

**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM**

**Introduction:**

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

**Reminders:**

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 092278478245, or email [appsas.helpdesk@ps-philgeps.gov.ph](mailto:appsas.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the **Memorandum Circular 2022-1** issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before **30 September 2022**.

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| Item & Specifications  | Unit of Measure | Monthly Quantity Requirement |           |           |           |        |     |      |           |      |        |      |           | Total Amount for the year |     |        |     |           |                             |                                      |        |    |        |
|--|-----------------|------------------------------|-----------|-----------|-----------|--------|-----|------|-----------|------|--------|------|-----------|---------------------------|-----|--------|-----|-----------|-----------------------------|--------------------------------------|--------|----|--------|
|  |                 | Jan                          | Feb       | Mar       | Q1 AMOUNT | April  | May | June | Q2 AMOUNT | July | Aug    | Sept | Q3 AMOUNT |                           | Oct | Nov    | Dec | Q4 AMOUNT | Total Quantity for the year | Price Catalogue (as of 29 July 2022) |        |    |        |
|  |                 | Q1 AMOUNT                    | Q2 AMOUNT | Q3 AMOUNT | Q4 AMOUNT |        |     |      |           |      |        |      |           |                           |     |        |     |           |                             |                                      |        |    |        |
| <b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b> |                 |                              |           |           |           |        |     |      |           |      |        |      |           |                           |     |        |     |           |                             |                                      |        |    |        |
| <b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>                    |                 |                              |           |           |           |        |     |      |           |      |        |      |           |                           |     |        |     |           |                             |                                      |        |    |        |
| 1. 12191601-AL-FB4 ALCOHOL, Ethyl, 500 mL                      | bottle          | 0                            | 0         | 0         | 0         | 0      | 0   | 0    | 0         | 0    | 0      | 0    | 0         | 0                         | 0   | 0      | 0   | 0         | 0                           | 0                                    | 47.85  | 0  | 0.00   |
| 2. 12191601-AL-EB3 ALCOHOL, Ethyl, 1 Gallon                    | gallon          | 2                            | 0         | 0         | 2         | 661.10 | 2   | 0    | 0         | 2    | 661.10 | 2    | 0         | 0                         | 2   | 661.10 | 0   | 0         | 0                           | 0                                    | 330.55 | 6  | 0.00   |
| <b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>  |                 |                              |           |           |           |        |     |      |           |      |        |      |           |                           |     |        |     |           |                             |                                      |        |    |        |
| 3. 60121413-CB-P01 CLEARBOOK, 20 transparent pockets, A4       | piece           | 0                            | 0         | 0         | 0         | 0.00   | 0   | 0    | 0         | 0    | 0.00   | 0    | 0         | 0                         | 0   | 0.00   | 0   | 0         | 0                           | 0                                    | 32.91  | 0  | 0.00   |
| 4. 60121413-CB-P02 CLEARBOOK, 20 transparent pockets, legal    | piece           | 0                            | 0         | 0         | 0         | 0.00   | 0   | 0    | 0         | 0    | 0.00   | 0    | 0         | 0                         | 0   | 0.00   | 0   | 0         | 0                           | 0                                    | 35.36  | 0  | 0.00   |
| 5. 60121534-ER-P01 ERASER, plastic/ rubber                     | piece           | 0                            | 0         | 0         | 0         | 0.00   | 0   | 0    | 0         | 0    | 0.00   | 0    | 0         | 0                         | 0   | 0.00   | 0   | 0         | 0                           | 0                                    | 4.47   | 0  | 0.00   |
| 6. 60121524-SP-G01 SIGN PEN, Black, liquid or gel              | piece           | 5                            | 0         | 0         | 5         | 111.00 | 5   | 0    | 0         | 5    | 111.00 | 5    | 0         | 0                         | 5   | 111.00 | 20  | 0         | 0                           | 0                                    | 22.20  | 20 | 111.00 |
| 7. 60121524-SP-G02 SIGN PEN, Blue, liquid or gel               | piece           | 5                            | 0         | 0         | 5         | 111.00 | 0   | 0    | 0         | 0    | 0.00   | 0    | 0         | 0                         | 0   | 0.00   | 0   | 0         | 0                           | 0                                    | 22.20  | 5  | 0.00   |
| 8. 60121524-SP-G03 SIGN PEN, Red, liquid or gel                | piece           | 0                            | 0         | 0         | 0         | 0.00   | 0   | 0    | 0         | 0    | 0.00   | 0    | 0         | 0                         | 0   | 0.00   | 0   | 0         | 0                           | 0                                    | 22.20  | 0  | 0.00   |
| 9. 60121124-WR-P01 WRAPPING PAPER, kraft, 50 sheets per pack   | pack            | 0                            | 0         | 0         | 0         | 0.00   | 0   | 0    | 0         | 0    | 0.00   | 0    | 0         | 0                         | 0   | 0.00   | 0   | 0         | 0                           | 0                                    | 161.20 | 0  | 0.00   |
| <b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>                 |                 |                              |           |           |           |        |     |      |           |      |        |      |           |                           |     |        |     |           |                             |                                      |        |    |        |

