

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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.

- Instructions:**
- Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
 - Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
 - The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
 - Agency must not delete any item in the template; neither should revise the template.
 - An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
 - 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
 - Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - 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.
 - The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. 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
 - 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.
 - For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before **December 15, 2020.**

Department/Bureau/Office: <u>Department of Agrarian Reform Mountain Province</u>	Agency Account Code: _____	Contact Person: <u>BRENDA P. LAFASNI</u>
Region: <u>CAR</u>	Organization Type: _____	Position: <u>PCAO</u>
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<u>Mountain Province</u>		Telephone/Mobile Nos: <u>9994982581</u>

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	0	20	0	20	2,787.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	139.36	2787.20	
PERFUMES OR COLOGNES OR FRAGRANCES																											
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	0	40	0	40	6,057.20	0	0	40	40	6,057.20	0	0	40	40	6,057.20	0	0	40	40	6,057.20	160.00	151.43	24228.80	
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	0	120		120	5,229.60	0	0	120	120	5,229.60	0	0	120	120	5,229.60	0	0	120	120	5,229.60	480.00	43.58	20918.40	
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0		0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	457.60	0.00	
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	0	120	0	120	5,229.60	0	0	120	120	5,229.60	0	0	120	120	5,229.60	0	0	120	120	5,229.60	480.00	43.58	20918.40	
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	455.00	0.00	
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	207.75	0.00	
COLOR COMPOUNDS AND DISPERSIONS																											
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	0	20	0	20	630.40	0	0	40	40	1,260.80	0	0	0	0	0.00	0	0	0	0	0.00	60.00	31.52	1891.20	
FILMS																											

9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	847.82	0.00	
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	20	0	0	20	4,420.00	0	0	0	0	0.00	0	0	20	20	4,420.00	40.00	221.00	8840.00	
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	0	20	0	20	4,170.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	208.52	4170.40	
PAPER MATERIALS AND PRODUCTS																											
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	50	0	50	4,186.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	83.72	4186.00	
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	882.55	0.00	
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00	
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1528.80	0.00	
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	906.36	0.00	
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	884.00	0.00	
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1508.00	0.00	
19	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	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	0	50	0	50	1,853.00	0	50	0	50	1,853.00	0	50	0	50	1,853.00	0	50	0	50	1,853.00	200.00	37.06	7412.00	
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	50	0	50	2,964.00	0	50	0	50	2,964.00	0	50	0	50	2,964.00	0	50	0	50	2,964.00	200.00	59.28	11856.00	
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	0	50	0	50	2,386.50	0	50	0	50	2,386.50	0	50	0	50	2,386.50	0	50	0	50	2,386.50	200.00	47.73	9546.00	
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	0	300	0	300	3,612.00	0	300	0	300	3,612.00	0	0	0	0	0.00	0	0	0	0	0.00	600.00	12.04	7224.00	
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	0	50	0	50	8,528.00	0	50	0	50	8,528.00	0	50	0	50	8,528.00	0	50	0	50	8,528.00	200.00	170.56	34112.00	
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	0	50	0	50	9,071.00	0	50	0	50	9,071.00	0	50	0	50	9,071.00	0	50	0	50	9,071.00	200.00	181.42	36284.00	
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	0	50	0	50	6,656.00	0	50	0	50	6,656.00	0	50	0	50	6,656.00	0	50	0	50	6,656.00	200.00	133.12	26624.00	
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	0	50	0	50	6,948.50	0	50	0	50	6,948.50	0	50	0	50	6,948.50	0	50	0	50	6,948.50	200.00	138.97	27794.00	
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	0	50	0	50	1,534.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	30.68	1534.00	
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	0	50	0	50	4,902.50	0	50	0	50	4,902.50	0	0	0	0	0.00	0	0	0	0	0.00	100.00	98.05	9805.00	
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	55.64	0.00	
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	50	0	50	3,536.00	0	50	0	50	3,536.00	0	50	0	50	3,536.00	0	0	0	0	0.00	150.00	70.72	10608.00	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	50	0	50	5,096.00	0	50	0	50	5,096.00	0	50	0	50	5,096.00	0	0	0	0	0.00	150.00	101.92	15288.00	
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	0	50	0	50	4,370.00	0	50	0	50	4,370.00	0	50	0	50	4,370.00	0	50	0	50	4,370.00	200.00	87.40	17480.00	
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	0	50	0	50	0.00	0	0	0	0	0.00	0	50	0	50	1,742.00	0	50	0	50	1,742.00	100.00	34.84	3484.00	
BATTERIES AND CELLS AND ACCESSORIES																											
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	0	20	0	20	726.00	0	20	0	20	726.00	0	20	0	20	726.00	0	0	0	0	0.00	60.00	36.30	2178.00	
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	0	20	0	20	394.60	0	20	0	20	394.60	0	20	0	20	394.60	0	0	0	0	0.00	60.00	19.73	1183.80	
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	96.20	0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																											
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	20	0	20	1,242.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	62.10	1242.00	
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	19.76	0.00	
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	0	20	0	20	421.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	21.09	421.80	
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.67	0.00	
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	0	50	0	50	2,730.00	0	50	0	50	2,730.00	0	50	0	50	2,730.00	0	0	0	0	0.00	150.00	54.60	8190.00	
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	0	10	0	10	1,066.00	0	10	0	10	1,066.00	0	10	0	10	1,066.00	0	0	0	0	0.00	30.00	106.60	3198.00	
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	10	0	10	199.70	0	10	0	10	199.70	0	10	0	10	199.70	0	0	0	0	0.00	30.00	19.97	599.10	
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	50	0	50	504.50	0	50	0	50	504.50	0	50	0	50	504.50	0	0	0	0	0.00	150.00	10.09	1513.50	
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	10	0	10	199.70	0	10	0	10	199.70	0	10	0	10	199.70	0	0	0	0	0.00	30.00	19.97	599.10	
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	58.24	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																											
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1109.68	0.00	
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1369.68	0.00	
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	856.86	0.00	
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	674.96	0.00	
MEDICAL THERMOMETERS AND ACCESSORIES																											
52	41112224-TG-T01	THERMOGUN	piece	0	1	0	1	3,068.00	0	0	0	0	0.00	0	1	0	1	3,068.00	0	0	0	0	0.00	2.00	3068.00	6136.00	

