

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store
- 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: DEPARTMENT OF AGRARIAN REFORM - PROVINCE OF BILIRAN	Agency Code/UA/CS: _____	Contact Person: _____
Region: VIII	Organization Type: _____	Position: _____
Address: BLISS, CALUMPANG, NAVAL, BILIRAN		E-mail: _____
		Telephone/Mobile Nos: _____

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	1		2	3	418.08							0	0.00				2	2	278.72				0	0.00	5.00	139.36	696.80	
PERFUMES OR COLOGNES OR FRAGRANCES																															
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	12		2	14	2,120.02	2		2	4	605.72							2	2	302.86				2	2	302.86	22.00	151.43	3331.46
ALCOHOL OR ACETONE BASED ANTISEPTICS																															
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	20		3	23	1,530.88	5		3	8	532.48							3	3	199.68				3	3	199.68	37.00	66.56	2462.72
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	4		6	10	3,879.20				6	6	2,327.52								0	0.00				0	0.00	16.00	387.92	6206.72
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	7	2	5	14	610.12	7	2	5	14	610.12	2	2	5	9	392.22	2	2	5	9	392.22	46.00	43.58					2004.68	
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	2				910.00						0	0.00							0	0.00				0	0.00	2.00	455.00	910.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon					0	0.00					0	0.00							0	0.00				0	0.00	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																															
8	12171703-SI-P01	INK, for stamp pad	bottle	2				63.04						0	0.00							0	0.00				0	0.00	2.00	31.52	63.04
FILMS																															
9	13111203-AC-F01	ACETATE	roll				1	1	847.82					0	0.00						0	0.00					0	0.00	1.00	847.82	847.82
10	13111201-CF-P01	CARBON FILM, A4	box					0	0.00					0	0.00							0	0.00				0	0.00	0.00	221.00	0.00
11	13111201-CF-P02	CARBON FILM, legal	box					0	0.00					0	0.00							0	0.00				0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																															
12	14111525-CA-A01	CARTOLINA, assorted colors	pack					0	0.00					0	0.00							0	0.00				0	0.00	0.00	83.72	0.00
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box					0	0.00					0	0.00							0	0.00				0	0.00	0.00	882.55	0.00
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	box					0	0.00					0	0.00							0	0.00				0	0.00	0.00	1029.60	0.00
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	box					0	0.00					0	0.00							0	0.00				0	0.00	0.00	1528.80	0.00
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box					0	0.00					0	0.00							0	0.00				0	0.00	0.00	906.36	0.00
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box					0	0.00					0	0.00							0	0.00				0	0.00	0.00	884.00	0.00
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box					0	0.00					0	0.00							0	0.00				0	0.00	0.00	1508.00	0.00
19	14111609-LL-C01	LOOSELEAF COVER, legal	bundle					0	0.00					0	0.00							0	0.00				0	0.00	0.00	794.96	0.00
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	25		3	28	1,037.68	5			5	185.30								3	3	111.18				0	0.00	36.00	37.06	1334.16
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5		3	8	474.24	5			5	296.40								3	3	177.84				0	0.00	16.00	59.28	948.48
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	5			5	270.40	5			5	270.40									0	0.00				0	0.00	10.00	54.08	540.80
23	14111514-NB-S01	NOTEBOOK, stenographer	piece					0	0.00					0	0.00							0	0.00				0	0.00	0.00	12.04	0.00
24	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	31	1	61	93	12,709.38	11	1	61	73	9,976.18	1	1	11	13	1,776.58	1	1	11	13	1,776.58	192.00	136.66					26238.72	
25	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	30	1	60	91	11,621.61	10	1	60	71	9,067.41			1	10	11	1,404.81		1	10	11	1,404.81	184.00	127.71					23498.64
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	10			10	982.60	5			5	491.30									0	0.00				0	0.00	15.00	98.26	1473.90
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	10			10	1,184.60	5			5	592.30									0	0.00				0	0.00	15.00	118.46	1776.90

