

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

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 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-dbm.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-dbm.gov.ph) under the "What You Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, modify or add items on the APP-CSE 2025 Form. Other items can be downloaded from the Downloads page of PS-DBM website (www.ps-dbm.gov.ph) and must be submitted to PS-DBM through this link: <https://dphorturair.fedgo.gov.ph>. Instructions on how to fill-out is included in the reminders of PS-DBM website.
- 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, 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 not 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 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 shall be covered by a supplemental APP-CSE. If not covered by a supplemental APP-CSE, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appecsehelpdesk@ps-dbm.gov.ph, or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the 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 appecsehelpdesk@ps-dbm.gov.ph, or visit the PS-DBM website (www.ps-dbm.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: DBM
 Report: 1
 Address: Lungsod ng Manila, Pasay City
 Agency Code/UNSC: Government
 Organization Type: Government
 Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.
 Contact Person: Rodel H. Cruz
 Position: Director III
 Email: rdh@dbm.gov.ph
 Technical/Mobile No: 0969515283

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for this year	Price	Total Amount for this year
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			

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

ALCOHOL OR ACETONE BASED ANTISEPTICS																								
1	1295601-4-004	ALCOHOL, Ethyl, 90% ml	bottle	15	15	15	45	2,656.35	15	15	15	45	2,656.35	15	15	15	45	2,656.35	180	59.43	10,715.40			
2	1295601-4-003	ALCOHOL, Ethyl, 1 Galton	gallon	30	30	30	90	32,138.10	30	30	30	90	32,138.10	30	30	30	90	32,138.10	360	357.09	128,112.60			
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
3	6021213-4-011	CLEARBOOK, A4 size	piece	15	15	15	45	1,582.20	15	15	15	45	1,582.20	15	15	15	45	1,582.20	180	35.16	6,327.60			
4	6021213-4-012	CLEARBOOK, Legal size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.36	0.00			
5	6021213-4-011	ERASER, plastic/rubber	piece	50	50	50	150	1,239.00	10	10	10	30	247.80	10	10	10	30	247.80	240	8.26	1,986.60			
6	6021213-4-011	SIGN PEN, Extra Fine Tip, Black	piece	100	100	100	300	6,660.00	100	100	100	300	6,660.00	100	100	100	300	6,660.00	1,200	22.20	26,640.00			
7	6021213-4-014	SIGN PEN, Fine Tip, Black	piece	150	150	150	450	20,124.00	150	150	150	450	20,124.00	150	150	150	450	20,124.00	1,800	44.72	80,496.00			
8	6021213-4-017	SIGN PEN, Medium Tip, Black	piece	36	36	36	108	3,432.00	36	36	36	108	3,432.00	36	36	36	108	3,432.00	360	57.20	20,612.40			
9	6021213-4-012	SIGN PEN, Extra Fine Tip, Blue	piece	36	36	36	108	1,332.00	36	36	36	108	1,332.00	36	36	36	108	1,332.00	360	22.20	7,992.00			
10	6021213-4-015	SIGN PEN, Medium Tip, Blue	piece	36	36	36	108	2,683.20	36	36	36	108	2,683.20	36	36	36	108	2,683.20	360	44.72	16,101.60			
11	6021213-4-018	SIGN PEN, Medium Tip, Blue	piece	36	36	36	108	6,177.60	36	36	36	108	6,177.60	36	36	36	108	6,177.60	360	57.20	20,612.40			
12	6021213-4-013	SIGN PEN, Extra Fine Tip, Red	piece	12	12	12	36	799.20	12	12	12	36	799.20	12	12	12	36	799.20	144	22.20	3,201.60			
13	6021213-4-018	SIGN PEN, Fine Tip, Red	piece	12	12	12	36	1,647.36	12	12	12	36	1,647.36	12	12	12	36	1,647.36	144	45.76	6,587.52			
14	6021213-4-019	SIGN PEN, Medium Tip, Red	piece	12	12	12	36	2,059.20	12	12	12	36	2,059.20	12	12	12	36	2,059.20	144	57.20	8,217.60			
15	6021213-4-011	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00			
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																								
16	4521217-00-003	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	23,623.60	0	0	0	0	0.00	23,623.60

