

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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 DBM 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:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IV).

8. 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.)

9. 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.

10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. 8-290-6300; 8290-6400 Local 8006-8010

<i>Note: Consistent with Memorandum Circular No. 2020-1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.</i>														
Department/Bureau/Office: <u>DEPARTMENT OF SCIENCE AND TECHNOLOGY</u> Region: <u>I</u> Agency Account Code: <u>2001</u> Address: <u>SAN FERNANDO CITY, LA UNION</u> Organization Type: <u>NATIONAL GOVERNMENT AGENCY (NGA)</u>														
Contact Person: <u>DR. ISMAEL D. GURTIZA</u> Position: <u>AED for Field Operations</u> E-mail: dgurtiza@region1.dost.gov.ph Telephone/Mobile Nos: <u>888 3399</u>														

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					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
PESTICIDES OR PEST REPELLENTS																										
1	1019:509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml/min	can	20	20	20	60	8,361.60	20	20	20	60	8,361.60	20	20	20	60	8,361.60	20	20	60	8,361.60	240	139.36	33446.40	
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-501	HAND SANITIZER, 500 ml	bottle	10	10	10	30	4,542.90	10	10	10	30	4,542.90	10	10	10	30	4,542.90	10	10	10	30	4,542.90	120	151.43	18171.60
ALCOHOL OR ACETONE BASED ANTI-SEPTICS																										
3	1219:601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	50	50	50	150	6,537.00	50	50	50	150	6,537.00	50	50	50	150	6,537.00	50	50	50	150	6,537.00	600	43.58	26148.00
4	1219:601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	25	20	20	65	29,744.00	25	15	15	55	25,168.00	25	15	15	55	25,158.00	25	15	15	55	25,168.00	230	457.50	105248.00
5	51471901-AL-J01	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	50	50	50	150	6,537.00	50	50	50	150	6,537.00	50	50	50	150	6,537.00	50	50	50	150	6,537.00	600	43.58	26148.00
6	51471901-AL-J02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	20	20	20	60	27,300.00	20	20	20	60	27,300.00	20	20	20	60	27,300.00	20	20	20	55	25,025.00	235	455.00	106925.00
7	51471505-PO-P01	POVIDONE IODINE, 10% solution, 120 ml	gallon	3	0	0	3	623.25	3	0	0	3	623.25	3	0	0	3	623.25	3	0	0	3	623.25	12	207.75	2493.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	3	3	3	9	283.68	3	3	3	9	283.68	3	3	3	9	283.68	3	3	3	9	283.68	36	31.52	1134.72
FILMS																										
9	13111203-AC-P01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	3	0	0	3	2,543.46	3	0	0	3	2,543.46	3	0	0	3	2,543.46	3	0	0	3	2,543.46	12	847.82	10173.84
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	1	0	0	1	221.00	1	0	0	1	221.00	1	0	0	1	221.00	1	0	0	1	221.00	4	221.00	884.00
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	208.52	1	0	0	1	208.52	1	0	0	1	208.52	1	0	0	1	208.52	4	208.52	834.08
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pick	2	2	2	6	502.32	2	2	2	6	502.32	2	2	2	6	502.32	2	2	2	6	502.32	24	83.72	2009.28
13	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	3	0	0	3	2,384.88	3	0	0	3	2,384.88	3	0	0	3	2,384.88	3	0	0	3	2,384.88	12	794.96	9539.52
14	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	20	10	10	40	1,482.40	20	10	10	40	1,482.40	20	10	10	40	1,482.40	20	10	10	40	1,482.40	160	37.06	5929.60
15	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	20	10	10	40	2,371.20	20	10	10	40	2,371.20	20	10	10	40	2,371.20	20	10	10	40	2,371.20	160	59.28	9484.80
16	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	20	10	10	40	1,909.20	20	10	10	40	1,909.20	20	10	10	40	1,909.20	20	10	10	40	1,909.20	160	47.73	7636.80
17	14111514-NB-S01	NOTEBOOK, STENOGRAFHER, spiral, 40 leaves	piece	5	5	5	15	180.60	5	5	5	15	180.60	5	5	5	15	180.60	5	5	5	15	180.60	60	12.04	722.40
18	14111507-PP-M01	PAPER, MULTICOPY, 30gsm, size: 210mm x 257mm	reams	40	30	20	90	15,350.40	40	30	20	90	15,350.40	40	30	20	90	15,350.40	40	30	20	90	15,350.40	360	170.56	61401.60
19	14111507-PP-M02	PAPER, MULTICOPY, 30gsm, size: 216mm x 330mm	reams	50	20	20	90	16,327.80	50	20	20	90	16,327.80	50	20	20	90	16,327.80	50	20	20	90	16,327.80	360	181.42	65311.20
20	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	90	20	20	130	17,305.60	90	20	20	130	17,305.60	90	20	20	130	17,305.60	90	20	20	130	17,305.60	520	133.12	69222.40
21	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	40	15	15	70	9,727.90	40	15	15	70	9,727.90	40	15	15	70	9,727.90	40	15	15	70	9,727.90	280	138.97	38911.60

