

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 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 2020 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero 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 it include line items or 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - b. 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.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. 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.(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 SCIENCE AND TECHNOLOGY Region: I Address: DMMMSU MLUC, SAN FERNANDO CITY, LA UNION	Agency Account Code: Q001 Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)	Contact Person: ISMAEL D. GURTIZA Position: CHIEF SRS E-mail : smilegurtiza24@yahoo.com.ph Telephone/Mobile Nos 9303008088
---	--	--

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	10191509-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	20	60	8,361.60	240.00	139.36	33,446.40
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	70	70	70	210	9,238.32	70	70	70	210	9,238.32	70	70	70	210	9,238.32	70	70	70	210	9,238.32	840.00	43.992	36,953.28
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	5	4	4	13	320.15	5	4	4	13	320.15	5	4	4	13	320.15	5	4	4	13	320.15	52.00	24.6272	1,280.61
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	1	0	0	1	737.24	1	0	0	1	737.24	1	0	0	1	737.24	1	0	0	1	737.24	4.00	737.2352	2,948.94
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	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	4.00	208.52	834.08
6	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	4.00	208.52	834.08
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	5	5	5	15	1,091.69	5	5	5	15	1,091.69	5	5	5	15	1,091.69	5	5	5	15	1,091.69	60.00	72.7792	4,366.75
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	10	0	10	20	13,413.92	10	0	10	20	13,413.92	10	0	10	20	13,413.92	10	0	10	20	13,413.92	80.00	670.696	53,655.68
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	20	10	10	40	1,288.77	20	10	10	40	1,288.77	20	10	10	40	1,288.77	20	10	10	40	1,288.77	160.00	32.2192	5,155.07

/ M 8

16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	20	10	10	40	2,242.24	20	10	10	40	2,242.24	20	10	10	40	2,242.24	20	10	10	40	2,242.24	160.00	56.056		8,968.96
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	20	10	10	40	1,659.84	20	10	10	40	1,659.84	20	10	10	40	1,659.84	20	10	10	40	1,659.84	160.00	41.496		6,639.36
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	5	5	5	15	180.65	5	5	5	15	180.65	5	5	5	15	180.65	5	5	5	15	180.65	60.00	12.0432		722.59
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	50	50	50	150	19,855.68	50	50	50	150	19,855.68	50	50	50	150	19,855.68	50	50	50	150	19,855.68	600.00	132.3712		79,422.72
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	100	100	50	250	38,688.00	100	100	50	250	38,688.00	100	100	50	250	38,688.00	100	100	50	250	38,688.00	1,000.00	154.752		154,752.00
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	100	100	50	250	28,628.60	100	100	50	250	28,628.60	100	100	50	250	28,628.60	100	100	50	250	28,628.60	1,000.00	114.5144		114,514.40
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	50	50	50	150	19,496.88	50	50	50	150	19,496.88	50	50	50	150	19,496.88	50	50	50	150	19,496.88	600.00	129.9792		77,987.52
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (\pm 2mm)	pad	5	5	0	10	173.47	5	5	0	10	173.47	5	5	0	10	173.47	5	5	0	10	173.47	40.00	17.3472		693.89
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	30	30	30	90	8,658.00	30	30	30	90	8,658.00	30	30	30	90	8,658.00	30	30	30	90	8,658.00	360.00	96.2		34,632.00
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm \pm 1mm x 30m - 0.3m	roll	5	5	5	15	731.64	5	5	5	15	731.64	5	5	5	15	731.64	5	5	5	15	731.64	60.00	48.776		2,926.56
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10	10	10	30	2,121.60	10	10	10	30	2,121.60	10	10	10	30	2,121.60	10	10	10	30	2,121.60	120.00	70.72		8,486.40
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	10	10	10	30	3,057.60	10	10	10	30	3,057.60	10	10	10	30	3,057.60	10	10	10	30	3,057.60	120.00	101.92		12,230.40
28	14111704-TT-P02	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	pack	60	50	50	160	10,466.56	60	50	50	160	10,466.56	60	50	50	160	10,466.56	60	50	50	160	10,466.56	640.00	65.416		41,866.24