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total for the year															
			Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4							
						accnt	accnt				accnt	accnt							accnt	accnt					accnt	accnt						
17	4611698-M-001	MULTIMEDIA PROTECTOR	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	15,588.00					
BATTERIES AND CELLS AND ACCESSORIES																																
18	2611120-9F-002	BATTERY, dry cell, size AA	pack	25	25	25	75	1,536.75	25	25	25	75	1,536.75	25	25	25	75	1,536.75	25	25	25	75	1,536.75	25	25	25	75	1,536.75	300	20.49		
19	2611120-9F-001	BATTERY, dry cell, size AAA	pack	20	20	20	60	1,100.40	20	20	20	60	1,100.40	20	20	20	60	1,100.40	20	20	20	60	1,100.40	20	20	20	60	1,100.40	240	18.34		
CLEANING EQUIPMENT AND SUPPLIES																																
20	4712102-M-001	AIR FRESHENER	can	50	30	30	110	9,604.10	50	30	30	110	9,604.10	50	30	30	110	9,604.10	50	30	30	110	9,604.10	50	30	30	110	9,604.10	440	87.31		
21	4712104-HR-001	BROOM (Walls Trimbo)	piece	10	6	6	22	2,745.60	10	6	6	22	2,745.60	10	6	6	22	2,745.60	10	6	6	22	2,745.60	10	6	6	22	2,745.60	88	124.80		
22	4712104-HR-001	BROOM (Walls Trim-brg)	piece	10	6	6	22	572.00	10	6	6	22	572.00	10	6	6	22	572.00	10	6	6	22	572.00	10	6	6	22	572.00	88	26.00		
23	4712102-TR-001	CLEANER, Toilet Bowl and Urinal	bottle	30	24	24	78	3,244.80	30	24	24	78	3,244.80	30	24	24	78	3,244.80	30	24	24	78	3,244.80	30	24	24	78	3,244.80	312	41.60		
24	4712102-CL-001	CLEANER, Scouring Powder	plastic container	50	50	50	150	3,588.00	50	50	50	150	3,588.00	50	50	50	150	3,588.00	50	50	50	150	3,588.00	50	50	50	150	3,588.00	600	23.92		
25	4712101-DE-002	DETERGENT BAR	piece	15	15	15	45	420.30	15	15	15	45	420.30	15	15	15	45	420.30	15	15	15	45	420.30	15	15	15	45	420.30	180	9.34		
26	4712101-DE-002	DETERGENT POWDER, all purpose	pouch	250	200	200	650	35,152.00	250	200	200	650	35,152.00	250	200	200	650	35,152.00	250	200	200	650	35,152.00	250	200	200	650	35,152.00	2800	54.08		
27	4712100-DS-001	DISINFECTANT SPRAY	can	30	30	30	90	12,590.10	30	30	30	90	12,590.10	30	30	30	90	12,590.10	30	30	30	90	12,590.10	30	30	30	90	12,590.10	360	139.89		
28	4712101-DU-001	DUST PAN	piece	10	0	0	10	468.00	10	0	0	10	468.00	10	0	0	10	468.00	10	0	0	10	468.00	10	0	0	10	468.00	40	46.80		
29	4712100-FV-003	FLOOR WAX, paste type, red	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	0	0	0	0.00	0	399.76	
30	4712103-PC-001	PLUMBER CLEANER	can	30	30	30	90	12,725.10	30	30	30	90	12,725.10	30	30	30	90	12,725.10	30	30	30	90	12,725.10	30	30	30	90	12,725.10	360	144.39		
31	7201015-TR-001	HAIR SOAP, liquid, 300ml	bottle	100	100	100	300	12,885.00	100	100	100	300	12,885.00	100	100	100	300	12,885.00	100	100	100	300	12,885.00	100	100	100	300	12,885.00	1200	42.55		
32	4712104-HR-001	NOB BUCKET	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	1	0	0	1	2,288.00	0	0	0	0	0	0	0	0	0	0	0.00	2	2,288.00	
33	4712101-RC-001	RAAS	kg	4	2	2	8	555.76	4	2	2	8	555.76	4	2	2	8	555.76	4	2	2	8	555.76	4	2	2	8	555.76	32	69.47		
34	4712102-SC-001	SCOURING PAD	pack	20	20	20	60	5,137.80	20	20	20	60	5,137.80	20	20	20	60	5,137.80	20	20	20	60	5,137.80	20	20	20	60	5,137.80	240	85.63		
35	4712102-TR-004	TRASH BAG, XXL size	roll/pack	40	40	40	120	15,600.00	40	40	40	120	15,600.00	40	40	40	120	15,600.00	40	40	40	120	15,600.00	40	40	40	120	15,600.00	480	130.00		
