

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

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 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 Excel should be submitted via 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 - dated August 2019** the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office:

DAR-PROVINCIAL OFFICE MASBATE

Region:

V - Legazpi

Address:

Brgy. Nursery, Masbate City, Masbate

Agency Account Code:

C008

Organization Type:

National Government Agency (NGA)

Contact Person:

Ryan G. Goño

Position:

ARPT/BAC SEC HEAD

E-mail :

bac.masbate@gmail.com

Telephone/Mobile Nos

563332510

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																										
Solvents																										
Color Compounds and Dispersions																										
Films																										
Paper Materials and Products																										
Batteries and Cells and Accessories																										
Manufacturing Components and Supplies																										
Heating and Ventilation and Air Circulation																										
Lighting and Fixtures and Accessories																										
Measuring and Observing and Testing Equipment																										
Cleaning Equipment and Supplies																										

Information and Communication Technology (ICT) Equipment and Devices and Accessories																												
Office Equipment and Accessories and Supplies																												
Printer or Facsimile or Photocopier Supplies																												
Audio and Visual Equipment and Supplies																												
Flag or Accessories																												
Printed Publications																												
Fire Fighting Equipment																												
Consumer Electronics																												
Furniture and Furnishings																												
Arts and Crafts Equipment and Accessories and Supplies																												
SOFTWARE																												
OTHER SOFTWARE																												
PASSENGER AIR TRANSPORTATION																												
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																												
	1		Extension Wire, 30 meters	bulb				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1200		0.00
	2		Extension Wire, 10 meters	bulb				0	0.00		1		1	1,000.00				0	0.00				0	0.00	1.00	1000		1,000.00
	3		Extension Wire, 5 meters	bulb				0	0.00				0	0.00				0	0.00				0	0.00	0.00	500		0.00
	4		Fluorescent Bulb, tubular 40 watts	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	180		0.00
	5		Fluorescent Lamp, tubular 36 watts	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	150		0.00
	6		LED Bulb, 18 watts	bulb				0	0.00				0	0.00				0	0.00				0	0.00	0.00	300		0.00
	7		LED Bulb, 24 watts	bulb				0	0.00				0	0.00				0	0.00		2		2	800.00	2.00	400		800.00
Common Office Equipment																												
	1		6 Layer Vertical Document Rack	unit	1			1	1,200.00				0	0.00				0	0.00				0	0.00	1.00	1200		1,200.00
	2		Computer Table	unit	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1.00	1500		1,500.00

