

APP-CSE 2024 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, 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 (VS) 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).

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 (VS) and Downloads page of PS-DBM website (www.ps-phileeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phileeps.gov.ph) under the "What We Sell" tab 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 form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phileeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturi.at/hosss>.
- 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 (VS) 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 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appsdesk@ps-phileeps.gov.ph, or visit the PS-DBM website (www.ps-phileeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: Philippine Information Agency
 Region: Davao
 Address: Kanto Motors Bldg., Quimpo Blvd. N

Agency Code/IACS: 25 006 0000000
 Organization Type: Attached Agency
 Contact Person: JERMIN B. GUILLERMO
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year																			
		Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount											
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																																			
ALCOHOL OR ACETONE BASED ANTISEPTICS																																			
1. 12191601-AL-E04 ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50.96	0.00	
2. 12191601-AL-E03 ALCOHOL, Ethyl, 1 Gallon	gallon	0	2	0	2	902.72	2	0	2	902.72	2	0	0	2	902.72	2	0	0	2	902.72	2	0	0	0	0	0	0	0	0	0	0	0	451.36	3,610.88	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																																			
3. 60121413-CR-P01 CLEARBOOK, A4 size	box	0	6	0	6	212.16	0	0	0	0	0	6	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	35.36	424.32
4. 60121413-CR-P02 CLEARBOOK, Legal size	box	0	6	0	6	230.88	0	0	0	0	0	6	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	38.46	461.76	
5. 60121534-ER-P01 ERASER, plastic/rubber	piece	0	6	0	6	56.16	0	0	0	0	0	6	0	0	0	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	9.36	112.32		
6. 60121524-SR-G01 SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	0.00		
7. 60121524-SR-G04 SIGN PEN, Fine Tip, Black	piece	0	17	0	17	760.24	17	0	0	17	760.24	17	0	0	17	760.24	17	0	0	17	760.24	17	0	0	0	0	0	0	0	0	0	0	44.72	3,040.96	
8. 60121524-SR-G07 SIGN PEN, Medium Tip, Black	piece	0	17	0	17	972.40	17	0	0	17	972.40	17	0	0	17	972.40	17	0	0	17	972.40	17	0	0	0	0	0	0	0	0	0	0	57.20	3,886.60	
9. 60121524-SR-G05 SIGN PEN, Extra Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	0.00		
10. 60121524-SR-G06 SIGN PEN, Fine Tip, Blue	piece	0	17	0	17	760.24	17	0	0	17	760.24	17	0	0	17	760.24	17	0	0	17	760.24	17	0	0	0	0	0	0	0	0	0	0	44.72	3,040.96	
11. 60121524-SR-G08 SIGN PEN, Medium Tip, Blue	piece	0	17	0	17	972.40	17	0	0	17	972.40	17	0	0	17	972.40	17	0	0	17	972.40	17	0	0	0	0	0	0	0	0	0	0	57.20	3,886.60	
12. 60121524-SR-G03 SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26.00	0.00		
13. 60121524-SR-G06 SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45.76	0.00			
14. 60121524-SR-G09 SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57.20	0.00			
15. 60121124-WR-P01 WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	214.24	0.00		
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																																			
16. 45121317-DO-G03 DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25,536.16	0.00	
17. 45111609-MM-P01 MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18,470.40	0.00	
BATTERIES AND CELLS AND ACCESSORIES																																			
18. 2611702-RT-A02 BATTERY, dry cell, size AA	pack	0	4	0	4	87.36	4	0	4	87.36	4	0	0	4	87.36	4	0	0	4	87.36	4	0	0	0	0	0	0	0	0	0	0	0	21.84	348.44	
