

APP-CSE 2025 FORM  
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, 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 Modernized Philippine Government Electronic Procurement System (mPhilGEPS) 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).

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 mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 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) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeq0>. Instructions on how to fill-out is included in the reminders 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 mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS 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 0918-2954426 (Smart) or 0962-8255199 (Smart), or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto: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.

Department/Bureau/Office: DAR PARO CEBU  
Region: VII  
Address: 2F WDC OSMEÑA BLVD  
CEBU CITY

Agency Code/UACS: C010  
Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.

Contact Person: FE P. GARIBAY  
Position: ADMIN. OFFICER IV  
E-mail: [darpocebugss@gmail.com](mailto:darpocebugss@gmail.com)  
Telephone/Mobile Nos: (032)3451767

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	12	1	13	655.59	0	7	2	9	453.87	12	7	2	21	1,059.03	5	2	0	7	353.01	50	50.43	2,521.50
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	8	1	3	12	4,285.08	10	2	2	14	4,999.26	7	0	4	11	3,927.99	5	0	2	7	2,499.63	44	357.09	15,711.96
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, 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	35.16	0.00
4	60121413-CB-P02	CLEARBOOK, 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	36.36	0.00
5	60121534-ER-P01	ERASER, plastic/rubber	piece	4	1	31	36	297.36	54	1	1	56	462.56	2	1	1	4	33.04	4	1	1	6	49.56	102	8.26	842.52
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	13	11	1	25	555.00	26	8	0	34	754.80	22	0	0	22	488.40	22	0	0	22	488.40	103	22.20	2,286.60
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	23	28	2	53	2,370.16	44	5	8	57	2,549.04	64	13	0	77	3,443.44	33	5	3	41	1,833.52	228	44.72	10,194.16
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	33	20	7	60	3,432.00	43	6	10	59	3,374.80	19	10	7	36	2,059.20	26	15	1	42	2,402.40	197	57.20	11,268.40
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	7	5	0	12	266.40	17	3	0	20	444.00	15	0	0	15	333.00	10	0	0	10	222.00	57	22.20	1,265.40
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	1	10	0	11	491.92	11	6	0	17	760.24	11	0	0	11	491.92	11	0	0	11	491.92	50	44.72	2,236.00
11	60121524-SP-G06	SIGN PEN, Medium Tip, Blue	piece	1	9	1	11	629.20	14	4	1	19	1,086.80	12	1	1	14	800.80	8	1	1	10	572.00	54	57.20	3,088.80
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	1	0	0	1	22.20	0	6	0	6	133.20	0	0	0	0	0.00	0	0	0	0	0.00	7	22.20	155.40
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	3	0	3	137.28	0	6	0	6	274.56	0	0	0	0	0.00	0	0	0	0	0.00	9	45.76	411.84
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	3	0	3	171.60	0	3	0	3	171.60	0	0	0	0	0.00	0	0	0	0	0.00	6	57.20	343.20
15	60121124-WR-P01	WRAPPING PAPER	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	161.20	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45121517-DO-C03	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	23,623.60	0.00
17	45111609-PM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	1	0	0	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00	16,588.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	2	0	2	40.98	5	0	0	5	102.45	0	2	0	2	40.98	0	0	0	0	0.00	9	20.49	184.41
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	2	0	2	36.68	0	0	0	0	0.00	0	2	0	2	36.68	0	0	0	0	0.00	4	18.34	73.36
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
20	47131812-AF-A01	AIR FRESHENER	can	7	1	0	8	698.48	1	0	2	3	261.93	1	0	0	1	87.31	8	0	0	8	698.48	20	87.31	1,746.20
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	5	0	0	5	624.00	1	0	0	1	124.80	0	0	0	0	0.00	4	0	0	4	499.20	10	124.80	1,248.00
22	47131604-BR-T01	BROOM (Walis Ting-ting)	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	26.00	0.00
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	3	0	1	4	166.40	4	0	3	7	291.20	3	0	0	3	124.80	3	0	0	3	124.80	17	41.60	707.20
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	0	0	0	0	0.00	0	3	0	3	71.76	3	0	0	3	71.76	3	0	0	3	71.76	9	23.92	215.28







Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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		
63	31151801-SW-501	STAPE WIRE, standard	box	4	7	9	20	475.20	18	2	1	21	408.96	3	2	1	6	142.56	2	1	2	5	118.80	52	23.76	1,233.52	
64	31201501-7A-402	TAPE, electrical	roll	1	1	1	3	38.35	1	1	3	5	97.25	2	1	1	4	77.80	2	1	1	4	77.80	16	16.45	311.20	
65	31201501-7A-401	TAPE, masking, 26mm	roll	1	1	1	3	38.35	1	1	3	5	97.25	2	1	1	4	77.80	2	1	1	4	77.80	16	16.45	311.20	
66	31201501-7A-402	TAPE, masking, 48 mm	roll	7	8	13	28	1,539.04	18	6	9	33	1,837.44	10	6	4	20	1,113.60	10	6	3	19	1,057.92	100	35.68	3,568.00	
67	31201511-7A-P01	TAPE, packaging, 48 mm	roll	1	4	6	11	1,392.76	13	3	6	22	2,665.52	3	3	1	7	848.12	3	3	1	7	981.12	47	121.16	5,694.52	
68	31201512-7A-101	TAPE, transparent, 26mm	roll	5	8	4	17	380.12	8	4	2	14	313.04	2	9	1	12	268.32	7	3	3	13	290.68	56	22.96	1,281.16	
69	31201512-7A-102	TAPE, transparent, 48 mm	roll	11	15	15	41	724.88	22	5	8	35	618.80	13	10	3	26	459.68	11	5	3	19	315.92	121	17.68	2,139.28	
70	31151501-7A-401	TWINE, plastic	roll	7	6	5	18	406.26	5	5	10	20	451.40	5	5	5	15	338.55	8	5	4	17	383.69	70	22.57	1,579.90	
71	41111601-RD-P02	RULER, plastic, 450mm	piece	0	0	0	30	597.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	30	19.93	597.90
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
72	44121615-BI-H01	BLADE, for general purpose utility knife	blaze	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	16.97	0.00
73	44101601-RF-H01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,534.72	0.00
74	44120371-8F-P10	BINDING RING/COMB, plastic, 32 mm	bundle	1	0	0	1	259.89	1	0	0	1	259.89	1	0	0	1	259.89	1	0	0	1	259.89	4	259.89	1,039.56	
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0	0.00	2	0	2	4	943.08	0	2	0	2	471.54	1	0	0	1	235.77	7	235.77	1,658.39	
76	44121210-7A-401	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	32.87	0.00
77	44121018-BF-C01	CLIP, backfold, 19mm	box	1	1	1	3	28.08	2	1	1	4	37.44	1	1	1	3	28.08	1	0	0	1	9.36	11	9.36	101.96	
78	44121018-BF-C02	CLIP, backfold, 25mm	box	3	6	7	16	249.60	14	4	2	20	312.00	5	5	2	12	187.20	5	1	1	7	109.20	55	15.60	858.00	
79	44121018-BF-C03	CLIP, backfold, 30mm	box	3	11	2	16	533.48	3	2	2	7	232.96	6	4	1	11	366.08	2	1	1	4	131.12	28	31.28	1,261.64	
80	44121018-BF-C04	CLIP, backfold, 50mm	box	5	4	4	13	794.16	15	5	8	28	1,888.96	3	5	3	11	665.32	4	3	3	10	603.20	62	60.32	3,739.84	
81	44121801-CT-402	CORRECTION TAPE	piece	10	55	55	120	1,620.00	80	20	2	112	1,512.00	10	50	1	61	823.50	50	18	20	88	1,168.80	381	13.90	5,343.30	
82	44121615-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	3	3	95.16	0	0	0	0	0.00	0	2	0	2	2	63.44	5	31.72	151.72
83	44111515-DF-801	DATA FILE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	2	791.78	2	145.89	291.78
84	44120111-DF-P01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	83.01	0.00
