

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

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8,2018 , the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2020 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2020\_Name of Agency\_Main or Regional Office (e.g. APP2020\_DBM\_Central Office, APP2020\_DBM\_Region IVA).
  - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.

8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)

9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.

10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

Note: Consistent with **Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25**, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office:	Department of Agrarian Reform	Agency Account Code:		Contact Person:	Valente B. Mabborang
Region:	2	Organization Type:		Position:	AO IV-Supply Officer
Address:	Carig Sur, Tuguegarao City, Cagayan			E-mail :	<a href="mailto:dar-cagayan_gso@yahoo.Com">dar-cagayan_gso@yahoo.Com</a>
				Telephone/Mobile Nos:	0917-504-8684

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		20		20	2,787.20		46		46	6,410.56		46		46	6,410.56		20		20	2,787.20	132.00	139.36	18,395.52
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		40		40	1,759.68		70		70	3,079.44		70		70	3,079.44		45		45	1,979.64	225.00	43.992	9,898.20
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle				0	0.00		26		26	640.31		16		16	394.04				0	0.00	42.00	24.6272	1,034.34
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00		3		3	2,211.71		1		1	737.24				0	0.00	4.00	737.2352	2,948.94
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00		11		11	2,293.72		6		6	1,251.12				0	0.00	17.00	208.52	3,544.84
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00		18		18	3,753.36		6		6	1,251.12				0	0.00	24.00	208.52	5,004.48
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack		6		6	436.68		10		10	727.79		8		8	582.23		6		6	436.68	30.00	72.7792	2,183.38
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00		8		8	5,457.92		7		7	4,775.68				0	0.00	15.00	682.24	10,233.60

9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00		7		7	7,207.20		7		7	7,207.20				0	0.00	14.00	1029.6	14,414.40
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00		6		6	7,800.00		6		6	7,800.00				0	0.00	12.00	1,300.00	15,600.00
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00		3		3	2,296.32		5		5	3,827.20				0	0.00	8.00	765.44	6,123.52
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00		2		2	1,193.61		2		2	1,193.61				0	0.00	4.00	596.804	2,387.22
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00		2		2	2,069.60		2		2	2,069.60				0	0.00	4.00	1034.8	4,139.20
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00		3		3	2,012.09		4		4	2,682.78				0	0.00	7.00	670.696	4,694.87
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		30		30	966.58		40		40	1,288.77		40		40	1,288.77		36		36	1,159.89	146.00	32.2192	4,704.00
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		200		200	2,408.64		700		700	8,430.24		300		300	3,612.96				0	0.00	1,200.00	12.0432	14,451.84
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		60		60	7,942.27		90		90	11,913.41		70		70	9,265.98		47		47	6,221.45	267.00	132.3712	35,343.11
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		45		50	7,737.60		90		90	13,927.68		70		70	10,832.64		40		40	6,190.08	250.00	154.752	38,688.00
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream		15		15	1,717.72		90		90	10,306.30		40		40	4,580.58		15		15	1,717.72	160.00	114.5144	18,322.30
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream		20		20	2,599.58		100		100	12,997.92		50		50	6,498.96		10		10	1,299.79	180.00	129.9792	23,396.26
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad		10		10	173.47		18		18	312.25		18		18	312.25		10		10	173.47	56.00	17.3472	971.44
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream		6		6	577.20		14		14	1,346.80		14		14	1,346.80		2		2	192.40	36.00	96.2	3,463.20
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		50		50	3,536.00		70		70	4,950.40		70		70	4,950.40		30		30	2,121.60	220.00	70.72	15,558.40
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0	0.00		10		10	1,019.20		9		9	917.28				0	0.00	19.00	101.92	1,936.48
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack		25		25	1,635.40		76		76	4,971.62		76		76	4,971.62		10		10	654.16	187.00	65.416	12,232.79
Batteries and Cells and Accessories																										
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		20		20	394.58		55		55	1,085.08		55		55	1,085.08				0	0.00	130.00	19.7288	2,564.74
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		19		19	370.50		45		45	877.50		45		45	877.50				0	0.00	109.00	19.5	2,125.50
Manufacturing Components and Supplies																										
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar		10		10	478.19		10		10	478.19		11		11	526.01				0	0.00	31.00	47.8192	1,482.40
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box		45		45	930.38		75		60	1,240.51		75		75	1,550.64		30		30	620.26	210.00	20.6752	4,341.79
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00		10		10	182.00				0	0.00				0	0.00	10.00	18.2	182.00
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll		40		40	2,204.80		100		100	5,512.00		100		100	5,512.00		30		30	1,653.60	270.00	55.12	14,882.40
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll		10		10	1,066.00		30		30	3,198.00		30		30	3,198.00				0	0.00	70.00	106.6	7,462.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll		11		11	200.20		40		40	728.00		40		40	728.00		30		30	546.00	121.00	18.2	2,202.20
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll		40		40	364.00		80		80	728.00		70		70	637.00		55		55	500.50	245.00	9.1	2,229.50
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00		12		12	611.52		11		11	560.56				0	0.00	23.00	50.96	1,172.08
Heating and Ventilation and Air Circulation																										
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00				0	0.00				0	0.00		6		6	6,038.32	6.00	1006.3872	6,038.32
Lighting and Fixtures and Accessories																										
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece		12		12	869.86		17		17	1,232.30		17		17	1,232.30				0	0.00	46.00	72.488	3,334.45
Measuring and Observing and Testing Equipment																										
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	0.00		17		17	263.08		17		17	263.08		6		6	92.85	40.00	15.4752	619.01
Cleaning Equipment and Supplies																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can		20		20	1,721.20		55		55	4,733.30		55		55	4,733.30		30		30	2,581.80	160.00	86.06	13,769.60