19. 2611702-RT-A01 BATTERY, dry cell, size AAA	pack	0	4	0	4	79.04	4	0	4	79.04	4	0	0	4	79.04	4	0	0	4	79.04	4	0	0	0	0	0	0	0	0	0	0	0	19.76	316.16	
20. 2611702-RT-A03 BATTERY, dry cell, size D	pack	0	0	0	0	0.00	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	0	0	0	92.56	0.00	
CLEANING EQUIPMENT AND SUPPLIES																																			

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year							
Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount					
21	47131812-AF-A01	AIR FRESHENER	can	0	4	0	4	0	8	698.88	0	4	0	4	349.44	4	0	1	8	698.88	24	87.36	2,096.64	
22	47131604-BR-S01	BROOM (Walls Tambu)	piece	0	2	0	2	0	2	255.84	0	2	0	2	255.84	2	0	2	4	511.68	10	127.92	1,279.20	
23	47131606-BR-T01	BROOM (Walls Ting-tipo)	piece	0	1	0	1	0	1	23.92	0	1	0	1	23.92	1	0	1	2	47.84	5	23.92	119.60	
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	12	0	12	0	12	536.64	12	0	0	12	536.64	12	0	0	12	536.64	48	44.72	2,146.56	
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.00	0.00	
26	47131811-DE-B02	DETERGENT BAR	bar	0	32	0	32	0	48	449.28	48	0	0	48	449.28	48	0	0	48	449.28	176	9.36	1,647.36	
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	2	0	2	0	3	265.20	3	0	0	3	265.20	3	0	0	3	265.20	11	86.40	972.00	
28	47131803-DS-A01	DISINFECTANT SPRAY	can	0	4	0	4	0	6	904.80	6	0	0	6	904.80	6	0	0	6	904.80	22	150.80	3,317.60	
29	47131601-DU-P01	DUST PAN	piece	0	2	0	2	0	0	0.00	2	0	0	2	93.60	0	0	0	0	0.00	4	46.80	187.20	
30	47131802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00	
31	47131830-FC-A01	FURNITURE CLEANER	can	0	1	0	1	0	0	0.00	1	0	0	1	226.72	0	0	0	0	0.00	2	226.72	453.44	
32	73101612-HS-L01	HAND SOAP, liquid	bottle	0	2	0	2	0	3	128.85	3	0	0	3	128.85	3	0	0	3	128.85	11	42.95	472.45	
33	47121804-HP-B01	MOP BUCKET	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,888.00	0.00	
34	47131613-HP-H02	MOPHANDLE, heavy duty	piece	0	2	0	2	0	2	268.32	2	0	0	2	268.32	0	0	0	0	0.00	4	134.16	536.64	
35	47131619-HP-R01	MOPHEAD, made of rayon	piece	0	2	0	2	0	2	228.08	0	0	2	2	228.08	0	0	2	2	228.08	8	114.04	912.32	
36	47131501-RG-C01	RAGS	kilo	0	1	0	1	0	0	0.00	1	0	0	1	57.20	0	0	0	0	0.00	2	57.20	114.40	
37	47131602-SC-N01	SCOURING PAD	pack	0	1	0	1	0	2	176.88	1	0	0	1	89.44	1	0	1	2	176.88	6	89.44	536.64	
38	47121701-TB-P04	TRASH-BAG, XXL size	pack/roll	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	130.00	0.00	
39	47121701-TB-P05	TRASH-BAG, Large size	pack/roll	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	99.28	0.00	
40	47121701-TB-P06	TRASH-BAG, XL size	pack/roll	0	8	0	8	0	12	1,110.72	8	0	4	12	1,110.72	8	0	4	12	1,110.72	44	92.56	4,072.64	
41	47121702-WB-P01	WASTEBASKET	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	43.68	0.00	
COLOR COMPOUNDS AND DISPERSIONS																								
42	12171703-SI-P01	INK, for stamp pad	bottle	0	1	0	1	0	0	0.00	1	0	0	1	31.20	0	0	0	0	0.00	2	31.20	62.40	
CONSUMER ELECTRONICS																								
43	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,803.76	0.00	
FACE MASK																								
44	42131713-SH-H06	FACE MASK	box	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	52.00	0.00	
FILMS																								
45	13111203-AC-F01	ACETATE	roll	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00	
46	13111101-CF-P02	CARBON FILM, Legal size	box	0	1	0	1	0	0	0.00	1	0	0	1	256.88	0	0	0	0	0.00	2	256.88	513.76	
FIRE FIGHTING EQUIPMENT																								
47	46151601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,398.80	0.00	
48	46151601-FE-H01	FIRE EXTINGUISHER, pure HFC	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00	
FLAG OR ACCESSORIES																								
49	55121505-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	1	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	1	284.84	284.84	