3		Data File Box	pcs	3			3	825.00				0	0.00				0	0.00				0	0.00	3.00	275	825.00	
4		Data Filer	pcs	50			50	10,000.00	2			2	400.00				0	0.00				0	0.00	52.00	200	10,400.00	
5		Document Cutter	unit	1	1		2	1,000.00				0	0.00				0	0.00				0	0.00	2.00	500	1,000.00	
6		Double Glass Plaque	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2000	0.00	
7		Electric fan, stand type	unit	2	1	1	4	8,000.00				0	0.00				0	0.00				0	0.00	4.00	2000	8,000.00	
8		Executive Chair	unit		1		1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8000	8,000.00	
9		Glass table 23 1/2" x 39"	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8000	0.00	
10		ID Laminator	unit	1			1	2,200.00				0	0.00				0	0.00				0	0.00	1.00	2200	2,200.00	
11		Junior Office Chair	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6000	0.00	
12		Steel filing Cabinet (4 drawers)	unit	2			2	16,000.00		2		2	16,000.00				0	0.00				0	0.00	4.00	8000	32,000.00	
13		Whiteboard 2x3	unit	1	1		2	2,000.00				0	0.00				0	0.00				0	0.00	2.00	1000	2,000.00	
Common Office Supplies																											
1		Ballpen Black	pcs	108	5	5	118	1,180.00	17	20	5	42	420.00	117	6		123	1,230.00	17	120		137	1,370.00	420.00	10	4,200.00	
2		Ballpen Blue	pcs	9	3	3	15	150.00	5	3	3	11	110.00	6	3	3	12	120.00	3	3	3	9	90.00	47.00	10	470.00	
3		Ballpen Red	pcs	6			6	60.00	3			3	30.00	6			6	60.00	6	20		26	260.00	41.00	10	410.00	
4		Ballpen, pilot Black	pcs	10	4	4	18	810.00	16	4	4	24	1,080.00	16	4	4	24	1,080.00	16	4	4	24	1,080.00	90.00	45	4,050.00	
5		Ballpen, pilot Blue	pcs	3			3	135.00	6			6	270.00	6			6	270.00	6			6	270.00	21.00	45	945.00	
6		Battery, size AA, alkaline, 2 pieces per blister pack	packs	6	1	1	8	1,320.00	5	3	1	9	1,485.00	5	3	1	9	1,485.00	5	1	7	13	2,145.00	39.00	165	6,435.00	
7		Battery, size AAA, alkaline, 2 pieces per blister pack	packs	1			1	165.00				0	0.00				0	0.00			3	3	495.00	4.00	165	660.00	
8		Binder Clip 11/4" 12pcs/box	box	2			2	220.00	2			2	220.00	1			1	110.00	1			1	110.00	6.00	110	660.00	
9		Binder Clip 2" 12pcs/box	box	2			2	270.00	2			2	270.00	1			1	135.00	1			1	135.00	6.00	135	810.00	
10		Binder Clip 3/4" 12pcs/box	box	2			2	210.00	2			2	210.00	1			1	105.00	1			1	105.00	6.00	105	630.00	
11		Binder Folder	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	300	0.00	
12		Binding Glue	btls				0	0.00				0	0.00				0	0.00				0	0.00	0.00	280	0.00	
13		Book Paper A4 Advance Sub 20	reams	22	72	17	111	33,855.00	52	22	17	91	27,755.00	82	21	16	119	36,295.00	38	15	15	68	20,740.00	389.00	305	118,645.00	
14		Book Paper Legal Advance Sub 20	reams	23	70	23	116	37,700.00	70	25	15	110	35,750.00	115	20	15	150	48,750.00	39	22	14	75	24,375.00	451.00	325	146,575.00	
15		Book Paper Short Advance Sub 20	reams	5	55	5	65	19,175.00	55	5		60	17,700.00	85	4		89	26,255.00	24			24	7,080.00	238.00	295	70,210.00	
16		CALCULATOR, compact, 12 digits	unit	5			5	4,750.00	15	15	15	45	42,750.00	15	15	15	45	42,750.00	14	14	14	42	39,900.00	137.00	950	130,150.00	
17		CARBON FILM, PE, black, size 216mm x 330mm	packs	11			11	1,980.00	2			2	360.00				0	0.00	1			1	180.00	14.00	180	2,520.00	
18		CARBON FILM, PE, blue, size 216mm x 330mm	packs	2			2	360.00				0	0.00				0	0.00				0	0.00	2.00	180	360.00	
19		Carbon paper short	packs	1			1	150.00	1			1	150.00				0	0.00				0	0.00	2.00	150	300.00	
20		CD Rewritable	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	25	0.00	
21		Correction Tape, film base type, UL 6m min	pcs	18	13	13	44	2,200.00	23	13	33	69	3,450.00	45	13	13	71	3,550.00	15	13	13	41	2,050.00	225.00	50	11,250.00	
22		CUTTER BLADE, for heavy duty cutter	tube	1			1	45.00	1			1	45.00				0	0.00				0	0.00	2.00	45	90.00	
23		CUTTER KNIFE, for general purpose	pcs				0	0.00	1			1	30.00				0	0.00				0	0.00	1.00	30	30.00	

