

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

APP-CSE 2023 FORM as of September 14, 2022

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: City Schools Division of Dasmariñas
 Region: IV-A
 Address: DASCA Compound, Barangay
Buro II, City of Dasmariñas

Agency Code/UACS: F590
 Organization Type: EDUCATION

Contact Person:
 Position:
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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	360	0	0	360	17,226.00	0	0	0	0	0.00	360	0	0	360	17,226.00	0	0	0	0	0.00	720	47.85	34,452.00
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	15	0	0	15	4,958.25	0	0	0	0	0.00	15	0	0	15	4,958.25	0	0	0	0	0.00	30	330.55	9,916.50
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	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	32.91	0.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	30	0	0	30	1,090.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	36.36	1,090.80
5	60121534-ER-P01	ERASER, plastic/ rubber	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	4.47	0.00
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	100	0	0	100	2,220.00	100	0	0	100	2,220.00	100	0	0	100	2,220.00	100	0	0	100	2,220.00	400	22.20	8,880.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	100	0	0	100	2,220.00	100	0	0	100	2,220.00	100	0	0	100	2,220.00	100	0	0	100	2,220.00	400	22.20	8,880.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	20	0	0	20	444.00	0	0	0	0	0.00	20	0	0	20	444.00	0	0	0	0	0.00	40	22.20	888.00
9	60121124-WR-P01	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
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
10	45121517-DO-C02	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-P01	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
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	100	0	0	100	2,049.00	0	0	0	0	0.00	100	0	0	100	2,049.00	0	0	0	0	0.00	200	20.49	4,098.00
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	100	0	0	100	1,834.00	0	0	0	0	0.00	100	0	0	100	1,834.00	0	0	0	0	0.00	200	18.34	3,668.00
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister 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	96.20	0.00
CLEANING EQUIPMENT AND SUPPLIES																										