50	47131604-BR-S01	BROOM, soft (tambo)	piece				0	0.00		35		35	4,550.00		15		15	1,950.00				0	0.00	50.00	130	6,500.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00		40		40	1,223.04		15		15	458.64				0	0.00	55.00	30.576	1,681.68
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0	0.00		50		50	2,080.00		45		45	1,872.00				0	0.00	95.00	41.6	3,952.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can				0	0.00		40		40	956.80		29		29	693.68				0	0.00	69.00	23.92	1,650.48
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar				0	0.00		25		25	200.20		15		15	120.12				0	0.00	40.00	8.008	320.32
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack				0	0.00		25		25	935.74		25		25	935.74				0	0.00	50.00	37.4296	1,871.48
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0	0.00		12		12	1,475.76		12		12	1,475.76				0	0.00	24.00	122.98	2,951.52
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece				0	0.00		30		30	745.06		30		30	745.06				0	0.00	60.00	24.8352	1,490.11
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00		4		4	7,644.00				0	0.00				0	0.00	4.00	1911	7,644.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00		6		6	873.60		6		6	873.60				0	0.00	12.00	145.6	1,747.20
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0.00		12		12	1,322.88		12		12	1,322.88				0	0.00	24.00	110.24	2,645.76
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle				0	0.00		10		10	496.91		10		10	496.91				0	0.00	20.00	49.6912	993.82
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00		12		12	1,235.52		12		12	1,235.52				0	0.00	24.00	102.96	2,471.04
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll				0	0.00		8		8	1,119.04		3		3	419.64				0	0.00	11.00	139.88	1,538.68
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece				0	0.00		12		12	283.05		12		12	283.05				0	0.00	24.00	23.5872	566.09

Information and Communication Technology (ICT) Equipment and Devices and Accessories

67	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00		1		1	39,208.00		1		1	39,208.00				0	0.00	2.00	39208	78,416.00
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece		2		2	5,449.60		8		8	21,798.40		6		6	16,348.80				0	0.00	16.00	2724.8	43,596.80
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece		8		8	2,213.12		30		30	8,299.20		30		30	8,299.20		7		7	1,936.48	75.00	276.64	20,748.00
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit		6		6	809.95		40		40	5,399.68		40		40	5,399.68		6		6	809.95	92.00	134.992	12,419.26

