

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit, in order to purchase CSEs from the PS. Consistent with DPM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
  - form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
  - Saved using this format: APP2020\_Name of Agency\_Main or Regional Office (e.g. APP2020\_DBM\_Central Office, APP2020\_DBM\_Region IVA).
  - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office:	Department of Budget and Management	Agency Account Code:	Contact Person:
Region:	Region V	Organization Type:	Position:
Address:	Regional Center Site, Rawis, Legazpi City		E-mail:
			Telephone/Mobile Nos:

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																											
<b>Pesticides or Pest Repellents</b>																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	2	2	3	7	976	2	2	2	6	836	2	2	2	6	836	2	2	2	6	836.16	25	139.36	U	
<b>Solvents</b>																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	6	2	5	13	569	6	2	5	13	569	6	2	5	13	569	6	2	5	13	569.27	52	43.79		2,277.08
<b>Color Compounds and Dispersions</b>																											
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	3	-	1	4	123	1	-	1	2	62	1	-	1	2	62	1	-	1	2	61.60	10	30.80		308.00
<b>Films</b>																											
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	-	-	-	-	-	5	-	-	5	4,239	-	-	-	-	-	-	-	-	-	-	5	847.82		4,239.10
<b>Paper Materials and Products</b>																											
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	5	-	-	5	419	5	-	-	5	419	5	-	-	5	419	5	-	-	5	418.60	20	83.72		1,674.40
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	1	-	-	1	1,030	-	-	-	-	-	1	-	-	1	1,030	-	-	-	-	-	2	1,029.60		2,059.20
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	16	-	5	21	778	10	-	5	15	556	16	-	5	21	778	10	-	5	15	555.90	72	37.06		2,668.32
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	21	-	5	26	1,541	15	-	5	20	1,186	21	-	5	26	1,541	15	-	5	20	1,185.60	92	59.28		5,453.76
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	15	-	5	20	955	15	-	5	20	955	15	-	5	20	955	15	-	5	20	954.60	80	47.73		3,818.40
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	26	-	-	26	313	-	-	-	-	-	26	-	-	26	313	-	-	-	-	-	52	12.04		626.08
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	3	3	3	9	1,535	5	5	3	13	2,217	3	2	2	7	1,194	3	4	4	11	1,876.16	40	170.56		6,822.40