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
46	56101519-TM-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	0	0	0	0.00	0	1,248.00	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
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	0	0	0	0.00	0	1,222.00	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	0	0	0	0.00	0	1,109.68	0.00
49	40101604-EF-S01	ELECTRIC FAN, stand type	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	856.86	0.00
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	0.00	0	0	0	0	0.00	0	768.56	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
51	43211507-DSK001	DESKTOP, for Basic Users	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	24,793.60	0.00
52	43211507-DSK002	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	0	0	0	0.00	0	42,390.40	0.00
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	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	2,792.40	0.00
54	43211503-LAP001	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	0	0	0	0.00	0	42,380.00	0.00
55	43211503-LAP002	LAPTOP, Lightweight	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	46,800.00	0.00
56	43211708-MO-C01	MOUSE, OPTICAL, USB connection type	unit	0	0	0	0	0.00	10	0	0	10	1,497.60	0	0	0	0	0.00	0	0	0	0	0.00	10	149.76	1,497.60
57	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	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	38,100.97	0.00
58	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	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	10,189.92	0.00
59	43212105-PR-L01	PRINTER, Laser, Monochrome	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	2,636.89	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	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	75.61	0.00
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	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	205.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	Jar	0	0	0	0	0.00	10	0	0	10	707.20	0	0	0	0	0.00	0	0	0	0	0.00	10	70.72	707.20
63	31151804-SW-H01	STAPLE WIRE, heavy duty (blinder type), 23/13	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	22.55	0.00
64	31151804-SW-S01	STAPLE WIRE, standard	box	20	0	0	20	475.20	20	0	0	20	475.20	20	0	0	20	475.20	20	0	0	20	475.20	80	23.76	1,900.80
65	31201502-TA-E01	TAPE, electrical	roll	10	0	0	10	194.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	19.45	194.50
66	31201503-TA-M01	TAPE, masking, 24mm	roll	12	0	0	12	742.56	12	0	0	12	742.56	12	0	0	12	742.56	12	0	0	12	742.56	48	61.88	2,970.24
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	6	0	0	6	726.96	6	0	0	6	726.96	6	0	0	6	726.96	6	0	0	6	726.96	24	121.16	2,907.84
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	20	0	0	20	447.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	22.36	447.20
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	36	0	0	36	402.48	36	0	0	36	402.48	36	0	0	36	402.48	36	0	0	36	402.48	144	11.18	1,609.92
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	12	0	0	12	270.84	12	0	0	12	270.84	12	0	0	12	270.84	12	0	0	12	270.84	48	22.57	1,083.36
71	31151507-TW-P01	TWINE, plastic	roll	5	0	0	5	333.10	0	0	0	0	0.00	5	0	0	5	333.10	0	0	0	0	0.00	10	66.62	666.20
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111604-RU-P02	RULER, plastic, 450 mm	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	16.64	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	5	0	0	5	74.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	14.82	74.10
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	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	9,534.72	0.00
75	44101807-CA-C01	CALCULATOR, Compact	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	266.24	0.00
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	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	32.97	0.00
77	44122105-BF-C01	CLIP, backfold, 19mm	box	50	0	0	50	436.00	50	0	0	50	436.00	50	0	0	50	436.00	50	0	0	50	436.00	200	8.72	1,744.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
78	44122105-BF-C02	CLIP, backfold, 25mm	box	50	0	0	50	737.50	50	0	0	50	737.50	50	0	0	50	737.50	50	0	0	50	737.50	200	14.75	2,950.00
79	44122105-BF-C03	CLIP, backfold, 32mm	box	30	0	0	30	766.80	30	0	0	30	766.80	30	0	0	30	766.80	30	0	0	30	766.80	120	25.56	3,067.20
80	44122105-BF-C04	CLIP, backfold, 50mm	box	10	0	0	10	560.40	10	0	0	10	560.40	10	0	0	10	560.40	10	0	0	10	560.40	40	56.04	2,241.60
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	200	0	0	200	2,306.00	0	0	0	0	0.00	200	0	0	200	2,306.00	0	0	0	0	0.00	400	11.53	4,612.00
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	20	0	0	20	668.60	0	0	0	0	0.00	20	0	0	20	668.60	0	0	0	0	0.00	40	33.43	1,337.20
83	44111515-DF-B01	DATA FILE BOX	piece	100	0	0	100	7,720.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	77.20	7,720.00
84	44122011-DF-F01	DATA FOLDER	piece	50	0	0	50	3,432.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	68.64	3,432.00
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	0.00	0	453.96	0.00
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	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	764.40	0.00
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	2	0	0	2	1,961.44	0	0	0	0	0.00	2	0	0	2	1,961.44	0	0	0	0	0.00	4	980.72	3,922.88
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	5	0	0	5	3,692.00	0	0	0	0	0.00	5	0	0	5	3,692.00	0	0	0	0	0.00	10	738.40	7,384.00
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	0.00	0	30.49	0.00
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	2	0	0	2	865.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	432.52	865.04
