

APP-CSE 2024 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 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 Virtual Store (VS) 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 Virtual Store (VS) 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 the PART I of 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 2024 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/hos58>.
- 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 Virtual Store (VS) 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 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 0927-8478245 (Globe) or 0918-2954426 (Smart), 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.

Department/Bureau/Office: Department of Public Works and Highways
Region: II
Address: Regional Government Center, Carig Sur, Tuguegarao City, Cagayan

Agency Code/UACS: _____
Organization Type: National Government Agency

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.

Contact Person: HILARIO Y. CASEM
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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			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	13	0	0	13	662.48	20	0	0	20	1,019.20	13	0	0	13	662.48	18	0	0	18	917.28	64	50.96	3,261.44
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	20	20	16	56	25,276.16	20	20	12	52	23,470.72	25	25	20	70	31,595.20	20	20	15	55	24,824.00	233	451.36	105,166.88
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	0	5	0	5	176.80	0	5	0	5	176.80	5	0	0	5	176.80	0	0	5	5	176.80	20	35.36	707.20
4	60121413-CB-P02	CLEARBOOK, Legal size	box	0	5	0	5	192.40	0	5	0	5	192.40	5	0	0	5	192.40	0	0	5	5	192.40	20	38.48	769.60
5	60121534-ER-P01	ERASER, plastic/rubber	piece	20	20	28	68	636.48	13	15	15	43	402.48	28	20	20	68	636.48	13	15	15	43	402.48	222	9.36	2,077.92
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	10	0	0	10	260.00	10	0	0	10	260.00	10	0	0	10	260.00	10	0	0	10	260.00	40	26.00	1,040.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	167	18	0	185	8,273.20	167	18	0	185	8,273.20	159	0	0	159	7,110.48	116	25	18	159	7,110.48	688	44.72	30,767.36
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	41	18	48	107	6,120.40	41	18	0	59	3,374.80	59	0	48	107	6,120.40	41	0	18	59	3,374.80	332	57.20	18,990.40
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	10	0	0	10	260.00	10	0	0	10	260.00	10	0	0	10	260.00	10	0	0	10	260.00	40	26.00	1,040.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	62	0	0	62	2,772.64	62	0	0	62	2,772.64	41	0	0	41	1,833.52	31	10	0	41	1,833.52	206	44.72	9,212.32
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	41	4	48	93	5,319.60	21	4	0	25	1,430.00	45	0	48	93	5,319.60	21	0	4	25	1,430.00	236	57.20	13,499.20
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	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
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	6	6	274.56	0	0	0	0	0.00	0	0	6	6	274.56	0	0	0	0	0.00	12	45.76	549.12
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	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	57.20	0.00
15	60121124-WR-P01	WRAPPING PAPER	pack	2	0	0	2	428.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	214.24	428.48
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
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	25,536.16	0.00
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	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	18,470.40	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	92	60	76	228	4,979.52	93	70	60	223	4,870.32	242	0	16	258	5,634.72	92	60	60	212	4,630.08	921	21.84	20,114.64
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	47	10	60	117	2,311.92	48	10	60	118	2,331.68	117	0	10	127	2,509.52	47	10	60	117	2,311.92	479	19.76	9,465.04
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	15	0	0	15	1,388.40	15	0	0	15	1,388.40	15	0	0	15	1,388.40	15	0	0	15	1,388.40	60	92.56	5,553.60
CLEANING EQUIPMENT AND SUPPLIES																										

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			
68	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	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	2,610.40	0.00
69	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	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	2,610.40	0.00
70	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	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	2,610.40	0.00
71	44103103-HP-B24	TONER CARTRIDGE, HP CE320A, 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	3,192.80	0.00
72	44103103-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	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	3,083.60	0.00
73	44103103-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	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	3,083.60	0.00
74	44103103-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	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	3,083.60	0.00
75	44103103-HP-B25	TONER CARTRIDGE, HP CE390A, 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	7,872.80	0.00
76	44103103-HP-B26	TONER CARTRIDGE, HP CE400A, 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	6,766.00	0.00
77	44103103-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	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	10,103.60	0.00
78	44103103-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	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	10,193.04	0.00
79	44103103-HP-M26	TONER CARTRIDGE, HP CE403A, Magenta	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	10,103.60	0.00
80	44103103-HP-B27	TONER CARTRIDGE, HP CE410A, (HP305), 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	3,837.60	0.00
81	44103103-HP-C27	TONER CARTRIDGE, HP CE411A, (HP305), Cyan	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	5,460.00	0.00
82	44103103-HP-Y27	TONER CARTRIDGE, HP CE412A, (HP305), Yellow	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	5,460.00	0.00
83	44103103-HP-M27	TONER CARTRIDGE, HP CE413A, (HP305), Magenta	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	6,011.20	0.00
84	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, 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	4,050.80	0.00
85	44103103-HX-B28	TONER CARTRIDGE, HP CE505X, Black, high cap	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	7,332.00	0.00
86	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	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	2,878.72	0.00
87	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	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	5,246.80	0.00
88	44103103-HP-B55	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425	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	4,690.40	0.00
89	44103103-HP-B51	TONER CARTRIDGE, HP CF280XC	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	8,359.52	0.00
90	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	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	7,800.00	0.00
91	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet 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	3,034.72	0.00
92	44103103-HX-B51	TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L	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	3,796.00	0.00
93	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), 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	9,828.00	0.00
94	44103103-HX-B52	TONER CARTRIDGE, HP CF325XC (HP25X), Black LaserJet	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	13,728.00	0.00
95	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, Black LaserJet	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	2,574.00	0.00
96	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	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	2,652.00	0.00
97	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	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	2,652.00	0.00
98	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	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	2,652.00	0.00
99	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	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	7,030.40	0.00
100	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	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	8,814.00	0.00
101	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	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	8,814.00	0.00
102	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	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	8,814.00	0.00
103	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	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	3,099.20	0.00
104	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	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	3,660.80	0.00
105	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	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	3,660.80	0.00
106	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	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	3,660.80	0.00
107	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), 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	3,900.00	0.00
108	44103103-HX-B54	TONER CARTRIDGE, HP CF410XC (HP410XC), 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	6,848.40	0.00
109	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	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	5,038.80	0.00
110	44103103-HX-C54	TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan	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	8,522.00	0.00
111	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	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	5,038.80	0.00
112	44103103-HX-Y54	TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	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	8,522.80	0.00