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				
28	14111531-PP-R01	PAD PAPER, ruled	pad				0	0.00							0	0.00				0	0.00	0.00	29.12	0.00				
29	14111503-PA-P01	PAPER, parchment	box				0	0.00							0	0.00				0	0.00	0.00	98.05	0.00				
30	14111818-TH-P02	Thermal Paper, 55GSM (-5%), 1/2 Core, 216mm x 30m	roll				0	0.00							0	0.00				0	0.00	0.00	55.64	0.00				
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			3	3	212.16							0	0.00				3	3	212.16	6.00	70.72	424.32			
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			1	1	101.92							0	0.00				1	1	101.92	2.00	101.92	203.84			
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	5		5	10	868.40		5		5	10	868.40					5	5	434.20	30.00	86.84	2605.20				
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	11	1	1	13	452.92		1	1	1	3	104.52		1	1	1	3	104.52	1	1	1	3	104.52	22.00	34.84	766.48
35	14111704-TT-P04	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	21	1	1	23	777.40		1	1	1	3	101.40		1	1	1	3	101.40	1	1	1	3	101.40	32.00	33.80	1081.60
BATTERIES AND CELLS AND ACCESSORIES																												
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	3			3	108.90						0	0.00					0	0.00	3.00	36.30	108.90				
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	3		10	13	256.49				10	10	197.30						0	0.00	23.00	19.73	453.79				
38	26111702-BT-A03	BATTERY, dry Cell, size D	pack				0	0.00						0	0.00					0	0.00	0.00	96.20	0.00				
MANUFACTURING COMPONENTS AND SUPPLIES																												
39	31201610-GL-J01	GLUE, all purpose	jar				0	0.00						0	0.00					0	0.00	0.00	71.50	0.00				
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box				0	0.00						0	0.00					0	0.00	0.00	19.76	0.00				
41	31151804-SW-S01	STAPLE WIRE, standard	box	3			3	67.23						0	0.00					0	0.00	3.00	22.41	67.23				
42	31201502-TA-E01	TAPE, electrical	roll				0	0.00						0	0.00					0	0.00	0.00	18.67	0.00				
43	31201503-TA-M01	TAPE, masking, 24mm	roll				0	0.00						0	0.00					0	0.00	0.00	54.60	0.00				
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll		1	3	4	426.40		1		1	106.60		1	106.60				0	0.00	6.00	106.60	639.60				
45	31201517-TA-P01	TAPE, packaging, 48mm	roll				0	0.00						0	0.00					0	0.00	0.00	22.36	0.00				
46	31201512-TA-T01	TAPE, transparent, 24mm	roll			8	8	80.72						0	0.00					0	0.00	8.00	10.09	80.72				
47	31201512-TA-T02	TAPE, transparent, 48mm	roll				0	0.00						0	0.00					0	0.00	0.00	19.97	0.00				
48	31151507-TW-P01	TWINE, plastic	roll			2	2	116.48						0	0.00					0	0.00	2.00	58.24	116.48				
HEATING AND VENTILATION AND AIR CIRCULATION																												
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit				0	0.00						0	0.00					0	0.00	0.00	1109.68	0.00				
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit				0	0.00						0	0.00					0	0.00	0.00	1369.68	0.00				
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit				0	0.00						0	0.00					0	0.00	0.00	856.86	0.00				
52	40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	unit				0	0.00						0	0.00					0	0.00	0.00	674.96	0.00				
MEDICAL THERMOMETERS AND ACCESSORIES																												
53	41112224-TG-T02	THERMOGUN	piece				0	0.00						0	0.00					0	0.00	0.00	2532.40	0.00				
LIGHTING AND FIXTURES AND ACCESSORIES																												
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece				0	0.00						0	0.00					0	0.00	0.00	205.82	0.00				
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece				0	0.00						0	0.00					0	0.00	0.00	82.16	0.00				
MEASURING AND OBSERVING AND TESTING EQUIPMENT																												
56	41111604-RU-P02	RULER, plastic, 450mm	piece				0	0.00						0	0.00					0	0.00	0.00	17.68	0.00				
CLEANING EQUIPMENT AND SUPPLIES																												
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	1		3	4	360.88						0	0.00				3	3	270.66	7.00	90.22	631.54				
58	47131604-BR-S01	BROOM, soft, tambo	piece				3	3	408.72					0	0.00					0	0.00	3.00	136.24	408.72				
59	47131604-BR-T01	BROOM, stick, ting-ting	piece				0	0.00						0	0.00					0	0.00	0.00	18.20	0.00				
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle				0	0.00						0	0.00					0	0.00	0.00	41.60	0.00				
61	47131805-CL-P01	CLEANSER, scouring powder	can				0	0.00						0	0.00					0	0.00	0.00	23.92	0.00				
62	47131811-DE-B02	DETERGENT BAR, 140g	piece				0	0.00						0	0.00					0	0.00	0.00	8.30	0.00				
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	3			3	162.24						0	0.00					0	0.00	3.00	54.08	162.24				
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	3		9	12	1,547.52		2		6	8	1,031.68		3	3	386.88		2	2	257.92	25.00	128.96	3224.00			
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece				0	0.00						0	0.00					0	0.00	0.00	24.83	0.00				
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon				0	0.00						0	0.00					0	0.00	0.00	131.25	0.00				
67	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	10			10	1,029.60						0	0.00					0	0.00	10.00	102.96	1,029.60				
68	47131802-FW-P02	FLOOR WAX, paste type, red	can	3		3	6	1,858.56				3	3	929.28						0	0.00	9.00	309.76	2,787.84				
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	1			1	120.12						0	0.00					0	0.00	1.00	120.12	120.12				
70	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00						0	0.00					0	0.00	0.00	2288.00	0.00				
71	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece				0	0.00						0	0.00					0	0.00	0.00	124.80	0.00				
72	47131619-MP-R01	MOPHEAD, made of rayon	piece				0	0.00						0	0.00					0	0.00	0.00	123.76	0.00				
73	47131501-RG-C01	RAGS, all cotton	bundle				0	0.00						0	0.00					0	0.00	0.00	53.82	0.00				