22	14111531-PP-R01	PAPER, FAD, ruled, size: 216mm x 330mm (7.2mm)	pad	3	3	0	6	184.08	3	3	0	6	184.08	3	3	0	6	184.08	3	3	0	6	184.08	24	30.68		736.32
23	14111503-PA-P01	PAPER, FARCHMENT, size: 210 x 297mm, multi-purpose	box	10	10	10	30	2,941.50	10	10	10	30	2,941.50	10	10	10	30	2,941.50	10	10	10	30	2,941.50	120	98.05		11766.00
24	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll	3	3	3	9	500.76	3	3	3	9	500.76	3	3	3	9	500.76	3	3	3	9	500.76	36	55.64		2003.04
25	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 279mm min	book	10	5	5	20	1,414.40	10	5	5	20	1,414.40	10	5	5	20	1,414.40	10	10	5	25	1,768.00	85	70.72		6011.20
26	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 279mm min	book	10	5	5	20	2,038.40	10	5	5	20	2,038.40	10	5	5	20	2,038.40	10	10	5	25	2,548.00	85	101.92		8663.20
27	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 10% recycled	pack	50	25	25	100	8,740.00	50	25	25	100	8,740.00	50	25	25	100	8,740.00	50	25	25	100	8,740.00	400	87.40		34960.00
28	14111704-IPPT01	TISSUE, interfolded paper towel	pack	25	25	25	75	2,613.00	25	25	25	75	2,613.00	25	25	25	75	2,613.00	25	25	25	75	2,613.00	300	34.84		10452.00
BATTERIES AND CELLS AND ACCESSORIES																											
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	20	10	10	40	1,452.00	20	10	10	40	1,452.00	20	10	10	40	1,452.00	20	10	10	40	1,452.00	160	36.30		5808.00
36	26111702-BT-A01	BATTERY, dry cell, A/A, 2 pieces per blister pack	pack	20	10	10	40	789.20	20	10	10	40	789.20	20	10	10	40	789.20	20	10	10	40	789.20	160	19.73		3156.80
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	5	5	5	15	1,443.00	5	5	5	15	1,443.00	5	5	5	15	1,443.00	5	5	5	15	1,443.00	60	96.20		5772.00
MANUFACTURING COMPONENTS AND SUPPLIES																											
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	5	5	5	15	\$31.50	5	5	5	15	931.50	5	5	5	15	931.50	5	5	5	15	931.50	60	62.00		3726.00
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	10	5	5	20	395.20	10	5	5	20	395.20	10	5	5	20	395.20	10	5	5	20	395.20	80	19.76		1580.80
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	10	5	5	20	421.80	10	5	5	20	421.80	10	5	5	20	421.80	10	5	5	20	421.80	80	21.09		1687.20
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	5	5	5	15	280.05	5	5	5	15	280.05	5	5	5	15	280.05	5	5	5	15	280.05	60	18.67		1120.20
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (± 1 mm)	roll	10	10	10	30	1,638.00	10	10	10	30	1,638.00	10	10	10	30	1,638.00	10	10	10	30	1,638.00	120	54.60		6552.00
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (± 1 mm)	roll	10	10	10	30	3,198.00	10	10	10	30	3,198.00	10	10	10	30	3,198.00	10	10	10	30	3,198.00	120	106.60		12792.00
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (± 1 mm)	roll	10	10	10	30	599.10	10	10	10	30	599.10	10	10	10	30	599.10	10	10	10	30	599.10	120	19.97		2396.40
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (± 1 mm)	roll	10	10	10	30	302.70	10	10	10	30	302.70	10	10	10	30	302.70	10	10	10	30	302.70	120	10.09		1210.80