24		DATA FILE BOX, made with chipboard, with closed ends	pcs	1	12		13	3,575.00	2			2	550.00	2			2	550.00				0	0.00	17.00	275	4,675.00
25		Diazo Paper	rolls	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2.00	500	1,000.00
26		Double-Sided Tape	rolls	4			4	400.00	1			1	100.00	15			15	1,500.00				0	0.00	20.00	100	2,000.00
27		Elmer's Glue	btls	3			3	195.00	7			7	455.00	4			4	260.00				0	0.00	14.00	65	910.00
28		Envelope, Documentary, for A4 size document 500/box	boxes		1		1	2,000.00				0	0.00				0	0.00				0	0.00	1.00	2000	2,000.00
29		Envelope, Documentary, for Legal size document 500/box	boxes	1			1	2,200.00	1			1	2,200.00				0	0.00				0	0.00	2.00	2200	4,400.00
30		ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	pcs	10	100		110	2,200.00	80			80	1,600.00				0	0.00				0	0.00	190.00	20	3,800.00
31		ENVELOPE, EXPANDING, PLASTIC, 0.5omm thickness min	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	45	0.00
32		ENVELOPE, mailing, white, with window 80gsm 500/box	box	1	1		2	860.00	1			1	430.00				0	0.00				0	0.00	3.00	430	1,290.00
33		ERASER, FELT, for blackboard/whiteboard	pcs	1			1	50.00	2			2	100.00				0	0.00				0	0.00	3.00	50	150.00
34		ERASER, PLASTIC/RUBBER, for pencil draft/writing	pcs	1			1	55.00		2		2	110.00		2		2	110.00				0	0.00	5.00	55	275.00
35		Field Notes Cover	pcs				0	0.00	50			50	6,000.00				0	0.00			10	10	1,200.00	60.00	120	7,200.00
36		FILING FOLDER (BROWN, LEGAL SIZE)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	300	0.00
37		FILING FOLDER (GREEN EXPANDABLE, LEGAL SIZE)	pcs	60			60	1,800.00	20			20	600.00	20			20	600.00	10			10	300.00	110.00	30	3,300.00
38		FILING FOLDER (ORANGE, LEGAL SIZE)	pcs	10			10	150.00	40			40	600.00	40			40	600.00	30			30	450.00	120.00	15	1,800.00
39		FILING FOLDER (VIOLET, LEGAL SIZE)	pcs	120			120	1,800.00	60			60	900.00	80			80	1,200.00	10			10	150.00	270.00	15	4,050.00
40		FILING FOLDER (YELLOW, LEGAL SIZE)	pcs	30			30	450.00	60			60	900.00	60			60	900.00	10			10	150.00	160.00	15	2,400.00
41		Fine Permanent Pentelpen	pcs	2			2	100.00	1			1	50.00	2			2	100.00	1			1	50.00	6.00	50	300.00
42		Folder White (Short)	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10	0.00
43		Folder Ordinary Long (Brown)	pcs	115	100	150	365	5,475.00	139	114	100	353	5,295.00	140	111	100	351	5,265.00	105	100	100	305	4,575.00	1,374.00	15	20,610.00
44		Folder Ordinary Long (Red)	pcs	50		50	100	1,500.00				0	0.00				0	0.00				0	0.00	100.00	15	1,500.00
45		Folder Ordinary Long (White)	pcs	520		50	570	8,550.00	540	28		568	8,520.00	530	90		620	9,300.00	10			10	150.00	1,768.00	15	26,520.00
46		Folder Ordinary Long (Yellow)	pcs	50		50	100	1,500.00	150			150	2,250.00				0	0.00		50		50	750.00	300.00	15	4,500.00
47		FOLDER PRESSBOARD LONG WHITE	pcs	200			200	6,000.00	0			0	0.00	100			100	3,000.00	100			100	3,000.00	400.00	30	12,000.00
48		Folder Slider (Long)	pcs	25			25	500.00				0	0.00				0	0.00				0	0.00	25.00	20	500.00
49		FOLDER, FANCY, for legal size documents	pcs	15			15	525.00	65			65	2,275.00				0	0.00				0	0.00	80.00	35	2,800.00
50		FOLDER, Tagboard, A4 size, 100 pieces per pack	pcs	15			15	135.00				0	0.00				0	0.00				0	0.00	15.00	9	135.00
51		GLUE, all purpose, gross weight:200 grams min	btls	3	17	2	22	1,650.00	3	2	2	7	525.00	22	2	1	25	1,875.00				0	0.00	54.00	75	4,050.00
52		GUN TACKER	pcs	1			1	75.00				0	0.00				0	0.00				0	0.00	1.00	75	75.00
53		Heavy Stapler with staple remover	unit	1			1	1,500.00				0	0.00				0	0.00				0	0.00	1.00	1500	1,500.00
54		Highlighter assorted color	set	2			2	200.00	4			4	400.00	6			6	600.00				0	0.00	12.00	100	1,200.00
55		INDEX CARD, 5"X8", 500 PIECES PER PA	packs	4	13	3	20	1,700.00	3	3	3	9	765.00	28	3	3	34	2,890.00	3	3	3	9	765.00	72.00	85	6,120.00
56		Leave Cards	packs	1			1	250.00				0	0.00				0	0.00				0	0.00	1.00	250	250.00
57		Lettering Scriber (Steadler)	pcs	2			2	500.00				0	0.00				0	0.00				0	0.00	2.00	250	500.00
58		LMB Form No. GSD C-3 (Sketch Plan)	pcs		10	10	20	900.00	20	10	10	40	1,800.00				0	0.00		20		20	900.00	80.00	45	3,600.00
59		MARKER, FLUORESCENT, 3 assorted colors per set	set	4	3	3	10	1,650.00				0	0.00	50			50	8,250.00				0	0.00	60.00	165	9,900.00