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			
113	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	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	5,038.80	0.00
114	44103103-HP-M54	TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	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	8,522.80	0.00
115	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, 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	3,744.00	0.00
116	44103103-HP-B48	TONER CARTRIDGE, HP Q7553A, 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	4,680.00	0.00
SOFTWARE																										
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
3	43232001-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
12	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	80141505-TS-001	BALLPEN	piece	165	10	32	207	4,140.00	100	30	10	140	2,800.00	105	30	10	145	2,900.00	70	30	10	110	2,200.00	602	20.00	12,040.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	13	0	0	13	0.00	3	0	0	3	0.00	3			3	0.00	19	0.00	0.00
3	80141505-TS-003	LAMINATING FILM	pack	7	0	3	10	18,500.00	0	2	0	2	3,700.00	0	2	0	2	3,700.00	0	2		2	3,700.00	16	1,850.00	29,600.00
4	80141505-TS-004	STICKER PAPER	pack	27	3	3	33	990.00	3	10	0	13	390.00	2	20	0	22	660.00	3	10	3	16	480.00	84	30.00	2,520.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	22	9	10	41	2,050.00	12	10	5	27	1,350.00	12	10	5	27	1,350.00	12	10	9	31	1,550.00	126	50.00	6,300.00
6	80141505-TS-006	PHOTO PAPER	pack	67	30	10	107	3,210.00	17	50	30	97	2,910.00	17	50	30	97	2,910.00	17	50	30	97	2,910.00	398	30.00	11,940.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	27	0	8	35	3,500.00	3	24	0	27	2,700.00	3	16	0	19	1,900.00	3	24		27	2,700.00	108	100.00	10,800.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	5	0	0	5	250.00	5	0	0	5	250.00	5	0	0	5	250.00	5			5	250.00	20	50.00	1,000.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	5	0	0	5	125.00	0	0	0	0	0.00	5	0	0	5	125.00	0	0	0	0	0.00	10	25.00	250.00
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	17	0	15	32	320,000.00	5	0	0	5	50,000.00	2	0	0	2	20,000.00	2	0	0	2	20,000.00	41	10,000.00	410,000.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	17	0	0	17	3,400,000.00	10	0	0	10	2,000,000.00	3	0	0	3	600,000.00	0	0	0	0	0.00	30	200,000.00	6,000,000.00
12	80141505-TS-012	SMART TELEVISION	unit	2	0	0	2	100,000.00	1	0	0	1	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	50,000.00	150,000.00
13	80141505-TS-013	WHITE BOARD	piece	19	1	0	20	40,000.00	0	0	0	0	0.00	5	0	0	5	10,000.00	0	0	0	0	0.00	25	2,000.00	50,000.00
14	80141505-TS-014	MICROPHONE	unit	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
15	80141505-TS-015	MEDAL	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	0.00	0.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	12	3	24	39	1,560.00	12	0	3	15	600.00	12	0	3	15	600.00	12	0	3	15	600.00	64	40.00	3,360.00
17	80141505-TS-017	PLASTIC FASTENER	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
18	80141505-TS-018	STEEL FILING CABINET	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	0.00	0.00
19	80141505-TS-019	VELLUM BOARD 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	0.00	0.00
20	80141505-TS-020	EXTENSION CORD	piece	5	5	1	11	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	5	5	5,000.00	16	1,000.00	16,000.00
21	80141505-TS-021	PAINT	gallon	5	0	0	5	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	600.00	3,000.00
22	80141505-TS-022	COLOR PAPER	pack	5	0	0	5	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	30.00	150.00
23	80141505-TS-023	BOND PAPER	ream	850	0	0	850	340,000.00	100	750	0	850	340,000.00	100	750	0	850	340,000.00	100	750	0	850	340,000.00	3400	400.00	1,360,000.00