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year						
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283	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00							0	0.00					0	0.00	0.00	3962.24	0.00		
284	44103103-SA-B10	TONER CART, SAMSUNG SCX-D655SA, Black	cart				0	0.00							0	0.00					0	0.00	0.00	4066.40	0.00		
285	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	cart				0	0.00							0	0.00					0	0.00	0.00	6370.00	0.00		
286	44103103-CA-B00	TONER CART, CANON CRG 324 II	cart				0	0.00							0	0.00					0	0.00	0.00	13399.36	0.00		
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
287	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit				0	0.00							0	0.00					0	0.00	0.00	23623.60	0.00		
288	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit				0	0.00							0	0.00					0	0.00	0.00	17472.00	0.00		
FLAG OR ACCESSORIES																											
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece				0	0.00							0	0.00					0	0.00	0.00	284.84	0.00		
PRINTED PUBLICATIONS																											
290	55101524-RA-H01	HANDBOOK (RA 9184), 8th edition	book				0	0.00							0	0.00					0	0.00	0.00	37.21	0.00		
FIRE FIGHTING EQUIPMENT																											
291	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit				0	0.00							0	0.00					0	0.00	0.00	1144.00	0.00		
292	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit				0	0.00							0	0.00					0	0.00	0.00	5613.25	0.00		
CONSUMER ELECTRONICS																											
293	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	1			1	6,415.64							0	0.00					0	0.00	1.00	6415.64	6415.64		
FURNITURE AND FURNISHINGS																											
294	56101504-CM-B01	MONOBLOC CHAIR, beige	piece				0	0.00							0	0.00					0	0.00	0.00	303.68	0.00		
295	56101504-CM-W01	MONOBLOC CHAIR, white	piece				0	0.00							0	0.00					0	0.00	0.00	301.60	0.00		
296	56101519-TM-S01	MONOBLOC TABLE, white	unit				0	0.00							0	0.00					0	0.00	0.00	1235.52	0.00		
297	56101519-TM-S02	MONOBLOC TABLE, beige	unit				0	0.00							0	0.00					0	0.00	0.00	1088.88	0.00		
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece				0	0.00							0	0.00					0	0.00	0.00	37.04	0.00		
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece				0	0.00							0	0.00					0	0.00	0.00	38.41	0.00		
300	60121534-ER-P01	ERASER, plastic/rubber	piece				0	0.00							0	0.00					0	0.00	0.00	4.37	0.00		
301	60121524-SP-G01	SIGN PEN, black	piece	50	12		62	1,256.12	20	12					32	648.32					12	243.12	118.00	20.26	2390.68		
302	60121524-SP-G02	SIGN PEN, blue	piece	40	12		52	1,053.52	10	12					22	445.72					12	243.12	98.00	20.26	1985.48		
303	60121524-SP-G03	SIGN PEN, red	piece				0	0.00							0	0.00					0	0.00	0.00	20.26	0.00		
304	60121124-WR-P01	WRAPPING PAPER, kraft	pack				0	0.00							0	0.00					0	0.00	0.00	154.84	0.00		
SOFTWARE																											
1	43231513-SFT-001	Business function specific software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
3	43232004-SFT-003	Computer game or entertainment software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
4	43232107-SFT-004	Content authoring and editing software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
5	43232202-SFT-005	Content management software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
6	43232304-SFT-006	Data management and query software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
7	43232402-SFT-007	Development software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
8	43232505-SFT-008	Educational or reference software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
9	43232603-SFT-009	Industry specific software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
10	43232701-SFT-010	Network applications software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
11	43232802-SFT-011	Network management software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
12	43232905-SFT-012	Networking software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
13	43233004-SFT-013	Operating environment software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
14	43233205-SFT-014	Security and protection software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
15	43233405-SFT-015	Utility and device driver software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
16	43233501-SFT-016	Information exchange software	license				0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type					0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
2	40101701-AC-S01	Air Conditioning Unit, Split Type					0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
3	44111905-WB-N01	White Board					0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
4	44111911-WB-D01	White Board, Digital					0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		
5	52161505-TV-S01	SMART Television					0	0.00							0	0.00					0	0.00	0.00	0.00	0.00		