60		MARKER, PERMANENT, bullet type, black	pcs	24	3	3	30	1,650.00	35	3	3	41	2,255.00	12			12	660.00				0	0.00	83.00	55	4,565.00
61		MARKER, PERMANENT, bullet type, blue	pcs	10			10	550.00	10			10	550.00				0	0.00				0	0.00	20.00	55	1,100.00
62		MARKER, PERMANENT, bullet type, red	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	55	0.00
63		MARKER, whiteboard, black, felt tip, bullet type	pcs	11			11	1,155.00	18			18	1,890.00	4			4	420.00				0	0.00	33.00	105	3,465.00
64		MARKER, whiteboard, blue, felt tip, bullet type	pcs	11			11	1,155.00	3			3	315.00	4			4	420.00				0	0.00	18.00	105	1,890.00
65		Mechanical Pencil (0.5)	pcs	9			9	1,800.00				0	0.00				0	0.00				0	0.00	9.00	200	1,800.00
66		Mechanical Pencil (0.7)	pcs	9			9	2,250.00				0	0.00				0	0.00				0	0.00	9.00	250	2,250.00
67		Metal Fastener	boxes	3			3	450.00				0	0.00				0	0.00				0	0.00	3.00	150	450.00
68		NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pads	10			10	450.00	3			3	135.00	5			5	225.00				0	0.00	18.00	45	810.00
69		NOTE PAD, stick on, 50mm x 76mm (3" x 3") min	pads	10			10	550.00	8			8	440.00	4			4	220.00				0	0.00	22.00	55	1,210.00
70		NOTE PAD, stick on, 50mm x 76mm (3" x 4") min	pads	5			5	275.00	3			3	165.00				0	0.00				0	0.00	8.00	55	440.00
71		NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	pads	6			6	180.00				0	0.00				0	0.00				0	0.00	6.00	30	180.00
72		PAPER CLIP, vinyl/plastic coat, length: 32mm min	boxes	13	6	1	20	400.00	48	1	2	51	1,020.00	15	3		18	360.00	1			1	20.00	90.00	20	1,800.00
73		PAPER CLIP, vinyl/plastic coat, length: 48mm min	boxes	13	1	1	15	600.00	44	1	2	47	1,880.00	20			20	800.00	1			1	40.00	83.00	40	3,320.00
74		Paper Fastener, (Plastic Coated)	boxes		48		48	3,120.00		50		50	3,250.00	10	27		37	2,405.00	2			2	130.00	137.00	65	8,905.00
75		Parker Filler black ink flow	pcs				0	0.00		4		4	480.00		2		2	240.00				0	0.00	6.00	120	720.00
76		Paste	btls	1			1	60.00				0	0.00				0	0.00				0	0.00	1.00	60	60.00
77		PENCIL SHARPENER, manual, single cutter head	pcs		1		1	350.00				0	0.00				0	0.00				0	0.00	1.00	350	350.00
78		PENCIL, lead, w/ eraser, wood cased, hardness: HB	dozen	20			20	2,200.00				0	0.00				0	0.00				0	0.00	20.00	110	2,200.00
79		PENCIL, Mongol	dozen	30			30	3,600.00	1			1	120.00	51			51	6,120.00				0	0.00	82.00	120	9,840.00
80		Photopaper glossy	packs				0	0.00		5		5	400.00	1			1	80.00				0	0.00	6.00	80	480.00
81		Plastic Fastener	boxes	2	2	2	6	480.00	2	2	2	6	480.00	2	2	2	6	480.00	2	2	2	6	480.00	24.00	80	1,920.00
82		PUNCHER, paper, heavy duty, with two hole guide	unit				0	0.00	1			1	350.00				0	0.00				0	0.00	1.00	350	350.00
83		PUSH PIN, FLAT HEAD TYPE	boxes	1	16		17	1,275.00	7			7	525.00	30			30	2,250.00				0	0.00	54.00	75	4,050.00
84		RECORD BOOK, 150 PAGES	books	5	2	2	9	675.00	4			4	300.00				0	0.00				0	0.00	13.00	75	975.00
85		RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	books	15	4	4	23	2,415.00	5	8	3	16	1,680.00	13	2	2	17	1,785.00	2	2	2	6	630.00	62.00	105	6,510.00
86		RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	books	13	2	2	17	2,295.00		29		29	3,915.00				0	0.00				0	0.00	46.00	135	6,210.00
87		RING BINDER, 8o rings, plastic, 32mm x 1.12m	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	100	0.00
88		RUBBER BAND, 70mm min lay flat length (#18)	boxes	2			2	500.00	1			1	250.00	5			5	1,250.00				0	0.00	8.00	250	2,000.00
89		Rubber Stamp	pcs				0	0.00	1			1	400.00				0	0.00				0	0.00	1.00	400	400.00
90		Ruler Metal		2			2	300.00														0.00	2.00	150	300.00	
91		RULER, plastic, 450mm (18"), width: 38mm min	pcs	11	2		13	195.00	1			1	15.00				0	0.00				0	0.00	14.00	15	210.00
92		Scotch Tape 2"	rolls	2			2	100.00	4			4	200.00	5			5	250.00	2			2	100.00	13.00	50	650.00
93		Sign Pen Hi-Techpoint V1o Grip Black	pcs	24			24	2,280.00				0	0.00				0	0.00				0	0.00	24.00	95	2,280.00
94		Sign Pen Hi-Techpoint V1o Grip Blue	pcs	12			12	1,140.00				0	0.00				0	0.00				0	0.00	12.00	95	1,140.00
95		SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	pcs	74	21	6	101	4,545.00	159	6	6	171	7,695.00	9	6	6	21	945.00	8	6	6	20	900.00	313.00	45	14,085.00