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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						
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	21	16	14	51	6,550	16	16	19	51	6,550	16	16	14	46	5,908	16	16	19	51	6,550.44	199	128.44	25,559.56	
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	14	12	12	38	6,437	15	13	12	40	6,776	15	12	11	38	6,437	14	12	11	37	6,267.80	153	169.40	25,918.20	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	11	-	-	11	320	10	-	-	10	291	10	-	-	10	291	10	-	-	10	291.20	41	29.12	1,193.92	
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	-	-	-	-	-	-	-	-	-	-	1	-	-	1	102	-	1	-	1	101.71	2	101.71	203.42	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10	-	-	10	707	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10	70.72	707.20	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	7	-	-	7	713	-	-	-	-	-	5	-	-	5	510	-	-	-	-	-	12	101.92	1,223.04	
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	5	3	5	13	1,136	5	3	5	13	1,136	5	3	5	13	1,136	5	3	5	13	1,136.20	52	87.40	4,544.80	
<b>Batteries and Cells and Accessories</b>																											
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	5	5	5	15	296	6	5	5	16	316	5	5	5	15	296	6	5	5	16	315.68	62	19.73	1,223.26	
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5	-	5	10	197	5	-	5	10	197	5	-	5	10	197	5	-	5	10	197.30	40	19.73	789.20	
<b>Manufacturing Components and Supplies</b>																											
32	31201610-GL-X01	GLUE, all purpose, gross weight: 200 grams min	jar	5	-	-	5	311	3	-	-	3	186	3	-	-	3	186	-	-	-	-	-	-	11	62.10	683.10
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	10	5	5	20	395	5	5	5	15	296	5	5	5	15	296	5	5	5	15	296.40	65	19.76	1,284.40	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	13	-	2	15	338	8	-	-	8	180	7	-	-	7	158	7	-	-	7	157.85	37	22.55	834.35	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	-	-	-	-	-	20	-	-	20	373	-	-	-	-	-	-	-	-	-	-	-	20	18.67	373.40
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	6	-	5	11	601	5	-	5	10	546	5	-	5	10	546	5	-	5	10	546.00	41	54.60	2,238.60	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	5	-	5	10	1,066	5	-	5	10	1,066	5	-	5	10	1,066	5	-	5	10	1,066.00	40	106.60	4,264.00	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	6	-	6	12	240	6	-	5	11	220	5	-	5	10	200	5	-	5	10	199.70	43	19.97	858.71	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	12	-	6	18	182	7	6	5	18	182	12	-	5	17	172	7	5	5	17	171.53	70	10.09	706.30	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	10	-	5	15	300	5	5	5	15	300	10	-	5	15	300	5	5	5	15	299.55	60	19.97	1,198.20	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	2	-	-	2	116	2	-	-	2	116	2	-	-	2	116	2	-	-	2	116.48	8	58.24	465.92	
<b>Heating and Ventilation and Air Circulation</b>																											
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	1	-	-	1	857	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	856.88	856.88
<b>Lighting and Fixtures and Accessories</b>																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	50	-	-	50	1,970	-	-	-	-	-	50	-	-	50	1,970	-	-	-	-	-	-	100	39.39	3,939.00
<b>Measuring and Observing and Testing Equipment</b>																											
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	10	-	1	11	194	10	-	-	10	177	10	-	-	10	177	10	-	-	10	176.80	41	17.68	724.88	
<b>Cleaning Equipment and Supplies</b>																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	5	5	5	15	1,291	5	5	5	15	1,291	5	5	5	15	1,291	5	5	5	15	1,290.90	60	86.06	5,163.60	
50	47131604-BR-S01	BROOM, soft (tambo)	piece	3	-	3	6	817	3	-	3	6	817	3	-	3	6	817	3	-	3	6	817.44	24	136.24	3,269.76	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	4	4	4	12	218	4	4	4	12	218	4	4	4	12	218	4	4	4	12	218.40	48	18.20	873.60	
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	10	10	10	30	1,248	10	10	10	30	1,248	10	10	10	30	1,248	10	10	10	30	1,248.00	120	41.60	4,992.00	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	12	-	-	12	287	12	-	-	12	287	12	-	-	12	287	12	-	-	12	287.04	48	23.92	1,148.16	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	5	5	5	15	135	5	5	5	15	135	5	5	5	15	135	5	5	5	15	135.45	60	9.03	541.80	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	5	5	5	15	561	5	5	5	15	561	5	5	5	15	561	5	5	5	15	561.45	60	37.43	2,245.80	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	3	3	3	9	1,161	3	3	3	9	1,161	3	3	3	9	1,161	3	3	3	9	1,160.64	36	128.96	4,642.56	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	3	-	3	6	149	3	-	3	6	149	3	-	3	6	149	3	-	3	6	148.98	24	24.83	595.92	

