

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

AGENCY CODE/UACS:13-001-14-00013

AGENCY NAME:VALENZUELA MEDICAL CENTER

ORGANIZATION TYPE:Government Agency

REGION:NCR

ADDRESS:No. 1 Padrigal St. Karuhatan, Valenzuela City

CONTACT PERSON:MS. LIGAYA E. UBALDE

DESIGNATION:Head, BAC/Procurement Section

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INTRODUCTION: This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

REMINDERS: 1. The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).

2. All information must be provided accurately.

3. To fill-out, find the item in the 'List of Items - 1' tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form 'Item Description'. You may also use the 'List of Items - 2' then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the 'Specification' column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.

4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://shorturl.at/adeoq>

5. 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 apcpc.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

6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

| No.   | UNSPSC   | Item Description                      | Specification<br><small>(Input specific features or composition of the item such as dimensions, color, or functions)</small> | 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 |                             |          |                           |            |
| OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) |          |                                       |  |                 |                              |     |     |       |            |       |     |      |      |           |           |       |      |      |           |            |     |      |      |           |                             |          |                           |            |
| 1   | -        | Cloud Computing Services              |  |                 |                              |     |     | 0     | 0.00       |       |     |      |      | 0         | 0.00      |       |      |      |           |            | 0   | 0.00 | 0    | 0.00      |                             | 0.00     |                           |            |
| 2   | -        | Self Inking Stamp                     | personalized   | piece           | 22                           | 15  |     | 37    | 28,490.00  |       |     |      |      | 0         | 0.00      | 10    |      |      | 10        | 7,700.00   |     |      |      | 0         | 0.00                        | 47       | 770.00                    | 36,190.00  |
| 3   | -        | Stamp Pad Ink, green                  | with applicator  | bottle          | 2                            |     |     | 2     | 63.04      |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 2        | 31.52                     | 63.04      |
| 4   | -        | Magnetic Whiteboard                   | 3x4 ft. (90 x 120cm), aluminum frame, plywood  | piece           | 4                            |     |     | 4     | 8,000.00   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 4        | 2,000.00                  | 8,000.00   |
| 5   | -        | Stamp Pad Ink, green                  | self inking  | piece           | 2                            |     |     | 2     | 1,400.00   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 2        | 700.00                    | 1,400.00   |
| 6   | -        | Laser Toner                           | toner  | cart.           | 4                            |     |     | 4     | 12,000.00  | 4     |     |      |      | 4         | 12,000.00 | 4     |      |      | 4         | 12,000.00  | 4   |      |      | 4         | 12,000.00                   | 16       | 3,000.00                  | 48,000.00  |
| 7   | -        | Cork Board                            | 60cm x 90cm  | piece           | 1                            |     |     | 1     | 400.00     |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 1        | 400.00                    | 400.00     |
| 8   | -        | Document Mesh Tray                    | 3 later metal  | piece           | 4                            |     |     | 4     | 2,000.00   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 4        | 500.00                    | 2,000.00   |
| 9   | -        | Cork Board                            | aluminum frame 60 x 120cm  | piece           | 4                            | 4   |     | 8     | 8,000.00   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 8        | 1,000.00                  | 8,000.00   |
| 10  | -        | Cartolina, Blue                       | one color, 10 pcs/pack   | pack            | 3                            |     |     | 3     | 360.00     |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 3        | 120.00                    | 360.00     |
| 11  | -        | Battery, Dry Cell AA                  | 2pcs. Per pack   | pack            | 2                            |     |     | 2     | 40.98      |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 2        | 20.49                     | 40.98      |
| 12  | -        | Cork Board                            | 36 x 18 medium   | Unit            | 4                            |     |     | 4     | 5,280.00   |       |     |      |      | 0         | 0.00      | 1     |      |      | 1         | 1,320.00   |     |      |      | 0         | 0.00                        | 5        | 1,320.00                  | 6,600.00   |
| 13  | -        | Paper Trimmer                         | table top  | unit            | 1                            |     |     | 1     | 9,297.60   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 1        | 9,297.60                  | 9,297.60   |