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			
24	80141505-TS-024	PUSH PIN	pack	5	5	10	20	500.00	0	0	0	0	0.00	0	0	5	5	125.00	0		0	0	0.00	25	25.00	625.00
25	80141505-TS-025	DOOR MAT	piece	42	9	12	63	3,150.00	27	15	0	42	2,100.00	12	15	9	36	1,800.00	12	15	0	27	1,350.00	168	50.00	8,400.00
26	80141505-TS-026	GLUE STICK (PASTE)	piece	12	0	0	12	120.00	0	0	0	0	0.00	7	0	0	7	70.00	0	0	0	0	0.00	19	10.00	190.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	9	0	0	9	90.00	7	0	0	7	70.00	7	0	0	7	70.00	7	0	0	7	70.00	30	10.00	300.00
28	80141505-TS-028	DEODORANT CAKE	piece	24	0	0	24	720.00	24	0	0	24	720.00	24	0	0	24	720.00	24	0	0	24	720.00	96	30.00	2,880.00
29	80141505-TS-029	DISPOSABLE GLOVES	box	50	0	3	53	5,300.00	0	0	50	50	5,000.00	0	50	0	50	5,000.00	0	50	0	50	5,000.00	203	100.00	20,300.00
30	80141505-TS-030	OFFICE CHAIR	piece	10	0	0	10	150,000.00	0	0	0	0	0.00	0	10	0	10	150,000.00	0	0	0	0	0.00	20	15,000.00	300,000.00
31	80141505-TS-031	MANILA 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	0.00	0.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	15	0	0	15	150,000.00	10	0	5	15	150,000.00	10	5	0	15	150,000.00	10	5	0	15	150,000.00	60	10,000.00	600,000.00
33	80141505-TS-033	PADLOCK	piece	14	0	0	14	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14	500.00	7,000.00
34	80141505-TS-034	MOBILE PHONE	unit	15	0	0	15	1,050,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	70,000.00	1,050,000.00
35	80141505-TS-035	COMPACT DISC	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	0.00	0.00
36	80141505-TS-036	AMPLIFIER	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
37	80141505-TS-037	STORAGE BOX	piece	5	0	0	5	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,000.00	5,000.00
38	80141505-TS-038	PLASTIC ENVELOPE	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	0.00	0.00
39	80141505-TS-039	DOCUMENT SCANNER	unit	2	0	0	2	100,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	50,000.00	100,000.00
40	80141505-TS-040	WATER DISPENSER	unit	9	0	0	9	72,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	8,000.00	72,000.00
41	80141505-TS-041	PARACETAMOL	pack	12	0	0	12	1,440.00	5	0	0	5	600.00	7	5	0	12	1,440.00	0	5	0	5	600.00	34	120.00	4,080.00
42	80141505-TS-042	GLUE GUN	unit	9	0	0	9	1,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	150.00	1,350.00
43	80141505-TS-043	INKJET PRINTER	unit	9	0	0	9	270,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	30,000.00	270,000.00
44	80141505-TS-044	SPEAKERS	unit	2	0	0	2	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,000.00	4,000.00
45	80141505-TS-045	POVIDONE IODINE	bottle	12	0	0	12	300.00	0	0	0	0	0.00	7	0	0	7	175.00	0	0	0	0	0.00	19	25.00	475.00
46	80141505-TS-046	KEYBOARD	unit	16	0	0	16	16,000.00	5	0	0	5	5,000.00	0	5	0	5	5,000.00	0	5	0	5	5,000.00	31	1,000.00	31,000.00
47	80141505-TS-047	DSLR 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	0.00	0.00
48	80141505-TS-048	STEEL RACK	set	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
49	80141505-TS-049	LAMINATING MACHINE	unit	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
50	80141505-TS-050	FUEL FILTERS	piece	15	0	0	15	60,000.00	15	0	0	15	60,000.00	15	0	0	15	60,000.00	15	0	0	15	60,000.00	60	4,000.00	240,000.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	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
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	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
53	80141505-TS-053	CAR (Sedan or Hatchback)	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
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	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
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	1	0	0	1	2,500,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,500,000.00	2,500,000.00
48	80141505-TS-056	PASSENGER VAN	unit	1	0	0	1	2,500,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,500,000.00	2,500,000.00
49	80141505-TS-057	VAN	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
50	80141505-TS-058	TRI-WHEEL VEHICLE	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
51	80141505-TS-059	PICK-UP TRUCK	unit	1	0	0	1	1,900,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,900,000.00	1,900,000.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	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
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	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
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	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
51	80141505-TS-063	MOTORCYCLE	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
52	80141505-TS-064	BUS	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
53	80141505-TS-065	MINI BUS	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

A. TOTAL		P	28,354,653.80
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	2,835,465.38

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			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		
D. GRAND TOTAL (A + B + C)																						P		31,190,119.00
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 year.

Prepared by:


RHODELYN H. ORLANDA
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


WILHELMINA C. ORDO
Accountant / Budget Officer

Approved by:


EDITHA R. SAMARANI, CSEE
Head of Office/Agency

Date Prepared: August 29, 2023