Batteries and Cells and Accessories

29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	30	10	10	50	986.44	30	10	10	50	986.44	30	10	10	50	986.44	30	10	10	50	986.44	200.00	19.7288		3,945.76
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	10	10	10	30	585.00	10	10	10	30	585.00	10	10	10	30	585.00	10	10	10	30	585.00	120.00	19.5		2,340.00
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	10	10	10	30	2,652.00	10	10	10	30	2,652.00	10	10	10	30	2,652.00	10	10	10	30	2,652.00	120.00	88.4		10,608.00

Manufacturing Components and Supplies

32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	5	5	5	15	717.29	5	5	5	15	717.29	5	5	5	15	717.29	5	5	5	15	717.29	60.00	47.8192		2,869.15
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	10	10	10	30	620.26	10	10	10	30	620.26	10	10	10	30	620.26	10	10	10	30	620.26	120.00	20.6752		2,481.02
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	10	10	10	30	601.54	10	10	10	30	601.54	10	10	10	30	601.54	10	10	10	30	601.54	120.00	20.0512		2,406.14
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	10	5	5	20	364.00	10	5	5	20	364.00	10	5	5	20	364.00	10	5	5	20	364.00	80.00	18.2		1,456.00
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (\pm 1mm)	roll	10	10	10	30	1,653.60	10	10	10	30	1,653.60	10	10	10	30	1,653.60	10	10	10	30	1,653.60	120.00	55.12		6,614.40
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (\pm 1mm)	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	120.00	106.6		12,792.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (\pm 1mm)	roll	10	10	10	30	546.00	10	10	10	30	546.00	10	10	10	30	546.00	10	10	10	30	546.00	120.00	18.2		2,184.00
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (\pm 1mm)	roll	15	10	10	35	318.50	15	10	10	35	318.50	15	10	10	35	318.50	15	10	10	35	318.50	140.00	9.1		1,274.00
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (\pm 1mm)	roll	15	10	10	35	637.00	15	10	10	35	637.00	15	10	10	35	637.00	15	10	10	35	637.00	140.00	18.2		2,548.00
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	5	5	5	15	764.40	5	5	5	15	764.40	5	5	5	15	764.40	5	5	5	15	764.40	60.00	50.96		3,057.60

Heating and Ventilation and Air Circulation

42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	5	0	0	5	4,872.40	5	0	0	5	4,872.40	5	0	0	5	4,872.40	4	0	0	4	3,897.92	19.00	974.48		18,515.12
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	5	0	0	5	5,964.40	5	0	0	5	5,964.40	5	0	0	5	5,964.40	4	0	0	4	4,771.52	19.00	1192.88		22,664.72
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	5	0	0	5	5,031.94	0	0	0	0	0.00	0	0	0	0.00	5	0	0	5	5,031.94	10.00	1006.3872		10,063.87	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	5	0	0	5	3,348.28	0	0	0	0	0.00	0	0	0	0.00	5	0	0	5	3,348.28	10.00	669.656		6,696.56	

Lighting and Fixtures and Accessories

46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	10	5	5	20	811.20	10	5	5	20	811.20	10	5	5	20
----	-----------------	---	-------	----	---	---	----	--------	----	---	---	----	--------	----	---	---	----