| 14  | -        | Clipboard                             | plastic board, metal clip A4 size  | piece           | 80                           | 10  | 10  | 100   | 10,000.00  | 10    | 10  | 10   | 30   | 3,000.00  | 10        | 10    | 10   | 30   | 3,000.00  | 10         | 10  | 10   | 30   | 3,000.00  | 190                         | 100.00   | 19,000.00                 |            |
| 15  | -        | Rubber Stamp                          | wood   | piece           | 7                            | 1   |     | 8     | 240.00     |       |     | 1    | 1    | 30.00     |           |       |      | 0    | 0.00      |            |     |      | 0    | 0.00      | 9                           | 30.00    | 270.00                    |            |
| 16  | -        | Self Inking Stamp                     | small text   | piece           | 4                            |     |     | 4     | 3,696.00   |       |     |      |      | 0         | 0.00      | 4     |      |      | 4         | 3,696.00   |     |      |      | 0         | 0.00                        | 8        | 924.00                    | 7,392.00   |
| 17  | -        | Self Inking Stamp                     | Big text   | piece           | 4                            |     |     | 4     | 4,800.00   |       |     |      |      | 0         | 0.00      | 4     |      |      | 4         | 4,800.00   |     |      |      | 0         | 0.00                        | 8        | 1,200.00                  | 9,600.00   |
| 18  | -        | White Board                           | 36 x 18 medium   | piece           | 2                            |     |     | 2     | 1,776.32   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 2        | 888.16                    | 1,776.32   |
| 19  | -        | Foldable/Portable Trolley             | push cart  | piece           | 1                            |     |     | 1     | 815.00     |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 1        | 815.00                    | 815.00     |
| 20  | -        | Storage Box                           | transparent storage box with 155 liters capacity   | piece           | 5                            |     |     | 5     | 244.75     | 5     |     |      |      | 5         | 244.75    | 5     |      |      | 5         | 244.75     | 5   |      |      | 5         | 244.75                      | 20       | 48.95                     | 979.00     |
| 21  | -        | Certified True Copy self inking stamp | personalized   | piece           | 2                            |     |     | 2     | 3,000.00   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 2        | 1,500.00                  | 3,000.00   |
| 22  | -        | Self Inking Stamp                     | large, haevy duty  | piece           | 4                            |     |     | 4     | 3,220.00   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 4        | 805.00                    | 3,220.00   |
| 23  | -        | White Board                           | Big  | piece           | 1                            |     |     | 1     | 1,000.00   |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     |      |      | 0         | 0.00                        | 1        | 1,000.00                  | 1,000.00   |
| 24  | -        | Ink, EPSON 14150                      | black  | bottle          | 1                            |     | 1   | 2     | 975.00     |       | 1   |      | 1    | 487.50    | 1         |       | 1    | 2    | 975.00    |            |     | 1    | 1    | 487.50    | 6                           | 487.50   | 2,925.00                  |            |
| 25  | -        | Ink, EPSON 14150                      | yellow   | bottle          | 1                            |     |     | 1     | 314.50     |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     | 1    | 1    | 314.50    | 2                           | 314.50   | 629.00                    |            |
| 26  | -        | Ink, EPSON 14150                      | magenta  | bottle          | 1                            |     |     | 1     | 314.50     |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     | 1    | 1    | 314.50    | 2                           | 314.50   | 629.00                    |            |
| 27  | -        | Ink, EPSON 14150                      | cyan   | bottle          | 1                            |     |     | 1     | 314.50     |       |     |      |      | 0         | 0.00      |       |      |      | 0         | 0.00       |     | 1    | 1    | 314.50    | 2                           | 314.50   | 629.00                    |            |
| 28  | -        | Book binding, registry book           | book   | piece           | 2                            | 2   | 2   | 6     | 2,400.00   | 2     | 2   | 2    | 6    | 2,400.00  | 2         | 2     | 2    | 6    | 2,400.00  | 2          | 2   | 2    | 6    | 2,400.00  | 24                          | 400.00   | 9,600.00                  |            |
| 29  | -        | Paper Hand Towel                      | paper  | roll            | 15                           |     |     | 15    | 3,000.00   | 15    |     |      |      | 15        | 3,000.00  | 15    |      |      | 15        | 3,000.00   | 15  |      |      | 15        | 3,000.00                    | 60       | 200.00                    | 12,000.00  |
| 30  | -        | Ballpen                               | black  | piece           | 678                          | 292 | 306 | 1276  | 19,140.00  | 483   | 361 | 356  | 1200 | 18,000.00 | 552       | 286   | 362  | 1200 | 18,000.00 | 477        | 297 | 321  | 1095 | 16,425.00 | 4771                        | 15.00    | 71,565.00                 |            |