Office Equipment and Accessories and Supplies

81	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece		30		30	526.66		60		60	1,053.31		60		60	1,053.31		20		20	351.10	170.00	17.5552	2,984.38
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece				0	0.00		25		25	1,744.60		25		25	1,744.60				0	0.00	50.00	69.784	3,489.20
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box				0	0.00		10		10	5,180.76		15		15	7,771.14				0	0.00	25.00	518.076	12,951.90
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box		5		5	3,692.00		5		5	3,692.00		12		12	8,860.80		3		3	2,215.20	25.00	738.4	18,460.00
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00		20		20	609.86		20		20	609.86				0	0.00	40.00	30.4928	1,219.71
88	44121506-EN-M02	ENVELOPE, MAILING,white, 80gsm (-5%)	box		5		5	1,643.20		10		10	3,286.40		10		10	3,286.40		5		5	1,643.20	30.00	328.64	9,859.20
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box		40		40	3,156.61		60		60	4,734.91		60		60	4,734.91		15		15	1,183.73	175.00	78.9152	13,810.16
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle		9		9	2,279.63		20		20	5,065.84		18		18	4,559.26				0	0.00	47.00	253.292	11,904.72
96	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle		9		9	2,620.80		16		10	2,912.00		13		13	3,785.60				0	0.00	32.00	291.2	9,318.40
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	0.00		10		10	7,467.20		6		6	4,480.32		2		2	1,493.44	18.00	746.72	13,440.96
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack				0	0.00		12		12	2,608.32		8		8	1,738.88				0	0.00	20.00	217.36	4,347.20
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack		14		14	3,914.89		25		25	6,990.88		22		22	6,151.97		12		12	3,355.62	73.00	279.6352	20,413.37
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set		16		16	595.71		40		40	1,489.28		40		40	1,489.28		5		5	186.16	101.00	37.232	3,760.43
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece		22		22	226.74		49		49	505.01		50		50	515.32		22		22	226.74	143.00	10.3064	1,473.82
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece		36		36	347.44		91		91	878.26		90		90	868.61		12		12	115.81	229.00	9.6512	2,210.12
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece				0	0.00		36	36	72	694.89		48		48	463.26				0	0.00	120.00	9.6512	1,158.14

112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		45		45	573.30		85		85	1,082.90		86		86	1,095.64		25		25	318.50	241.00	12.74	3,070.34	
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		20		20	415.79		25		25	519.74		25		25	519.74		25		25	519.74	95.00	20.7896	1,975.01	
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0.00		15		15	1,450.80		13		13	1,257.36				0	0.00	28.00	96.72	2,708.16	
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		6		6	165.98		16		16	442.62		16		16	442.62				0	0.00	38.00	27.664	1,051.23	
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece		1		1	478.38		2		2	956.76		1		1	478.38				0	0.00	4.00	478.3792	1,913.52	
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece		3		3	561.60		15		15	2,808.00		11		11	2,059.20				0	0.00	29.00	187.2	5,428.80	
121	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece		3		3	395.87		12		12	1,583.46		10		10	1,319.55				0	0.00	25.00	131.9552	3,298.88	
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair				0	0.00		20		20	312.00		14		14	218.40				0	0.00	34.00	15.6	530.40	
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0	0.00		20		20	1,643.20		14		14	1,150.24				0	0.00	34.00	82.16	2,793.44	
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece		30		30	545.38		70		70	1,272.54		70		70	1,272.54		31		31	563.56	201.00	18.1792	3,654.02	
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit		5		5	676.00		6		6	811.20				0	0.00				0	0.00	11.00	135.2	1,487.20	
Printer or Facsimile or Photocopier Supplies																											
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart		59		59	15,033.20		80		80	20,384.00		68		68	17,326.40		30		30	7,644.00	237.00	254.8	60,387.60	
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart		28		28	7,134.40		40		40	10,192.00		34		34	8,663.20		15		15	3,822.00	117.00	254.8	29,811.60	
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart		28		28	7,134.40		40		40	10,192.00		34		34	8,663.20		15		15	3,822.00	117.00	254.8	29,811.60	
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart		28		28	7,134.40		40		40	10,192.00		34		34	8,663.20		15		15	3,822.00	117.00	254.8	29,811.60	
171	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart		40		40	13,561.60		60		60	20,342.40		60		60	20,342.40		20		20	6,780.80	180.00	339.04	61,027.20	
172	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart		20		20	6,780.80		30		30	10,171.20		30		30	10,171.20		10		10	3,390.40	90.00	339.04	30,513.60	
173	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart		46		46	15,595.84		60		60	20,342.40		60		60	20,342.40		20		20	6,780.80	186.00	339.04	63,061.44	
174	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart		23		23	7,797.92		30		30	10,171.20		30		30	10,171.20		10		10	3,390.40	93.00	339.04	31,530.72	
197	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart		3		3	230.26		6		6	460.51		6		6	460.51				0	0.00	15.00	76.752	1,151.28	
198	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart		4		4	2,899.52		6		6	4,349.28		6		6	4,349.28				0	0.00	16.00	724.88	11,598.08	
Audio and Visual Equipment and Supplies																											
286	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00		1		1	18,616.00				0	0.00				0	0.00	1.00	18616	18,616.00	
Flag or Accessories																											
Printed Publications																											
288	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				0	0.00				0	0.00				0	0.00				0	0.00	0.00	46.28	0.00	
Fire Fighting Equipment																											
289	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00		12		12	13,728.00				0	0.00	12.00	1144	13,728.00	
Consumer Electronics																											
291	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6828.1408	0.00	
Furniture and Furnishings																											
Arts and Crafts Equipment and Accessories and Supplies																											
298	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece				0	0.00		84		84	371.28		84		84	371.28				0	0.00	168.00	4.42	742.56	
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		24		24	830.67		72		72	2,492.01		60		60	2,076.67				0	0.00	156.00	34.6112	5,399.35	
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		12		12	415.33		60		60	2,076.67		36		36	1,246.00				0	0.00	108.00	34.6112	3,738.01	