85	44102023-DS-401	DATE STAMP	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	424.65	0.00
86	44121506-EM-D01	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	829.92	0.00
87	44121506-EM-D02	ENVELOPE, Documentary, legal	box	6	0	0	6	6,345.48	6	0	0	6	6,345.48	2	0	1	3	3,172.74	2	0	1	3	3,172.74	18	1,057.38	19,028.44	
88	44121506-EM-X01	ENVELOPE, Expanding, Kraft	box	2	1	0	3	2,819.85	2	0	0	2	1,879.90	2	0	0	2	1,879.90	1	0	0	1	939.95	8	939.95	7,519.60	
89	44121506-EM-X02	ENVELOPE, Expanding, Plastic	piece	0	6	30	36	1,097.64	60	0	0	60	1,829.40	6	2	0	8	243.92	0	0	0	0	0	104	30.49	3,179.88	
90	44121506-EM-X02	ENVELOPE, Mailing	box	1	1	1	2	985.04	2	0	1	3	1,297.56	3	0	0	3	1,297.56	5	0	0	5	2,162.60	13	432.92	5,622.76	
91	44121506-EM-W02	ENVELOPE, Mailing, with window	box	0	1	0	1	512.72	0	0	1	1	512.72	0	0	0	0	0.00	0	0	0	0	0	0.00	2	512.72	1,025.44
92	44111912-EM-801	ERASER, blk, for blackboard/whiteboard	piece	2	1	0	3	43.44	2	1	0	3	43.44	2	1	1	4	57.92	2	1	0	3	43.44	13	14.48	188.24	
93	44121118-FA-P01	FASTENER	box	4	5	16	23	2,386.00	17	3	2	22	2,692.08	6	3	1	10	946.40	7	1	1	9	851.76	66	94.64	6,248.24	
94	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	90.20	0.00
95	44120101-FT-D01	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	11.13	0.00
96	44120101-FT-D02	FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	14.23	0.00
97	44120111-FO-P01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	270.40	0.00
98	44120111-FO-P02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	1	201.20	0	0	0	0	0.00	0	0	0	0	0	1	201.20	201.20	
99	44120111-FO-L01	FOLDER, L-Style, A4	pack	2	2	1	5	1,003.40	3	2	1	6	1,201.68	3	2	1	6	1,201.68	2	3	1	6	1,201.68	23	200.28	4,604.44	
100	44120111-FO-L02	FOLDER, L-Style, Legal	pack	7	0	7	14	3,487.12	12	0	0	12	2,898.96	8	0	0	8	1,992.64	0	0	0	0	0.00	34	249.08	8,488.72	
101	44120271-FO-P01	FOLDER, prestick	box	2	1	1	4	3,810.36	3	1	3	7	6,666.48	3	1	1	5	4,763.20	2	1	1	4	3,810.36	20	932.64	19,053.80	
102	44120111-FO-T01	FOLDER with tab, A4	pack	3	1	0	4	1,518.40	3	1	1	5	1,898.00	2	0	0	2	739.20	3	0	0	3	1,138.80	14	379.60	5,314.40	
103	44120111-FO-T02	FOLDER with tab, legal	pack	3	1	0	4	1,455.68	4	0	0	4	1,455.68	3	0	0	3	1,241.76	3	0	0	3	1,241.76	14	413.82	5,791.88	
104	44120098-IT-T01	INDEX TAB	box	1	0	0	1	67.60	1	0	0	1	67.60	3	0	0	3	202.80	0	0	0	0	0	3	67.60	338.00	
105	44121715-MA-P01	MARKER, Fluorescent	set	0	1	1	2	62.22	4	4	0	8	248.88	2	5	0	7	217.77	1	0	0	1	31.11	18	51.11	584.98	
106	44121708-PA-801	MARKER, Permanent, Black	piece	38	12	27	77	636.79	73	11	16	100	827.00	34	4	4	42	347.34	8	2	2	12	99.24	231	8.27	1,914.37	
107	44121708-PA-802	MARKER, Permanent, Blue	piece	16	4	26	46	380.42	62	5	14	81	669.87	12	2	2	16	132.32	15	2	2	19	157.13	162	8.27	1,339.74	
108	44121708-PA-803	MARKER, Permanent, Red	piece	2	4	22	28	221.56	52	15	2	69	570.63	2	12	2	16	132.32	5	3	2	10	82.70	123	8.27	1,012.21	