| 31  | -        | Ballpen                               | blue   | piece           | 519                          | 229 | 234 | 982   | 14,730.00  | 320   | 304 | 239  | 863  | 12,945.00 | 386       | 208   | 307  | 901  | 13,515.00 | 311        | 242 | 230  | 783  | 11,745.00 | 3529                        | 15.00    | 52,935.00                 |            |
| 32  | -        | Ballpen                               | red  | piece           | 378                          | 118 | 122 | 618   | 9,270.00   | 183   | 210 | 120  | 513  | 7,695.00  | 241       | 118   | 181  | 540  | 8,100.00  | 169        | 119 | 121  | 409  | 6,135.00  | 2080                        | 15.00    | 31,200.00                 |            |
| 33  | -        | Ballpen                               | green  | piece           | 72                           | 31  | 30  | 133   | 1,995.00   | 38    | 48  | 32   | 118  | 1,770.00  | 46        | 31    | 40   | 117  | 1,755.00  | 38         | 32  | 28   | 98   | 1,470.00  | 466                         | 15.00    | 6,990.00                  |            |
| 34  | -        | Carbon Film, A4                       | black  | box             | 20                           | 2   | 3   | 25    | 5,525.00   | 3     | 2   | 1    | 6    | 1,326.00  | 6         | 1     | 3    | 10   | 2,210.00  | 2          | 2   | 1    | 5    | 1,105.00  | 46                          | 221.00   | 10,166.00                 |            |
| 35  | -        | Folder, pressboard                    | A4 size  | piece           | 452                          | 116 | 126 | 694   | 9,022.00   | 187   | 112 | 147  | 446  | 5,798.00  | 385       | 125   | 111  | 621  | 8,073.00  | 177        | 101 | 83   | 361  | 4,693.00  | 2122                        | 13.00    | 27,586.00                 |            |
| 36  | -        | Magazine File Box                     | large  | piece           | 144                          | 13  | 27  | 184   | 15,824.00  | 62    | 34  | 14   | 110  | 9,460.00  | 102       | 14    | 32   | 148  | 12,728.00 | 55         | 17  | 13   | 85   | 7,310.00  | 527                         | 86.00    | 45,322.00                 |            |
| 37  | -        | Paper, Multi purpose A3               | 80gsm, white   | ream            | 56                           | 49  | 56  | 161   | 67,459.00  | 50    | 55  | 51   | 156  | 65,364.00 | 66        | 50    | 51   | 167  | 69,973.00 | 45         | 51  | 46   | 142  | 59,498.00 | 626                         | 419.00   | 262,294.00                |            |
| 38  | -        | Sign Pen, Green                       | liquid/gel ink, 0.5mm needle type  | piece           | 64                           | 18  | 15  | 97    | 3,357.17   | 45    | 19  | 20   | 84   | 2,907.24  | 44        | 48    | 16   | 108  | 3,737.88  | 15         | 19  | 15   | 49   | 1,695.89  | 338                         | 34.61    | 11,698.18                 |            |
| 39  | -        | Tape Dispenser                        | heavy duty, 2-inch width, packaging tape   | piece           | 25                           | 1   | 4   | 30    | 9,000.00   | 2     | 1   | 3    | 6    | 1,800.00  | 13        | 2     | 4    | 19   | 5,700.00  | 0          | 4   | 3    | 7    | 2,100.00  | 62                          | 300.00   | 18,600.00                 |            |
| 40  | -        | Ink Tank Printer                      | black  | bottle          | 3                            |     |     | 3     | 3,000.00   | 3     |     |      | 3    | 3,000.00  | 3         |       |      | 3    | 3,000.00  | 3          |     |      | 3    | 3,000.00  | 12                          | 1,000.00 | 12,000.00                 |            |
| 41  | -        | Ink Tank Printer                      | cyan   | bottle          | 2                            |     |     | 2     | 2,000.00   | 2     |     |      | 2    | 2,000.00  | 2         |       |      | 2    | 2,000.00  | 2          |     |      | 2    | 2,000.00  | 8                           | 1,000.00 | 8,000.00                  |            |
| 42  | -        | Ink Tank Printer                      | magenta  | bottle          | 2                            |     |     | 2     | 2,000.00   | 2     |     |      | 2    | 2,000.00  | 2         |       |      | 2    | 2,000.00  | 2          |     |      | 2    | 2,000.00  | 8                           | 1,000.00 | 8,000.00                  |            |
| 43  | -        | Ink Tank Printer                      | yellow   | bottle          | 2                            |     |     | 2     | 2,000.00   | 2     |     |      | 2    | 2,000.00  | 2         |       |      | 2    | 2,000.00  | 2          |     |      | 2    | 2,000.00  | 8                           | 1,000.00 | 8,000.00                  |            |
| 44  | -        | Dry Seal                              |  | piece           | 2                            |     |     | 2     | 3,200.00   | 1     |     |      | 1    | 1,600.00  |           |       |      | 0    | 0.00      |            |     |      | 0    | 0.00      | 3                           | 1,600.00 | 4,800.00                  |            |
| 45  | 14111826 | Birth Certificate                     | form   | pad             | 250                          |     |     | 250   | 75,000.00  |       |     |      |      | 0         | 0.00      | 250   |      |      | 250       | 75,000.00  |     |      |      | 0         | 0.00                        | 500      | 300.00                    | 150,000.00 |
| 46  | -        | Emergency Department record form      | form   | piece           | 60000                        |     |     | 60000 | 120,000.00 |       |     |      |      | 0         | 0.00      | 60000 |      |      | 60000     | 120,000.00 |     |      |      | 0         | 0.00                        | 120000   | 2.00                      | 240,000.00 |