Cleaning Equipment and Supplies																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	10	10	10	30	2,581.80	10	10	10	30	2,581.80	10	10	10	30	2,581.80	10	10	10	30	2,581.80	120.00	86.06	10,327.20
50	47131604-BR-S01	BROOM, soft (tambo)	piece	20	10	10	40	5,200.00	20	10	10	40	5,200.00	20	10	10	40	5,200.00	20	10	10	40	5,200.00	160.00	130	20,800.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	15	10	10	35	1,070.16	15	10	10	35	1,070.16	15	10	10	35	1,070.16	15	10	10	35	1,070.16	140.00	30.576	4,280.64
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	15	10	10	35	1,456.00	15	10	10	35	1,456.00	15	10	10	35	1,456.00	15	10	10	35	1,456.00	140.00	41.6	5,824.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	15	10	10	35	837.20	15	10	10	35	837.20	15	10	10	35	837.20	15	10	10	35	837.20	140.00	23.92	3,348.80
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	15	10	10	35	280.28	15	10	10	35	280.28	15	10	10	35	280.28	15	10	10	35	280.28	140.00	8.008	1,121.12
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	15	10	10	35	1,310.04	15	10	10	35	1,310.04	15	10	10	35	1,310.04	15	10	10	35	1,310.04	140.00	37.4296	5,240.14
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	20	10	10	40	4,919.20	20	10	10	40	4,919.20	20	10	10	40	4,919.20	20	10	10	40	4,919.20	160.00	122.98	19,676.80
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	10	0	10	20	496.70	10	0	10	20	496.70	10	0	10	20	496.70	10	0	10	20	496.70	80.00	24.8352	1,986.82
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	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	269.36	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	10	10	10	30	2,620.80	10	10	10	30	2,620.80	10	10	10	30	2,620.80	10	10	10	30	2,620.80	120.00	87.36	10,483.20
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1911	0.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	5	0	5	10	1,456.00	5	0	5	10	1,456.00	5	0	5	10	1,456.00	5	0	5	10	1,456.00	40.00	145.6	5,824.00
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	5	0	5	10	1,102.40	5	0	5	10	1,102.40	5	0	5	10	1,102.40	5	0	5	10	1,102.40	40.00	110.24	4,409.60
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	5	5	5	15	745.37	5	5	5	15	745.37	5	5	5	15	745.37	5	5	5	15	745.37	60.00	49.6912	2,981.47
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	5	5	5	15	1,544.40	5	5	5	15	1,544.40	5	5	5	15	1,544.40	5	5	5	15	1,544.40	60.00	102.96	6,177.60
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	10	5	5	20	2,797.60	10	5	5	20	2,797.60	10	5	5	20	2,797.60	10	5	5	20	2,797.60	80.00	139.88	11,190.40
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	10	5	5	20	471.74	10	5	5	20	471.74	10	5	5	20	471.74	10	5	5	20	471.74	80.00	23.5872	1,886.98

Information and Communication Technology (ICT) Equipment and Devices and Accessories																										
67	43211507-DCT-03	Desktop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	39208	0.00
69	43201627-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	3	0	0	3	8,174.40	3	0	0	3	8,174.40	3	0	0	3	8,174.40	3	0	0	3	8,174.40	12.00	2724.8	32,697.60
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	2	2	2	6	1,659.84	2	2	2	6	1,659.84	2	2	2	6	1,659.84	2	2	2	6	1,659.84	24.00	276.64	6,639.36
71	43211503-LCT-03	Laptop Computer, branded	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	35916.4	0.00
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	3	2	2	7	944.94	3	2	2	7	944.94	3	2	2	7	944.94	3	2	2	7	944.94	28.00	134.992	3,779.78
73	43212102-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	0.00	33131.28	0.00
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 88 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7995.52	0.00
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	724.88	0.00

