

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

APP-CSE 2023 FORM as of September 14, 2022

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 (UNSPSC) 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
- 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 through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, 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 the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: <u>DAR - BILIRAN</u>	Agency Code/UACS: _____	Contact Person: _____
Region: <u>VIII</u>	Organization Type: _____	Position: _____
Address: <u>SITIO BLISS, CALUMPANG, NAVAL BILIRAN</u>		E-mail: _____
		Telephone/Mobile Nos: <u>(53) 500-8697</u>

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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)																												
ALCOHOL OR ACETONE BASED ANTISEPTICS																												
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	39	4	9	52	2,488.20	14	4	4	22	1,052.70	4	4	9	17	813.45	4	4	4	12	574.20	103	47.85	4,928.55		
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	7		2	9	2,974.95	2				2	661.10			1	1	330.55				0	0.00	12	330.55	3,966.60	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																												
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	2			2	8.94					0	0.00				0	0.00				0	0.00	2	4.47	8.94	
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	50		42	92	2,042.40	86				86	1,909.20	34		20	54	1,198.80	10			40	50	1,110.00	282	22.20	6,260.40
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	35		30	65	1,443.00	59				59	1,309.80	24		20	44	976.80				40	40	888.00	208	22.20	4,617.60
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	15			15	333.00	22				22	488.40	12			12	266.40				0	0.00	49	22.20	1,087.80	
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	2			2	322.40					0	0.00				0	0.00				0	0.00	2	161.20	322.40	
BATTERIES AND CELLS AND ACCESSORIES																												
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	5			5	102.45					0	0.00				0	0.00				0	0.00	5	20.49	102.45	
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	5			5	91.70					0	0.00				0	0.00				0	0.00	5	18.34	91.70	
CLEANING EQUIPMENT AND SUPPLIES																												
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	10		9	19	1,551.16	3			6	9	734.76			2	2	163.28				0	0.00	30	81.64	2,449.20	
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	1		4	5	681.20					0	0.00				0	0.00				0	0.00	5	136.24	681.20	
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece			2	2	45.56					0	0.00				0	0.00				0	0.00	2	22.78	45.56	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	5		2	7	391.20					0	0.00			2	2	83.20				0	0.00	9	41.60	374.40	
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	5		2	7	167.44					0	0.00			2	2	47.84				0	0.00	9	23.92	215.28	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	7	2	4	13	1,818.57	2	2	2	2	6	839.34			2	2	279.78				0	0.00	21	139.89	2,937.69	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	1			1	27.64					0	0.00				0	0.00				0	0.00	1	27.64	27.64	
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	7		2	9	2,787.84	1				1	309.76				0	0.00				0	0.00	10	309.76	3,097.60	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	3			3	360.36	3				3	360.36				0	0.00				0	0.00	6	120.12	720.72	
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	8			8	343.60					0	0.00	6			6	257.70				0	0.00	14	42.95	601.30	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	5			5	265.70					0	0.00				0	0.00				0	0.00	5	53.14	265.70	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	2			2	115.86					0	0.00				0	0.00				0	0.00	2	57.93	115.86	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	3			3	432.12					0	0.00				0	0.00				0	0.00	3	144.04	432.12	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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	
COLOR COMPOUNDS AND DISPERSIONS																									
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	3			3	86.73						0	0.00					0	0.00	3	28.91	86.73	
CONSUMER ELECTRONICS																									
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	1	1		2	14,678.32						0	0.00					0	0.00	2	7,339.16	14,678.32	