| No.   | UNSPSC   | Item Description                 | Specification<br><i>(Input specific features or composition of the item such as dimensions, color, or functions)</i> | 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 |                             |          |                           |
| OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) |          |                                  |  |                 |                              |     |     |       |              |       |     |      |    |           |       |     |      |       |            |     |     |     |    |           |                             |          |                           |
| 47  | -        | Fetal Death Certificate          | form   | pad             | 30                           |     |     | 30    | 9,000.00     |       |     |      | 0  | 0.00      | 30    |     |      | 30    | 9,000.00   |     |     |     | 0  | 0.00      | 60                          | 300.00   | 18,000.00                 |
| 48  | -        | Green Card                       | form   | piece           | 70000                        |     |     | 70000 | 140,000.00   |       |     |      | 0  | 0.00      | 70000 |     |      | 70000 | 140,000.00 |     |     |     | 0  | 0.00      | 140000                      | 2.00     | 280,000.00                |
| 49  | -        | Muslim Attachment                | form   | pad             | 3                            |     |     | 3     | 780.00       |       |     |      | 0  | 0.00      | 3     |     |      | 3     | 780.00     |     |     |     | 0  | 0.00      | 6                           | 260.00   | 1,560.00                  |
| 50  | -        | Registry Book                    | book   | piece           | 5                            |     |     | 5     | 12,200.00    |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 5                           | 2,440.00 | 12,200.00                 |
| 51  | 14111827 | Death Certificate                | form   | pad             | 100                          |     |     | 100   | 30,000.00    |       |     |      | 0  | 0.00      | 100   |     |      | 100   | 30,000.00  |     |     |     | 0  | 0.00      | 200                         | 300.00   | 60,000.00                 |
| 52  | -        | Service Record                   | form   | piece           | 600                          |     |     | 600   | 19,200.00    |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 600                         | 32.00    | 19,200.00                 |
| 53  | -        | Leave Record                     | form   | piece           | 1200                         |     |     | 1200  | 38,400.00    |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 1200                        | 32.00    | 38,400.00                 |
| 54  | -        | Tarpaulin                        | banner   | piece           | 5                            |     |     | 5     | 1,250.00     |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 5                           | 250.00   | 1,250.00                  |
| 55  | -        | ID Neck Strap                    | neck strap   | piece           | 1500                         |     |     | 1500  | 75,000.00    |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 1500                        | 50.00    | 75,000.00                 |
| 56  | -        | Laminator Sheet                  | A4 size, 100 sheets/box  | box             |                              |     | 1   | 1     | 1,000.00     |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 1                           | 1,000.00 | 1,000.00                  |
| 57  | -        | Columnar Pad                     | 16 column  | pad             | 5                            |     |     | 5     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 5                           | 0.00     | 0.00                      |
| 58  | -        | Desk File Organizer              | 5 layer wire mesh  | piece           | 2                            |     |     | 2     | 2,240.00     | 2     |     |      | 2  | 2,240.00  | 2     |     |      | 2     | 2,240.00   | 2   |     |     | 2  | 2,240.00  | 8                           | 1,120.00 | 8,960.00                  |
| 59  | -        | CD-R                             |  | piece           | 50                           |     |     | 50    | 500.00       |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 50                          | 10.00    | 500.00                    |
| 60  | -        | Plastic                          | 2x3, 100's/pack  | pack            | 5                            | 5   | 5   | 15    | 130.95       | 5     | 5   | 5    | 15 | 130.95    | 5     | 5   | 5    | 15    | 130.95     | 5   | 5   | 5   | 15 | 130.95    | 60                          | 8.73     | 523.80                    |