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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	
109	44121708-NM-901	HAGER, Whiteboard, Black	piece	4	2	20	26	290.90	54	5	12	71	685.15	4	3	0	7	67.55	6	0	0	6	57.90	110	9.65	1,061.50
110	44121708-NM-902	HAGER, Whiteboard, Blue	piece	6	2	20	28	270.20	54	6	12	74	714.10	6	3	0	9	86.85	3	0	0	3	26.95	114	9.65	1,104.10
111	44121708-NM-903	HAGER, Whiteboard, Red	piece	0	2	20	22	212.30	50	8	12	70	675.90	0	6	0	6	57.90	2	0	0	2	19.30	100	9.65	961.00
112	44121014-PC-001	PAPER CLIP, vinyl/plastic coated, 3mm	box	8	12	1	21	188.52	8	1	7	16	141.12	36	1	0	37	326.34	1	1	0	2	17.64	76	8.82	674.32
113	44121014-PC-002	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	12	15	1	28	544.88	11	12	8	31	603.26	20	11	2	33	642.18	5	1	2	8	155.68	100	19.46	1,946.00
114	44101607-PS-002	PAPER SHREDDER	unit	0	0	0	0	0.00	1	0	0	1	187.16.00	0	0	0	0	0.00	0	0	0	0	0.00	1	187.16.00	187.16.00
115	44101607-PS-002	PAPER TRIMMER/CUTTING MACHINE	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	0.00	0.00
116	44121706-RE-01	PENCIL, lead/graphite, with eraser	box	3	1	1	5	223.55	16	1	12	29	1,296.59	2	1	1	4	1,296.84	1	1	1	3	124.13	41	44.71	1,831.11
117	44121618-PS-001	PENCIL, SHARPER	piece	0	1	0	1	236.08	0	0	1	1	236.08	0	0	0	0	0.00	0	0	0	0	0.00	2	236.08	471.16
118	44101602-RU-001	PUNCHER, paper, heavy duty	piece	0	2	0	2	307.84	0	0	1	1	153.92	0	1	0	1	153.92	0	0	0	0	0.00	4	153.92	615.68
119	44121011-RU-901	RUBBER BAND No. 18	box	1	3	0	4	540.80	7	0	0	7	946.40	2	5	0	7	946.40	2	0	0	2	270.40	20	135.20	2,704.00
120	44121005-SP-001	STAMP PAD, blk	piece	0	0	0	0	0.00	1	12	1	14	538.88	0	0	0	0	0.00	0	0	0	0	0.00	14	39.92	558.88
121	44121618-SS-001	SCISSORS, symmetrical/asymmetrical	pair	0	5	0	5	327.60	1	0	0	1	65.52	0	6	0	6	390.12	0	0	0	0	0.00	12	65.52	786.24
122	44121615-ST-001	STAPLER, standard type	piece	0	3	0	3	392.80	5	2	1	8	1,380.80	0	4	0	4	790.40	0	1	0	1	197.60	16	197.60	3,161.60
123	44121615-ST-001	STAPLER, heavy duty (Ginder)	unit	0	0	0	0	0.00	0	0	2	2	1,386.30	0	1	0	1	693.15	0	0	0	0	0.00	3	693.15	2,079.45
124	44121615-SP-002	STAPLE REMOVER, pile-type	piece	1	2	0	3	139.53	2	2	0	4	186.04	1	0	0	1	46.51	2	0	0	2	93.02	10	46.51	465.10
125	44121695-TU-01	TAPE DISPENSER, table top	piece	0	0	0	0	0.00	1	0	0	1	77.58	0	0	0	0	0.00	0	0	0	0	0.00	1	77.58	77.58
<b>PAPER MATERIALS AND PRODUCTS</b>																										
126	14111525-CA-001	CARTOLINA, assorted colors	pack	1	0	2	3	251.16	2	1	0	3	251.16	1	1	0	2	167.44	1	0	0	1	83.72	9	83.72	751.48
127	14111506-CF-111	COMPUTER CONTINUOUS FORM, 1 1/2", 280mm 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	0.00	0.00
128	14111506-CF-112	COMPUTER CONTINUOUS FORM, 1 1/2", 280mm 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	5	1,673.92	9,689.60
129	14111514-HP-502	NOTE PAD, stick-on, 50mm x 76mm	pad	6	4	1	11	407.66	9	6	1	16	592.96	15	1	1	17	630.02	1	0	1	2	74.12	46	37.06	1,704.76
130	14111514-HP-504	NOTE PAD, stick-on, 76mm x 100mm	pad	0	3	0	3	177.84	5	5	0	10	392.80	6	0	0	6	355.68	0	0	0	0	0.00	19	59.28	1,136.52