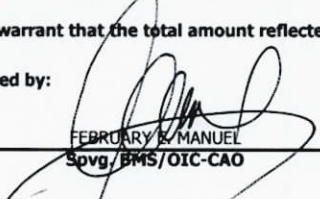
Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 200ml min per can	can	3	3	3	9	1,040	3	3	3	9	1,040	3	3	3	9	1,040	3	3	3	9	1,039.77	36	115.53	4,159.08	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	3	-	-	3	6,864	-	-	-	-	-	3	-	-	3	6,864	-	-	-	-	-	6	2,288.00	13,728.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	3	-	3	6	874	3	-	3	6	874	3	-	3	6	874	3	-	3	6	873.60	24	145.60	3,494.40	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	6	-	6	12	1,485	6	-	6	12	1,485	6	-	6	12	1,485	6	-	6	12	1,485.12	48	123.76	5,940.48	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	2	-	-	2	108	-	-	-	-	-	2	-	-	2	108	-	-	-	-	-	4	53.82	215.28	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5	5	5	15	1,607	5	5	5	15	1,607	5	5	5	15	1,607	5	5	5	15	1,606.80	60	107.12	6,427.20	
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	10	10	10	30	4,040	10	10	10	30	4,040	10	10	10	30	4,040	10	10	10	30	4,040.40	120	134.68	16,161.60	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	15	-	-	15	354	-	-	-	-	-	15	-	-	15	354	-	-	-	-	-	30	23.59	707.70	
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																											
67	43211507-OCT-03	Desktop Computer, branded	unit	-	-	1	1	39,208	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	39,208.00	39,208.00	
68	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	6	-	-	6	16,284	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	2,714.00	16,284.00	
69	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	30	-	-	30	5,023	6	-	-	6	1,005	20	-	-	20	3,349	-	-	-	-	-	56	167.44	9,376.64	
70	43211503-LCT-03	Laptop Computer, branded	unit	2	-	-	2	91,495	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	45,747.52	91,495.04	
71	43211708-MO-C01	MOUSE, optical, USB connection type	unit	29	-	-	29	3,228	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29	111.30	3,227.70	
72	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	1	-	-	1	38,101	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	38,100.97	38,100.97	
<b>Office Equipment and Accessories and Supplies</b>																											
76	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	14	-	-	14	127	14	-	-	14	127	14	-	-	14	127	14	-	-	14	126.70	56	9.05	506.80	
77	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	14	-	-	14	214	14	-	-	14	214	14	-	-	14	214	14	-	-	14	213.78	56	15.27	855.12	
78	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	14	-	-	14	291	14	-	-	14	291	14	-	-	14	291	14	-	-	14	291.20	56	20.80	1,164.80	
79	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	14	-	-	14	670	14	-	-	14	670	14	-	-	14	670	14	-	-	14	669.76	56	47.84	2,679.04	
80	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	30	14	20	64	897	30	14	20	64	897	30	14	20	64	897	30	14	20	64	897.28	256	14.02	3,589.12	
81	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	70	-	-	70	5,404	20	-	-	20	1,544	20	-	-	20	1,544	20	-	-	20	1,544.00	130	77.20	10,036.00	
82	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	40	-	-	40	2,746	40	-	-	40	2,746	40	-	-	40	2,746	40	-	-	40	2,745.60	160	68.64	10,982.40	
83	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	2	-	2	4	2,692	3	-	-	3	2,019	3	-	-	3	2,019	3	-	-	3	2,019.27	13	673.09	8,750.17	
84	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	2	-	2	4	3,709	3	-	-	3	2,781	3	-	-	3	2,781	3	-	-	3	2,781.48	13	927.16	12,053.08	
85	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	8	-	2	10	7,384	3	-	-	3	2,215	3	-	-	3	2,215	3	-	-	3	2,215.20	19	738.40	14,029.60	
87	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box	2	-	-	2	725	2	-	-	2	725	2	-	-	2	725	2	-	-	2	724.88	8	362.44	2,899.52	
88	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	2	-	-	2	828	2	-	-	2	828	2	-	-	2	828	2	-	-	2	828.26	8	414.13	3,313.04	
89	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	7	-	-	7	72	3	-	-	3	31	7	-	-	7	72	3	-	-	3	30.90	20	10.30	206.00	
90	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	15	-	-	15	1,251	15	-	-	15	1,251	15	-	-	15	1,251	15	-	-	15	1,251.15	60	83.41	5,004.60	