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (± 1 mm)	roll	10	10	10	30	599.10	10	10	10	30	599.10	10	10	10	30	599.10	10	10	10	30	599.10	120	19.97		2396.40
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	5	5	5	15	£73.60	5	5	5	15	873.60	5	5	5	15	873.60	5	5	5	15	873.60	60	58.24		3494.00
HEATING AND VENTILATION AND AIR CIRCULATION																											
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	3	0	0	3	3,329.04	3	0	0	3	3,329.04	3	0	0	3	3,329.04	3	0	0	3	3,329.04	12	110.68		13316.16
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	3	0	0	3	4,109.04	3	0	0	3	4,109.04	3	0	0	3	4,109.04	3	0	0	3	4,109.04	12	136.68		16436.16
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	3	0	0	3	2,570.58	3	0	0	3	2,570.58	3	0	0	3	2,570.58	3	0	0	3	2,570.58	12	856.86		10282.32
51	40101504-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	3	0	0	3	2,024.88	3	0	0	3	2,024.88	3	0	0	3	2,024.88	3	0	0	3	2,024.88	12	674.96		8099.52
MEDICAL THERMOMETERS AND ACCESSORIES																											
52	4111224-TG-T01	THERMOMETER	piece	2	0	0	2	6,136.00	2	0	0	2	6,136.00	2	0	0	2	6,136.00	2	0	0	2	6,136.00	8	3066.00		24544.00
LIGHTING AND FIXTURES AND ACCESSORIES																											
53	39101628-LT-L01	LED LINEAR TUBE, 18 WATTS PRO SERIES	piece	5	5	5	15	3,087.30	5	5	5	15	3,087.30	5	5	5	15	3,087.30	5	5	5	15	3,087.30	60	205.82		12349.20
54	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	5	5	5	15	1,232.40	5	5	5	15	1,232.40	5	5	5	15	1,232.40	5	5	5	15	1,232.40	60	82.16		4929.60
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	10	0	0	10	176.80	10	0	0	10	176.80	10	0	0	10	176.80	10	0	0	10	176.80	40	17.68		707.20
CLEANING EQUIPMENT AND SUPPLIES																											
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	10	10	10	30	2,706.60	10	10	10	30	2,706.60	10	10	10	30	2,706.60	10	10	10	30	2,706.60	120	90.22		10826.40
57	47131604-BR-S01	BROOM, soft (bamboo)	piece	10	5	5	20	2,724.80	10	5	5	20	2,724.80	10	5	5	20	2,724.80	10	5	5	20	2,724.80	80	136.24		10699.20
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 750mm min	piece	10	10	10	30	546.00	10	10	10	30	546.00	10	10	10	30	546.00	10	10	10	30	546.00	120	18.20		2184.00
59	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	10	10	10	30	1,248.00	10	10	10	30	1,248.00	10	10	10	30	1,248.00	10	10	10	30	1,248.00	120	41.60		4992.00
60	47131805-CL-L01	CLEANSER, SCOURING POWDER, 250g min./can	can	10	10	10	30	717.60	10	10	10	30	717.60	10	10	10	30	717.60	10	10	10	30	717.60	120	23.92		2870.40
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece	3	0	0	3	27.09	3	0	0	3	27.09	3	0	0	3	27.09	3	0	0	3	27.09	12	9.03		108.36
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	10	10	10	30	1,122.90	10	10	10	30	1,122.90	10	10	10	30	1,122.90	10	10	10	30	1,122.90	120	37.13		4491.60
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	20	15	15	50	6,448.00	20	15	15	50	6,448.00	20	15	15	50	6,448.00	20	15	15	50	6,448.00	200	128.96		25792.00
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	3	0	0	3	74.49	3	0	0	3	74.49	3	0	0	3	74.49	3	0	0	3	74.49</				