FURNITURE AND FURNISHINGS																								
50	56101504-CH-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	375.44	0.00	
51	56101504-CH-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	372.32	0.00	
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	1,348.88	0.00	
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	1,348.88	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																								
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,380.08	0.00	
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00	
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,006.72	0.00	
57	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	914.16	0.00	


Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price	Total Quantity for the year	Total Amount for the year				
		Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9				Q10			
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																				
58 43211507-DS0003	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24,793.60	0	0.00
59 43211507-DS0004	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42,390.40	0	0.00
60 43201827-HD-X02	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,018.08	0	0.00
61 43202010-FD-U04	piece	0	10	0	10	2,246.40	0	0	0	0	0	0	0	0	0	0	0	2,246.40	20	4,492.80
62 43211503-LAP004	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	42,380.00	0	0.00
63 43211503-LAP003	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800.00	0	0.00
64 43211708-MO-002	unit	0	5	0	5	847.60	0	0	0	5	847.60	0	0	0	0	0	0	1,695.20	10	1,695.20
65 43212102-PR-002	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33,015.84	0	0.00
66 43212102-PR-001	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11,014.64	0	0.00
67 43212105-PR-L01	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23,063.04	0	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																				
68 39101628-LB-L01	piece	0	3	0	3	243.36	0	0	0	3	243.36	0	0	0	0	0	0	81.12	12	973.44
69 39101628-LT-L01	piece	0	2	0	2	411.64	0	0	0	2	411.64	0	0	0	0	0	0	205.82	4	823.28
MANUFACTURING COMPONENTS AND SUPPLIES																				
70 31201610-GI-X01	jar	0	1	0	1	70.72	0	0	0	1	70.72	0	0	0	0	0	0	70.72	2	141.44
71 31151804-SW-H01	box	0	2	0	2	45.10	0	0	0	2	45.10	0	0	0	0	0	0	22.55	4	90.20
72 31151804-SW-S01	box	0	6	0	6	142.56	8	0	0	8	190.08	8	0	0	0	0	0	23.76	30	712.80
73 31201502-TA-E01	roll	4	0	4	4	77.80	0	0	0	4	77.80	0	0	0	0	0	0	19.45	8	155.60
74 31201503-TA-H01	roll	0	3	0	3	185.64	4	0	0	4	247.52	4	0	0	0	0	0	61.88	15	918.20
75 31201503-TA-H02	roll	0	3	0	3	363.48	4	0	0	4	484.64	4	0	0	0	0	0	121.16	15	1,817.40
76 31201517-TA-P01	roll	0	3	0	3	90.48	4	0	0	4	120.64	4	0	0	0	0	0	30.16	15	452.40
77 31201512-TA-T01	roll	0	3	0	3	34.32	4	0	0	4	45.76	4	0	0	0	0	0	11.44	15	171.60
78 31201512-TA-T02	roll	0	3	0	3	71.76	4	0	0	4	95.68	4	0	0	0	0	0	23.92	15	358.80
79 31151507-TW-H01	roll	0	1	0	1	70.72	0	0	0	1	70.72	0	0	0	0	0	0	70.72	2	141.44
MEASURING AND OBSERVING AND TESTING EQUIPMENT																				
80 41111504-RU-P02	piece	0	5	0	5	104.00	0	0	0	5	104.00	0	0	0	0	0	0	20.80	10	208.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																				
81 41121612-BL-H01	tube	0	1	0	1	16.00	1	0	0	1	16.00	1	0	0	0	0	0	16.00	4	64.00
82 41101602-PR-H01	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	10,104.64	0	0.00
83 41101807-CA-C01	unit	0	3	0	3	861.12	0	0	0	3	861.12	0	0	0	0	0	0	287.04	6	1,722.24
84 41121710-CH-W01	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	32.87	0	0.00
85 41122105-BF-C01	box	0	4	0	4	37.44	6	0	0	6	56.16	6	0	0	0	0	0	9.36	22	205.92
86 41122105-BF-C02	box	0	4	0	4	62.40	6	0	0	6	93.60	6	0	0	0	0	0	15.60	22	343.20
87 41122105-BF-C03	box	0	4	0	4	108.16	6	0	0	6	162.24	6	0	0	0	0	0	27.04	22	594.88