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
6	52161520-MC-M01	Microphone					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
7	52161512-SP-K01	Speakers					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
8	32101514-AM-P01	Amplifier					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
9	52161517-EQ-E01	Equalizer					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
10	46171615-HD-C01	HD Camera					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
11	45121504-DS-C01	DSLR Camera					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
12	45121516-VH-C01	HD Video Camera					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
13	45121506-VC-C01	Video Conference Equipment					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
14	39112102-LB-B01	LED bulb					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
15	43212104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
16	43212104-PI-C01	PRINTER, Inkjet, Color					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
17	43212105-PP-001	Portable Printer					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
18	43211509-AT-001	Android Tablet					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
19	43222610-HS-001	Hub/Switches					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
20	43222609-NR-001	Network Routers					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
21	43222640-WA-P01	Wireless Access Point					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
22	43211711-SF-001	Scanner, Flatbed					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
23	45111601-WP-P01	Wireless Pointing Device / Laser Pointer					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
24	81112306-MF-P01	Multi Function PRINTER					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
25	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
26	43191501-MP-001	Mobile Phone					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
27	43211711-SC-D01	Scanner, Colored, Double sided, feeder type					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
28	53121601-GB-001	GO BAG, for disaster relief, rescue operations					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
29	60104701-SP-001	Solar Panel					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
30	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
31	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
32	46181502-BF-V01	Bullet proof vest					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
33	25172502-WW-001	Wheels, _____ (type of vehicle)					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
34	40161513-FF-001	Fuel Filters					0	0.00								0	0.00					0	0.00	0.00	60.00	0.00
35	48101710-DW-F01	Drinking Water/ Fountain		8	8	8	24	960.00	8	8	8	24	960.00	8	8	8	24	960.00	8	8	8	24	960.00	96.00	40.00	3840.00
36	26111729-AB-001	Auto Battery					0	0.00								0	0.00					0	0.00	0.00	0.00	0.00
37		Toner MP2014H	piece				0	0.00			3	3	11,400.00			0	0.00					0	0.00	3.00	3800.00	11400.00
38		Prepaid Cellcards @500	piece	2	2	2	6	3,180.00	2	2	2	6	3,180.00	2	2	2	6	3,180.00	2	2	2	6	3,180.00	24.00	530.00	12720.00
39		Prepaid Cellcards @300	piece	10		30	40	12,800.00	10		30	40	12,800.00	10		30	40	12,800.00	10		30	40	12,800.00	160.00	320.00	51200.00
40		Prepaid Cellcards @300	piece	28	3	28	59	19,470.00	28	3	28	59	19,470.00	28	3	28	59	19,470.00	28	3	28	59	19,470.00	236.00	330.00	77880.00