301	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0	0.00		36		36	1,246.00		24		24	830.67				0	0.00	60.00	34.6112	2,076.67	
302	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (- 5%)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	129.6672	0.00	
SOFTWARE																											
PASSENGER AIR TRANSPORTATION																											
1	43212111-GFA-001	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Motor Vehicles																											
A. For the Exercise of the Executive Functions																											
B. For the Transport of Personnel, Equipment, Supplies, Product and Materials																											
C. For the Transport of Sick and/or Injured Persons																											
D. For Patrol Operations																											
F. For Disaster Response and Rescue/Relief Operations																											
H. For Fire Fighting Operations																											
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
Common Electrical Supplies																											
3		Aircon, 1HP	unit				0	0.00		1		1	15,000.00		1		1	15,000.00				0	0.00	2.00	15000	30,000.00	
Common Office Equipment																											
3		Whiteboard w/ Stand (4' x 8')	unit		1		1	8,500.00		4		4	34,000.00		4		4	34,000.00		1		1	8,500.00	10.00	8500	85,000.00	
4		Steel Cabinet	unit				0	0.00		1		1	12,000.00		2		2	24,000.00				0	0.00	3.00	12000	36,000.00	
5		Table, Plastic	unit				0	0.00		2		2	10,000.00		2		2	10,000.00				0	0.00	4.00	5000	20,000.00	
6		Cabinet	unit				0	0.00		1		1	11,000.00				0	0.00				0	0.00	1.00	11000	11,000.00	
Common Office Supplies																											
1		Ballpen, Pilot	pc		154		154	4,620.00		182		182	5,460.00		192		192	5,760.00		154		154	4,620.00	682.00	30.00	20,460.00	
2		Bond Paper, A3	rm		28		28	14,000.00		45		45	22,500.00		50		50	25,000.00		13		13	6,500.00	136.00	500.00	68,000.00	
3		Parker Rollerball Refill, Black	pc				0	0.00		3		3	1,200.00		3		3	1,200.00				0	0.00	6.00	400.00	2,400.00	
4		Parker Rollerball Refill, Blue	pc				0	0.00		3		3	1,200.00		3		3	1,200.00				0	0.00	6.00	400.00	2,400.00	
5		Marker, Permanent, Pilot	pc		24		24	960.00		24		24	960.00		32		32	1,280.00		24		24	960.00	104.00	40.00	4,160.00	
6		Eraser, Staedler	pc		17		17	1,700.00		18		18	1,800.00		18		18	1,800.00		18		18	1,800.00	71.00	100.00	7,100.00	
7		Pencil, Lead-Staedler	pack		5		5	500.00		5		5	500.00		5		5	500.00		5		5	500.00	20.00	100.00	2,000.00	
8		Envelope, Survey	pc		100		100	1,500.00		250		250	3,750.00		250		250	3,750.00				0	0.00	600.00	15.00	9,000.00	
9		Mylar	pc		100		100	8,000.00		250		250	20,000.00		250		250	20,000.00				0	0.00	600.00	80.00	48,000.00	
10		Signing Pen	pc		6		6	6,000.00		3		3	3,000.00		3		3	3,000.00				0	0.00	12.00	1,000.00	12,000.00	
		Ring bind, A4, 1/2"	pc				0	0.00		30		30	750.00		30		30	750.00				0	0.00	60.00	25.00	1,500.00	
		Ring bind, A4, 1"	pc				0	0.00		30		30	1,650.00		30		30	1,650.00				0	0.00	60.00	55.00	3,300.00	
		Ring bind, A4, 1 1/2"	pc				0	0.00		30		30	1,950.00		30		30	1,950.00				0	0.00	60.00	65.00	3,900.00	
		Ring bind, A4, 2"	pc				0	0.00		30		30	2,550.00		30		30	2,550.00				0	0.00	60.00	85.00	5,100.00	