|  |                 |  |        |    |   |   |   |        |   |   |   |   |        |   |   |   |   |        |   |   |   |   |        |    |   |           |           |          |      |
|--|-----------------|--|--------|----|---|---|---|--------|---|---|---|---|--------|---|---|---|---|--------|---|---|---|---|--------|----|---|-----------|-----------|----------|------|
| 10   | 45121517-DC-012 | DOCUMENT CAMERA, 8 MP  | unit   | 0  | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 23,623.60 | 0.00      |          |      |
| 11   | 45111609-HP-P01 | MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)                | unit   | 0  | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 16,588.00 | 0.00     |      |
| <b>BATTERIES AND CELLS AND ACCESSORIES</b> |                 |  |        |    |   |   |   |        |   |   |   |   |        |   |   |   |   |        |   |   |   |   |        |    |   |           |           |          |      |
| 12   | 26111702-RF-A02 | BATTERY, dry cell, size AA, Two (2) pieces per blister pack  | pack   | 12 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 20.49     | 614.70   |      |
| 13   | 26111702-RF-A01 | BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | pack   | 12 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 18.34     | 550.20   |      |
| 14   | 26111702-RF-A03 | BATTERY, dry cell, size D, Two (2) pieces per blister pack   | pack   | 0  | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 96.20     | 0.00     |      |
| <b>CLEANING EQUIPMENT AND SUPPLIES</b>     |                 |  |        |    |   |   |   |        |   |   |   |   |        |   |   |   |   |        |   |   |   |   |        |    |   |           |           |          |      |
| 15   | 47131812-AF-A01 | AIR FRESHENER, Aerosol type, 150g                            | can    | 3  | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 81.64     | 754.76   |      |
| 16   | 47131604-BR-S01 | BROOM, Soft (Walls Tambo)                                    | piece  | 1  | 0 | 0 | 1 | 136.24 | 1 | 0 | 0 | 1 | 136.24 | 1 | 0 | 0 | 1 | 136.24 | 1 | 0 | 0 | 1 | 136.24 | 4  | 0 | 0         | 136.24    | 544.96   |      |
| 17   | 47131604-BR-T01 | BROOM, Stick (Walls Trip-ting)                               | piece  | 1  | 0 | 0 | 1 | 22.78  | 1 | 0 | 0 | 1 | 22.78  | 1 | 0 | 0 | 1 | 22.78  | 1 | 0 | 0 | 1 | 22.78  | 4  | 0 | 0         | 22.78     | 91.12    |      |
| 18   | 47131829-TB-Q01 | CLEANER, Toilet Bowl and Urinal, 900ml - 1000mL              | bottle | 2  | 0 | 0 | 2 | 83.20  | 2 | 0 | 0 | 2 | 83.20  | 2 | 0 | 0 | 2 | 83.20  | 2 | 0 | 0 | 2 | 83.20  | 8  | 0 | 0         | 41.60     | 332.80   |      |
