

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-phillips.gov.ph](http://www.ps-phillips.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/Office's 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.
- 7.0 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 [appdesk@ps-phillips.gov.ph](mailto:appdesk@ps-phillips.gov.ph), or visit the PS-DBM website ([www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph)) for the guide on how to fill-out the APP-CSE.
- 8.0

Agencies: Consistent with the Memorandum Circular 2022-1 issued by the AD 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.  
 Department/Bureau/Office: DPWH Southeast and DDO  
 Region: Region V  
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Item & Specifications

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 09/14/2022)	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
<b>ALCOHOL OR ACRYLONE BASED ANTISEPTICS</b>																								
1. 12191601-AL-EDM ALCOHOL, Ethyl, 500 ml	bottle	19	19	21	59	2,823.15	29	18	20	67	3,205.95	29	17	20	66	1,158.10	29	18	20	67	3,205.95	259	47.85	12,293.15
2. 12191601-AL-ED3 ALCOHOL, Ethyl, 1 gallon	gallon	3	5	3	11	3,636.05	9	3	5	17	5,619.35	9	3	5	17	5,619.35	9	5	3	17	5,619.35	62	330.55	20,594.10
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																								
3. 60121413-CA-POL CLEARBOOK, 20 transparent pockets, A4	piece	3	3	15	21	691.11	15	3	3	21	691.11	15	3	15	33	1,086.03	15	3	3	21	691.11	96	32.91	3,159.16
4. 60121413-CA-POL2 CLEARBOOK, 20 transparent pockets, legal	piece	0	0	3	3	109.08	12	0	3	15	545.40	12	0	3	15	545.40	12	0	3	15	545.40	48	36.36	1,745.28
5. 60121524-ER-POL1 ERASER, block, rubber	piece	0	0	9	9	40.23	1	7	10	18	80.46	1	1	10	12	53.84	0	0	9	9	40.23	48	4.47	214.56
6. 60121514-SR-ED1 SIGN PEN, Black, liquid or gel	piece	41	17	46	104	2,308.80	41	41	22	104	2,308.80	41	17	46	104	2,308.80	41	17	58	116	2,575.20	428	22.20	9,501.60
7. 60121514-SR-ED2 SIGN PEN, Blue, liquid or gel	piece	12	12	53	77	1,702.40	36	36	17	89	1,975.80	36	12	41	89	1,975.80	36	12	41	89	1,975.80	344	22.20	7,626.80
8. 60121514-SR-ED3 SIGN PEN, Red, liquid or gel	piece	4	4	4	12	266.40	16	4	4	24	532.80	16	4	4	24	532.80	16	4	4	24	532.80	84	22.20	1,864.80
9. 60121124-WR-POL WRAPPING PAPER, Kraft, 50 sheets per pack	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>																								
10. 45121517-DO-CO2 DOCUMENT CAMERA, 8 MP	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
11. 45111609-MM-POL MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	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	16,588.00	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																								