92	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	10	-	-	10	111	10	-	-	10	111	10	-	-	10	111	10	-	-	10	111.30	40	11.13	445.20	
93	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	10	-	-	10	142	10	-	-	10	142	10	-	-	10	142	10	-	-	10	142.30	40	14.23	569.20	
94	44122011-FO-P01	FOLDER, FANCY, for A4 size documents	bundle	2	-	-	2	541	-	-	-	-	-	2	-	-	2	541	-	-	-	-	-	4	270.40	1,081.60	
95	44122011-FO-P02	FOLDER, FANCY, for legal size documents	bundle	3	-	-	3	936	-	-	-	-	-	3	-	-	3	936	-	-	-	-	-	6	311.88	1,871.28	
97	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	-	-	-	-	-	4	-	-	4	973	-	-	-	-	-	-	-	-	-	-	4	243.24	972.96	
98	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	4	-	-	4	3,811	3	-	-	3	2,858	3	-	-	3	2,858	3	-	-	3	2,857.92	13	952.64	12,384.32	
99	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	6	-	-	6	1,674	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6	279.00	1,674.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	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			
100	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	5	-	-	5	1,607	3	-	-	3	964	3	-	-	3	964	3	-	-	3	964.08	14	321.36	4,499.04	
101	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	2	-	-	2	106	-	-	-	-	-	1	-	-	1	53	-	-	-	-	-	3	53.14	159.42	
103	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	18	-	5	23	1,021	5	-	5	10	444	18	-	5	23	1,021	5	-	5	10	444.10	66	44.41	2,931.06	
104	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	6	6	6	18	241	6	6	6	18	241	6	6	6	18	241	6	6	6	18	240.84	72	13.38	963.36	
105	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	6	6	6	18	241	6	6	6	18	241	6	6	6	18	241	6	6	6	18	240.84	72	13.38	963.36	
106	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	6	6	6	18	241	6	6	6	18	241	6	6	6	18	241	6	6	6	18	240.84	72	13.38	963.36	
107	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	9	6	6	21	189	6	6	6	18	162	6	6	6	18	162	6	6	6	18	161.64	75	8.98	673.50	
108	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	11	6	6	23	207	6	6	6	18	162	8	6	6	20	180	6	6	6	18	161.64	79	8.98	709.42	
109	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	8	6	6	20	180	6	6	6	18	162	8	6	6	20	180	6	6	6	18	161.64	76	8.98	682.48	
110	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	13	11	11	35	272	14	12	12	38	295	13	11	11	35	272	13	11	11	35	271.60	143	7.76	1,109.68	
111	44122104-PC-X02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	14	12	13	39	548	15	13	13	41	576	13	11	11	35	491	13	11	11	35	491.40	150	14.04	2,106.00	
112	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	10	2	2	14	291	7	2	2	11	229	9	2	2	13	270	7	2	2	11	228.69	49	20.79	1,018.71	
113	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	5	-	-	5	1,199	5	-	-	5	1,199	5	-	-	5	1,199	5	-	-	5	1,198.95	20	239.79	4,795.80	
114	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	4	-	-	4	438	3	-	-	3	329	3	-	-	3	329	3	-	-	3	328.50	13	109.50	1,423.50	
115	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	9	-	-	9	307	7	-	-	7	239	7	-	-	7	239	7	-	-	7	238.91	30	34.13	1,023.90	
116	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	8	-	-	8	119	-	-	-	-	-	7	-	-	7	104	-	-	-	-	-	15	14.82	222.30	
117	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	8	-	-	8	267	-	-	-	-	-	7	-	-	7	234	-	-	-	-	-	15	33.43	501.45	
119	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	-	-	2	406	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2	202.80	405.60	
120	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	7	-	-	7	924	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	131.96	923.72	
121	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	14	-	-	14	568	7	-	-	7	284	7	-	-	7	284	7	-	-	7	283.92	35	40.56	1,419.60	
122	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	12	-	1	13	2,298	7	-	-	7	1,238	7	-	-	7	1,238	7	-	-	7	1,237.60	34	176.80	6,011.20	
123	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1	-	-	1	914	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	914.16	914.16	
124	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	10	-	-	10	249	7	-	-	7	174	7	-	-	7	174	7	-	-	7	174.30	31	24.90	771.90	