| 19   | 47131805-CL-P01 | CLEANSER, Scouring Powder, 350g                              | can    | 2  | 0 | 0 | 2 | 47.84  | 2 | 0 | 0 | 2 | 47.84  | 2 | 0 | 0 | 2 | 47.84  | 2 | 0 | 0 | 2 | 47.84  | 8  | 0 | 0         | 23.92     | 191.36   |      |
| 20   | 47131811-DE-B02 | DETERGENT BAR, 140g as packed                                | piece  | 1  | 0 | 0 | 1 | 8.30   | 1 | 0 | 0 | 1 | 8.30   | 1 | 0 | 0 | 1 | 8.30   | 1 | 0 | 0 | 1 | 8.30   | 4  | 0 | 0         | 8.30      | 33.20    |      |
| 21   | 47131811-DE-P03 | DETERGENT POWDER, all purpose, 1kg                           | pouch  | 1  | 0 | 0 | 1 | 54.08  | 1 | 0 | 0 | 1 | 54.08  | 1 | 0 | 0 | 1 | 54.08  | 1 | 0 | 0 | 1 | 54.08  | 4  | 0 | 0         | 54.08     | 216.32   |      |
| 22   | 47131803-OS-A01 | DISINFECTANT SPRAY, Aerosol type, 400g                       | can    | 2  | 0 | 0 | 2 | 279.78 | 2 | 0 | 0 | 2 | 279.78 | 2 | 0 | 0 | 2 | 279.78 | 2 | 0 | 0 | 2 | 279.78 | 7  | 0 | 0         | 139.89    | 979.23   |      |
| 23   | 47131601-DU-P01 | DUST PAN, rigid non-breakable plastic                        | piece  | 2  | 0 | 0 | 2 | 55.28  | 0 | 0 | 0 | 2 | 55.28  | 0 | 0 | 0 | 2 | 55.28  | 0 | 0 | 0 | 2 | 55.28  | 4  | 0 | 0         | 27.64     | 110.56   |      |
| 24   | 47131802-FW-P02 | FLOOR WAX, paste type, red, 2kg                              | can    | 0  | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 395.76    | 0.00     |      |
| 25   | 47131830-FC-A01 | FURNITURE CLEANER, Aerosol type, 300mL                       | can    | 2  | 0 | 0 | 2 | 240.24 | 0 | 0 | 0 | 2 | 240.24 | 0 | 0 | 0 | 2 | 240.24 | 0 | 0 | 0 | 2 | 240.24 | 4  | 0 | 0         | 120.12    | 480.48   |      |
| 26   | 73101612-HS-U01 | LIQUID HAND SOAP, 500mL                                      | bottle | 0  | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 42.95     | 0.00     |      |
| 27   | 47121804-HP-S01 | MOP BUCKET, heavy duty, hard plastic, 30 liters capacity     | 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  | 0 | 0         | 2,288.00  | 0.00     |      |
| 28   | 47131613-MP-A02 | MOPHANDLE, heavy duty  | piece  | 2  | 0 | 0 | 2 | 249.60 | 2 | 0 | 0 | 2 | 249.60 | 2 | 0 | 0 | 2 | 249.60 | 2 | 0 | 0 | 2 | 249.60 | 7  | 0 | 0         | 124.80    | 873.60   |      |
| 29   | 47131619-MP-S01 | MOPHEAD, made of rayon                                       | piece  | 2  | 0 | 0 | 2 | 245.02 | 2 | 0 | 0 | 2 | 245.02 | 2 | 0 | 0 | 2 | 245.02 | 2 | 0 | 0 | 2 | 245.02 | 7  | 0 | 0         | 122.51    | 857.57   |      |