88 41122105-BF-C04	box	0	4	0	4	241.28	6	0	0	6	361.92	6	0	0	0	0	0	60.32	22	1,327.04
89 41121801-CT-R02	piece	0	10	0	10	115.30	10	0	0	10	115.30	10	0	0	0	0	0	11.53	40	461.20
90 41121612-CH-H01	piece	0	2	0	2	63.44	2	0	0	2	63.44	2	0	0	0	0	0	31.72	8	253.76
91 41115115-DF-B01	piece	0	5	0	5	386.00	5	0	0	5	386.00	5	0	0	0	0	0	77.20	20	1,544.00
92 41122011-DF-F01	piece	0	5	0	5	343.20	0	0	0	5	343.20	0	0	0	0	0	0	68.64	10	686.40
93 41103202-DS-H01	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	469.78	0	0.00
94 41121506-EH-D01	box	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	0	0	0	840.32	1	840.32
95 41121506-EH-D02	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,078.48	1	1,078.48
96 41121506-EH-X01	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,374.88	1	1,374.88
97 41121506-EH-X02	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	30.49	0	0.00


Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Amount for this 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
			QTY	QTY	QTY	QTY	AMOUNT	QTY	QTY	QTY	QTY	AMOUNT	QTY	QTY		QTY	QTY	AMOUNT	QTY	QTY	QTY	QTY	QTY
142	4411536-CF-132 COMPUTER CONTINUOUS FORM, 3 ply, 289mm x 378mm	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
143	4411538-LI-031 LOOSELEAF COVER	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
144	4411514-NP-502 NOTEPAD, stick-on, 50mm x 76mm	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
145	4411514-NP-504 NOTEPAD, stick-on, 76mm x 100mm	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
146	4411514-NP-503 NOTEPAD, stick-on, 76mm x 76mm	pad	0	6	0	6	361.92	0	0	0	0	0.00	6	0	6	361.92	0	0	0	0	0	0.00	723.84
147	4411514-NB-502 STENO NOTEBOOK	piece	0	11	0	11	263.12	0	0	0	0	0.00	12	0	12	287.04	0	0	0	0	0	0.00	550.16
148	4411507-PP-H03 PAPER, MULTICOPIY A4	ream	0	12	0	12	2,159.04	0	12	0	12	2,159.04	0	12	0	12	2,159.04	0	12	0	12	2,159.04	8,636.16
149	4411507-PP-H02 PAPER, MULTICOPIY LEGAL	ream	0	5	0	5	1,055.60	0	5	0	5	1,055.60	0	5	0	5	1,055.60	0	5	0	5	1,055.60	4,222.40
150	4411507-PP-C01 PAPER, MULTIPURPOSE A4	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
151	4411507-PP-C02 PAPER, MULTIPURPOSE LEGAL	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
152	4411531-PP-R01 PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
153	4411530-PA-P01 PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
154	4411531-RE-B01 RECORD BOOK, 300 PAGES	book	0	5	0	5	364.00	0	0	0	0	0.00	5	0	5	364.00	0	0	0	0	0	0.00	728.00
155	4411531-RE-B02 RECORD BOOK, 500 PAGES	book	0	3	0	3	315.12	0	0	0	0	0.00	3	0	3	315.12	0	0	0	0	0	0.00	630.24
156	4411704-TI-P04 TISSUE, INTERFOLDED PAPER TOWEL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
157	4411704-TI-P02 TOILET TISSUE PAPER, 2 PLY	pack	0	12	0	12	1,210.56	12	0	0	12	1,210.56	12	0	12	1,210.56	12	0	0	12	0	1,210.56	4,842.24
PERFUMES OR COLOGNES OR FRAGRANCES																							
158	53131626-HS-S01 HAND SANITIZER	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
PESTICIDES OR PEST REPELLENTS																							
159	10191509-JH-A01 INSECTICIDE	can	0	2	0	2	515.84	3	0	0	3	773.76	3	0	3	773.76	3	0	0	3	0	773.76	2,837.12
PRINTED PUBLICATIONS																							
160	55101524-R4-H01 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																							
1	44103109-BR-1005 DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
2	44103105-CA-C04 INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
3	44103105-CA-C02 INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
4	44103105-CA-B04 INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
5	44103105-CA-B02 INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
6	44103105-EP-B17 INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
7	44103105-EP-C17 INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
