

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](http://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](http://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**.

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																											
<b>Pesticides or Pest Repellents</b>																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	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	139.36	0.00	
<b>Solvents</b>																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	0	6	0	6	263.95	0	0	0	0	0.00	6	0	0	6	263.95	0	0	0	0	0.00	12.00	43.992	527.90	
<b>Color Compounds and Dispersions</b>																											
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	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	24.6272	0.00	
<b>Films</b>																											
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	737.2352	0.00	
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.52	0.00	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.52	0.00	
<b>Paper Materials and Products</b>																											
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	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	132.3712	0.00	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	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	154.752	0.00	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70gsm	ream	30	0	0	30	3,435.43	0	0	0	0	0.00	40	0	0	40	4,580.58	0	0	0	0	0.00	70.00	114.5144	8,016.01	

22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	20	0	0	20	2,599.58	0	0	0	0	0.00	20	0	0	20	2,599.58	0	0	0	0	0.00	40.00	129.9792	5,199.17	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	17.3472	0.00	
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	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	96.2	0.00	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	0	6	0	6	292.66	0	0	0	0	0.00	6	0	0	6	292.66	0	0	0	0	0.00	12.00	48.776	585.31	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	5	0	5	353.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	70.72	353.60	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	5	0	5	509.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	101.92	509.60	
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	0	3	0	3	196.25	0	0	0	0	0.00	3	0	0	3	196.25	0	0	0	0	0.00	6.00	65.416	392.50	
<b>Batteries and Cells and Accessories</b>																											
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	19.7288	0.00	
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	19.5	0.00	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	88.4	0.00	
<b>Manufacturing Components and Supplies</b>																											
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	0	7	0	7	334.73	0	0	0	0	0.00	0	7	0	7	334.73	0	0	0	0	0.00	14.00	47.8192	669.47	
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	0	3	0	3	62.03	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	20.6752	62.03	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	0	12	0	12	240.61	0	0	0	0	0.00	0	12	0	12	240.61	0	0	0	0	0.00	24.00	20.0512	481.23	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.2	0.00	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	0	2	0	2	110.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	55.12	110.24	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	106.6	0.00	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.2	0.00	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	6	0	6	54.60	0	0	0	0	0.00	6.00	9.1	54.60	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.2	0.00	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	50.96	0.00	
<b>Heating and Ventilation and Air Circulation</b>																											
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	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	974.48	0.00	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	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	1192.88	0.00	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	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	1006.3872	0.00	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	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	669.656	0.00	
<b>Lighting and Fixtures and Accessories</b>																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	40.56	0.00	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	72.488	0.00	
<b>Measuring and Observing and Testing Equipment</b>																											
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	15.4752	0.00	
<b>Cleaning Equipment and Supplies</b>																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	0	8	0	8	688.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	86.06	688.48	
50	47131604-BR-S01	BROOM, soft (tambo)	piece	0	7	0	7	910.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	130	910.00	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	30.576	0.00	
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	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	41.6	0.00	

53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	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	23.92	0.00	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	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	8.008	0.00	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.4296	0.00	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	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	122.98	0.00	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	7	0	7	173.85	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	24.8352	173.85	
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	0	7	0	7	979.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	139.88	979.16	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	23.5872	0.00	
<b>Office Equipment and Accessories and Supplies</b>																											
76	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	25.6776	0.00	
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7.5712	0.00	
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13.3952	0.00	
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	20.5504	0.00	
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	39.52	0.00	
81	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	17.5552	0.00	
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	69.784	0.00	
83	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	60	0	0	60	4,118.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60.00	68.64	4,118.40	
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	1	0	1	408.14	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	408.1376	408.14	
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	518.076	0.00	
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	738.4	0.00	
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	30.4928	0.00	
88	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box	0	1	0	1	328.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	328.64	328.64	
89	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	410.8	0.00	
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	11.1072	0.00	
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	5	0	0	5	394.58	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	394.58	10.00	78.9152	789.15	
92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	70.6056	0.00	
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	12.48	0.00	
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	16.64	0.00	
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	253.292	0.00	
96	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	291.2	0.00	
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	171.08	0.00	
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	213.72	0.00	
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	746.72	0.00	
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	217.36	0	0	0	0	0.00	1.00	217.36	217.36	
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	2	0	0	2	559.27	0	0	0	0	0.00	1	0	0	1	279.64	0	0	0	0	0.00	3.00	279.6352	838.91	
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	51.8752	0.00	
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41.6	0.00	
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.232	0.00	