		Ring bind, Legal, 1/2"	pc				0	0.00		30		30	750.00		30		30	750.00				0	0.00	60.00	25.00	1,500.00	
		Ring bind, Legal, 1"	pc				0	0.00		30		30	1,650.00		30		30	1,650.00				0	0.00	60.00	55.00	3,300.00	
		Ring bind, Legal, 1 1/2"	pc				0	0.00		30		30	1,950.00		30		30	1,950.00				0	0.00	60.00	65.00	3,900.00	
		Ring bind, Legal, 2"	pc				0	0.00		30		30	2,550.00		30		30	2,550.00				0	0.00	60.00	85.00	5,100.00	
		Correction Fluid	bot		20		20	1,000.00		20		20	1,000.00		20		20	1,000.00		20		20	1,000.00	80.00	50.00	4,000.00	
		Index Card, 5" x 8"	pc		500		500	500.00		500		500	500.00		500		500	500.00		480		480	480.00	1,980.00	1.00	1,980.00	
		Marker, permanent, Pilot, black	pc		24		24	1,200.00		36		36	1,800.00		37		37	1,850.00		24		24	1,200.00	121.00	50.00	6,050.00	
		Marker, permanent, Pilot, blue	pc		12		12	600.00		15		15	750.00		15		15	750.00		12		12	600.00	54.00	50.00	2,700.00	
		Marker, permanent, Pilot, red	pc		12		12	600.00		12		12	600.00		14		14	700.00		12		12	600.00	50.00	50.00	2,500.00	
		Paper, Multicopy A4	rm		5		5	1,400.00		10		10	2,800.00		10		10	2,800.00		5		5	1,400.00	30.00	280.00	8,400.00	
		Paper, Multicopy Legal	rm		10		10	3,000.00		20		20	6,000.00		20		20	6,000.00		8		8	2,400.00	58.00	300.00	17,400.00	
		Paper, Multi-Purpose, A3	rm		5		5	2,000.00		10		10	4,000.00		10		10	4,000.00		5		5	2,000.00	30.00	400.00	12,000.00	
11		Paper, Multi-Purpose, A4	rm		10		10	2,500.00		10		10	2,500.00		10		10	2,500.00		5		5	1,250.00	35.00	250.00	8,750.00	
12		Paper, Multi-Purpose, Legal	rm		10		10	2,700.00		20		20	5,400.00		20		20	5,400.00		10		10	2,700.00	60.00	270.00	16,200.00	
Common Janitorial Supplies																											
Office Equipment and Accessories																											
Office Supplies																											
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	unit				0	0.00		2		2	11,000.00				0	0.00				0	0.00	2.00	5500	11,000.00	
Photographic or filming or video equipment																											
Cleaning Equipment and Supplies																											
Paper Materials and Products																											
Lighting and fixtures and accessories																											
1	39112102-LB-B01	LED bulb, 18 watts	pc		10		10	4,000.00		20		20	8,000.00		20		20	8,000.00		10		10	4,000.00	60.00	400	24,000.00	
2		Flourescent Lamp, 40 watts	pc				0	0.00		5		5	2,000.00		6		6	2,400.00				0	0.00	11.00	400	4,400.00	
Electrical equipment and components and supplies																											
Computer Supplies																											
1		Ink, Pigment			16		16	12,800.00		22		22	17,600.00		26		26	20,800.00		11	cart	11	8,800.00	75.00	800.00	60,000.00	
2		Ink, EPSON 003 Black			39		39	15,600.00		70		70	28,000.00		70		70	28,000.00		38	bot	38	15,200.00	217.00	400.00	86,800.00	
3		Ink, EPSON 003 Cyan			19		19	7,600.00		34		34	13,600.00		34		34	13,600.00		18	bot	18	7,200.00	105.00	400.00	42,000.00	
4		Ink, EPSON 003 Magenta			19		19	7,600.00		34		34	13,600.00		34		34	13,600.00		18	bot	18	7,200.00	105.00	400.00	42,000.00	
5		Ink, EPSON 003 Yellow			19		19	7,600.00		34		34	13,600.00		34		34	13,600.00		18	bot	18	7,200.00	105.00	400.00	42,000.00	
6		INK, EPSON (T6641), Black			20		20	8,000.00		30		30	12,000.00		26		26	10,400.00		6	bot	6	2,400.00	82.00	400.00	32,800.00	
7		INK, EPSON (T6642), Cyan			10		10	4,000.00		15		15	6,000.00		13		13	5,200.00		3	bot	3	1,200.00	41.00	400.00	16,400.00	
8		INK , EPSON (T6643), Magenta			10		10	4,000.00		15		15	6,000.00		13		13	5,200.00		3	bot	3	1,200.00	41.00	400.00	16,400.00	