70	4713:513-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	5	5	5	15	2,184.00	5	5	5	15	2,184.00	5	5	5	15	2,184.00	5	5	5	15	2,184.00	60	145.50		8736.00
71	4713:519-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	5	5	5	15	1,856.40	5	5	5	15	1,856.40	5	5	5	15	1,856.40	5	5	5	15	1,856.40	60	123.76		7425.60
72	4713:501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	5	5	5	15	807.30	5	5	5	15	807.30	5	5	5	15	807.30	5	5	5	15	807.30	60	53.82		3229.20
73	4713:602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	5	5	5	15	1,506.80	5	5	5	15	1,606.80	5	5	5	15	1,606.80	5	5	5	15	1,606.80	60	107.12		6427.20
74	4712:701-TB-P04	TRASHBAG, GPP specs, black, 94Cmmx1016mm	pack	5	0	5	10	1,346.80	5	0	5	10	1,346.80	5	0	5	10	1,346.80	5	0	5	10	1,346.80	40	134.68		5387.20
75	4712:702-WB-P01	WASTEBASKET, non-rigid plastic	piece	5	5	5	15	419.40	5	5	5	15	419.40	5	5	5	15	419.40	5	5	5	15	419.40	60	27.96		1677.60

PERSONAL PROTECTIVE EQUIPMENT

76	4618:503-CA-C01	COVERALL, non-sterile, protective, medical grade	piece	5	0	0	5	5,720.00	5	0	0	5	5,720.00	5	0	0	5	5,720.00	5	0	0	5	5,720.00	20	1144.00		22880.00
77	4618:702-FSH01	FACE SHIELD, direct splash protection	piece	50	50	50	150	18,720.00	50	50	50	150	18,720.00	50	50	50	150	18,720.00	50	50	50	150	18,720.00	600	124.80		74880.00
78	4618:804-GG-C01	PROTECTIVE SAFETY GOGGLES	piece	5	0	0	5	780.00	5	0	0	5	780.00	5	0	0	5	780.00	10	0	0	10	780.00	25	156.00		3900.00
79	4213:601-PA-A01	Polyethylene Apron (50g)	piece	5	0	0	5	75.40	5	0	0	5	75.40	5	0	0	5	75.40	10	0	0	10	150.80	25	15.68		377.00
80	4213:702-5G-01	SURGICAL GOWN	piece	5	0	0	5	1,497.60	5	0	0	5	1,497.60	5	0	0	5	1,497.60	10	0	0	10	2,995.20	25	299.52		7488.00
81	4213:711-HC-H01	HEAD COVER, disposable	piece	50	50	50	150	390.00	50	50	50	150	390.00	50	50	50	150	390.00	50	50	50	150	392.60	601	2.60		1562.60
82	4213:609-SC-S01	SHOE COVER, disposable	pair	50	50	50	150	1,248.00	50	50	50	150	1,248.00	100	50	50	200	1,664.00	50	50	50	150	1,248.00	650	8.32		5408.00
83	4213:203-MG-G01	NITRILE GLOVES	piece	50	50	50	150	460.50	50	50	50	150	153.50	100	50	50	100	100	100	300	921.00	550	3.07		1688.50		
84	4213:203-MG-G02	PREMIUM LATEX GLOVES	piece	50	50	50	150	753.00	50	50	50	150	753.00	50	50	50	150	753.00	50	50	50	150	753.00	600	5.02		3012.00
85	4213:713-SM-M01	SURGICAL MASK, 3-ply	piece	500	500	500	1500	21,060.00	500	500	500	1500	21,060.00	500	500	500	1500	21,050.00	1000	1000	1000	3000	42,120.00	7,500	14.04		105300.00
86	4618:008-KN-M01	KN95 FACE MASK	piece	60	0	60	120	12,480.00	60	0	60	120	12,480.00	60	0	60	120	12,480.00	60	60	60	180	19,720.00	540	104.00		56160.00

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES

87	43211507-DSK001	MITHI DESKTOP, basic	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	24,793.60	0.00	0.00	
88	43211507-DSK002	MITHI DESKTOP, mid-range	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	42,390.40	0.00	0.00	
89	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5'HDD, USB 3.0	piece	1	1	0	2	5,301.66	1	1	0	2	5,301.66	1	1	0	2	5,301.66	1	1	0	2	5,301.66	8	2650.83		21206.64
90	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	3	2	0	5	837.20	3	2	0	5	837.20	3	2	0	5	837.20	3	2	0	5	837.20	20	167.44		3348.80
91	43211708-MO-001	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	2	2	2	6	657.80	2	2	2	6	667.80	2	2	2	6	667.80	2	2	2	6	667.80	24	111.30		2671.20
92	43211708-MO-002	MOUSE, WIRELESS, USB	unit	1	1	1	3	452.00	1	1	1	3	462.00	1	1	1	3	462.00	1	1	1	3	462.00	12	154.00		1848.00
93	4321102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	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	38100.97	0.00	0.00	
94	4321102-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	9191.52	0.00	0.00	
95	4321105-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	724.88	0.00	0.00	
96	4321105-PR-L02	PRINTER, laser, colornd	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	7899.00	0.00	0.00	

OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES

98	4412:1710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	1	0	0	1	29.64	1	0	0	1	29.64	1	0	0	1	29.64	1	0	0	1	29.64	4	29.64		118.56
99	4412:105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	10	0	0	10	90.50	10	0	0	10	90.50	10	0	0	10	90.50	10	0	0	10	90.50	40	9.05		362.00
100	4412:105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	10	0	0	10	152.70	10	0	0	10	152.70	10	0	0	10	152.70	10	0	0	10	152.70	40	15.27		610.80
101	4412:105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	10	0	0	10	208.00	10	0	0	10	208.00	10	0	0	10	208.00	10	0	0	10	208.00	40	20.80		832.00
102	4412:105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	10	0	0	10	478.40	10	0	0	10	478.40	10	0	0	10	478.40	10	0	0	10	478.40	40	47.84		1913.60
103	4412:801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	10	10	10	30	420.60	10	10	10	30	420.60	10	10	10	30	420.60	10	10	10	30	420.60	120	14.02		1682.40
104	4411:515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	15	10	10	35	2,702.00	15	10	10	35	2,702.00	15	10	10	35	2,702.00	15	10	10	35	2,702.00	140	77.20		10608.00
105	4412:011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	15	10	10	35	2,402.40	15	10	10	35	2,402.40	15	10	10	35	2,402.40	15	10	10	35	2,402.40	140	68.64		9609.60
106	4412:1506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	3	3	3	9	6,057.81	3	3	3	9	6,057.81	3	3	3	9	6,057.81	3	3	3	9	6,057.81	36	673.09		24231.24
107	4412:1506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	3	2	2	7	6,490.12	3	2	2	7	6,490.12	3	2	2	7	6,490.12	3	2	2	7	6,490.12	28	927.16		25960.48
108	4412:1506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	3	3	3	9	6,645.60	3	3	3	9	6,645.60	3	3	3	9	6,645.60	3	3	3	9	6,645.60	36	738.40		26582.40
109	4412:1506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	5	5	5	15	457.35	5	5	5	15	457.35	5	5	5	15	457.35	5	5	5	15	457.35	60	30.49		1829.40
110	4412:1506-EN-M02	ENVELOPE, mailing, white, 70gsm	box	3	0	0	3	1																			