96		SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	pcs	69	4	4	77	3,465.00	154	4	4	162	7,290.00	4	4	4	12	540.00	3	2		5	225.00	256.00	45	11,520.00
97		SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	pcs	12			12	540.00	20			20	900.00				0	0.00				0	0.00	32.00	45	1,440.00
98		Special Paper Long	packs	200			200	16,000.00				0	0.00				0	0.00				0	0.00	200.00	80	16,000.00
99		STAMP PAD INK, blue	bottle	4			4	200.00	1			1	50.00	1			1	50.00	1			1	50.00	7.00	50	350.00
100		STAMP PAD INK, purple or violet	bottle	10			10	500.00		5		5	250.00				0	0.00				0	0.00	15.00	50	750.00
101		STAMP PAD, FELT, bed dimension: 60mm x 100mm min	pcs	10			10	850.00	1			1	85.00				0	0.00				0	0.00	11.00	85	935.00
102		Staple Guntacker 5/16" 8mm	boxes	5			5	750.00				0	0.00				0	0.00				0	0.00	5.00	150	750.00
103		STAPLE REMOVER, PLIER-TYPE	pcs				0	0.00	2			2	60.00				0	0.00				0	0.00	2.00	30	60.00
104		Staple Wire #10	boxes	5		10	15	300.00	4			4	80.00	5			5	100.00	2			2	40.00	26.00	20	520.00
105		STAPLE WIRE #35 (Standard)	boxes	13	3	13	29	2,175.00	5			5	375.00	5	40		45	3,375.00	3			3	225.00	82.00	75	6,150.00
106		STAPLE WIRE, for heavy duty staplers, (23/13)	boxes			10	10	950.00	1			1	95.00				0	0.00				0	0.00	11.00	95	1,045.00
107		STAPLER, STANDARD TYPE, load cap: 200 staples min	pcs	2	3		5	2,700.00	1			1	540.00				0	0.00				0	0.00	6.00	540	3,240.00
108		Stick Glue	pcs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7	0.00
109		Sticker Paper size A4	packs				0	0.00				0	0.00				0	0.00				0	0.00	0.00	105	0.00
110		Storage Box	unit	10			10	5,450.00	2	10		12	6,540.00	5			5	2,725.00				0	0.00	27.00	545	14,715.00
111		TAPE DISPENSER, TABLE TOP, for 24mm width tape	unit	1			1	200.00	1			1	200.00				0	0.00				0	0.00	2.00	200	400.00
112		Tape, Double Sided 1"	rolls	2			2	100.00	3			3	150.00	3			3	150.00				0	0.00	8.00	50	400.00
113		TAPE, masking, 24mm, 50meters length	rolls	1			1	55.00	3			3	165.00	3			3	165.00				0	0.00	7.00	55	385.00
114		TAPE, masking, 48mm, 50meters length	rolls	1			1	75.00	3			3	225.00	3			3	225.00				0	0.00	7.00	75	525.00
115		TAPE, Packaging, 48mm, 50 meters length	rolls	3	10		13	1,105.00	5			5	425.00	5			5	425.00				0	0.00	23.00	85	1,955.00
116		TAPE, TRANSPARENT, width: 24mm (±1mm)	rolls	17	37	3	57	1,425.00	41	3	3	47	1,175.00	36	3	3	42	1,050.00	4	2		6	150.00	152.00	25	3,800.00
117		TAPE, TRANSPARENT, width: 48mm (±1mm)	rolls	13	3	3	19	1,045.00	32	2	2	36	1,980.00	2	2	2	6	330.00	2	2	2	6	330.00	67.00	55	3,685.00
118		Technical Pen (0.1)	pcs	2			2	1,300.00				0	0.00				0	0.00				0	0.00	2.00	650	1,300.00
119		Technical Pen (0.2)	pcs	2			2	1,500.00				0	0.00				0	0.00				0	0.00	2.00	750	1,500.00
120		Technical Pen (0.4)	pcs	1	1		2	1,800.00				0	0.00				0	0.00				0	0.00	2.00	900	1,800.00
121		Technical Pen (0.6)	pcs	2			2	2,400.00				0	0.00				0	0.00				0	0.00	2.00	1200	2,400.00
122		Technical Pen (0.8)	pcs	2			2	3,000.00				0	0.00				0	0.00				0	0.00	2.00	1500	3,000.00
123		Technical Pen Ink (Black)	pcs	2			2	2,400.00				0	0.00				0	0.00				0	0.00	2.00	1200	2,400.00
124		Typewriter Ribbon	rolls	2			2	120.00	2			2	120.00	15	2		17	1,020.00				0	0.00	21.00	60	1,260.00
125		Uni Pin Pen o8 Pigment Ink .8mm Black	pcs		3		3	300.00	3			3	300.00				0	0.00				0	0.00	6.00	100	600.00
126		White Board (80x120cm)	pcs	1			1	1,800.00	1			1	1,800.00				0	0.00				0	0.00	2.00	1800	3,600.00
127		White Board Marker (/red)	pcs	1			1	80.00	2			2	160.00	1			1	80.00				0	0.00	4.00	80	320.00
128		White Board Marker (black)	pcs	1			1	80.00	2			2	160.00	1			1	80.00				0	0.00	4.00	80	320.00
129		White Board Marker (blue/)	pcs	1			1	80.00	1			1	80.00	1			1	80.00				0	0.00	3.00	80	240.00
130		Yellow Pad	pads	1			1	45.00	2	5		7	315.00	20	5		25	1,125.00				0	0.00	33.00	45	1,485.00