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30/09/2022)	Total Amount for the year											
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q1						
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount	Amount	Amount					
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																											
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per pack	12	12	19	43	881.07	6	12	17	35	717.15	6	12	17	35	717.15	6	12	17	35	717.15	148	20.49	3,032.52		
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per pack	13	3	25	41	751.94	4	16	12	32	596.88	4	16	12	32	586.88	3	15	11	29	531.86	134	18.34	2,457.56		
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per pack	0	0	0	0	0.00	2	0	0	2	192.40	2	0	0	2	192.40	0	0	0	0	0	0	0	0.00	384.80	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	13	1	22	36	2,339.04	25	13	10	48	3,918.72	37	1	22	60	4,898.40	37	1	22	60	4,898.40	204	81.64	16,654.56	
16	47131604-BR-S01	BROOM, Soft (Walis Tambu)	piece	1	4	7	12	1,624.88	4	2	10	16	2,179.84	2	2	10	14	1,907.36	4	1	9	14	1,907.36	56	136.24	7,629.44	
17	47131604-BR-T01	BROOM, Stick (Walis Ting-Ting)	piece	0	0	5	5	113.90	0	1	3	4	91.12	0	1	5	6	135.68	1	0	4	5	113.90	20	22.78	455.60	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900ml - 100 bottle	bottle	12	0	15	27	1,123.20	0	12	3	15	624.00	0	12	3	15	624.00	0	12	3	15	624.00	72	41.60	2,995.20	
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	0	6	3	9	215.28	0	6	3	9	215.28	0	6	3	9	215.28	0	6	3	9	215.28	36	23.92	861.12	
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	12	12	30	54	448.20	0	12	8	20	166.00	0	24	8	32	265.60	10	0	32	42	346.60	148	8.30	1,228.40	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	10	16	13	39	2,109.12	10	10	13	33	1,784.64	10	16	13	39	2,109.12	10	10	17	37	2,000.96	148	54.08	8,003.84	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	15	5	18	38	5,315.87	5	17	8	30	4,156.70	5	17	8	30	4,156.70	5	17	8	30	4,156.70	128	139.89	17,905.92	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	0	2	3	5	138.20	0	0	1	1	27.64	0	3	0	3	82.92	0	2	0	2	55.28	11	27.64	304.04	
24	47131802-FW-A02	FLOOR WAX, Paste type, 2kg	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	0	0	1	1	120.12	0	0	1	1	120.12	0	0	1	1	120.12	0	0	1	1	1	120.12	4	120.12	480.48
26	73101612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	8	2	17	27	1,139.65	2	8	6	16	687.20	8	2	12	22	944.90	7	8	6	21	901.96	86	42.95	3,693.70	
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liter unit	unit	0	2	4	6	13,728.00	0	0	3	3	6,864.00	1	0	1	2	4,576.00	0	2	0	2	4,576.00	13	2,288.00	29,744.00	
28	47131813-MP-A02	MOPHANDLE, heavy duty	piece	0	0	1	1	124.80	6	0	0	6	748.80	6	0	0	6	748.80	6	0	0	6	748.80	19	124.80	2,371.20	
29	47131619-MP-A01	MOPHEAD, made of rayon	piece	0	2	2	4	490.04	12	2	2	16	1,960.16	12	0	4	16	1,960.16	12	0	2	14	1,715.14	50	122.51	6,125.50	
30	47131501-RS-C01	RAGS, all cotton, 1.4kg per bundle	bundle	0	2	1	3	159.42	0	2	0	2	106.28	1	0	0	1	53.14	0	0	2	2	106.28	8	53.14	425.12	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	0	0	3	3	173.79	0	0	5	5	289.65	0	0	0	0	0.00	0	0	0	0	0.00	8	57.93	463.44	
32	47121701-TR-PH4	TRASHBAG, black, 37" x 40", Xl, 10 pieces per pack	pack	7	0	8	15	2,160.60	1	6	5	12	1,728.48	1	6	5	12	1,728.48	6	0	9	15	2,160.60	54	144.04	7,778.16	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	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	0.00	0.00	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
34	12121703-SL-P01	INK, for stamp pad, 50ml	bottle	1	3	1	5	144.55	1	1	3	5	144.55	1	1	1	3	86.73	1	3	3	7	202.37	20	28.91	578.20	
<b>CONSUMER ELECTRONICS</b>																											
35	52161538-DV-A01	DIGITAL VOICE RECORDER	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	0.00	0.00	
<b>FACE MASK</b>																											
36	42131212-SM-A06	FACE MASK, 3 ply, fifty (50) pieces per box	box	54	4	7	65	5,037.50	4	4	57	65	5,037.50	4	4	57	65	5,037.50	4	54	7	65	5,037.50	260	77.50	20,150.00	
<b>FILMS</b>																											

