart	18	18		36	9,172.80	10	10	10	30	7,644.00	10	10	10	30	7,644.00	8	8	8	24	6,115.20	120.00	254.8	30,576.00
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T66421), Cyan	cart	12	12		24	6,115.20	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	60.00	254.8	15,288.00
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T66431), Magenta	cart	12	12		24	6,115.20	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	60.00	254.8	15,288.00
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T66441), Yellow	cart	12	12		24	6,115.20	4	4	4	12	3,057.60	4	4	4	12	3,057.60	4	4	4	12	3,057.60	60.00	254.8	15,288.00
171	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	8	8	8	24	8,136.96	8	8	8	24	8,136.96	8	8	8	24	8,136.96	8	8	8	24	8,136.96	96.00	339.04	32,547.84
172	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	4	4	4	12	4,068.48	4	4	4	12	4,068.48	4	4	4	12	4,068.48	4	4	4	12	4,068.48	48.00	339.04	16,273.92
173	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart		12		12	4,068.48			12	4,068.48		12		12	4,068.48		12		12	4,068.48	48.00	339.04	16,273.92	

174	44103105-HP-T33	INK CART, HP CZ108AA, (HP678) Tricolor	cart		6		6	2,034.24		6		6	2,034.24		6		6	2,034.24	24.00	339.04	8,136.96
175	44103105-HP-B42	INK CART, HP CZ121A (HP685A) Black	cart				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
179	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart	4	4	4	12	4,845.98	4	4	4	12	4,845.98	4	4	4	12	4,845.98	48.00	403.832	19,383.94
180	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart	2	2	2	6	2,422.99	2	2	2	6	2,422.99	2	2	2	6	2,422.99	24.00	403.832	9,691.97

Audio and Visual Equipment and Supplies

285	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00	0.00	28860	0.00
286	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit		1		1	18,616.00				0	0.00	1			1	18,616.00		0	37,232.00

Flag or Accessories

287	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00				0	0.00	0.00	319.28	0.00
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Printed Publications

288	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				0	0.00				0	0.00				0	0.00	0.00	46.28	0.00
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Fire Fighting Equipment

289	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00	0.00	1144	0.00
290	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit		12		12	59,904.00				0	0.00				0	0.00	12.00	4992	59,904.00

Consumer Electronics

291	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1			1	6,828.14	1			1	6,828.14				0	0.00	2.00	6828.1408	13,656.28
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Furniture and Furnishings

292	56101504-CH-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece		12		12	3,151.20		12		12	3,151.20		12		12	3,151.20	48.00	262.6	12,604.80
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Arts and Crafts Equipment and Accessories and Supplies

296	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00				0	0.00				0	0.00	0.00	39.78	0.00
297	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00				0	0.00				0	0.00	0.00	42.38	0.00
298	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece		12		12	53.04				0	0.00				0	0.00	12.00	4.42	53.04
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		120		120	4,153.34	75		75	2,595.84	75		75	2,595.84	72	2,492.01	342.00	34.6112	11,837.03
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece				0	0.00				0	0.00				0	0.00	0.00	34.6112	0.00
301	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece		24		24	830.67				0	0.00				0	0.00	24.00	34.6112	830.67
302	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00				0	0.00				0	0.00	0.00	129.6672	0.00

SOFTWARE

OTHER SOFTWARE

PASSENGER AIR TRANSPORTATION

1	78111501-GFA-001	* Airline Ticket	ticket	3		6	9	0.00		6	6	12	0.00		8	3	11	0.00	10	5	15	0.00	47.00	0.00
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Motor Vehicles

A. For the Exercise of the Executive Functions

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Common Electrical Supplies

1		Light Bulb, LED, 20 watts 1 pc in individual box	pc			12	12	3,000.00		12		12	3,000.00				0	0.00	12		12	3,000.00	36.00	250.00	9,000.00
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Common Office Equipment

1		Steel Cabinet green colored crumpled (4 drawers)	unit		4		4	31,200.00		5		5	39,000.00		4		4	31,200.00		4		4	31,200.00	17.00	7,800.00	132,600.00
2		Office Table	unit		4		4	28,000.00	4			4	28,000.00	4			4	28,000.00		4		4	28,000.00	16.00	7,000.00	112,000.00
3		Junior Executive Chair - Swivel	unit	6			6	42,000.00	6			6	42,000.00	6			6	42,000.00	3			3	21,000.00	21.00	7,000.00	147,000.00
4		Water Dispenser	unit		2		2	15,000.00		1		1	7,500.00		2		2	15,000.00		1		1	7,500.00	6.00	7,500.00	45,000.00
5		Airconditioner	unit		3		3	45,000.00	3			3	45,000.00	3			3	45,000.00				0	0.00	9.00	15,000.00	135,000.00

Common Office Supplies

1		Paper, MULTICOPY 80gsm, size: 215.9mm x 279.4mm	ream		25		25	4,450.00				0	0.00		25		25	4,450.00				0	0.00	50.00	178.00	8,900.00
2		Expanded Folder Long (assorted color)	piece		500		500	5,000.00		500		500	5,000.00		500		500	5,000.00		200		200	2,000.00	1,700.00	10.00	17,000.00
3		Folder Long -white	piece		1000		1000	10,000.00		800		800	8,000.00		500		500	5,000.00		500		500	5,000.00	2,800.00	10.00	28,000.00
4		Ballpen 0.5 - black	piece		500	250	750	7,500.00		500		500	5,000.00		500		500	5,000.00		500		500	5,000.00	2,250.00	10.00	22,500.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