161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	8569.60	0.00		
166	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0.00	780.00	0.00		
167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	0	40	0	40	9,984.00	0	40	0	40	9,984.00	0	40	0	40	9,984.00	0	40	0	40	9,984.00	160.00	249.60	39936.00	
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	80.00	249.60	19968.00	
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	80.00	249.60	19968.00	
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	80.00	249.60	19968.00	
171	44103105-EP-B01	INK CART, EPSON C13T664100 (T6641), Black	cart	0	40	0	40	9,984.00	0	40	0	40	9,984.00	0	40	0	40	9,984.00	0	40	0	40	9,984.00	160.00	249.60	39936.00	
172	44103105-EP-C01	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	80.00	249.60	19968.00	
173	44103105-EP-M01	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	80.00	249.60	19968.00	
174	44103105-EP-Y01	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	0	20	0	20	4,992.00	80.00	249.60	19968.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
297	45121517-DO-C02	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	23623.60	0.00	
298	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	17472.00	0.00	
FLAG OR ACCESSORIES																											
299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	284.84	0.00	
PRINTED PUBLICATIONS																											
300	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.21	0.00	
FIRE FIGHTING EQUIPMENT																											
301	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1144.00	0.00	
302	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5613.25	0.00	
CONSUMER ELECTRONICS																											
303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6415.64	0.00	
FURNITURE AND FURNISHINGS																											
304	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	303.68	0.00	
305	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	301.60	0.00	
306	56101519-TM-S01	TABLE, monobloc, white, 880 x 880mm, 745 x	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1336.30	0.00	
307	56101519-TM-S02	TABLE, monobloc, white, 880 x 880mm, 745 x	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1315.60	0.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	39.78	0.00	
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	42.38	0.00	
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4.42	0.00	
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	0	40	0	40	1,384.40	0	40	0	40	1,384.40	0	40	0	40	1,384.40	0	40	0	40	1,384.40	160.00	34.61	5537.60	
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	0	40	0	40	1,384.40	0	40	0	40	1,384.40	0	40	0	40	1,384.40	0	40	0	40	1,384.40	160.00	34.61	5537.60	
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	34.61	0.00	
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	0	10	0	10	1,548.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	154.84	1548.40	
SOFTWARE																											
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
Common Electrical Supplies																											
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
2	40101701-AC-S01	Air Conditioning Unit, Split Type		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
Common Office Equipment																											
1	44111905-WB-N01	White Board		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
2	44111911-WB-D01	White Board, Digital		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
Common Office Supplies																											
1		Ballpen, (Balck, Blue & Red)	piece		150		150	4,500.00		150		150	4,500.00		150		150	4,500.00		150		150	4,500.00	600.00	30.00	18000.00	
Common Janitorial Supplies																											
1		Liquid Floor Wax	gallon	5		5	5,000.00	5		5		5	5,000.00	5		5		5	5,000.00	5		5	5,000.00	20.00	1000.00	20000.00	