| 61  | -        | Plastic                          | 3x5, 100's/pack  | pack            | 5                            | 5   | 5   | 15    | 60.45        | 5     | 5   | 5    | 15 | 60.45     | 5     | 5   | 5    | 15    | 60.45      | 5   | 5   | 5   | 15 | 60.45     | 60                          | 4.03     | 241.80                    |
| 62  | -        | Plastic                          | 10x14, 100's/pack  | pack            | 5                            | 5   | 5   | 15    | 11.10        | 5     | 5   | 5    | 15 | 11.10     | 5     | 5   | 5    | 15    | 11.10      | 5   | 5   | 5   | 15 | 11.10     | 60                          | 0.74     | 44.40                     |
| 63  | -        | Plastic                          | 6x10, 100's/pack   | pack            | 5                            | 5   | 5   | 15    | 6.00         | 5     | 5   | 5    | 15 | 6.00      | 5     | 5   | 5    | 15    | 6.00       | 5   | 5   | 5   | 15 | 6.00      | 60                          | 0.40     | 24.00                     |
| 64  | -        | Plastic                          | 8x11, 100's/pack   | pack            | 5                            | 5   | 5   | 15    | 11.25        | 5     | 5   | 5    | 15 | 11.25     | 5     | 5   | 5    | 15    | 11.25      | 5   | 5   | 5   | 15 | 11.25     | 60                          | 0.75     | 45.00                     |
| 65  | -        | Index Card, Ruled                | size: 5x8 115gm  | pack            | 10                           |     |     | 10    | 500.00       |       |     |      | 0  | 0.00      | 10    |     |      | 10    | 500.00     |     |     |     | 0  | 0.00      | 20                          | 50.00    | 1,000.00                  |
| 66  | -        | Stamp Pad Ink, red               | 50ml   | bottle          | 1                            |     |     | 1     | 50.00        | 1     |     |      | 1  | 50.00     | 1     |     |      | 1     | 50.00      | 1   |     |     | 1  | 50.00     | 4                           | 50.00    | 200.00                    |
| 67  | -        | UTP Network cable                | CAT 6  | box             | 12                           |     |     | 12    | 114,000.00   |       |     |      | 0  | 0.00      | 12    |     |      | 12    | 114,000.00 |     |     |     | 0  | 0.00      | 24                          | 9,500.00 | 228,000.00                |
| 68  | -        | Modular Plug                     | RJ 45 connector  | piece           | 250                          |     |     | 250   | 3,750.00     |       |     |      | 0  | 0.00      | 250   |     |      | 250   | 3,750.00   |     |     |     | 0  | 0.00      | 500                         | 15.00    | 7,500.00                  |
| 69  | -        | Coupler                          | RJ 45, network cable extender plug joiner  | piece           | 12                           |     |     | 12    | 720.00       |       |     |      | 0  | 0.00      | 12    |     |      | 12    | 720.00     |     |     |     | 0  | 0.00      | 24                          | 60.00    | 1,440.00                  |
| 70  | -        | Coupler                          | RJ 45, network splitter cable extender plug  | piece           | 1                            |     |     | 1     | 60.00        |       |     |      | 0  | 0.00      | 1     |     |      | 1     | 60.00      |     |     |     | 0  | 0.00      | 2                           | 60.00    | 120.00                    |
| 71  | -        | Microsoft Office, volume license |  | licenses        | 204                          |     |     | 204   | 612,000.00   |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 204                         | 3,000.00 | 612,000.00                |
| 72  | -        | Anti Virus, End Point Security   |  | licenses        |                              |     | 500 | 500   | 1,750,000.00 |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 500                         | 3,500.00 | 1,750,000.00              |
| 73  | -        | EPSON 001                        | black  | bottle          |                              | 3   |     | 3     | 10,140.00    |       |     | 3    | 3  | 10,140.00 |       |     | 3    | 3     | 10,140.00  |     |     | 3   | 3  | 10,140.00 | 12                          | 3,380.00 | 40,560.00                 |
| 74  | -        | EPSON 001                        | cyan   | bottle          |                              | 3   |     | 3     | 2,790.00     |       |     | 3    | 3  | 2,790.00  |       |     | 3    | 3     | 2,790.00   |     |     | 3   | 3  | 2,790.00  | 12                          | 930.00   | 11,160.00                 |
| 75  | -        | EPSON 001                        | yellow   | bottle          |                              |     | 3   | 3     | 3,426.00     |       |     | 3    | 3  | 3,426.00  |       |     | 3    | 3     | 3,426.00   |     |     | 3   | 3  | 3,426.00  | 12                          | 1,142.00 | 13,704.00                 |
| 76  | -        | EPSON 001                        | magenta  | bottle          |                              | 3   |     | 3     | 9,000.00     |       |     | 3    | 3  | 9,000.00  |       |     | 3    | 3     | 9,000.00   |     |     | 3   | 3  | 9,000.00  | 12                          | 3,000.00 | 36,000.00                 |