Item #	Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue (as of 28/09/2022)	Total Amount for the Year						
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	AMOUNT	
			AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0	0.00	
38	13111201-CF-F01	CARBON FILM, A4, 100 sheets per box	box	0	0	2	2	442.00	0	0	0	0	0.00	0	0	0	0	0.00	0	221.00	4	894.00	
39	13111201-CF-F02	CARBON FILM, legal, 100 sheets per box	box	0	0	2	2	477.08	0	0	0	0	0.00	0	0	0	0	0.00	0	238.54	4	914.16	
<b>FIRE FIGHTING EQUIPMENT</b>																							
40	46191601-FC-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	2	2	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	2	2,288.00	
41	46191601-FC-H01	FIRE EXTINGUISHER, pure HFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0	0.00	
<b>FLAG OR ACCESSORIES</b>																							
42	55121906-FH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	284.84	0	0.00	
<b>FURNITURE AND FURNISHINGS</b>																							
43	56101504-CM-F01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	347.41	0	0.00	
44	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	344.92	0	0.00	
45	56101519-7M-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0	0.00	
46	56101519-7M-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0	0.00	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																							
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0	0.00	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0	0.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	1	1	6	6	6,854.88	1	1	1	1	1	2,570.58	0	856.86	11	9,425.46
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	766.56	0	0.00
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																							
51	43211507-05M001	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0	0.00	
52	43211507-05M002	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,390.40	0	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	1	1	1	3	8,377.20	1	1	4	6	16,754.40	1	1	1	3	8,377.20	1	16,754.40	18	2,793.40	50,863.20
54	43211503-4A9001	LAPTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0	0.00	
55	43211503-LAN002	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0	0.00	
56	43211708-MQ-C001	MOUSE, OPTICAL, USB connection type	unit	0	0	0	3	449.28	1	1	1	3	449.28	0	0	0	0	0.00	0	149.76	9	1,347.84	
57	43212102-PP-002	PRINTER, Impact, Dot Matrix, 24 pins, 136 cpi unit	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38,100.57	0	0.00	
58	43212102-PP-001	PRINTER, Impact, Dot Matrix, 9 pins, 80 cpi unit	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,189.92	0	0.00	
59	43212105-FR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,556.89	0	0.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																							
60	39101628-LR-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB,	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	75.61	0	0.00	
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0	0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (/# of 28 Aug 2022)	Total Amount for the year											
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				October	Nov	Dec	Q4	AMOUNT						
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
62	31201510-GL-201	GLUE, all-purpose, 200 grams	jar	3	3	6	12	840.64	3	1	6	10	707.20	3	1	6	10	707.20	3	3	6	12	840.64	44	70.72	3,111.68	
63	31151804-SW-H01	STARLE WIRE, heavy duty (binder type), 23/1	box	5	2	5	12	270.60	2	5	2	9	702.95	2	5	2	9	202.95	2	5	2	9	202.95	39	22.55	879.45	