Common Janitorial Supplies																												
	1		FLOOR WAX, PASTE, RED					0	0.00				0	0.00				0	0.00				0	0.00	0.00	500		0.00
								0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
Office Equipment and Accessories																												
Office Supplies																												
Audio and visual presentation and composing equipment																												
	1		Altec Lansing desktop speaker	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
	2		DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9000		0.00
	3		Microphone	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2000		0.00
	4		Speakers	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8000		0.00
Photographic or filming or video equipment																												
Cleaning Equipment and Supplies																												
Paper Materials and Products																												
Lighting and fixtures and accessories																												
Electrical equipment and components and supplies																												
Computer Supplies																												
Common ICT Equipment																												
	1		Android Phone (8GB RAM Internal Memory) 128 GB for Compass Pro Application) and capable to run Google Earth Mobile App	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	35000		0.00
	2		AutoCAD Civil 3D 2015 Installer	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
	3		AVR(Automatic Voltage Regulator)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	530		0.00
	4		CARTRIDGE/PRINT HEAD Canon G3000	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1500		0.00
	5		Compass Pro Application (can be downloaded from Google App Store)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00
	6		CPU	unit	1			1	14,900.00				0	0.00				0	0.00				0	0.00	1.00	14900		14,900.00
	7		Desktop Computer with Accessories (AMD) Ryzen 7 2700x 8-Core 3.7 GHz, Intel Core i7 or higher (recommended) 8 GB RAM (minimum), 1280x1024 with true color (minimum)	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	80000		0.00
	8		Desktop Computer, branded	set	2			2	0.00				0	0.00				0	0.00				0	0.00	2.00			0.00
	9		Desktop keyboard	unit	1			1	500.00				0	0.00				0	0.00				0	0.00	1.00	500		500.00
	10		External Drive 2TB	unit				0	0.00				0	0.00	1			1	5,500.00				0	0.00	1.00	5500		5,500.00
	11		EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4500		0.00
	12		FLASH DRIVE, 16GB, USB 2.0, plug and play	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	600		0.00
	13		FLASH DRIVE, 32 GB capacity	unit	2			2	1,900.00				0	0.00				0	0.00				0	0.00	2.00	950		1,900.00
	14		Google Earth Mobile (can be downloaded from Google App Store)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00			0.00