36	4712102-TR-005	TRASH BAG, large size	roll/pack	60	60	60	180	10,670.40	60	60	60	180	10,670.40	60	60	60	180	10,670.40	60	60	60	180	10,670.40	60	60	60	180	10,670.40	720	59.28		
37	4712102-TR-006	TRASH BAG, XL size	roll/pack	60	60	60	180	16,660.80	60	60	60	180	16,660.80	60	60	60	180	16,660.80	60	60	60	180	16,660.80	60	60	60	180	16,660.80	720	92.56		
38	4712102-WR-001	WASTEBASKET	piece	15	0	0	15	655.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	15	43.68	
COLOR COMPOUNDS AND DISPERSIONS																																
39	1217703-SI-001	INK, for stamp pad	bottle	25	20	20	65	1,871.35	25	20	20	65	1,871.35	25	20	20	65	1,871.35	25	20	20	65	1,871.35	25	20	20	65	1,871.35	260	28.79		
CONSUMER ELECTRONICS																																
40	5251535-DV-002	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	2,339.16	0	0	0	0	0	0	0	0	0	0	0.00	1	2,339.16	
FILMS																																
41	1311103-AC-001	ACETATE	roll	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	0	0	0.00	0	1,263.84	
42	1311103-CP-002	CARBON FILM, legal size	box	35	35	35	105	36,942.15	35	35	35	105	36,942.15	35	35	35	105	36,942.15	35	35	35	105	36,942.15	35	35	35	105	36,942.15	420	351.83		
FIRE FIGHTING EQUIPMENT																																
43	46131601-FE-001	FIRE EXTINGUISHER, dry chemical	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	0	0	0.00	36	1,144.00	
FLAG OR ACCESSORIES																																
44	5312102-PR-001	PHILIPPINE NATIONAL FLAG	piece	2	1	1	4	1,139.36	2	1	1	4	1,139.36	2	1	1	4	1,139.36	2	1	1	4	1,139.36	2	1	1	4	1,139.36	16	284.84		
FURNITURE AND FURNISHINGS																																
45	560115M-CH-001	MONODIC CHAIR, beige	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	0	0	0.00	0	341.12	
46	560115M-CH-001	MONODIC CHAIR, white	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	0	0	0.00	0	341.12	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total 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		
79	4412105-EP-03	CLIP, barbed, 30mm	box	25	25	25	75	2,466.00	25	25	25	75	2,466.00	25	25	25	75	2,466.00	25	25	25	75	2,466.00	300	33.28	33.28	
80	4412105-EP-04	CLIP, barbed, 50mm	box	25	25	25	75	4,524.00	25	25	25	75	4,524.00	25	25	25	75	4,524.00	25	25	25	75	4,524.00	300	60.32	60.32	
81	4412101-CT-02	CORRECTION TAPE	piece	50	50	50	150	2,025.00	50	50	50	150	2,025.00	50	50	50	150	2,025.00	50	50	50	150	2,025.00	600	13.50	13.50	
82	4412162-CH-01	CUTTER/UTILITY KNIFE, for general purpose	piece	10	10	10	30	951.60	10	10	10	30	951.60	10	10	10	30	951.60	10	10	10	30	951.60	120	31.72	31.72	
83	4411315-DF-01	DATA FILE BOX	piece	10	10	10	30	4,376.70	10	10	10	30	4,376.70	10	10	10	30	4,376.70	10	10	10	30	4,376.70	120	145.89	145.89	
84	4412011-DF-01	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	83.01
85	4410262-DS-M01	DATA STAMP	piece	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	0	2	869.90	0	0	0	0	0.00	2	434.95	434.95
86	4412106-EP-01	ENVELOPE, Documentry, A4	box	1	0	0	1	829.92	1	0	0	1	829.92	1	0	0	1	829.92	1	0	0	1	829.92	4	829.92	829.92	
87	4412106-EP-02	ENVELOPE, Documentry, legal,	box	1	0	0	1	1,057.58	1	0	0	1	1,057.58	1	0	0	1	1,057.58	1	0	0	1	1,057.58	4	1,057.58	1,057.58	
88	4412106-EP-01	ENVELOPE, Expanding, Kraft	box	2	0	0	2	1,879.90	2	0	0	2	1,879.90	2	0	0	2	1,879.90	2	0	0	2	1,879.90	8	839.95	839.95	
89	4412106-EP-02	ENVELOPE, Expanding, Plastic	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	30.49	30.49