Office Equipment and Accessories and Supplies																										
76	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	1	0	0	1	25.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	25.6776	25.68
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	10	1	0	11	83.28	10	0	0	10	75.71	10	0	0	10	75.71	10	0	0	10	75.71	41.00	7.5712	310.42
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	10	0	0	10	133.95	10	0	0	10	133.95	10	0	0	10	133.95	10	0	0	10	133.95	40.00	13.3952	535.81
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	10	0	0	10	205.50	10	0	0	10	205.50	10	0	0	10	205.50	10	0	0	10	205.50	40.00	20.5504	822.02
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	10	0	0	10	395.20	10	0	0	10	395.20	10	0	0	10	395.20	10	0	0	10	395.20	40.00	39.52	1,580.80
81	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	10	5	5	20	351.10	10	5	5	20	351.10	10	5	5	20	351.10	10	5	5	20	351.10	80.00	17.5552	1,404.42
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	10	10	10	30	2,093.52	10	10	10	30	2,093.52	10	10	10	30	2,093.52	10	10	10	30	2,093.52	120.00	69.784	8,374.08
83	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	10	10	10	30	2,059.20	10	10	10	30	2,059.20	10	10	10	30	2,059.20	10	10	10	30	2,059.20	120.00	68.64	8,236.80
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	5	5	5	15	6,122.06	5	5	5	15	6,122.06	5	5	5	15	6,122.06	5	5	5	15	6,122.06	60.00	408.1376	24,488.26

85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	5	5	5	15	7,771.14	5	5	5	15	7,771.14	5	5	5	15	7,771.14	5	5	5	15	7,771.14	60.00	518.076		31,084.56
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	5	5	5	15	11,076.00	5	5	5	15	11,076.00	5	5	5	15	11,076.00	5	5	5	15	11,076.00	60.00	738.4		44,304.00
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	5	5	5	15	457.39	5	5	5	15	457.39	5	5	5	15	457.39	5	5	5	15	457.39	60.00	30.4928		1,829.57
88	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box	5	5	5	15	4,929.60	5	5	5	15	4,929.60	5	5	5	15	4,929.60	5	5	5	15	4,929.60	60.00	328.64		19,718.40
89	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	2	2	2	6	2,464.80	2	2	2	6	2,464.80	2	2	2	6	2,464.80	2	2	2	6	2,464.80	24.00	410.8		9,859.20
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	2	2	2	6	66.64	2	2	2	6	66.64	2	2	2	6	66.64	2	2	2	6	66.64	24.00	11.1072		266.57
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	3	2	2	7	552.41	3	2	2	7	552.41	3	2	2	7	552.41	3	2	2	7	552.41	28.00	78.9152		2,209.63
92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	2	2	2	6	423.63	2	2	2	6	423.63	2	2	2	6	423.63	2	2	2	6	423.63	24.00	70.6056		1,694.53
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	2	2	2	6	74.88	2	2	2	6	74.88	2	2	2	6	74.88	2	2	2	6	74.88	24.00	12.48		299.52