15		Google Earth Pro Installer	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
16		Imaging drum (HP Laser Jet 100 Color MPF M175NW)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4000	0.00	
17		KASPERSKY ANTI-VIRUS (3 UNITS PER BOX)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	2000	0.00	
18		LAPTOP (ASUS UX433FN-A6108T ZENBOOK 14" Silver Intel Core i7 8565U 16GB, DDR4, 512SSD, 2GB MX150 14" FHD IPS Windows 10)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	70000	0.00	
19		Laptop Battery (ASUS K43E)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1500	0.00	
20		Laptop, Branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	84000	0.00	
21		Laptop, Branded	unit	1			1	0.00				0	0.00				0	0.00				0	0.00	1.00		0.00	
22		MOUSE, optical, USB connection type	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350	0.00	
23		Mouse, Wireless	unit	2			2	1,100.00				0	0.00				0	0.00				0	0.00	2.00	550	1,100.00	
24		Net Book (Laptop)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15000	0.00	
25		NMAX Software	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1500	0.00	
26		PRINTER 4 n' 1 (Printer Type - Ink Tank, Functionality - All-in-One (Print, Scan, Copy, Fax), Printer Output - Color) Page size supported - 4.0"x6.0" till A4/Letter / Legal / A5 / B5, Duplex Print - Manual, Print resolution - 4800x1200	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15000	0.00	
27		Printer Continuous (Canon) G400	unit	2	1	1	4	60,000.00				0	0.00				0	0.00				0	0.00	4.00	15000	60,000.00	
28		Projector	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15000	0.00	
29		Stand for Printer Plotter T120, 24"	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3000	0.00	
30		T120 Printer Plotter w/Scanner 24"	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
31		UPS	unit	2			2	8,400.00				0	0.00				0	0.00				0	0.00	2.00	4200	8,400.00	
Consumables																											
1		CANON MG300 CONTINUOUS INK BLACK	btls	6	4	4	14	6,300.00	6	4	4	14	6,300.00	8	5		13	5,850.00	2			2	900.00	43.00	450	19,350.00	
2		CANON MG300 CONTINUOUS INK CYAN	btls	5	3	3	11	4,950.00	5	3	2	10	4,500.00	4	3		7	3,150.00	2			2	900.00	30.00	450	13,500.00	
3		CANON MG300 CONTINUOUS INK MAGENTA	btls	5	3	3	11	4,950.00	5	3	2	10	4,500.00	4	3		7	3,150.00	2			2	900.00	30.00	450	13,500.00	
4		CANON MG300 CONTINUOUS INK YELLOW	btls	5	3	3	11	4,950.00	5	3	2	10	4,500.00	4	3		7	3,150.00	2			2	900.00	30.00	450	13,500.00	
5		CANON MG4010 CONTINUOUS INK BLACK	btls	2	49		51	22,950.00	2	50		52	23,400.00	54			54	24,300.00	48			48	21,600.00	205.00	450	92,250.00	
6		CANON MG4010 CONTINUOUS INK CYAN	btls	2	49		51	22,950.00	2	50		52	23,400.00	54			54	24,300.00	48			48	21,600.00	205.00	450	92,250.00	
7		CANON MG4010 CONTINUOUS INK MAGENTA	btls	2			2	900.00	52	6		58	26,100.00	48			48	21,600.00	49			49	22,050.00	157.00	450	70,650.00	
8		CANON MG4010 CONTINUOUS INK YELLOW	btls	2			2	900.00	52			52	23,400.00	53			53	23,850.00	49			49	22,050.00	156.00	450	70,200.00	
9		HP Ink 126 A (Print Cartridge) -(BK)	cart	4			4	12,000.00	6			6	18,000.00				0	0.00				0	0.00	10.00	3000	30,000.00	
10		HP Ink 126 A (Print Cartridge) -(C)	cart	3			3	13,500.00		2		2	9,000.00				0	0.00				0	0.00	5.00	4500	22,500.00	
11		HP Ink 126 A (Print Cartridge) -(M)	cart	3	3		6	27,000.00				0	0.00				0	0.00				0	0.00	6.00	4500	27,000.00	
12		HP Ink 126 A (Print Cartridge) -(Y)	cart	3	3		6	27,000.00				0	0.00				0	0.00				0	0.00	6.00	4500	27,000.00	