105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	0	0	0	0	0.00	0	6	0	6	61.84	0	0	0	0	0.00	0	6	0	6	61.84	12.00	10.3064	123.68
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10.3064	0.00
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10.3064	0.00
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	0	5	0	5	48.26	0	5	0	5	48.26	0	5	0	5	48.26	0	5	0	5	48.26	20.00	9.6512	193.02
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9.6512	0.00
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9.6512	0.00
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	0	6	0	6	35.88	0	0	0	0	0.00	6	0	0	7	41.86	0	0	0	0	0.00	13.00	5.98	77.74
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	0	5	0	5	63.70	0	0	0	0	0.00	5	0	0	5	63.70	0	0	0	0	0.00	10.00	12.74	127.40

**Printer or Facsimile or Photocopier Supplies**

133	44103109-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	6864	0.00
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	1001.52	0.00
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	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	1029.6	0.00
136	44103105-CA-B04	INK CART, CANON PG-740, Black	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	754	0.00
137	44103105-CA-B02	INK CART, CANON PG-810, Black	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	780	0.00
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	9	0	0	9	2,293.20	0	0	0	0	0.00	9	0	0	9	2,293.20	0	0	0	0	0.00	18.00	254.8	4,586.40
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	4	0	0	4	1,019.20	0	0	0	0	0.00	4	0	0	4	1,019.20	0	0	0	0	0.00	8.00	254.8	2,038.40
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	4	0	0	4	1,019.20	0	0	0	0	0.00	4	0	0	4	1,019.20	0	0	0	0	0.00	8.00	254.8	2,038.40
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	4	0	0	4	1,019.20	0	0	0	0	0.00	4	0	0	4	1,019.20	0	0	0	0	0.00	8.00	254.8	2,038.40

**Arts and Crafts Equipment and Accessories and Supplies**

296	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	39.78	0.00
297	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	42.38	0.00
298	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4.42	0.00
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	10	0	0	10	346.11	0	0	0	0	0.00	10	0	0	10	346.11	0	0	0	0	0.00	20.00	34.6112	692.22
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	30	0	0	30	1,038.34	0	0	0	0	0.00	30	0	0	30	1,038.34	0	0	0	0	0.00	60.00	34.6112	2,076.67
301	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	34.6112	0.00
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	0.00	0.00	129.6672	0.00

**PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

Consumables																											
1		Toner for Kyocera TK-1147	cart	1	0	0	1	6,500.00	1	0	0	1	6,500.00	1	0	0	1	6,500.00	1	0	0	1	6,500.00	4.00	6,500.00	26,000.00	
2		Toner for Samsung M4580-MLT D303E	cart	1	0	0	1	12,500.00	1	0	0	1	12,500.00	1	0	0	1	12,500.00	1	0	0	1	12,500.00	4.00	12,500.00	50,000.00	
3		Drum for Samsung M4580-MLT D303E	cart	1	0	0	1	9,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	9,500.00	9,500.00	
4		Toner for Canon LBP 2900 EP-303A	cart	1	0	0	1	2,500.00	0	0	0	0	0.00	1	0	0	1	2,500.00	0	0	0	0	0.00	2.00	2,500.00	5,000.00	
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	

<b>A. TOTAL</b>								<b>P</b>	<b>130,906.07</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>								<b>P</b>	<b>13,090.61</b>	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)</b>										
<b>D. GRAND TOTAL (A + B+ C)</b>								<b>P</b>	<b>143,996.68</b>	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>								<b>P</b>	<b>-</b>	
<b>F. MONTHLY CASH REQUIREMENTS</b>								<b>P</b>	<b>-</b>	
G.1 Available at Procurement Service Stores		23,842.28		110.09		15,949.02		504.67	P	40,406.07
G.2 Other Items not available at PS but regulary purchased from other sources		31,000.00		19,000.00		21,500.00		19,000.00	P	90,500.00
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>		<b>54,842.28</b>		<b>19,110.09</b>		<b>37,449.02</b>		<b>19,504.67</b>	<b>P</b>	<b>130,906.07</b>

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

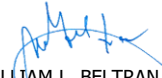
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
 MARIE LIZA O. SERRANO  
 Property/Supplier Officer

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

  
 ROEL M. LIZARO  
 Accountant / Local Budget Officer

  
 WILLIAM L. BELTRAN  
 Head of Office/Agency

Date Prepared: 28 October 2019