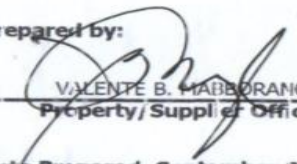
9		INK, EPSON (T6644), Yellow			10		10	4,000.00		15		15	6,000.00		13		13	5,200.00		3	bot	3	1,200.00	41.00	400.00	16,400.00
10		Ribbon LQ2180			2		2	1,200.00		3		3	1,800.00		3		3	1,800.00		2	cart	2	1,200.00	10.00	600.00	6,000.00
11		Ribbon, LX300-II			2		2	800.00		2		2	800.00		2		2	800.00		2	cart	2	800.00	8.00	400.00	3,200.00
Common ICT Equipment																										
15		Printer	unit				0	0.00		3		3	30,000.00		3		3	30,000.00				0	0.00	6.00	10000	60,000.00
16		UPS	unit				0	0.00		2		2	7,000.00		2		2	7,000.00				0	0.00	4.00	3500	14,000.00
17		Power Bank	unit				0	0.00		4		4	4,000.00		4		4	4,000.00				0	0.00	8.00	1000	8,000.00
18		External Drive, 2TB	unit				0	0.00		2		2	9,000.00		2		2	9,000.00				0	0.00	4.00	4500	18,000.00
19		MOUSE, wireless	unit		5		5	2,500.00		10		10	5,000.00		10		10	5,000.00			5	5	2,500.00	30.00	500	15,000.00
OTHER SOFTWARE																										
Consumables																										
1		Sharp Toner	pc		1		1	4,000.00		1		1	4,000.00		1		1	4,000.00		1		1	4,000.00	4.00	4000	16,000.00
2		Sharp Developer	pc		1		1	4,000.00		1		1	4,000.00		1		1	4,000.00		1		1	4,000.00	4.00	4000	16,000.00
3		Sharp Drumkit	pc		1		1	5,500.00		1		1	5,500.00		1		1	5,500.00		1		1	5,500.00	4.00	5500	22,000.00
4		Ineo Toner	pc		1		1	4,000.00		2		2	8,000.00		3		3	12,000.00		1		1	4,000.00	7.00	4000	28,000.00
5		Ineo Developer	pc		1		1	4,000.00		2		2	8,000.00		1		1	4,000.00		1		1	4,000.00	5.00	4000	20,000.00
6		Ineo Drumkit	pc		1		1	5,500.00		2		2	11,000.00		1		1	5,500.00		1		1	5,500.00	5.00	5500	27,500.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Other Categories																										

A. TOTAL									P	2,189,998.61
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)									P	218,999.86
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)										
D. GRAND TOTAL (A + B+ C)									P	2,408,998.47
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									P	-
F. MONTHLY CASH REQUIREMENTS									P	-
G.1 Available at Procurement Service Stores		158,714.71		442,730.26		384,214.60		91,339.04	P	1,076,998.61
G.2 Other Items not available at PS but regulary purchased from other sources		167,980.00		417,020.00		404,390.00		123,610.00	P	1,113,000.00
TOTAL MONTHLY CASH REQUIREMENTS		326,694.71		859,750.26		788,604.60		214,949.04	P	2,189,998.61

*\*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.

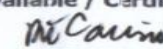
Prepared by:




\_\_\_\_\_  
VALENTE B. MABBORANG  
Property/ Supply Officer

Date Prepared: September 20, 2019

Certified Funds Available / Certified Appropriate Funds Available Approved by:



\_\_\_\_\_  
MERCITA T. CARINO  
Accountant / Local Budget Officer



\_\_\_\_\_  
ENGR. ARTHUR E. FAELDON  
Head of Office/Agency