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	2	0	0	2	977.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	488.80	977.60
92	44111912-ER-B01	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	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	0	0	0	0.00	0	5,642.00	0.00
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	20	0	0	20	1,892.80	0	0	0	0	0.00	20	0	0	20	1,892.80	0	0	0	0	0.00	40	94.64	3,785.60
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	30	0	0	30	2,556.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	85.20	2,556.00
96	44122018-FT-D01	FILE TAB/INDEX DIVIDER, bristol board, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.13	0.00
97	44122018-FT-D02	FILE TAB/INDEX DIVIDER, bristol board, legal	set	50	0	0	50	711.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	14.23	711.50
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	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	270.40	0.00
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	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	285.52	0.00
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces 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	187.54	0.00
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	5	0	0	5	1,192.85	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	238.57	1,192.85
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	0	0	0	0	0.00	5	0	0	5	4,763.20	0	0	0	0	0.00	0	0	0	0	0.00	5	952.64	4,763.20
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces 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	289.12	0.00
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	0	0	0	0	0.00	10	0	0	10	3,332.60	0	0	0	0	0.00	10	0	0	10	3,332.60	20	333.26	6,665.20
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	10	0	0	10	631.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	63.11	631.10
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	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	41.60	0.00
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	50	0	0	50	1,833.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	36.66	1,833.00
108	44121708-MP-B01	MARKER, Permanent, Black	piece	100	0	0	100	747.00	0	0	0	0	0.00	100	0	0	100	747.00	0	0	0	0	0.00	200	7.47	1,494.00
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	100	0	0	100	747.00	0	0	0	0	0.00	100	0	0	100	747.00	0	0	0	0	0.00	200	7.47	1,494.00
110	44121708-MP-B03	MARKER, Permanent, 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	7.47	0.00
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	36	0	0	36	347.40	0	0	0	0	0.00	36	0	0	36	347.40	0	0	0	0	0.00	72	9.65	694.80
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	12	0	0	12	115.80	0	0	0	0	0.00	12	0	0	12	115.80	0	0	0	0	0.00	24	9.65	231.60
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	12	0	0	12	115.80	0	0	0	0	0.00	12	0	0	12	115.80	0	0	0	0	0.00	24	9.65	231.60
114	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	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	8.82	0.00
115	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, Jumbo, 50mm	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	13.78	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
PESTICIDES OR PEST REPELLENTS																											
152	10191509-IN-A01	INSECTICIDE, 600mL	can	15	0	0	15	2,090.40	0	0	0	0	0.00	15	0	0	15	2,090.40	0	0	0	0	0.00	30	139.36	4,180.80	
PRINTED PUBLICATIONS																											
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	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	37.21	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
81	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	3	0	0	3	9,728.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3,242.72	9,728.16	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1		Battery, Type C, 2 pieces per pack	pack	20	0	0	20	1,920.00	20	0	0	20	1,920.00	20	0	0	20	1,920.00	20	0	0	20	1,920.00	80	96.00	7,680.00	
2		Jumbo Roll, Tissue	roll	370	0	0	370	22,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	370	60.00	22,200.00	
3		Ink Refill, Brother BT 5000 Cyan 48.8ml	bottle	26	0	0	26	10,140.00	0	0	0	0	0.00	26	0	0	26	10,140.00	0	0	0	0	0.00	52	390.00	20,280.00	
4		Ink Refill, Brother BT 5000 Magenta 48.8ml	bottle	10	0	0	10	3,900.00	0	0	0	0	0.00	10	0	0	10	3,900.00	0	0	0	0	0.00	20	390.00	7,800.00	
5		Ink Refill, Brother BT 5000 Yellow 48.8ml	bottle	10	0	0	10	3,900.00	0	0	0	0	0.00	10	0	0	10	3,900.00	0	0	0	0	0.00	20	390.00	7,800.00	
6		Ink Refill, Brother D60 Black 108ml.	bottle	10	0	0	10	3,900.00	0	0	0	0	0.00	10	0	0	10	3,900.00	0	0	0	0	0.00	20	390.00	7,800.00	
7		Bleach - 1 gallon	gallon	10	0	0	10	1,270.00	10	0	0	10	1,270.00	10	0	0	10	1,270.00	10	0	0	10	1,270.00	40	127.00	5,080.00	
8		Handwashing Liquid - 4 liters	Piece	10	0	0	10	8,990.00	0	0	0	0	0.00	10	0	0	10	8,990.00	0	0	0	0	0.00	20	899.00	17,980.00	
9		Fabric Conditioner - 1.4 liters	Pack	6	0	0	6	1,524.00	0	0	0	0	0.00	6	0	0	6	1,524.00	0	0	0	0	0.00	12	254.00	3,048.00	
10		Storage Box with detachable cover	Piece	50	0	0	50	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	220.00	11,000.00	
11		Storage Box with attached cover	Piece	20	0	0	20	4,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	230.00	4,600.00	
12		Retractable Ballpen, black, 0.5	Piece	150	0	0	150	1,500.00	0	0	0	0	0.00	150	0	0	150	1,500.00	0	0	0	0	0.00	300	10.00	3,000.00	
13		Retractable Ballpen, blue, 0.5	Piece	150	0	0	150	1,500.00	0	0	0	0	0.00	150	0	0	150	1,500.00	0	0	0	0	0.00	300	10.00	3,000.00	
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																											
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:



RYAN ASHLEY B. ROLLAN
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:



MYRNA C. REFORMADO
Accountant / Budget Officer

Approved by:



RAYMUNDO A. CANTANOS
Head of Office/Agency

Date Prepared: September 14, 2022

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	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	9,297.60	0.00
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	50	0	0	50	1,039.50	0	0	0	0	0.00	50	0	0	50	1,039.50	0	0	0	0	0.00	100	20.79	2,079.00
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	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	212.87	0.00
119	44101602-PJ-P01	PUNCHER, paper, heavy duty	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	150.80	0.00
120	44122037-RB-P10	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	0	0	0	0.00	0	274.23	0.00
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	5	0	0	5	676.00	0	0	0	0	0.00	5	0	0	5	676.00	0	0	0	0	0.00	10	135.20	0.00
122	44121905-SP-F01	STAMP PAD, felt	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	39.92	1,352.00
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	30	0	0	30	1,001.10	0	0	0	0	0.00	30	0	0	30	1,001.10	0	0	0	0	0.00	60	33.37	0.00
124	44121615-ST-S01	STAPLER, standard type	piece	0	0	0	0	0.00	10	0	0	10	1,456.00	0	0	0	0	0.00	0	0	0	0	0.00	10	145.60	2,002.20
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	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	888.16	1,456.00
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	0	0	0	0	0.00	50	0	0	50	1,393.50	0	0	0	0	0.00	0	0	0	0	0.00	50	27.87	0.00
127	44121605-TD-T01	TAPE DISPENSER, table top	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	72.80	1,393.50
PAPER MATERIALS AND PRODUCTS																										0.00
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	5	0	0	5	418.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	83.72	418.60
129	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	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	882.55	0.00
130	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	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	1,166.88	0.00
131	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	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	1,528.80	0.00
132	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	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	1,026.48	0.00
133	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	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	790.40	0.00
134	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	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	1,508.00	0.00
135	14111609-LL-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	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	794.96	0.00
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	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	37.06	0.00
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	50	0	0	50	2,964.00	50	0	0	50	2,964.00	50	0	0	50	2,964.00	50	0	0	50	2,964.00	200	59.28	11,856.00
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	50	0	0	50	2,600.00	50	0	0	50	2,600.00	50	0	0	50	2,600.00	50	0	0	50	2,600.00	200	52.00	10,400.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	0	0	0	0.00	200	0	0	200	2,408.00	0	0	0	0	0.00	0	0	0	0	0.00	200	12.04	2,408.00
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	0	0	0	0	0.00	50	0	0	50	8,282.50	0	0	0	0	0.00	50	0	0	50	8,282.50	100	165.65	16,565.00
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	0	0	0	0	0.00	50	0	0	50	9,459.00	0	0	0	0	0.00	50	0	0	50	9,459.00	100	189.18	18,918.00
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0	0	0	0.00	50	0	0	50	6,887.00	0	0	0	0	0.00	50	0	0	50	6,887.00	100	137.74	13,774.00
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	0	0	0	0	0.00	50	0	0	50	7,945.50	0	0	0	0	0.00	50	0	0	50	7,945.50	100	158.91	15,891.00
144	14111531-PP-R01	PAD PAPER, ruled	pad	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	21.53	0.00
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	10	0	0	10	980.50	0	0	0	0	0.00	10	0	0	10	980.50	0	0	0	0	0.00	20	98.05	1,961.00
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	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	62.40	0.00
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	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	104.00	0.00
148	14111818-TH-P02	THERMAL PAPER, 216mm	roll	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	55.64	0.00
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	300	0	0	300	10,140.00	0	0	0	0	0.00	150	0	0	150	5,070.00	0	0	0	0	0.00	450	33.80	0.00
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a 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	86.32	15,210.00
PERFUMES OR COLOGNES OR FRAGRANCES																										0.00
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	30	0	0	30	2,425.50	30	0	0	30	2,425.50	30	0	0	30	2,425.50	30	0	0	30	2,425.50	120	80.85	9,702.00