FACE MASK																									
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	21	6	6	33	2,557.50	17	6	6	29	2,247.50	11		11	852.50	11		11	852.50	84	77.50	6,510.00	
FILMS																									
37	13111203-AC-F01	ACETATE, 50 meters	roll			1	1	969.88						0	0.00					0	0.00	1	969.88	969.88	
FIRE FIGHTING EQUIPMENT																									
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit			1	1	1,144.00						0	0.00					0	0.00	1	1,144.00	1,144.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																									
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit			3	3	8,377.20						0	0.00					0	0.00	3	2,792.40	8,377.20	
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	1			1	42,380.00						0	0.00					0	0.00	1	42,380.00	42,380.00	
56	43211708-MO-Q01	MOUSE, OPTICAL, USB connection type	unit	5			5	748.80						0	0.00					0	0.00	5	149.76	748.80	
LIGHTING AND FIXTURES AND ACCESSORIES																									
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	5		5	10	756.10						0	0.00					0	0.00	10	75.61	756.10	
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	3			3	617.46						0	0.00					0	0.00	3	205.82	617.46	
MANUFACTURING COMPONENTS AND SUPPLIES																									
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	4			4	282.88						0	0.00					0	0.00	4	70.72	282.88	
64	31151804-SW-S01	STAPLE WIRE, standard	box	3		4	7	166.32						0	0.00		3	3	71.28		0	0.00	10	23.76	237.60
65	31201502-TA-E01	TAPE, electrical	roll	2			2	38.90						0	0.00					0	0.00	2	19.45	38.90	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	5			5	309.40						0	0.00					0	0.00	5	61.88	309.40	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll			6	6	134.16						0	0.00					0	0.00	6	22.36	134.16	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	25	3	8	36	402.48	5		6	11	122.98	10		5	15	167.70		0	0.00	62	11.18	693.16	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	5	3	6	14	315.98						0	0.00					0	0.00	17	22.57	383.69	
71	31151507-TW-P01	TWINE, plastic	roll	2		1	3	199.86						0	0.00	3				1	4	266.48	7	66.62	466.34
MEASURING AND OBSERVING AND TESTING EQUIPMENT																									
72	41111604-RU-P02	RULER, plastic, 450 mm	piece			5	5	83.20						0	0.00					0	0.00	5	16.64	83.20	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
75	44101807-CA-C01	CALCULATOR, Compact	unit	5			5	1,331.20						0	0.00					0	0.00	5	266.24	1,331.20	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	15			15	130.80	10					10	87.20					0	0.00	25	8.72	218.00	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	15			15	221.25	10					10	147.50					0	0.00	25	14.75	368.75	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	15			15	383.40	10					10	255.60					0	0.00	25	25.56	639.00	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	15			15	840.60	10					10	560.40					0	0.00	25	56.04	1,401.00	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	60		30	90	1,037.70	40					40	461.20					20	20	230.60	150	11.53	1,729.50
83	44111515-DF-B01	DATA FILE BOX	piece			6	6	463.20						0	0.00					0	0.00	6	77.20	463.20	
84	44122011-DF-F01	DATA FOLDER	piece			6	6	411.84						0	0.00					0	0.00	6	68.64	411.84	
85	44103202-D-S-M01	DATING AND STAMPING MACHINE	piece				0	0.00	2					2	907.92					0	0.00	2	453.96	907.92	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box			1	1	738.40						0	0.00					0	0.00	1	738.40	738.40	
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box			2	2	865.04						0	0.00					0	0.00	2	432.52	865.04	
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	30		4	34	3,217.76	5					5	10	946.40				3	3	283.92	47	94.64	4,448.08
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	2		4	6	1,734.72						0	0.00					3	3	867.36	9	289.12	2,602.08
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	9		6	15	4,998.90						0	0.00					3	3	999.78	18	333.26	5,998.68
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	10		7	17	707.20						0	0.00					0	0.00	17	41.60	707.20	
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	5			5	183.30						0	0.00	5				5	183.30	10	36.66	366.60	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year					
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108	44121708-MP-B01	MARKER, Permanent, Black	piece	5			5	37.35						0	0.00	5			5	37.35			0	0.00	10	7.47	74.70