131	14111514-HP-503	NOTE PAD, stick-on, 76mm x 76mm	pad	0	3	0	3	156.00	5	1	0	6	312.00	6	0	0	6	312.00	0	0	0	0	0.00	13	52.80	784.00
132	14111514-HP-502	STENO NOTEBOOK	piece	50	0	50	100	1,404.00	141	50	0	191	2,681.64	106	0	0	166	1,488.24	100	0	0	100	1,404.00	497	14.04	6,977.88
133	14111507-PP-001	PAPER, MULTICOPIY A4	ream	18	50	22	90	19,242.00	70	15	5	90	19,242.00	40	25	0	65	13,987.00	50	6	2	58	12,601.00	303	213.80	64,781.40
134	14111507-PP-002	PAPER, MULTICOPIY LEGAL	ream	8	37	3	48	11,192.08	42	19	3	64	14,906.44	35	8	3	46	10,716.16	35	8	3	46	10,716.16	204	222.96	47,353.84
135	14111507-PP-001	PAPER, MULTICOPIY A4	ream	15	35	5	55	7,575.70	42	16	10	68	9,366.32	25	20	10	55	7,575.70	25	15	10	50	6,887.00	228	137.74	31,401.72
136	14111507-PP-002	PAPER, MULTICOPIY LEGAL	ream	35	20	0	55	6,740.05	100	5	5	110	17,480.10	70	20	0	90	14,901.90	25	5	5	35	5,561.85	290	198.91	46,081.90
137	14111503-PA-001	PAID PAPER, ruled	pad	2	0	0	2	69.64	5	0	0	5	174.10	0	5	0	5	174.10	5	0	0	5	174.10	17	34.82	595.84
138	14111503-PA-001	PAPER, parchment	box	0	2	0	2	308.42	2	0	0	2	308.42	0	0	0	0	0.00	0	0	0	0	0.00	4	154.21	618.84
139	14111531-RE-001	RECORD BOOK, 300 PAGES	book	9	10	2	21	1,925.70	36	5	2	43	3,943.10	22	0	1	23	2,109.10	2	0	1	3	275.10	90	91.70	8,253.00
140	14111531-RE-002	RECORD BOOK, 500 PAGES	book	5	10	1	16	1,992.96	27	5	1	33	4,110.48	20	1	1	22	2,740.32	1	0	1	2	249.12	73	134.56	9,095.88
141	14111704-TT-004	TISSUE, INTERFOLDED PAPER TOWEL	pack	2	0	0	2	67.69	0	0	10	10	328.00	0	5	0	5	169.00	0	0	0	0	0.00	17	32.80	571.60
142	14111704-TT-002	TOILET TISSUE PAPER, 2 1/2"	pack	2	5	5	12	1,198.08	12	1	10	23	2,298.32	5	2	6	13	1,297.92	14	1	2	17	1,697.28	65	99.84	6,488.60
<b>PERFUMES OR COLLOGES OR FRAGRANCES</b>																										
143	53101524-HS-501	HAND SANITIZER	bottle	1	5	0	6	510.48	0	10	0	10	850.80	4	7	0	11	933.88	1	2	0	3	253.34	30	85.08	2,533.40
<b>PESTICIDES OR PEST REPELLENTS</b>																										
144	10191599-SH-001	INSECTICIDE	can	1	0	0	1	139.36	2	10	1	13	1,811.08	0	1	0	1	139.36	0	0	0	0	0.00	13	139.36	2,094.40
<b>PRINTED PUBLICATIONS</b>																										
145	53101524-HS-001	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9159 and its IRR)	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	0.00	0.00
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																										
1	44101019-8R-005	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	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	6,947.20	0.00
2	44101018-CA-C04	INK CARTRIDGE, CANON C-741, Colored	cart	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	1,128.32	0.00
3	44101018-CA-C02	INK CARTRIDGE, CANON C-811, Colored	cart	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	1,178.32	0.00
4	44101018-CA-B04	INK CARTRIDGE, CANON IC-740, Black	cart	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	861.12	0.00
5	44101018-CA-B02	INK CARTRIDGE, CANON IC-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	0.00	0	892.32	0.00
6	44101018-EP-817	INK CARTRIDGE, EPSON C131664100 (T6641), Black	cart	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	221.90	0.00















Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year												
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4								
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				Q1	Q2	Q3	Q4								
32	80141505-15-012	AUTOMOTIVE BATTERIES	piece	0	7	0	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	9,000.00	63,000.00		
33	80141505-15-013	PAULOCK	piece	0	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	75.00	375.00	
34	80141505-15-014	MOBILE PHONE	unit	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	28,000.00	56,000.00	
35	80141505-15-015	COMPACT DISC	piece	2	0	2	4	0	0	2	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	15.00	240.00	
36	80141505-15-016	AMPLIFIER	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
37	80141505-15-017	STORAGE BOX	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
38	80141505-15-018	PLASTIC ENVELOPE	piece	0	6	0	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	35.00	630.00	
39	80141505-15-019	DOCUMENT SCANNER	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
40	80141505-15-040	WATER DISPENSER	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
41	80141505-15-041	PACKET/ANGL	pack	1	5	0	6	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	34	5.00	170.00	
42	80141505-15-042	GLE GUN	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
43	80141505-15-043	INJECT PRINTER	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
44	80141505-15-044	SPEAKERS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
45	80141505-15-045	PORTABLE SCHEME	board	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
46	80141505-15-046	KEYBOARD	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
47	80141505-15-047	DSL CAMERA	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
48	80141505-15-048	STEEL RACK	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
49	80141505-15-049	LABORATING MACHINE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
50	80141505-15-050	P&L FILTERS	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
51	80141505-15-051	AIRLINE TICKETS (DOMESTIC)	board	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	0.00	0.00
52	80141505-15-052	AIRLINE TICKETS (INTERNATIONAL)	board	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
53	80141505-15-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
54	80141505-15-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
55	80141505-15-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
56	80141505-15-056	PASSENGER VAN	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
57	80141505-15-057	VAN	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
58	80141505-15-058	TWO WHEEL VEHICLE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
59	80141505-15-059	PICK-UP TRUCK	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
60	80141505-15-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
61	80141505-15-061	ASSEMBLED OWNER-TYPE VEHICLE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
62	80141505-15-062	ASSEMBLED PASSENGER JEEP/TYPE VEHICLE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
63	80141505-15-063	MOTORCYCLE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
64	80141505-15-064	BUS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
65	80141505-15-065	NON-BUS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
<b>A. TOTAL</b>																													
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																													
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																													
<b>D. GRAND TOTAL (A + B + C)</b>																													
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																													
In Figures and Words:																													

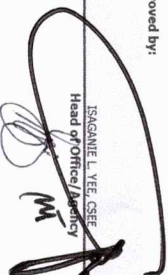
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
E. GARBAY  
Procurement Supply Officer

Certified Funds Available:   
Dan Ayer B. Gigantone / Anntalia R. Garbay  
Accountant / Budget Officer

Approved by:

  
ISAGANI E. YEE, CSEP  
Head of Office / Agency