116	4412:018-FT-D02	FILE TAB DIVIDER, bistol board, for legal	set	2	2	2	6	85.38	2	2	2	6	85.38	2	2	2	6	85.38	2	2	2	6	85.38	24	14.23		341.52
117	4412:011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	1	1	1	3	811.20	1	1	1	3	811.20	1	1	1	3	811.20	1	1	1	3	811.20	12	270.40		3244.80
118	4412:011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	1	1	1	3	935.64	1	1	1	3	935.64	1	1	1	3	935.64	1	1	1	3	935.64	12	311.88		3742.56
119	4412:011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	2	1	1	4	685.72	2	1	1	4	685.72	2	1	1	4	685.72	2	1	1	4	685.72	16	171.43		2742.88
120	4412:011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	2	1	1	4	972.96	2	1	1	4	972.96	2	1	1	4	972.96	2	1	1	4	972.96	16	243.24		3891.84
121	4412:027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2	1	1	4	3,810.56	2	1	1	4	3,810.56	2	1	1	4	3,810.56	2	1	1	4	3,810.56	16	952.64		15242.24
122	4412:011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	2	0	0	2	558.00	2	0	0	2	558.00	2	0	0	2	558.00	2	0	0	2	558.00	8	279.00		2232.00
123	4412:011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	2	0	0	2	642.72	2	0	0	2	642.72	2	0	0	2	642.72	2	0	0	2	642.72	8	321.36		2570.88
124	4412:008-IT-T01	INDEX TAB, self-adhesive, transparent	box	2	2	2	6	340.08	2	2	2	6	340.08	2	2	2	6	340.08	2	2	2	6	340.08	24	56.68		1360.32
125	4411:515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of ch pboard	piece	5	5	5	15	€24.00	5	5	5	15	€24.00	5	5	5	15	€24.00	5	5	5	15	€24.00	60	41.60		2496.00
126	4412:176-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	3	3	3	9	420.12	3	3	3	9	420.12	3	3	3	9	420.12	3	3	3	9	420.12	36	46.68		1680.48
127	4412:1708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	20	10	10	40	535.20	20	10	10	40	535.20	20	10	10	40	535.20	20	10	10	40	535.20	160	13.38		2140.80
128	4412:1708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	20	10	10	40	535.20	20	10	10	40	535.20	20	10	10	40	535.20	20	10	10	40	535.20	160	13.38		2140.80
129	4412:1708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	5	5	5	15	200.70	5	5	5	15	200.70	5	5	5	15	200.70	5	5	5	15	200.70	60	13.38		802.80
130	4412:1708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	20	10	10	40	359.20	20	10	10	40	359.20	20	10	10	40	359.20	20	10	10	40	359.20	160	8.98		1436.80
131	4412:1708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	20	10	10	40	359.20	20	10	10	40	359.20	20	10	10	40	359.20	20	10	10	40	359.20	160	8.98		1436.80
132	4412:1708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	7	0	0	7	62.86	7	0	0	7	62.86	7	0	0	7	62.86	7	0	0	7	62.86	28	8.98		251.44
133	4412:104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	10	10	5	25	194.00	10	10	5	25	194.00	10	10	5	25	194.00	10	10	5	25	194.00	100	7.75		776.00
134	4412:104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	10	10	5	25	428.50	10	10	5	25	428.50	10	10	5	25	428.50	10	10	5	25	428.50	100	17.4		1714.00
135	4412:1706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	3	0	0	3	62.37	3	0	0	3	62.37	3	0	0	3	62.37	3	0	0	3	62.37	12	20.79		249.48
136	4412:037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	1	1	1	3	719.37	1	1	1	3	719.37	1	1	1	3	719.37	1	1	1	3	719.37	12	239.79		2877.48
137	4412:101-RU-B01	RUBBER BAND, 70mm min lay flat: length (#18)	box	1	1	1	3	328.50	1	1	1	3	328.50	1	1	1	3	328.50	1	1	1	3	328.50	12	109.50		1314.00
138	4412:905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2	2	2	6	209.70	2	2	2	6	209.70	2	2	2	6	209.70	2	2	2	6	209.70	24	34.95		838.80
139	4412:1612-BL-H01	CUTTER 3LADE, for heavy duty cutter	piece	2	0	0	2	29.64	2	0	0	2	29.64	2	0	0	2	29.64	2	0	0	2	29.64	8	14.82		118.56
140	4412:1612-CU-H01	CUTTER KNIFE, for general purpose	piece	2	0	0	2	66.86	2	0	0	2	66.86	2	0	0	2	66.86	2	0	0	2	66.86	8	33.43		267.44
141	4410:202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	1	0	0	1	453.96	1	0	0	1	453.96	1	0	0	1	453.96	1	0	0	1	453.96	4	453.96		1815.84
142	4412:619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1	0	0	1	202.80	1	0	0	1	202.80	1	0	0	1	202.80	1	0	0	1	202.80	4	20.80		811.20
143	4410:1602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	1	1	0	2	263.92	1	1	0	2	263.92	1	1	0	2	263.92	1	1	0	2	263.92	8	131.96		1055.68
144	4412:618-SS-501	SCISSORS, symmetrical, blade length: 65mm min	pair	2	0	0	2	81.12	2	0	0	2	81.12	2	0	0	2	81.12	2	0	0	2	81.12	8	40.56		324.48
145	4412:615-ST-501	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	2	0	0	2	353.60	2	0	0	2	353.60	2	0	0	2	353.60	2	0	0	2	353.60	8	176.80		1414.40
146	4412:1615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1	0	0	1	914.16	1	0	0	1	914.16	1	0	0	1	914.16	1	0	0	1	914.16	4	914.16		3656.64
147	4412:1613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	3	0	0	3	74.70	3	0	0	3	74.70	3	0	0	3	74.70	3	0	0	3	74.70	12	24.90		298.80
148	4412:1605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	3	0	0	3	192.60	3	0	0	3	192.60	3	0	0	3	192.60	3	0	0	3	192.60	12	64.20		770.40
149	4410:1602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1	0	0	1	9,534.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9534.72		9534.72
150	4410:1807-CA-C01	CALCULATOR, compact, 12 digits	unit	1	0	0	1	346.85	1	0	0	1	346.85	1	0	0	1	346.85	1	0	0	1	346.85	4	346.85		1387.40
151	4410:1714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	0	0	1	1	5,642.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5642.00		5642.00
152	4410:1601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	0	0	1	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9297.60		9297.60
153	4410:1603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0	0	0	0.00	1	0	0	1	5,699.20	0	0	0	0	0.00	0	0	0	0	0.00	1	5699.20		5699.20

PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES

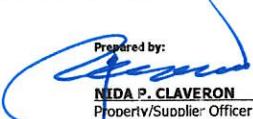
154	4410:109-BR-D05	DRUM CART, BROTHER DR-3455	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6947.20		0.00
155	4410:105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	10	5	5	20	20,592.00	10	5	5	20	20,592.00	10	5	5	20	20,592.00	10	5	5	20	20,592.00	80.00	1029.60		82368.00
156	4410:105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	20	5	5	30	23,400.00	20	5	5	30	23,400.00	20	5	5	30	23,400.00	20	5	5	30	23,400.00	120.00	780.00		93600.00
157	4410:105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T5641), Black	cart	15	5	5	25	6,240.00	15	5	5	25	6,240.00	15	5	5	25	6,240.00	15	5	5	25	6,240.00	100.00	249.50		24960.00
158	4410:105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T5642), Cyan	cart	10	5	5	20	4,992.00	10	5	5	20	4,992.00	10	5	5	20	4,992.00	10	5	5	20	4,992.00	80.00	249.50		19968.00
159	4410:105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T5643), Magenta	cart	10	5	5	20	4,992.00	10	5	5	20	4,992.00	10	5	5	20	4,992.00	10	5	5	20	4,992.00	80.00	249.50		19968.00
160	4410																										

1	43231513-SFT-001	Microsoft 365 Business Basic		0	0	0	0	0.00	0	0	0	0.00	61	0	0	51	174,713.76	0	0	0	0	0.00	61	2864.16		174713.76
2	43231513-SFT-001	Microsoft 365 Business Standard		0	0	0	0	0.00	0	0	0	0.00	20	0	0	20	143,735.20	0	0	0	0	0.00	20	7166.76		143335.20
3						0	0.00				0	0.00				0	0.00			0	0.00		0	0.00		0.00
4						0	0.00				0	0.00				0	0.00			0	0.00		0	0.00		0.00
5						0	0.00				0	0.00				0	0.00			0	0.00		0	0.00		0.00
6						0	0.00				0	0.00				0	0.00			0	0.00		0	0.00		0.00
7						0	0.00				0	0.00				0	0.00			0	0.00		0	0.00		0.00
8						0	0.00				0	0.00				0	0.00			0	0.00		0	0.00		0.00
9						0	0.00				0	0.00				0	0.00			0	0.00		0	0.00		0.00

A. TOTAL	P	2,479,999.32
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	P	247,999.03
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	P	-
D. GRAND TOTAL (A + B+ C)	P	2,727,999.35
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		
F. MONTHLY CASH REQUIREMENTS	P	-
G.1 Available at Procurement Service Stores		463,809.46
G.2 Other Items not available at PS but regularly purchased from other sources		124,699.00
TOTAL MONTHLY CASH REQUIREMENTS		583,508.46
		+38,698.09
		77,199.00
		515,897.09
		440,172.14
		395,247.96
		835,420.10
		461,974.67
		78,199.00
		540,173.67
	P	1,804,654.36
	P	675,344.36
	P	2,479,999.32

*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:

NILDA P. CLAVERON
Property/Supplier Officer

Noted by:

DR. ISMAEL D. GURTIZA
ARD, FO

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

ZOSIMO C. GALVEZ
Local Budget Officer


DR. ARMANDO C. GANAL
Head of Office/Agency

Date Prepared: July 27, 2021