64	31151804-SW-S01	STARLE WIRE, standard	box	5	2	8	15	356.40	2	8	9	10	451.44	2	5	9	16	380.16	2	8	9	19	451.44	69	23.76	1,639.44	
65	31201502-TA-F01	TAPE, electrical	roll	0	0	2	2	38.90	0	0	2	2	38.90	0	0	2	2	38.90	0	0	2	2	38.90	8	19.45	155.60	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	8	16	16	40	2,475.20	8	10	11	29	1,794.52	8	10	11	29	1,794.52	8	16	14	38	2,351.44	136	61.88	8,415.68	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	8	12	16	36	4,361.76	8	8	11	27	3,271.32	8	8	11	27	3,271.32	8	8	13	29	3,513.64	119	121.15	14,418.04	
68	31201517-TA-F01	TAPE, packaging, 48 mm	roll	4	6	5	15	335.40	2	8	5	15	335.40	2	4	5	11	245.96	2	8	5	15	335.40	56	22.36	1,259.16	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	15	12	20	47	525.46	15	12	15	42	469.56	12	11	12	35	391.30	12	9	20	41	458.38	165	11.18	1,844.70	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	9	6	14	29	654.53	9	6	9	24	541.68	9	6	9	24	541.68	9	6	14	29	654.53	106	22.57	2,395.42	
71	31151507-TW-P01	TWINF, plastic	roll	0	0	4	4	266.48	0	0	4	4	266.48	0	0	4	4	266.48	0	0	4	4	266.48	16	66.62	1,065.92	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
72	41111504-RU-P02	RULER, plastic, 450 mm	piece	0	0	1	1	16.64	1	1	5	7	116.48	1	1	2	4	66.56	0	0	4	4	66.56	16	16.64	266.24	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife tube	unit	0	0	0	0	0.00	0	0	3	3	44.46	0	0	3	3	44.46	0	0	0	0	0	0	0	0.00	88.92
74	44101602-FR-M01	BINDING AND PUNCHING MACHINE, 50mm blunt	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	0	0.00	0.00
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0	0.00	1	1	1	3	790.72	1	1	1	3	790.72	1	1	1	3	790.72	8	266.24	2,129.92	
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	0	0	0.00	1	0	0	1	32.97	0	0	0	0	0.00	0	0	0	0	0	0	1	32.97	32.97
77	44121210-BR-C01	CLIP, backfold, 19mm	box	8	0	6	14	122.08	3	2	3	8	69.76	4	5	0	9	78.48	4	5	8	17	148.24	48	8.22	418.56	
78	44121210-BR-C02	CLIP, backfold, 25mm	box	1	2	5	8	118.00	0	1	3	4	59.00	1	2	0	3	44.25	1	2	8	11	162.25	26	14.75	383.50	
79	44121210-BR-C03	CLIP, backfold, 32mm	box	5	0	5	10	255.60	3	0	3	6	133.36	5	0	0	5	127.80	5	0	8	13	332.28	34	25.56	869.04	
80	44121210-BR-C04	CLIP, backfold, 50mm	box	2	0	5	7	392.28	0	2	3	5	200.20	0	2	0	2	112.08	0	0	10	10	560.40	24	56.04	1,344.96	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	11	10	11	32	396.96	55	12	15	83	956.59	30	17	6	53	611.09	50	16	20	86	991.58	254	11.53	2,928.62	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	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	0	0.00	0.00
83	44111515-DF-R01	DATA FILE BOX	piece	0	0	0	0	0.00	12	0	0	12	926.40	12	0	0	12	926.40	12	0	0	12	926.40	36	77.20	2,779.20	
84	44122011-DF-F01	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	0	0.00	0.00
85	44103202-DS-M01	DATING AND STAMPING MACHINE	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	0	0.00	0.00
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	0	1	1	764.40	0	1	1	2	1,538.80	0	0	1	1	764.40	0	0	0	0	0	0	4	764.40	3,057.60
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	2	0	2	1,961.44	1	0	1	2	1,961.44	1	0	1	1	980.72	1	2	0	3	2,942.16	8	980.72	7,845.76	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per 100x	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	0	0.00	0.00
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	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	0	0.00	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 Aug 2022)	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount
90	44121566-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	432.52	0.00
91	44121594-EN-W02	ENVELOPE, Mailing, with window, 500 pieces	box	0	0	0	0	0.00	0	2	0	2	977.60	0	0	0	0	0.00	0	488.80	977.60
92	44111912-ER-801	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.41	0.00
93	44101714-FX-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,642.00	0.00
94	44122118-FN-F01	FASTENER, metal, non-stap edges, 50 sets per box	box	2	2	2	6	567.84	2	2	2	6	567.84	2	2	2	6	567.84	2	94.64	2,271.36
95	44111515-FD-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	85.20	0.00
96	44122019-FT-F01	FILE TAB/INDEX DIVIDER, trifold board, A4	set	0	0	3	3	33.39	0	0	3	3	33.39	0	0	3	3	33.39	0	11.13	133.56
97	44121018-FT-G02	FILE TAB/INDEX DIVIDER, bisect board, legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00
98	44122014-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	0	2	2	4	1,081.60	0	2	2	4	1,081.60	0	2	2	4	1,081.60	0	270.40	3,785.60
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	0	0	1	1	286.52	0	0	1	1	286.52	0	0	1	1	286.52	0	286.52	1,146.08
100	44122011-FO-F01	FOLDER, L-type, A4, 50 pieces per pack	pack	0	2	0	2	375.08	0	0	0	0	0.00	0	0	0	0	0.00	0	187.54	750.16
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	0	0	0	0	0.00	2	0	2	477.14	0.00	2	0	0	2	477.14	0	228.57	594.28
102	44121027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	952.64	0.00
103	44122011-FO-103	FOLDER with tab, A4, 100 pieces per pack	pack	0	2	1	3	867.36	0	0	0	0	0.00	0	0	0	0	0.00	0	289.12	867.36
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	0	1	1	2	666.52	0	0	0	0	0.00	0	0	0	0	0.00	0	333.26	666.52
105	44122008-IT-101	INDEX TAB, self-adhesive, transparent, 5 sets box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.11	0.00
106	44111515-MF-802	MAGAZINE FILE BOX, Large	piece	0	0	3	3	124.80	0	3	3	3	124.80	0	0	3	3	124.80	0	41.60	499.20
107	44121716-MN-F01	MARKER, fluorescent, 3 colors per set	set	2	2	5	9	329.94	2	2	5	9	329.94	2	2	5	9	329.94	2	37.25	1,319.76
108	44121718-MN-B01	MARKER, Permanent, Black	piece	0	0	5	5	37.35	1	1	6	8	59.76	0	0	5	5	37.35	0	7.47	194.22
109	44121708-MN-B02	MARKER, Permanent, Blue	piece	0	0	5	5	37.35	1	1	6	8	59.76	1	1	6	8	59.76	0	7.47	194.22
110	44121708-MN-B03	MARKER, Permanent, Red	piece	0	0	0	0	0.00	1	1	1	3	22.41	1	1	1	3	22.41	0	0.00	44.82
111	44121708-MN-B01	MARKER, Whiteboard, Black	piece	0	0	6	6	57.90	1	1	6	8	77.20	1	1	6	8	77.20	1	57.90	270.20
112	44121708-MN-B02	MARKER, Whiteboard, Blue	piece	0	0	1	1	9.65	1	1	1	3	28.95	1	1	1	3	28.95	1	9.65	77.20
113	44121708-MN-B03	MARKER, Whiteboard, Red	piece	0	0	1	1	9.65	1	1	1	3	28.95	1	1	1	3	28.95	1	9.65	77.20
114	44122104-FC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	6	0	3	9	79.38	11	7	4	22	194.04	11	1	4	16	141.12	16	8.82	582.12
115	44122104-FC-J02	PAPER CLIP, vinyl/plastic coated, Junjo, 50mm	box	0	0	3	3	41.34	11	1	4	16	220.48	11	1	4	16	220.48	10	179.14	661.44
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	0	3	1	4	37,191.40	0	0	0	0	0.00	1	0	0	1	9,267.60	3	27,897.80	74,989.80
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dc box	box	0	0	2	2	41.58	1	1	2	4	83.16	0	0	1	1	20.79	0	20.79	166.32
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter has piece	piece	0	0	1	1	312.87	2	0	2	4	424.74	1	0	0	1	212.87	1	212.87	1,064.35
119	44101602-PU-F01	PUNCHER, paper, heavy duty	piece	0	0	1	1	150.80	2	1	1	4	603.20	1	1	2	4	603.20	0	150.80	1,508.00
120	44122037-RB-F10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	274.23	0.00



Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 Jan 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	
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																									
151	5311626-PS-501	LIQUID HAND SANITIZER, 500ML	0	6	6	12	970.20	12	0	6	18	1,455.30	12	0	6	18	1,455.30	12	6	6	24	1,940.40	72	80.85	5,821.20
<b>PESTICIDES OR PEST REPELLENTS</b>																									
152	10191595-IN-A01	INSECTICIDE, 600ML	0	0	5	696.80	0	0	5	5	696.80	0	0	5	5	696.80	0	0	5	5	696.80	20	139.36	2,787.20	
<b>PRINTED PUBLICATIONS</b>																									
153	55101524-NA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PH book	1	0	6	7	260.47	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	7	37.21	260.47
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																									
<b>SOFTWARE</b>																									
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																									
		Anc File Binder, with D-ring Logo				0	0.00			50	50	13,000.00				0	0.00			50	50	13,000.00	100	260.00	26,000.00
		Balpen (Black) 12pc/box				0	0.00			10	10	1,800.00				0	0.00			10	10	0.00	10	180.00	1,800.00
		Balpen (Blue) 12pc/box				0	0.00			5	5	900.00				0	0.00			5	5	0.00	5	180.00	900.00
		Battery, AA				0	0.00			10	10	2,000.00				0	0.00			10	10	0.00	10	200.00	2,000.00
		Binder Clip, Backfold 1", 12pc/box				0	0.00			0	0	0.00				0	0.00			2	2	150.00	2	75.00	150.00
		Binder Clip, Backfold 2", 12 pc/box				0	0.00			0	0	0.00				0	0.00			2	2	200.00	2	100.00	200.00
		Book Paper, A3 Sub. 20				0	0.00			10	10	5,500.00				0	0.00			10	10	5,500.00	20	550.00	11,000.00
		Book Paper, A4 Sub. 20				0	0.00			100	100	15,000.00				0	0.00			100	100	15,000.00	200	150.00	30,000.00
		Book Paper, long Sub. 20				0	0.00			100	100	20,000.00				0	0.00			100	100	20,000.00	200	200.00	40,000.00
		CD Rewindable with case				0	0.00			50	50	2,500.00				0	0.00			50	50	0.00	50	50.00	2,500.00
		Correction Tape				0	0.00			25	25	1,125.00				0	0.00			25	25	1,125.00	50	45.00	2,250.00
		DOUBLE SIDED TAPE, 1"				0	0.00			2	2	420.00				0	0.00			2	2	0.00	2	210.00	420.00
		ENVELOPE, brown, A4				0	0.00			1	1	673.09				0	0.00			1	1	0.00	1	673.09	673.09
		ENVELOPE, brown, legal				0	0.00			1	1	927.16				0	0.00			1	1	0.00	1	927.16	927.16
		ENVELOPE, expanded, legal				0	0.00			1	1	927.16				0	0.00			1	1	0.00	1	927.16	927.16
		Envelope, Expanding, Brown, Legal, 10pc/box				0	0.00			1	1	2,500.00				0	0.00			1	1	0.00	1	2,500.00	2,500.00
		ENVELOPE, mailing				0	0.00			1	1	350.00				0	0.00			1	1	0.00	1	350.00	350.00
		ENVELOPE, plastic, legal				0	0.00			0	0	0.00				0	0.00			20	20	160.00	20	8.00	160.00
		Eraser (for tech pen)				0	0.00			5	5	175.00				0	0.00			5	5	0.00	5	35.00	175.00
		EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0				0	0.00			2	2	14,000.00				0	0.00			3	3	21,000.00	5	7,000.00	35,000.00
		FLASH DRIVE, 32 GB capacity				0	0.00			5	5	3,500.00				0	0.00			10	10	7,000.00	15	700.00	10,500.00
		FOLDER, white, A4				0	0.00			4	4	1,981.60				0	0.00			4	4	0.00	4	270.40	1,981.60