90	4412106-EP-02	ENVELOPE, Mailing	box	1	0	0	1	432.52	1	0	0	1	432.52	1	0	0	1	432.52	1	0	0	1	432.52	4	432.52	432.52	
91	4412106-EP-02	ENVELOPE, Mailing with window	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	512.72	512.72
92	4411912-ER-01	ERASER, left for blackboard/whiteboard	piece	2	0	0	2	28.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	2	14.48	14.48
93	4412118-FH-01	FASTENER	box	60	40	40	140	13,249.60	60	40	40	140	13,249.60	60	40	40	140	13,249.60	60	40	40	140	13,249.60	560	94.64	94.64	
94	4411315-FH-03	FILE ORGANIZER, expanding, plastic, legal	piece	10	0	0	10	902.00	10	0	0	10	902.00	10	0	0	10	902.00	10	0	0	10	902.00	40	90.20	90.20	
95	4412011-FO-01	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	11.13
96	4412011-FO-02	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	14.23
97	4412011-FO-R1	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	270.40
98	4412011-FO-R2	FOLDER, Fancy with slide, 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	0.00	0	291.20	291.20
99	4412011-FO-L1	FOLDER, L-type, A4	pack	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	200.28	200.28
100	4412011-FO-L2	FOLDER, L-type, Legal	pack	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	249.08	249.08
101	4412007-FO-R1	FOLDER, preboard	box	5	5	5	15	14,289.60	5	5	5	15	14,289.60	5	5	5	15	14,289.60	5	5	5	15	14,289.60	60	952.64	952.64	
102	4412011-FO-T1	FOLDER with tab, A4	pack	10	5	5	20	7,592.00	10	5	5	20	7,592.00	10	5	5	20	7,592.00	10	5	5	20	7,592.00	80	379.60	379.60	
103	4412011-FO-T2	FOLDER with tab, legal	pack	10	5	5	20	8,278.40	10	5	5	20	8,278.40	10	5	5	20	8,278.40	10	5	5	20	8,278.40	80	413.92	413.92	
104	4412008-FT-T1	INDEX TAB	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	67.60	67.60
105	4412126-FM-R1	MARKER, Fluorescent	set	50	30	30	110	3,422.10	50	30	30	110	3,422.10	50	30	30	110	3,422.10	50	30	30	110	3,422.10	440	31.11	31.11	
106	4412126-FM-R1	MARKER, Permanent, Black	piece	15	15	15	45	372.15	15	15	15	45	372.15	15	15	15	45	372.15	15	15	15	45	372.15	180	8.27	8.27	
107	4412126-FM-R2	MARKER, Permanent, Blue	piece	5	5	5	15	124.05	5	5	5	15	124.05	5	5	5	15	124.05	5	5	5	15	124.05	60	8.27	8.27	
108	4412126-FM-R3	MARKER, Permanent, Red	piece	5	5	5	15	124.05	5	5	5	15	124.05	5	5	5	15	124.05	5	5	5	15	124.05	60	8.27	8.27	
109	4412126-FM-R1	MARKER, Whiteboard, Black	piece	15	15	15	45	434.25	15	15	15	45	434.25	15	15	15	45	434.25	15	15	15	45	434.25	180	9.65	9.65	
110	4412126-FM-R2	MARKER, Whiteboard, Blue	piece	5	5	5	15	144.75	5	5	5	15	144.75	5	5	5	15	144.75	5	5	5	15	144.75	60	9.65	9.65	
111	4412126-FM-R3	MARKER, Whiteboard, Red	piece	5	5	5	15	144.75	5	5	5	15	144.75	5	5	5	15	144.75	5	5	5	15	144.75	60	9.65	9.65	
112	4412104-PC-01	PAPER, CLIP, with/basic coated, 33mm	box	60	60	60	180	1,597.60	60	60	60	180	1,597.60	60	60	60	180	1,597.60	60	60	60	180	1,597.60	720	8.62	8.62	
113	4412104-PC-02	PAPER, CLIP, with/basic coated, jumbo, 39mm	box	60	60	60	180	3,502.80	60	60	60	180	3,502.80	60	60	60	180	3,502.80	60	60	60	180	3,502.80	720	19.46	19.46	
114	4410103-FS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	1	0	0	1	18,718.96	0	0	0	0	0.00	0	0	0	0	0	0.00	1	18,718.96	18,718.96
115	4410101-PT-M02	PAPER TRIMMER/CUTTING MACHINE	unit	0	0	0	0	0.00	1	0	0	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0	0.00	1	9,297.60	9,297.60
116	4412126-FE-L1	PENCIL, lead/graphite, with eraser	box	5	5	5	15	670.65	5	5	5	15	670.65	5	5	5	15	670.65	5	5	5	15	670.65	60	44.71	44.71	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount															