| 30   | 47131501-RG-C01 | RAGS, all cotton, 1 kilo per bundle                          | bundle | 2  | 0 | 0 | 2 | 106.28 | 0 | 0 | 0 | 2 | 106.28 | 0 | 0 | 0 | 2 | 106.28 | 0 | 0 | 0 | 2 | 106.28 | 4  | 0 | 0         | 53.14     | 212.56   |      |
| 31   | 47131605-SC-N01 | SCOURING PAD, 5 pieces per pack                              | pack   | 1  | 0 | 0 | 1 | 57.93  | 1 | 0 | 0 | 1 | 57.93  | 1 | 0 | 0 | 1 | 57.93  | 1 | 0 | 0 | 1 | 57.93  | 4  | 0 | 0         | 57.93     | 231.72   |      |
| 32   | 47121701-TB-P04 | TRASH-BAG, black, 37" x 40", XL, 10 pieces per roll or pack  | pack   | 5  | 0 | 0 | 5 | 720.20 | 3 | 0 | 0 | 3 | 432.12 | 3 | 0 | 0 | 3 | 432.12 | 3 | 0 | 0 | 3 | 432.12 | 14 | 0 | 0         | 144.04    | 2,016.56 |      |
| 33   | 47121702-WB-P01 | WASTEBASKET, 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      | 0  | 0 | 0         | 31.91     | 0.00     |      |
| <b>COLOR COMPOUNDS AND DISPERSIONS</b>     |                 |  |        |    |   |   |   |        |   |   |   |   |        |   |   |   |   |        |   |   |   |   |        |    |   |           |           |          |      |
| 34   | 12171703-ST-P01 | INK, for stamp pad, 50mL                                     | bottle | 2  | 0 | 0 | 2 | 57.82  | 0 | 0 | 0 | 2 | 57.82  | 0 | 0 | 0 | 2 | 57.82  | 0 | 0 | 0 | 2 | 57.82  | 2  | 0 | 0         | 28.91     | 57.82    |      |
| <b>CONSUMER ELECTRONICS</b>                |                 |  |        |    |   |   |   |        |   |   |   |   |        |   |   |   |   |        |   |   |   |   |        |    |   |           |           |          |      |
| 35   | 52161535-DV-R01 | DIGITAL VOICE RECORDER                                       | 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  | 0 | 0         | 0         | 7,339.16 | 0.00 |
| <b>FACE MASK</b>                           |                 |  |        |    |   |   |   |        |   |   |   |   |        |   |   |   |   |        |   |   |   |   |        |    |   |           |           |          |      |
| 36   | 42131715-SH-M06 | FACE MASK, 3 ply, fifty (50) pieces per box                  | box    | 0  | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 0         | 77.50    | 0.00 |
| <b>FILMS</b>                               |                 |  |        |    |   |   |   |        |   |   |   |   |        |   |   |   |   |        |   |   |   |   |        |    |   |           |           |          |      |
| 37   | 13111205-AC-P01 | ACETATE, 50 meters   | roll   | 0  | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0.00   | 0 | 0 | 0 | 0 | 0      | 0  | 0 | 0         | 969.88    | 0.00     |      |