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	2	2	2	6	99.84	2	2	2	6	99.84	2	2	2	6	99.84	2	2	2	6	99.84	24.00	16.64		399.36
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	5	2	2	9	2,279.63	5	2	2	9	2,279.63	5	3	2	10	2,532.92	5	3	2	10	2,532.92	38.00	253.292		9,625.10
96	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	5	3	2	10	2,912.00	5	3	2	10	2,912.00	5	3	2	10	2,912.00	5	3	2	10	2,912.00	40.00	291.2		11,648.00
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	2	2	2	6	1,026.48	2	2	2	6	1,026.48	2	2	2	6	1,026.48	2	2	2	6	1,026.48	24.00	171.08		4,105.92
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	2	2	2	6	1,282.32	2	2	2	6	1,282.32	2	2	2	6	1,282.32	2	2	2	6	1,282.32	24.00	213.72		5,129.28
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2	2	2	6	4,480.32	2	2	2	6	4,480.32	2	2	2	6	4,480.32	2	2	2	6	4,480.32	24.00	746.72		17,921.28
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	2	2	2	6	1,304.16	2	2	2	6	1,304.16	2	2	2	6	1,304.16	2	2	2	6	1,304.16	24.00	217.36		5,216.64
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	2	2	2	6	1,677.81	2	2	2	6	1,677.81	2	2	2	6	1,677.81	2	2	2	6	1,677.81	24.00	279.6352		6,711.24
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	2	2	2	6	311.25	2	2	2	6	311.25	2	2	2	6	311.25	2	2	2	6	311.25	24.00	51.8752		1,245.00
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	2	2	9	374.40	5	2	2	9	374.40	5	2	2	9	374.40	5	2	2	9	374.40	36.00	41.6		1,497.60
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	2	2	2	6	223.39	2	2	2	6	223.39	2	2	2	6	223.39	2	2	2	6	223.39	24.00	37.232		893.57
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	20	10	10	40	412.26	20	10	10	40	412.26	20	10	10	40	412.26	20	10	10	40	412.26	160.00	10.3064		1,649.02
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	20	10	10	40	412.26	20	10	10	40	412.26	20	10	10	40	412.26	20	10	10	40	412.26	160.00	10.3064		1,649.02
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	20	10	10	40	412.26	20	10	10	40	412.26	20	10	10	40	412.26	20	10	10	40	412.26	160.00	10.3064		1,649.02
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	20	15	15	50	482.56	20	15	15	50	482.56	20	15	15	50	482.56	20	15	15	50	482.56	200.00	9.6512		1,930.24
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	20	15	15	50	482.56	20	15	15	50	482.56	20	15	15	50	482.56	20	15	15	50	482.56	200.00	9.6512		1,930.24
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	20	15	15	50	482.56	20	15	15	50	482.56	20	15	15	50	482.56	20	15	15	50	482.56	200.00	9.6512		1,930.24
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	15	11	11	37	221.26	15	10	10	35	209.30	15	10	9	34	203.32	15	10	10	35	209.30	141.00	5.98		843.18
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	15	10	10	35	445.90	15	10	10	35	445.90	15	10	10	35	445.90	15	10	10	35	445.90	140.00	12.74		1,783.60