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 22 July 2022)	Total Amount for the year												
		Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4				
					AMOUNT	AMOUNT				AMOUNT	AMOUNT							AMOUNT	AMOUNT				AMOUNT	AMOUNT				
FOLDER, white, legal					0	0.00				5	5	1,559.40													5	311.88	1,559.40	
Glue, all purpose (130 gms)					0	0.00				3	3	195.00														3	65.00	195.00
INK, stamp pad, violet					0	0.00				5	5	332.80														5	66.56	332.80
MARKER, FLUORESCENT, 3 assorted colors per set					0	0.00				3	3	150.00														3	50.00	150.00
MARKER, PERMANENT, bullet type, black					0	0.00				3	3	2,250.00														3	750.00	3,750.00
MARKER, PERMANENT, bullet type, blue					0	0.00				2	2	1,500.00														2	750.00	1,500.00
MARKER, whiteboard, black, fat tip, bullet type					0	0.00				25	25	500.00														50	20.00	1,250.00
MARKER, whiteboard, black, fat tip, bullet type					0	0.00				2	2	360.00														2	360.00	720.00
MARKER, whiteboard, black, (10pcs/box)					0	0.00				1	1	400.00														1	400.00	400.00
MARKER Ink Refillable, black, 20ml (12 pcs/box)					0	0.00				10	10	200.00														10	20.00	200.00
MARKING TAPE, 1"					0	0.00				0	0	0.00														0	0.00	0.00
MARKING TAPE, 2"					0	0.00				0	0	0.00														0	0.00	0.00
PENCIL, lead w/ eraser					0	0.00				20	20	2,200.00														30	110.00	3,300.00
Paper Clip, Big					0	0.00				0	0	0.00														2	40.00	80.00
Paper Clip, Small					0	0.00				0	0	0.00														2	25.00	50.00
Photo Paper, A4 20pcs/pack					0	0.00				25	25	7,500.00														25	300.00	7,500.00
Plastic Paper Fastener					0	0.00				25	25	1,625.00														35	65.00	2,275.00
Puncher, Heavy Duty					0	0.00				0	0	0.00														5	300.00	1,500.00
RECORD BOOK, 200 PAGES					0	0.00				2	2	150.00														2	75.00	150.00
RECORD BOOK, 200 pages					0	0.00				25	25	2,125.00														25	85.00	2,125.00
RECORD BOOK, 500 PAGES					0	0.00				5	5	750.00														5	150.00	750.00
Ruler, plastic					0	0.00				3	3	60.00														8	20.00	160.00
Scissor, Big					0	0.00				0	0	0.00														5	80.00	400.00
Sign Pen 0.3, Black 12pcs/box					0	0.00				0	0	0.00														3	450.00	1,350.00
Sign Pen 0.3, Blue 12pcs/box					0	0.00				0	0	0.00														3	450.00	1,350.00
Sign Pen 0.5, Black 12pcs/box					0	0.00				0	0	0.00														3	420.00	1,260.00
Sign Pen 0.5, Blue 12pcs/box					0	0.00				0	0	0.00														3	420.00	1,260.00
STAPLE WIRE STANDARD, (26/6)					0	0.00				6	6	150.00														16	25.00	400.00
Stapler, with Remover, Heavy Duty					0	0.00				0	0	0.00														8	175.00	1,400.00
STICKY NOTE (ear tag, Sign here*)					0	0.00				10	10	500.00														10	50.00	500.00
STICKY NOTE, ASSTD COLOR, ear tag					0	0.00				2	2	100.00														2	50.00	100.00
TAPE, TRANSPARENT, 1"					0	0.00				20	20	400.00														3	60.00	460.00



Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 08/01/2022)	Total Amount for the year																
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4												
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT											
TAPE, TRANSPARENT, 2"					0	0.00		20	20	700.00																	23	35.00	805.00			
Air Freshener, aerosol type					0	0.00		10	10	2,100.00																			20	210.00	4,200.00	
Absorb, 70% solution					0	0.00		10	10	7,000.00																			20	700.00	14,000.00	
Broom, hard (long ting)					0	0.00		5	5	125.00																			10	25.00	250.00	
Broom, soft (bambo)					0	0.00		5	5	900.00																			10	180.00	1,800.00	
Detergent Bar					0	0.00		50	50	1,350.00																			100	27.00	2,700.00	
Detergent Powder, 2.2 kg					0	0.00		20	20	5,000.00																			40	250.00	10,000.00	
Disinfectant Spray, 500-500g, aerosol type					0	0.00		10	10	3,000.00																			20	300.00	6,000.00	
Dishwashing Liquid 900ml					0	0.00		20	20	7,200.00																			40	360.00	14,400.00	
Liquid Hand Sanitizer, 500ml					0	0.00			0	0.00																		0	250.00	0.00		
Liquid Hand Soap, 500ml					0	0.00			0	0.00																		0	180.00	0.00		
Liquid Soap					0	0.00		5	5	1,500.00																			5	300.00	3,000.00	
Scouring Pad					0	0.00		5	5	375.00																			5	75.00	750.00	
Scouring Powder, Multi-Purpose					0	0.00		5	5	250.00																			5	50.00	500.00	
Stain Remover 500ml					0	0.00		10	10	950.00																			20	95.00	1,900.00	
TISSUE, interfolded paper towel					0	0.00		20	20	700.00																			40	35.00	1,400.00	
Toler Bowl Cleaner, 1L					0	0.00		20	20	4,000.00																			40	200.00	8,000.00	
Toilet brush					0	0.00		10	10	1,500.00																			20	150.00	3,000.00	
Toilet Deodorant Cake					0	0.00		10	10	500.00																			20	50.00	1,000.00	
Toilet Tissue Paper, 3-ply sheets, 12pc/roll					0	0.00		5	5	1,425.00																			10	285.00	2,850.00	
Trash bag, black Medium					0	0.00		20	20	3,000.00																			40	150.00	6,000.00	
Toner, MPC2003, Black					0	0.00		20	20	119,400.00																			40	5,970.00	238,800.00	
Toner, MPC2003, Cyan					0	0.00		10	10	117,450.00																				20	11,745.00	234,900.00
Toner, MPC2003, Magenta					0	0.00		10	10	117,450.00																				20	11,745.00	234,900.00
Toner, MPC2003, Yellow					0	0.00		10	10	117,450.00																				20	11,745.00	234,900.00
Toner, JMC2500, Black					0	0.00		10	10	59,700.00																				20	5,970.00	119,400.00
Toner, JMC2500, Cyan					0	0.00		10	10	117,450.00																				20	11,745.00	234,900.00
Toner, JMC2500, Magenta					0	0.00		10	10	117,450.00																				20	11,745.00	234,900.00
Toner, JMC2500, Yellow					0	0.00		10	10	117,450.00																				20	11,745.00	234,900.00
Toner, JMC2500, Yellow					0	0.00			0	0.00																			0	0.00	0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 25 July 2022)	Total Amount for the year								
		Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4
A. TOTAL																							P	2,715,333.28
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	271,533.33
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF Applicable)																							P	-
D. GRAND TOTAL (A + B + C)																							P	2,986,866.61
E. APPROVED BUDGET BY THE AGENCY HEAD 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 ye

Prepared by: \_\_\_\_\_ Certified Funds Available / Certified Appropriate Funds Available: \_\_\_\_\_ Approved by: \_\_\_\_\_

  
 REBECCA H. ERMINO  
 Property/Supply Officer

  
 MILDRED E. FRIULES/ANA TZA Y. CALLOS  
 Accountant / Budget Officer

  
 FELIX M. DAPERAO JR.  
 Head of Office/Agency

Date Prepared: 08/09/2022

**Enesio, Glenn L.**

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**From:** PS-PhilGEPS Support <mgeps@ps-philgeps.gov.ph>  
**Sent:** Wednesday, September 14, 2022 2:41 PM  
**To:** Enesio, Glenn L.  
**Subject:** APP-CSE Approved

Dear **Glenn Enesio** ,

Please be notified that an APP-CSE under approval has been approved by the APP-CSE Approver.  
Please see details below:

APP-CSE Annual Year: 2023

Date Approved: 14-Sep-2022 02:40 PM

APP-CSE Approver: Glenn Enesio

Philippine Government Electronic Procurement System (PhilGEPS) Office  
5th Floor, AAP Tower,  
683 Aurora Blvd, New Manila,  
Quezon City, Metro Manila  
Philippines 1112