125	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	7	-	-	7	391	-	-	-	-	-	5	-	-	5	279	-	-	-	-	-	12	55.83	669.96	
127	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	7	-	-	7	2,428	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7	346.85	2,427.95	
<b>Printer or Facsimile or Photocopier Supplies</b>																											
197	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015085), Black	cart	-	1	-	1	716	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1	716.44	716.44	
208	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	5	4	4	13	44,616	5	4	4	13	44,616	5	4	4	13	44,616	5	4	4	13	44,616.00	52	3,432.00	178,464.00	
228	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart	1	1	-	2	6,089	1	1	-	2	6,089	1	1	-	2	6,089	1	1	1	3	9,132.84	9	3,044.28	27,398.52	
229	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart	4	4	6	14	81,026	5	9	7	21	121,540	5	5	5	15	86,814	5	5	6	16	92,601.60	66	5,787.60	381,981.60	
234	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart	5	5	7	17	55,109	7	9	7	23	74,559	6	5	5	16	51,867	6	6	7	19	61,592.30	75	3,241.70	243,127.50	
<b>Flag or Accessories</b>																											
286	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	2	2	2	6	1,709	2	2	2	6	1,709	2	2	2	6	1,709	2	2	2	6	1,709.04	24	284.84	6,836.16	
<b>Printed Publications</b>																											
287	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	30	-	-	30	874	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30	29.12	873.60	
<b>Fire Fighting Equipment</b>																											
288	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	15	-	-	15	17,160	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15	1,144.00	17,160.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	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>Arts and Crafts Equipment and Accessories and Supplies</b>																										
295	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	5	-	-	5	199	-	-	-	-	-	-	-	-	-	-	-	-	5	39.78	198.90			
296	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	31	-	-	31	1,314	-	-	-	-	6	-	-	6	254	-	-	-	37	42.38	1,568.06			
297	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	8	-	-	8	35	-	-	-	-	-	-	-	-	-	-	-	-	8	4.42	35.36			
298	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	36	30	30	96	3,323	36	30	30	96	3,323	36	30	30	96	3,323	36	30	30	96	3,322.56	384	34.61	13,290.24
299	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	39	30	30	99	3,426	39	30	30	99	3,426	39	30	30	99	3,426	39	30	30	99	3,426.39	396	34.61	13,705.56
300	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	16	10	15	41	1,419	16	10	10	36	1,246	16	10	10	36	1,246	16	10	10	36	1,245.96	149	34.61	5,156.89
<b>PASSENGER AIR TRANSPORTATION</b>																										
1	43212111-GFA-001	* Airline Ticket	ticket	100,000	-	-	100,000	-	100,000	-	-	100,000	-	100,000	-	-	100,000	-	100,000	-	-	100,000	-	400,000	400,000.00	
<b>A. TOTAL</b>																						1,805,607				
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																						180,561				
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)</b>																										
<b>D. GRAND TOTAL (A + B + C)</b>																						1,986,168				
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																						-				
<b>F. MONTHLY CASH REQUIREMENTS</b>																						-				
G.1 Available at Procurement Service Stores				513,632				329,974					282,055								283,430			1,409,091		
G.2 Other Items not available at PS but regularly purchased from other sources				-				-					-								-			-		
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>				513,632				329,974					282,055								283,430			1,409,091		

\*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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:   
 FEBRURY E. MANUEL  
 Spvg./BMS/OIC-CAO

Certified Funds Available / Certified Appropriate Funds Available:  
  
 LEIZEL L. SAPAULA  
 Accountant III

Approved by:  
 RENATO M. DE VERA, MNSA, CESO III  
 Head of Office/Agency

Date Prepared: ~~April 13, 2020~~  
 September 29, 2020