|   |                 |   |       |   |   |   |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |        |           |      |          |
|---|-----------------|---|-------|---|---|---|---|----------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|--------|-----------|------|----------|
| 38  | 13111201-CF-W01 | CARBON FILM, A4, 100 sheets per box               | box   | 0 | 0 | 0 | 0 | 0        | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 221.00 | 0         | 0.00 |          |
| 39  | 13111201-CF-W02 | CARBON FILM, Legal, 100 sheets per box            | box   | 0 | 0 | 0 | 0 | 0        | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 238.54 | 0         | 0.00 |          |
| <b>FIRE FIGHTING EQUIPMENT</b>  |                 |   |       |   |   |   |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |        |           |      |          |
| 40  | 46191604-FE-W01 | FIRE EXTINGUISHER, dry chemical                   | unit  | 2 | 0 | 0 | 2 | 2,288.00 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 1,144.00  | 2    | 2,288.00 |
| 41  | 46191604-FE-W01 | FIRE EXTINGUISHER, pure HFC                       | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 5,613.25  | 0    | 0.00     |
| <b>FLAG OR ACCESSORIES</b>  |                 |   |       |   |   |   |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |        |           |      |          |
| 42  | 55121905-PH-F01 | PHILIPPINE NATIONAL FLAG                          | piece | 3 | 0 | 0 | 3 | 854.52   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 284.84    | 3    | 854.52   |
| <b>FURNITURE AND FURNISHINGS</b>  |                 |   |       |   |   |   |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |        |           |      |          |
| 43  | 56101504-CH-B01 | MONOBLOC CHAIR, beige                             | piece | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 347.41    | 0    | 0.00     |
| 44  | 56101504-CH-W01 | MONOBLOC CHAIR, white                             | piece | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 344.92    | 0    | 0.00     |
| 45  | 56101519-TM-S01 | MONOBLOC TABLE, white, 4 seater capacity          | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 1,248.00  | 0    | 0.00     |
| 46  | 56101519-TM-S02 | MONOBLOC TABLE, beige, 4 seater capacity          | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 1,248.00  | 0    | 0.00     |
| <b>HEATING AND VENTILATION AND AIR CIRCULATION</b>  |                 |   |       |   |   |   |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |        |           |      |          |
| 47  | 40101604-EF-C01 | ELECTRIC FAN, ceiling mount, orbit type           | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 1,222.00  | 0    | 0.00     |
| 48  | 40101604-EF-G01 | ELECTRIC FAN, industrial, ground type             | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 1,109.68  | 0    | 0.00     |
| 49  | 40101604-EF-S01 | ELECTRIC FAN, stand type                          | unit  | 2 | 0 | 0 | 2 | 1,713.72 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 856.86    | 2    | 1,713.72 |
| 50  | 40101604-EF-W01 | ELECTRIC FAN, wall mount                          | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 766.55    | 0    | 0.00     |
| <b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b> |                 |   |       |   |   |   |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |        |           |      |          |
| 51  | 43211507-DS-W01 | DESKTOP, for Basic Users                          | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 24,793.60 | 0    | 0.00     |
| 52  | 43211507-DS-W02 | DESKTOP, for Mid-Range Users                      | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 42,390.40 | 0    | 0.00     |
| 53  | 43201827-HD-W02 | EXTERNAL HARD DRIVE, 1TB                          | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 2,792.40  | 0    | 0.00     |
| 54  | 43211503-LA-W01 | LAPTOP, for Mid-range Users                       | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 42,390.00 | 0    | 0.00     |
| 55  | 43211503-LA-W02 | LAPTOP, Lightweight                               | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 46,800.00 | 0    | 0.00     |
| 56  | 43211708-MO-W01 | MOUSE, OPTICAL, USB connection type               | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 146.76    | 0    | 0.00     |
| 57  | 43212102-PR-W02 | PRINTER, Impact, Dot Matrix, 24 pins, 136 columns | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 38,100.97 | 0    | 0.00     |
| 58  | 43212102-PR-W01 | PRINTER, Impact, Dot Matrix, 9 pins, 80 columns   | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 10,189.92 | 0    | 0.00     |
| 59  | 43212105-PR-W01 | PRINTER, Laser, Monochrome                        | unit  | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 2,636.89  | 0    | 0.00     |
| <b>LIGHTING AND FIXTURES AND ACCESSORIES</b>  |                 |   |       |   |   |   |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |        |           |      |          |
| 60  | 39101628-LB-L01 | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts    | piece | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 75.61     | 0    | 0.00     |
| 61  | 39101628-LT-L01 | LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts  | piece | 5 | 0 | 0 | 5 | 1,029.10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 205.82    | 10   | 2,058.20 |
| <b>MANUFACTURING COMPONENTS AND SUPPLIES</b>  |                 |   |       |   |   |   |   |          |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |        |           |      |          |
| 62  | 31201610-GL-W01 | GLUE, all-purpose, 200 grams                      | jar   | 5 | 0 | 0 | 5 | 353.60   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 70.72     | 10   | 707.20   |
| 63  | 31151804-SW-W01 | STAPLE WIRE, heavy duty (blinder type), 23/13     | box   | 0 | 0 | 0 | 0 | 0.00     | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 22.55     | 0    | 0.00     |
| 64  | 31151804-SW-W01 | STAPLE WIRE, standard                             | box   | 5 | 0 | 0 | 5 | 118.80   | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0      | 23.76     | 10   | 237.60   |





