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
117 4421265-PS-401 PENCIL SHARPENER	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	236.08		
118 4420802-PS-401 PUNCHER, paper, heavy duty	piece	5	5	5	15	2,308.80	5	5	15	2,308.80	5	5	15	2,308.80	5	5	15	2,308.80	5	5	15	2,308.80	5	5	15	2,308.80	5	5	15	153.92	
119 4422201-RU-001 RUBBER BAND No. 15	box	2	2	2	6	811.20	2	2	6	811.20	2	2	6	811.20	2	2	6	811.20	2	2	6	811.20	2	2	6	811.20	2	2	6	135.20	
120 4421200-PS-R01 STAPLE P/B, felt	piece	10	0	0	10	399.20	10	0	0	10	399.20	10	0	0	10	399.20	10	0	0	10	399.20	10	0	0	10	399.20	10	0	0	399.20	
121 4421265-SS-501 SCISSORS, symmetrical/asymmetrical	pair	5	5	5	15	982.80	5	5	15	982.80	5	5	15	982.80	5	5	15	982.80	5	5	15	982.80	5	5	15	982.80	5	5	15	65.52	
122 4421265-ST-501 STAPLER, standard type	piece	5	5	5	15	2,964.00	5	5	15	2,964.00	5	5	15	2,964.00	5	5	15	2,964.00	5	5	15	2,964.00	5	5	15	2,964.00	5	5	15	197.60	
123 4421265-ST-001 STAPLER, heavy duty (binder)	unit	5	5	5	15	10,397.25	5	5	15	10,397.25	5	5	15	10,397.25	5	5	15	10,397.25	5	5	15	10,397.25	5	5	15	10,397.25	5	5	15	693.15	
124 4421265-SR-R02 STAPLE REMOVER, pile-type	piece	5	5	5	15	697.65	5	5	15	697.65	5	5	15	697.65	5	5	15	697.65	5	5	15	697.65	5	5	15	697.65	5	5	15	46.51	
125 4421265-DR-R01 TAPE DISPENSER, table top	piece	1	1	1	3	232.74	1	1	3	232.74	1	1	3	232.74	1	1	3	232.74	1	1	3	232.74	1	1	3	232.74	1	1	3	77.58	
PAPER MATERIALS AND PRODUCTS																															
126 1411153-CA-401 CARTRIDIA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	81.72	
127 1411156-CA-111 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	945.36	
128 1411156-CA-112 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,973.82	
129 1411154-HP-502 NOTEPAD, stick-on, 50mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37.06	
130 1411154-HP-504 NOTEPAD, stick-on, 76mm x 100mm	pad	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	59.28	
131 1411154-HP-503 NOTEPAD, stick-on, 76mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	52.00	
132 1411154-HP-502 STUDIO NOTEBOOK	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14.04	
133 1411150-PP-401 PAPER, MULTICOPI A4	ream	150	150	150	450	96,210.00	150	150	450	96,210.00	150	150	450	96,210.00	150	150	450	96,210.00	150	150	450	96,210.00	150	150	450	96,210.00	150	150	450	213.80	
134 1411150-PP-402 PAPER, MULTICOPI LEGAL	ream	50	50	50	150	34,944.00	50	50	150	34,944.00	50	50	150	34,944.00	50	50	150	34,944.00	50	50	150	34,944.00	50	50	150	34,944.00	50	50	150	222.56	
135 1411150-PP-001 PAPER, MULTIPURPOSE A4	ream	100	100	100	300	41,322.00	100	100	300	41,322.00	100	100	300	41,322.00	100	100	300	41,322.00	100	100	300	41,322.00	100	100	300	41,322.00	100	100	300	137.74	
136 1411150-PP-002 PAPER, MULTIPURPOSE LEGAL	ream	50	50	50	150	23,836.50	50	50	150	23,836.50	50	50	150	23,836.50	50	50	150	23,836.50	50	50	150	23,836.50	50	50	150	23,836.50	50	50	150	158.81	
137 1411153-PP-R01 PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	34.82	
138 1411150-PP-R01 PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	154.21	
139 1411151-RE-001 RECORD BOOK, 300 PAGES	book	300	0	0	200	18,340.00	200	0	0	200	18,340.00	200	0	0	200	18,340.00	200	0	0	200	18,340.00	200	0	0	0	0	0	0	0	0	91.70