Office Equipment and Accessories																										
Office Supplies																										
Audio and visual presentation and composing equipment																										
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	
1	52161505-TV-S01	SMART Television		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
2	52161520-MC-M01	Microphone		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
3	52161512-SP-K01	Speakers		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
4	32101514-AM-P01	Amplifier		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
5	52161517-EQ-E01	Equalizer		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
Photographic or filming or video equipment																										
1	46171615-HD-C01	HD Camera		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
2	45121504-DS-C01	DSLR Camera		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
3	45121516-VH-C01	HD Video Camera		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
4	45121506-VC-C01	Video Conference Equipment	unit		1		1	14,110.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	14110.72	14110.72
Cleaning Equipment and Supplies																										
1		Heavy Duty, Upright Vaccum Cleaner	unit	0	0	1	1	8,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	8500.00	8500.00
2		Lightweight Vaccum Cleaner for Office Sofa & Computers	unit	0	0	1	1	3,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3500.00	3500.00
Paper Materials and Products																										
1		Return Cards	piece	0	0	150	150	3,750.00	150	150	150	450	11,250.00	150	150	150	450	11,250.00	150	150	150	450	11,250.00	1,500.00	25.00	37500.00
Lighting and fixtures and accessories																										
1	39112102-LB-B01	LED bulb	piece	0	30	0	30	15,000.00		30		30	15,000.00		20		20	10,000.00		20		20	10,000.00	100.00	500.00	50000.00

Other Categories																											
1	53121601-GB-001	GO BAG, for disaster relief, rescue operations		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
2	60104701-SP-001	Solar Panel		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
3	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
4	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
5	46181502-BF-V01	Bullet proof vest		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
6	25172502-WW-001	Wheels, (TOYOTA HI-LUX)	unit	0	0	2	2	11,000.00	0	0	2	2	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	5500.00	22000.00	
7	40161513-FF-001	Fuel Filters		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
8	48101710-DW-F01	Drinking Water/ Fountain		0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
9	26111729-AB-001	Auto Battery	unit	0	0	2	2	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	3500.00	7000.00	
10	25172502-WW-001	Wheels, (ISUZU FUEGO)	unit	0	0	2	2	9,000.00	0	0	2	2	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	4500.00	18000.00	
11		Curtains, Vinyl, Foldable - (Per Room/Division)	unit	0	0	0	0	0.00	4	0	0	4	114,120.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	28530.00	114120.00	
A. TOTAL																											
																										P	1,133,000.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of																											
																										P	113,300.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT																											
																										P	-
D. GRAND TOTAL (A + B+ C)																											
																										P	1,246,300.00
E. APPROVED BUDGET BY THE AGENCY HEAD																											
																										P	-
F. MONTHLY CASH REQUIREMENTS																											
																										P	-
G.1 Available at Procurement Service Stores								200,527.82					152,989.82					160,497.32					109,690.32	P	623,705.28		
G.2 Other Items not available at PS but regularly purchased from other sources								175,956.72					229,338.00					50,750.00					53,250.00	P	509,294.72		
TOTAL MONTHLY CASH REQUIREMENTS								376,484.54					382,327.82					211,247.32					162,940.32	P	1,133,000.00		

**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:

BERNADETTE M. NAVARRA
BAC SECRETARIAT

Date Prepared: 12/10/2020

Certified Funds Available / Certified Appropriate Funds Available:

FERMIN T. MALECDAN
Accountant / Local Budget Officer

Approved by:

JANE D. TORIBIO, PH. D.
Head of Office/Agency