113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	3	3	3	9	187.11	3	3	3	9	187.11	3	3	3	9	187.11	3	3	3	9	187.11	36.00	20.7896		748.43
114	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	3	2	2	7	1,411.45	3	2	2	7	1,411.45	3	2	2	7	1,411.45	3	2	2	7	1,411.45	28.00	201.6352		5,645.79
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	2	2	2	6	580.32	2	2	2	6	580.32	2	2	2	6	580.32	2	2	2	6	580.32	24.00	96.72		2,321.28
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2	2	2	6	165.98	2	2	2	6	165.98	2	2	2	6	165.98	2	2	2	6	165.98	24.00	27.664		663.94
117	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	3	2	2	7	82.41	2	2	2	6	70.64	2	2	2	6	70.64	2	2	2	6	70.64	25.00	11.7728		294.32
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	2	2	2	6	164.42	2	2	2	6	164.42	2	2	2	6	164.42	2	2	2	6	164.42	24.00	27.404		657.70
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	1	0	0	1	478.38	1	0	0	1	478.38	1	0	0	1	478.38	1	0	0	1	478.38	4.00	478.3792		1,913.52
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	1	0	0	1	187.20	1	0	0	1	187.20	1	0	0	1	187.20	1	0	0	1	187.20	4.00	187.2		748.80
121	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	1	0	0	1	131.96	1	0	0	1	131.96	1	0	0	1	131.96	1	0	0	1	131.96	4.00	131.9552		527.82
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	2	0	0	2	31.20	2	0	0	2	31.20	2	0	0	2	31.20	2	0	0	2	31.20	8.00	15.6		124.80
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	2	0	0	2	164.32	2	0	0	2	164.32	2	0	0	2	164.32	2	0	0	2	164.32	8.00	82.16		657.28
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1	0	0	1	878.80	1	0	0	1	878.80	1	0	0	1	878.80	1	0	0	1	878.80	4.00	878.8		3,515.20
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	2	0	0	2	36.36	2	0	0	2	36.36	2	0	0	2	36.36	2	0	0	2	36.36	8.00	18.1792		145.43
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	2	0	0	2	111.65	2	0	0	2	111.65	2	0	0	2	111.65	2	0	0	2	111.65	8.00	55.8272		446.62
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1	0	0	1	10,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	10,400.00		
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	3	0	0	3	405.60	3	0	0	3	405.60	3	0	0	3	405.60	3	0	0	3	405.60	12.00	135.2		1,622.40
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	3	0	0	3	14,133.60	3	0	0	3	14,133.60	3	0	0	3	14,133.60	3	0	0	3	14,133.60	12.00	4711.2		56,534.40
130	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1	0	0	1	8,088.08	1	0	0	1	8,088.08	1	0	0	1	8,088.08	1	0	0	1	8,088.08	4.00	8088.08		32,352.32
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	1	0	0	1	5,699.20	1	0	0	1	5,699.20	1	0	0	1	5,699.20	1	0	0	1	5,699.20	4.00	5699.2		22,796.80
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
Printer or Facsimile or Photocopier Supplies																											
133	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart	3	0	0	3	20,592.00	3	0	0	3	20,592.00	3	0	0	3	20,592.00	3	0	0	3	20,592.00	12.00	6864		82,368.00
134	44103105-CA-C04	INK CART, CANON CL-741, Col.	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	0.00		0.00
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	70	10	10	90	92,664.00	60	10	10	80	82,368.00	60	10	10	80	82,368.00	65	10	10	85	87,516.00	335.00	1029.6		344,916.00
136	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	10	5	5	20	15,080.00	10	5	5	20	15,080.00	10	5	5	20	15,080.00	10	5	5	20	15,080.00	80.00	754		60,320.00
137	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	70	10	10	90	70,200.00	60	10	10	80	62,400.00	60	10	10	80	62,400.00	65	10	10	85	66,300.00	335.00	780		261,300.00
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	20	20	20	60	15,288.00	0	0	0	0	0.00	20	20	20	60	15,288.00	0	0	0	0	0.00	120.00	254.8		30,576.00
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	20	20	20	60	15,288.00	0	0	0	0	0.00	20	20	20	60	15,288.00	0	0	0	0	0.00	120.00	254.8		30,576.00
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	20	20	20	60	15,288.00	0	0	0	0	0.00	20	20	20	60	15,288.00	0	0	0	0	0.00	120.00	254.8		30,576.00
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	20	20	20	60	15,288.00	0	0	0	0	0.00	20	20	20	60	15,288.00	0	0	0	0	0.00	120.00	254.8		30,576.00
163	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart	5	0	5	10	18,720.00	5	0	5	10	18,720.00	5	0	5	10	18,720.00	5	0	5	10	18,720.00	40.00	1872		74,880.00
164	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart	5	0	5	10	13,000.00	5	0	5	10	13,000.00	5	0	5	10	13,000.00	5	0	5	10	13,000.00	40.00	1300		52,000.00
165	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart	5	0	5	10	13,000.00	5	0	5	10	13,000.00	5	0	5	10	13,000.00	5	0	5	10	13,000.00	40.00	1300		52,000.00
166	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart	5	0	5	10	13,000.00	5	0	5	10	13,000.00	5	0	5	10	13,000.00	5	0	5	10	13,000.00	40.00	1300		52,000.00
179	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart	5	0	5	10	4,038.32	5	0	5	10	4,038.32	5	0	5	10	4,038.32	5	0	5	10	4,038.32	40.00	403.832		16,153.28