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	5			5	37.35						0	0.00	5			5	37.35			0	0.00	10	7.47	74.70
110	44121708-MP-B03	MARKER, Permanent, Red	piece				0	0.00						0	0.00	3			3	22.41			0	0.00	3	7.47	22.41
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	10			10	96.50						0	0.00	10			10	96.50			0	0.00	20	9.65	193.00
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	5			5	48.25						0	0.00	10			10	96.50			0	0.00	15	9.65	144.75
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	2			2	19.30						0	0.00	5			5	48.25			0	0.00	7	9.65	67.55
114	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	10			10	88.20						0	0.00				0	0.00			0	0.00	10	8.82	88.20
115	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	10			10	137.80						0	0.00				0	0.00			0	0.00	10	13.78	137.80
119	44101602-PJ-P01	PUNCHER, paper, heavy duty	piece	3		3	6	904.80						0	0.00				0	0.00			0	0.00	6	150.80	904.80
122	44121905-SP-P01	STAMP PAD, felt	piece				0	0.00						0	0.00	2			2	79.84			0	0.00	2	39.92	79.84
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair			3	3	100.11						0	0.00				0	0.00			0	0.00	3	33.37	100.11
124	44121615-ST-S01	STAPLER, standard type	piece	1		4	5	728.00						0	0.00				0	0.00			0	0.00	5	145.60	728.00
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	3			5	8	222.96					0	0.00				0	0.00			0	0.00	8	27.87	222.96
127	44121605-TD-T01	TAPE DISPENSER, table top	piece			1	1	72.80						0	0.00				0	0.00			0	0.00	1	72.80	72.80
PAPER MATERIALS AND PRODUCTS																											
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	3	2	3	8	669.76	2	2	2	6	502.32			0	0.00					0	0.00	14	83.72	1,172.08	
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	20		5	25	926.50	10				10	370.60				5	5	185.30			0	0.00	40	37.06	1,482.40
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	10		7	17	1,007.76	10				10	592.80				7	7	414.96			0	0.00	34	59.28	2,015.52
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	10		7	17	884.00	10				10	520.00				7	7	364.00			0	0.00	34	52.00	1,768.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	5			5	60.20	10				10	120.40					0	0.00			0	0.00	15	12.04	180.60
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	40		25	65	10,767.25	15				15	2,494.75	9		25	34	5,632.10	5		5	828.25	119	165.65	19,712.35	
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	40		15	55	10,404.90	15				15	2,837.70	9		15	24	4,540.32	5		5	945.90	99	189.18	18,728.82	
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	15		30	45	6,198.30	15				15	2,066.10				0	0.00			0	0.00	60	137.74	8,264.40	
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	20		30	50	7,945.50	15				15	2,383.65				0	0.00			0	0.00	65	158.91	10,329.15	
144	14111531-PP-R01	PAD PAPER, ruled	pad	7			7	150.71					0	0.00	5			5	107.65			0	0.00	12	21.53	258.36	
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	5		5	10	624.00					0	0.00				0	0.00			0	0.00	10	62.40	624.00	
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	8		5	13	1,352.00					0	0.00	3			3	312.00			0	0.00	16	104.00	1,664.00	
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	22	2	2	26	878.80	12	2	2	16	540.80	12	2	2	16	540.80	7	2	2	11	371.80	69	33.80	2,332.20	
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	15		5	20	1,726.40	12				12	1,035.84	10		5	15	1,294.80	5		5	431.60	52	86.32	4,488.64	
PERFUMES OR COLOGNES OR FRAGRANCES																											
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	4			4	323.40					0	0.00	3			3	242.55			0	0.00	7	80.85	565.95	
PESTICIDES OR PEST REPELLENTS																											
152	10191509-IN-A01	INSECTICIDE, 600mL	can	5		2	7	975.52					0	0.00	3		2	5	696.80			0	0.00	12	139.36	1,672.32	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
48	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	20			20	8,486.40	10				10	4,243.20	30			30	12,729.60			0	0.00	60	424.32	25,459.20	
49	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	20			20	8,486.40	10				10	4,243.20	30			30	12,729.60			0	0.00	60	424.32	25,459.20	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
		MULTI-PRINTER (wireless)	unit	1			1	17,000.00					0	0.00				0	0.00			0	0.00	1	17,000.00	17,000.00	