140 1411151-RE-002 RECORD BOOK, 500 PAGES	book	100	0	0	100	12,456.00	100	0	0	100	12,456.00	100	0	0	100	12,456.00	100	0	0	100	12,456.00	100	0	0	0	0	0	0	0	0	134.56
141 1411150-TR-R04 TISSUE, INTERFOURD PAPER TOWEL	pack	100	100	100	300	10,140.00	100	100	300	10,140.00	100	100	300	10,140.00	100	100	300	10,140.00	100	100	300	10,140.00	100	100	300	10,140.00	100	100	300	33.80	
142 1411150-TR-R02 TOWEL TISSUE PAPER, 2 ply	pack	100	100	100	300	29,952.00	100	100	300	29,952.00	100	100	300	29,952.00	100	100	300	29,952.00	100	100	300	29,952.00	100	100	300	29,952.00	100	100	300	99.84	
PERFUMES OR COLLOGNES OR FRAGRANCES																															
143 5313525-HS-501 HAND SANITIZER	bottle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	85.08	
PESTICIDES OR PEST REPELLENTS																															
144 1019150-TH-401 INSECTICIDE	can	50	50	50	150	20,904.00	50	50	150	20,904.00	50	50	150	20,904.00	50	50	150	20,904.00	50	50	150	20,904.00	50	50	150	20,904.00	50	50	150	139.36	
PRINTED PUBLICATIONS																															
145 5313525-MA-R01 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (QA 9184 and its IR0)	book	5	0	0	5	186.05	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37.21	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																															
1 4410109-RR-005 DRUM CARTRIDGE, BROTHER DR-345, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,947.20	
2 4410109-CA-004 INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,126.32	
3 4410109-CA-002 INK CARTRIDGE, CANON CL-811, Colored	cart	2	2	2	6	7,069.92	2	2	6	7,069.92	2	2	6	7,069.92	2	2	6	7,069.92	2	2	6	7,069.92	2	2	6	7,069.92	2	2	6	1,178.32	
4 4410109-CA-004 INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	861.12	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total 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		
46	801430575-054	MULTI-PURPOSE VEHICLE (MPV)	unit	2	0	0	2	2,600,000.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	2	1,300,000.00		
47	801430575-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
48	801430575-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
49	801430575-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
50	801430575-058	TRAILER, VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
51	801430575-059	PICK-UP TRUCK	unit	1	0	0	1	1,500,000.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1	1,500,000.00		
52	801430575-060	ALTERNATIVE VEHICLE (AV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
53	801430575-061	ASSEMBLED OWNER-TYPE 3RD	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
50	801430575-062	ASSEMBLED PASSENGER, 3RD-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
51	801430575-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
52	801430575-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
53	801430575-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00		
A. TOTAL																											
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											
D. GRAND TOTAL (A + B + C)																											
E. APPROVED BUDGET BY THE AGENCY HEAD																											

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

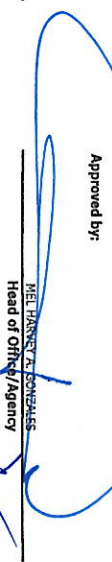
Prepared by:


Madel M. Cblur
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


Victoria J. Lamkiong
Accountant/Budget Officer

Approved by:


Mel Parker, Esq.
Head of Office/Agency

Date Prepared: 24-Jul-24