13		INK CART, CANON CL-811, Colored	cart	12			12	16,200.00	15	2		17	22,950.00	15	3		18	24,300.00	11			11	14,850.00	58.00	1350	78,300.00
14		INK CART, CANON PG-810, Black	cart	12			12	11,400.00	13	3		16	15,200.00	15	3		18	17,100.00	12			12	11,400.00	58.00	950	55,100.00
15		Ink Epson 003 Continuous Black	btls	5	5	5	15	6,000.00				0	0.00				0	0.00				0	0.00	15.00	400	6,000.00
16		Ink Epson 003 Continuous Blue	btls				0	0.00				0	0.00				0	0.00				0	0.00	0.00	400	0.00
17		Ink Epson 003 Continuous Cyan	btls	5			5	2,000.00				0	0.00				0	0.00				0	0.00	5.00	400	2,000.00
18		Ink Epson 003 Continuous Magenta	btls	10			10	4,000.00				0	0.00				0	0.00				0	0.00	10.00	400	4,000.00
19		Ink Epson 664 Continuous Black	btls	5	5	5	15	6,000.00				0	0.00				0	0.00				0	0.00	15.00	400	6,000.00
20		Ink Epson 664 Continuous Cyan	btls	5			5	2,000.00				0	0.00				0	0.00				0	0.00	5.00	400	2,000.00
21		Ink Epson 664 Continuous Magenta	btls	5			5	2,000.00				0	0.00				0	0.00				0	0.00	5.00	400	2,000.00
22		Ink Epson 664 Continuous Yellow	btls	5			5	2,000.00				0	0.00				0	0.00				0	0.00	5.00	400	2,000.00
23		Ink for Plotter (T120) - (BK)	btls				0	0.00				0	0.00				0	0.00	2			2	4,000.00	2.00	2000	4,000.00
24		Ink for Plotter (T120) - (C)	btls			1	1	1,200.00				0	0.00				0	0.00				0	0.00	1.00	1200	1,200.00
25		Ink for Plotter (T120) - (M)	btls			1	1	1,200.00				0	0.00				0	0.00				0	0.00	1.00	1200	1,200.00
26		Ink for Plotter (T120) - (Y)	btls			1	1	1,200.00				0	0.00				0	0.00				0	0.00	1.00	1200	1,200.00
27		Ink HP Laser Jet P1002, CE28AD, Black 85A	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	350	0.00
28		Ink HP Laser Jet P1002, CE28AD, Black 85A	cart	3			3	1,050.00				0	0.00				0	0.00				0	0.00	3.00	350	1,050.00
29		Toner Gestetner MP 2501	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4000	0.00
30		TONER GESTETNER XEROX MACHINE MP 2000 EDP CODE	unit	14			14	40,600.00	3			3	8,700.00		4		4	11,600.00	2			2	5,800.00	23.00	2900	66,700.00
Other Categories																										
1		15 x 40cm (AR) Cylinder Concrete Monuments	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	100	0.00
2		Door knob	piece	2			2	1,400.00				0	0.00				0	0.00				0	0.00	2.00	700	1,400.00
3		Prism-62 mm standard prism 5.5x7 inches target	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5000	0.00
4		Twist Lock Prism Pole 12 feet	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4500	0.00
5		UHF-888 Tranceiver two-way radio with earpiece	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2500	0.00
6		Tires	unit	20			20	300,000.00				0	0.00				0	0.00				0	0.00	20.00	15000	300,000.00
A. TOTAL																							P		1,997,550.00	

B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)									P	199,755.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)										
D. GRAND TOTAL (A + B+ C)									P	2,197,305.00
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									P	-
F. MONTHLY CASH REQUIREMENTS									P	-
G.1 Available at Procurement Service Stores		-		-		-		-	P	-
G.2 Other Items not available at PS but regularly purchased from other sources		928,090.00		428,090.00		397,475.00		243,895.00	P	1,997,550.00
TOTAL MONTHLY CASH REQUIREMENTS		928,090.00		428,090.00		397,475.00		243,895.00	P	1,997,550.00

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

Prepared by:

ROWENA M. MARFIGA

Property/Supplier Officer

Date Prepared:October 29, 2019

Certified Funds Available

ERMA M. OCSINS

Accountant / Local Budget Officer

Certified Appropriate Funds Availa Approved by:

CAMILO A. DEL MONTE

Head of Office/Agency