|                                      |   |        |   |        |   |        |   |        |   |        |   |          |        |
|--------------------------------------|---|--------|---|--------|---|--------|---|--------|---|--------|---|----------|--------|
| 15                                   | INDICATOR STICKY FLAGS                      | pieces | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 90.00    | 0.00   |
| 16                                   | SIGN PEN WITH .70 TIP RETRACTABLE           | pieces | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 100.00   | 0.00   |
| 17                                   | BATTERY DRY CELL, SIZE C                    | pieces | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 90.00    | 0.00   |
| 18                                   | PERMANENT TWIN MARKER (Extra Fine and Fine) | pieces | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 100.00   | 0.00   |
| <b>PAPER MATERIALS AND PRODUCTS</b>  |   |        |   |        |   |        |   |        |   |        |   |          |        |
| 1                                    | COPY PAPER, Letter size, 80 gsm             | ream   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 250.00   | 0.00   |
| 2                                    | COPY PAPER, Long, Green                     | ream   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 500.00   | 0.00   |
| 3                                    | COPY PAPER, Long, Yellow                    | ream   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 500.00   | 0.00   |
| 4                                    | PHOTO PAPER                                 | pack   | 1 | 120.00 | 1 | 120.00 | 0 | 0.00   | 2 | 120.00 | 0 | 120.00   | 240.00 |
| 5                                    | Board Certificate Paper, Letter size        | pack   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 150.00   | 0.00   |
| 6                                    | FOLDER, MOROCCO, legal, blue, 20's          | bundle | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 600.00   | 0.00   |
| 7                                    | STOCKER PAPER, Mats A4, 10 pcs per pack     | pack   | 0 | 0.00   | 0 | 0.00   | 5 | 250.00 | 5 | 250.00 | 0 | 50.00    | 250.00 |
| <b>COMPUTER SUPPLIES/CONSUMABLES</b> |   |        |   |        |   |        |   |        |   |        |   |          |        |
| 1                                    | INK CART, CANON 820, Black                  | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 1,000.00 | 0.00   |
| 2                                    | INK CART, CANON 821, Black                  | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 1,000.00 | 0.00   |
| 3                                    | INK CART, CANON 821,Cyan                    | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 1,000.00 | 0.00   |
| 4                                    | INK CART, CANON 821, Yellow                 | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 1,000.00 | 0.00   |
| 5                                    | INK CART, CANON 821, Magenta                | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 1,000.00 | 0.00   |
| 6                                    | INK CART, CANON 750, Black                  | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 900.00   | 0.00   |
| 7                                    | INK CART, CANON 751, Cyan                   | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 900.00   | 0.00   |
| 8                                    | INK CART, CANON 751, Black                  | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 900.00   | 0.00   |
| 8                                    | INK CART, CANON 751, Yellow                 | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 900.00   | 0.00   |
| 10                                   | INK CART, CANON 751, Magenta                | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 900.00   | 0.00   |
| 11                                   | INK CART, CANON 790, Black                  | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 400.00   | 0.00   |
| 12                                   | INK CART, CANON 790, Cyan                   | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 400.00   | 0.00   |
| 13                                   | INK CART, CANON 790, Magenta                | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 400.00   | 0.00   |
| 14                                   | INK CART, CANON 790, Yellow                 | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 400.00   | 0.00   |
| 15                                   | INK CART, BROTHER LC40, Black               | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 800.00   | 0.00   |
| 16                                   | INK CART, BROTHER LC40, Cyan                | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 800.00   | 0.00   |
| 17                                   | INK CART, BROTHER LC40, yellow              | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 800.00   | 0.00   |
| 18                                   | INK CART, BROTHER LC40, Magenta             | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 800.00   | 0.00   |
| 19                                   | INK CART, EPSON 001 (C13T03Y100), Black     | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 350.00   | 0.00   |
| 20                                   | INK CART, EPSON 001 (C13T03Y200), Cyan      | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 350.00   | 0.00   |
| 21                                   | INK CART, EPSON 001 (C13T03Y300), Magenta   | cart   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 0.00   | 0 | 350.00   | 0.00   |