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					
41	Steel Cabinet	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	15000.00	0.00	
42	KF94 Face Mask	pack	20	20	41	81	10,530.00	20	20	41	81	10,530.00	10	10	31	51	6,630.00	10	10	31	51	6,630.00	264.00	130.00	34320.00	
43	Epson L3110 (#003) Ink, black	bottle	20			20	12,000.00				0	0.00				0	0.00				0	0.00	20.00	600.00	12000.00	
44	Epson L3110 (#003) Ink, yellow	bottle	15			15	9,000.00				0	0.00				0	0.00				0	0.00	15.00	600.00	9000.00	
45	Epson L3110 (#003) Ink, magenta	bottle	15			15	9,000.00				0	0.00				0	0.00				0	0.00	15.00	600.00	9000.00	
46	Epson L3110 (#003) Ink, cyan	bottle	15			15	9,000.00				0	0.00				0	0.00				0	0.00	15.00	600.00	9000.00	
47	Sign Pen, 1.0mm - blue	piece	40			40	4,800.00	40			40	4,800.00	40			40	4,800.00	40			40	4,800.00	160.00	120.00	19200.00	
48	Sign pen, 1.0mm - black	piece	20			20	2,400.00	20			20	2,400.00	20			20	2,400.00	20			20	2,400.00	80.00	120.00	9600.00	
49	Steel Cabinet, single & vertical - 4 rows	unit	3			3	48,000.00				0	0.00				0	0.00				0	0.00	3.00	16000.00	48000.00	
50	Fastener, plastic	box	10			10	500.00				0	0.00	10			10	500.00				0	0.00	20.00	50.00	1000.00	
51	Fastener, long, plastic	box	5			5	300.00				0	0.00	5			5	300.00				0	0.00	10.00	60.00	600.00	
52	OFFICE CHAIR, adjustable height 360	unit	1			1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8000.00	8000.00	
53	Fuel	liters	120	120	120	360	21,600.00	120	120	120	360	21,600.00	120	120	120	360	21,600.00	120	120	120	360	21,600.00	1,440.00	60.00	86400.00	
54	NYLON Monofilament				1	1	300.00			1	1	300.00				0	0.00				0	0.00	2.00	300.00	600.00	
55	Property Inventory 4x3 .5				200	200	3,000.00				0	0.00				0	0.00				2	2	30.00	202.00	15.00	3030.00
56	Steel Cabinet 3 Layers-Vertical				1	1	331.00				0	0.00				0	0.00				0	0.00	1.00	331.00	331.00	
57	Canon Cartridge Black (C or B)				1	1	500.00			1	1	500.00				1	1	500.00			1	1	500.00	4.00	500.00	2000.00
58	Canon BK GI-790				2	2	1,000.00			1	1	500.00				2	2	1,000.00			1	1	500.00	6.00	500.00	3000.00
59	Canon M GI-790				2	2	1,000.00			1	1	500.00				2	2	1,000.00			1	1	500.00	6.00	500.00	3000.00
60	Canon C GI-790				2	2	1,000.00			1	1	500.00				2	2	1,000.00			1	1	500.00	6.00	500.00	3000.00
61	Canon Y GI-790				2	2	1,000.00			1	1	500.00				2	2	1,000.00			2	2	1,000.00	7.00	500.00	3500.00
62	Thermal Scanner with alcohol dispenser				1	1	2,300.00				0	0.00				0	0.00				0	0.00	1.00	2300.00	2300.00	
63	Logitech C920 Pro HD Webcam 1080p Video with Stereo Audio	set/piece	1			1	4,500.00				0	0.00				0	0.00				0	0.00	1.00	4500.00	4500.00	
64	Tarpaulin	piece		1		1	500.00				0	0.00				0	0.00				0	0.00	1.00	500.00	500.00	
65	T-shirt with Collar and Printing	piece		25		25	9,500.00				0	0.00			25	25	9,500.00				0	0.00	50.00	380.00	19000.00	
66	Face Shield	box	8			8	1,600.00	8			8	1,600.00	8			8	1,600.00	9			9	1,800.00	33.00	200.00	6600.00	
67	Face Mask	box	8			8	4,800.00	8			8	4,800.00	8			8	4,800.00	9			9	5,400.00	33.00	600.00	19800.00	
68	70% Rubbing Alcohol	bottle	8			8	4,800.00	8			8	4,800.00	8			8	4,800.00	9			9	5,400.00	33.00	600.00	19800.00	
69	Lysol	gallon	1			1	3,000.00				0	0.00	1			1	3,000.00				0	0.00	2.00	3000.00	6000.00	
70	Surgical Mask, 3 - ply	box	8	8	8	24	3,600.00	8	8	8	24	3,600.00	8	8	8	24	3,600.00	8	8	8	24	3,600.00	96.00	150.00	14400.00	
A. TOTAL																									P	672,724.21
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									P	67,272.42
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																									P	-
D. GRAND TOTAL (A + B+ C)																									P	739,996.63
E. APPROVED BUDGET BY THE AGENCY HEAD																										

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:

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

SUSANA T. FIRMO
Property / Supply Officer

AIDA G. PIGA
Accountant / Budget Officer

JOSEFINA CORAZON N. TURLA
Head of Office/Agency

Date Prepared: September 2, 2021