| 77  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 78  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 79  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 80  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 81  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 82  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 83  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 84  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 85  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 86  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 87  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 88  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 89  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 90  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 91  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 92  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 93  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 94  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 95  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 96  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 97  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 98  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 99  | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
| 100   | -        |                                  |  |                 |                              |     |     | 0     | 0.00         |       |     |      | 0  | 0.00      |       |     |      | 0     | 0.00       |     |     |     | 0  | 0.00      | 0                           | 0.00     | 0.00                      |
|   |          |                                  |  |                 |                              |     |     |       |              |       |     |      |    |           |       |     |      |       |            |     |     |     |    |           |                             |          |                           |
|   |          |                                  |  |                 |                              |     |     |       |              |       |     |      |    |           |       |     |      |       |            |     |     |     |    |           |                             |          |                           |
|   |          |                                  |  |                 |                              |     |     |       |              |       |     |      |    |           |       |     |      |       |            |     |     |     |    |           |                             |          |                           |
|   |          |                                  |  |                 |                              |     |     |       |              |       |     |      |    |           |       |     |      |       |            |     |     |     |    |           |                             |          |                           |

| No.   | UNSPSC | Item Description | Specification<br><small>(Input specific features or composition of the item such as dimensions, color, or functions)</small> | 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 |                             |              |                           |  |
| OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |              |                           |  |
|   |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |              |                           |  |
|   |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |              |                           |  |
|   |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |              |                           |  |
|   |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |              |                           |  |
| A. TOTAL  |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | P                           | 4,381,605.12 |                           |  |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)  |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | P                           | 438,160.51   |                           |  |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)  |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | P                           | -            |                           |  |
| D. GRAND TOTAL (A + B+ C)   |        |                  |  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | P                           | 4,819,765.63 |                           |  |
| E. APPROVED BUDGET BY THE AGENCY HEAD<br>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:

MS. LIGAYA E. UBALDE

Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

RAYMUND JOE B. MACJANA / RUFINA F. VADIL

Accountant / Budget Officer

Approved by:

ESTELA E. JAVIER, MD, FPOGS, FPSMS

Head of Office/Agency

Date Prepared: July 4, 2024