P
M

8

180	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart	5	0	5	10	4,038.32	5	0	5	10	4,038.32	5	0	5	10	4,038.32	5	0	5	10	4,038.32	40.00	403.832		16,153.28	
284	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart	1	0	0	1	13,399.36	1	0	0	1	13,399.36	1	0	0	1	13,399.36	1	0	0	1	13,399.36	4.00	13399.36		53,597.44	
Audio and Visual Equipment and Supplies																												
285	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit					0	0.00				0	0.00				0	0.00				0	0.00	0.00	28860	0.00	
286	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit					0	0.00				0	0.00				0	0.00				0	0.00	0.00	18616	0.00	
Flag or Accessories																												
287	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	10	5	5	20	6,385.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	20.00	319.28	6,385.60	
Printed Publications																												
288	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	46.28	0.00	
Fire Fighting Equipment																												
289	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1144	0.00	
290	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	4992	0.00	
Consumer Electronics																												
291	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	6828.1408	0.00	
Furniture and Furnishings																												
292	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	15	6	5	26	6,827.60	15	6	5	26	6,827.60	15	6	5	26	6,827.60	15	6	5	26	6,827.60	104.00	262.6		27,310.40	
293	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	15	0	0	15	3,939.00	15	0	0	15	3,939.00	0	0	0	0	0.00	0	0	0	0	0	0.00	30.00	262.6		7,878.00
294	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1326	0.00	
295	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1326	0.00	
Arts and Crafts Equipment and Accessories and Supplies																												
296	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	3	3	3	9	358.02	3	3	3	9	358.02	3	3	3	9	358.02	3	3	3	9	358.02	36.00	39.78		1,432.08	
297	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	4	2	2	8	339.04	4	2	2	8	339.04	4	2	2	8	339.04	4	2	2	8	339.04	32.00	42.38		1,356.16	
298	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	6	5	5	16	70.72	6	5	5	16	70.72	6	5	5	16	70.72	6	5	5	16	70.72	64.00	4.42		282.88	
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	5	5	5	15	519.17	5	5	5	15	519.17	5	5	5	15	519.17	5	5	5	15	519.17	60.00	34.6112		2,076.67	
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	60	50	50	160	5,537.79	60	50	50	160	5,537.79	60	50	50	160	5,537.79	60	50	50	160	5,537.79	640.00	34.6112		22,151.17	
301	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5	5	5	15	519.17	5	5	5	15	519.17	5	5	5	15	519.17	5	5	5	15	519.17	60.00	34.6112		2,076.67	
302	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	129.6672	0.00	
PASSENGER AIR TRANSPORTATION																												
1	43212111-GFA-001	* Airline Ticket	ticket					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Motor Vehicles																												
A. For the Exercise of the Executive Functions																												

8

1	25101503-VA101A	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for gasoline For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
	25181601-VB401B	Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel For general urban use where road conditions are generally good	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00

B. For the Transport of Personnel, Equipment, Supplies, Product and Materials

1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
---	-----------------	---	---	------	---	------	---	------	---	------	---	------	---	------	---	------	---	------	---	------	------

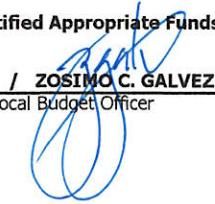
A. TOTAL											P	2,600,032.93	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)											P	260,003.29	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)											P	-	
D. GRAND TOTAL (A + B + C)											P	2,860,036.22	
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:											P	-	
F. MONTHLY CASH REQUIREMENTS											P	-	
G.1 Available at Procurement Service Stores			711,102.46			606,631.67			664,091.98		618,206.82	P	2,600,032.93
G.2 Other Items not available at PS but regularly purchased from other sources			-			-			-		-	P	-
TOTAL MONTHLY CASH REQUIREMENTS			711,102.46			606,631.67			664,091.98		618,206.82	P	2,600,032.93

*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:

NIDA P. CLAVERON
 Property/Supplier Officer

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

MANILYN Z. LALUAN / ZOSIMO C. GALVEZ
 Accountant / Local Budget Officer


ARMANDO Q. GANAL
 Head of Office/Agency

Date Prepared: September 25, 2019