|   | SET | 1 | 1 | 1,000.00 |   |        | 0 | 0.00   |   | 0      | 0.00 | 1 | 1,000.00 | 1,000.00   |
|---|-----|---|---|----------|---|--------|---|--------|---|--------|------|---|----------|------------|
| INK TONER- HP Q73- BLACK, CYAN, MAGENTA, YELLOW                               |     |   |   |          |   |        |   |        |   |        |      |   |          |            |
| DUCT TAPE   | PCS | 2 | 2 | 250.00   | 2 | 250.00 | 2 | 250.00 | 2 | 250.00 | 2    | 8 | 125.00   | 1,000.00   |
| DISHWASHING LIQUID 1000ML   | BOT | 1 | 1 | 189.75   | 1 | 189.75 | 1 | 189.75 | 1 | 189.75 | 1    | 4 | 189.75   | 759.00     |
| PRINTER-HP J4W WIRELESS   | UPR | 1 | 1 | 5,950.00 |   |        | 0 | 0.00   |   | 0      | 0.00 | 1 | 5,950.00 | 5,950.00   |
|   |     |   |   |          |   |        | 0 | 0.00   |   | 0      | 0.00 | 0 | 0.00     | 0.00       |
|   |     |   |   |          |   |        | 0 | 0.00   |   | 0      | 0.00 | 0 | 0.00     | 0.00       |
|   |     |   |   |          |   |        | 0 | 0.00   |   | 0      | 0.00 | 0 | 0.00     | 0.00       |
|   |     |   |   |          |   |        | 0 | 0.00   |   | 0      | 0.00 | 0 | 0.00     | 0.00       |
|   |     |   |   |          |   |        | 0 | 0.00   |   | 0      | 0.00 | 0 | 0.00     | 0.00       |
|   |     |   |   |          |   |        | 0 | 0.00   |   | 0      | 0.00 | 0 | 0.00     | 0.00       |
| <b>A. TOTAL</b>   |     |   |   |          |   |        | 0 | 0.00   |   | 0      | 0.00 | 0 | 0.00     | 125,477.10 |
| <b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>                   |     |   |   |          |   |        |   |        |   |        |      |   |          | 12,547.71  |
| <b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b> |     |   |   |          |   |        |   |        |   |        |      |   |          |            |
| <b>D. GRAND TOTAL (A + B + C)</b>   |     |   |   |          |   |        |   |        |   |        |      |   |          | 138,024.81 |
| <b>E. APPROVED BUDGET BY THE AGENCY HEAD</b><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:  **MACDONNA B. PUNZALAN**  
Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  **MICHELE S. AVELINO**  
Accountant / Budget Officer

Certified Funds Available / Certified Appropriate Funds Available:  **CIERMYTI A. SALLO** / **BENJAMIN P. SY, JR.**  
Accountant / Budget Officer

Approved by:  **VICTORIA S. MENDOZA**  
Head of Office/ Agency

 **MR. RAMON LEE CUAOPING III**  
Head of Office/ Agency

Date Prepared: 9/19/22

Received by:  **FLORITA A. RAMOS**  
Administrative Officer IV