Common Janitorial Supplies

Office Equipment and Accessories																						
1	Steel Ladder	piece			0	0.00			0	0.00		1		1	4,000.00		0	0.00	1.00	4,000.00	4,000.00	
2	Storage Box - plastic big	piece		6	6	4,800.00		2	2	1,600.00				0	0.00		2	1,600.00	10.00	800.00	8,000.00	
3	Steel Shelves	unit		5	5	25,000.00			0	0.00				0	0.00	6	6	30,000.00	11.00	5,000.00	55,000.00	
4	Office refrigerator	unit		1	1	15,000.00			0	0.00				0	0.00		0	0.00	1.00	15,000.00	15,000.00	
5	Glass board 8 x 12	unit		1	1	7,500.00			0	0.00				0	0.00		0	0.00	1.00	7,500.00	7,500.00	
6	Davao City MAP, by MARO AND Division Office	piece		8	8	40,000.00			0	0.00				0	0.00		0	0.00	8.00	5,000.00	40,000.00	
Office Supplies																						
1	Lever Arch - two holes	pc		12	12	3,000.00		12	12	3,000.00	12			12	3,000.00			0	0.00	36.00	250.00	9,000.00
Audio and visual presentation and composing equipment																						
1	52161505-TV-S01 SMART Television				0	0.00			0	0.00				0	0.00		0	0.00	0.00		0.00	
2	52161520-MC-M01 Microphone				0	0.00			0	0.00				0	0.00		0	0.00	0.00		0.00	
3	52161512-SP-K01 Speakers				0	0.00			0	0.00				0	0.00		0	0.00	0.00		0.00	
4	32101514-AM-P01 Amplifier				0	0.00			0	0.00				0	0.00		0	0.00	0.00		0.00	
5	52161517-EQ-E01 Equalizer				0	0.00			0	0.00				0	0.00		0	0.00	0.00		0.00	

9	43211711-SF-001	Scanner, Flatbed					0	0.00				0	0.00				0	0.00	0.00			0.00				
10	45111601-WP-P01	Wireless Pointing Device / Laser Pointer					0	0.00				0	0.00				0	0.00	0.00			0.00				
11	81112306-MF-P01	Multi Function PRINTER					0	0.00				0	0.00				0	0.00	0.00			0.00				
12	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)					0	0.00	6			6	0.00				0	0.00	6.00			0.00				
13	43191501-MP-001	Mobile Phone					0	0.00				0	0.00				0	0.00	0.00			0.00				
14	43211711-SC-D01	Scanner, Colored, Double sided, feeder type					0	0.00				0	0.00				0	0.00	0.00			0.00				
Consumables																										
1		EPSON L3110 (003- Black Ink)	cart	12			12	5,940.00	4	4	4	12	5,940.00	8	8	8	24	11,880.00	8	8	8	24	11,880.00	72.00	495.00	35,640.00
2		EPSON L3110 (003- Cyan Ink)	cart	6			6	2,970.00	2	2	2	6	2,970.00	4	4	4	12	5,940.00	4	4	4	12	5,940.00	36.00	495.00	17,820.00
3		EPSON L3110 (003- Magenta Ink)	cart	6			6	2,970.00	2	2	2	6	2,970.00	4	4	4	12	5,940.00	4	4	4	12	5,940.00	36.00	495.00	17,820.00
4		EPSON L3110 (003- Yellow Ink)	cart	6			6	2,970.00	2	2	2	6	2,970.00	4	4	4	12	5,940.00	4	4	4	12	5,940.00	36.00	495.00	17,820.00
5		INK CART, CANON BK G1-790	cart		4		4	1,980.00		2		2	990.00		2		2	990.00		2		2	990.00	10.00	495.00	4,950.00
Other Categories																										
1		Toner -- neo 164	bot	2			2	7,000.00		2		2	7,000.00		4		4	14,000.00	2			2	7,000.00	10.00	3,500.00	35,000.00
2		Photocopier - drum	piece				0	0.00		1		1	25,000.00				0	0.00			0	0.00	1.00	25,000.00	25,000.00	
3							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
4							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
5							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
6							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
7							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
8							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
9							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	
10							0	0.00				0	0.00				0	0.00			0	0.00	0.00		0.00	

A. TOTAL								P	1,911,999.28
B. ADDITIONAL PROVISION FOR INFLATION								P	191,199.93
C. ADDITIONAL PROVISION FOR TRANSPORT									
D. GRAND TOTAL (A + B + C)								P	2,103,199.21
E. APPROVED BUDGET BY THE AGENCY HEAD								P	-
F. MONTHLY CASH REQUIREMENTS								P	-
G.1 Available at Procurement Service Stores		257,526.24		268,078.88		186,728.57		133,515.61	P 845,849.28
G.2 Other Items not available at PS but regularly purchased		361,830.00		266,190.00		251,940.00		186,190.00	P 1,066,150.00
TOTAL MONTHLY CASH REQUIREMENTS		619,356.24		534,268.88		438,668.57		319,705.61	P 1,911,999.28

**Agency must put the monthly requirement for air tickets both local and international.*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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:


Rosemarie F. Remolador

Property/Supplier Officer

Date Prepared: _____

Certified Funds Available / Certified Appropriate Funds Available Approved by:


Antonio P. Tobio Jr.

Accountant / Local Budget Officer


ATTY. JOEBERT C. PONDOC

Head of Office/Agency