		ACETATE (thickness: 0.40mm or higher)	roll				0	0.00					0	0.00	1			1	5,000.00			0	0.00	1	5,000.00	5,000.00	
		KF94 FACE MASK	pack	20			20	2,400.00	20				20	2,400.00	20			20	2,400.00			0	0.00	60	120.00	7,200.00	
		TAPE DISPENSER, 48 mm	unit	1			1	2,000.00					0	0.00	1			1	2,000.00			0	0.00	2	2,000.00	4,000.00	
		OFFICE REPAIR (GENERAL)	unit	1			1	45,000.00					0	0.00				0	0.00			0	0.00	1	45,000.00	45,000.00	
		CLIP BOARD, legal size	unit	2			2	340.00					0	0.00	3			3	510.00			0	0.00	5	170.00	850.00	
		HP GT51XL (BLACK)	bottle			2	2	820.00					0	0.00			2	2	820.00			0	0.00	4	410.00	1,640.00	
		HP GT52 (MAGENTA)	bottle			2	2	820.00					0	0.00			2	2	820.00			0	0.00	4	410.00	1,640.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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			
HP GT52 (YELLOW)	bottle			2	2	820.00				0	0.00			2	2	820.00				0	0.00	4	410.00	1,640.00
HP GT52 (CYAN)	bottle			2	2	820.00				0	0.00			2	2	820.00				0	0.00	4	410.00	1,640.00
HP M0H51A (BLACK)	tank system printhead			2	2	3,300.00				0	0.00			2	2	3,300.00				0	0.00	4	1,650.00	6,600.00
HP M0H50A (TRI-COLOR)	tank system printhead			2	2	3,300.00				0	0.00			2	2	3,300.00				0	0.00	4	1,650.00	6,600.00
Canon Print Head BH - 7 Black	cart			2	2	3,200.00				0	0.00			2	2	3,200.00				0	0.00	4	1,600.00	6,400.00
Canon Print Head CH - 7 Color	cart			2	2	3,200.00				0	0.00			2	2	3,200.00				0	0.00	4	1,600.00	6,400.00
Canon BK GI-790	bottle			2	2	900.00				0	0.00				0	0.00				0	0.00	2	450.00	900.00
Canon M GI-790	bottle			2	2	900.00				0	0.00				0	0.00				0	0.00	2	450.00	900.00
Canon C GI-790	bottle			2	2	900.00				0	0.00				0	0.00				0	0.00	2	450.00	900.00
Canon Y GI-790	bottle			2	2	900.00				0	0.00				0	0.00				0	0.00	2	450.00	900.00
NYLON #300	roll			2	2	600.00				0	0.00			1	1	300.00				0	0.00	3	300.00	900.00
FASTENER, long	box			3	3	195.00				0	0.00			3	3	195.00				0	0.00	6	65.00	390.00
BALLPEN (BLACK)	piece			20	20	300.00				0	0.00			20	20	300.00				0	0.00	40	15.00	600.00
BALLPEN (BLUE)	piece			20	20	300.00				0	0.00			20	20	300.00				0	0.00	40	15.00	600.00
SIGN PEN (GREEN)	piece			5	5	300.00				0	0.00			5	5	300.00				0	0.00	10	60.00	600.00
STELL FILING CABINET	unit			1	1	12,000.00				0	0.00				0	0.00				0	0.00	1	12,000.00	12,000.00
FLASH DRIVE, (32 GB)	piece			7	7	2,485.00				0	0.00				0	0.00				0	0.00	7	355.00	2,485.00
TARPAULIN	piece			1	1	500.00				0	0.00				0	0.00				0	0.00	1	500.00	500.00
SCANNER (Can scan legal/ long size documents; Duty cycle up to 3,000 pages per day, scan speed up to 26 ppm/ 52 ipm (300 dpi), one pass duplex scanning, document capture pro software, scan 50gsm to 209gsm)	unit			1	1	30,000.00				0	0.00				0	0.00				0	0.00	1	30,000.00	30,000.00
Office Buzzer	unit			1	1	3,000.00				0	0.00				0	0.00				0	0.00	1	3,000.00	3,000.00
TONER CARTRIDGE, BROTHER TN-2380, Black	cart		2	2	4	18,000.00	2	2		4	18,000.00		2	2	4	18,000.00	2	2		4	18,000.00	16	4,500.00	72,000.00
Printer (4 in 1)	unit			1	1	14,999.00				0	0.00			1	1	14,999.00				0	0.00	2	14,999.00	29,998.00
Plastic cabinet (5 layers)	pc			6	6	36,000.00				0	0.00				0	0.00				0	0.00	6	6,000.00	36,000.00
Specialty Paper (Short) - 10 pcs. per pack	pack			5	5	400.00				0	0.00				0	0.00				0	0.00	5	80.00	400.00
Specialty Paper (Legal Size) 10 pcs per pack	pack			5	5	400.00				0	0.00				0	0.00				0	0.00	5	80.00	400.00
				0	0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
A. TOTAL																						P		569,616.83
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		56,961.68
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		-
D. GRAND TOTAL (A + B+ C)																						P		626,578.51
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								


Item & Specifications	Unit of Measure	Monthly Quantity Requirement														Total Quantity for the year	Price Catalogue <small>(as of 28 July 2022)</small>	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3				Q3 AMOUNT

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:


 ROEHL-LEE ROY A. MARMITA
 PCAO

Certified Funds Available / Certified Appropriate Funds Available:


 SHEILA LUCILLE M. SEMBRERO
 Budget Officer

Approved by:


 JOSIFENA CORAZON N. TURLA
 Head of Office/Agency

Date Prepared: _____