8	44103105-EP-M17 INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
9	44103105-EP-Y17 INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
10	44103105-HP-B40 INK CARTRIDGE, HP C2904AA (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
11	44103105-HP-T40 INK CARTRIDGE, HP C2906AA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
12	44103105-HP-B09 INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
13	44103105-HP-T10 INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
14	44103105-HP-B17 INK CARTRIDGE, HP CC640WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
15	44103105-HP-T17 INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
16	44103105-HK-C40 INK CARTRIDGE, HP C0972AA (HP920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
17	44103105-HK-M40 INK CARTRIDGE, HP C0973AA (HP920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
18	44103105-HK-Y40 INK CARTRIDGE, HP C0974AA (HP920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
19	44103105-HK-B40 INK CARTRIDGE, HP C0975AA (HP920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
20	44103105-HP-B20 INK CARTRIDGE, HP CH651WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
21	44103105-HP-T20 INK CARTRIDGE, HP CH652WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00
22	44103105-HP-B49 INK CARTRIDGE, HP CH654A (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00

Item # & Specifications		Unit of Measure	Monthly Quantity Requirement												Price	Total Quantity for the year	Total Amount for the year								
			Jan	Feb	Mar	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept				Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	
24	80141505-TS-024	PUSH PIN	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
25	80141505-TS-025	DOOR MAT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
26	80141505-TS-026	GLUE STICK (PASTE)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
28	80141505-TS-028	DECORANT CAKE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
29	80141505-TS-029	DISPOSABLE GLOVES	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
30	80141505-TS-030	OFFICE CHAIR	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
31	80141505-TS-031	MANILA PAPER	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
33	80141505-TS-033	PADLOCK	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
34	80141505-TS-034	MOBILE PHONE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
35	80141505-TS-035	COMPACT DISC	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
36	80141505-TS-036	AMPLIFIER	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
37	80141505-TS-037	STORAGE BOX	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
38	80141505-TS-038	PLASTIC ENVELOPE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
39	80141505-TS-039	DOCUMENT SCANNER	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
40	80141505-TS-040	WATER DISPENSER	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
41	80141505-TS-041	PARACETAMOL	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
42	80141505-TS-042	GLUE GUN	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
43	80141505-TS-043	JINKET PRINTER	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
44	80141505-TS-044	SPEAKERS	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
45	80141505-TS-045	POVIDONE IODINE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
46	80141505-TS-046	KEYBOARD	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
47	80141505-TS-047	DSL CAMERA	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
48	80141505-TS-048	STEEL RACK	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
49	80141505-TS-049	LAMINATING MACHINE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
50	80141505-TS-050	FUEL FILTERS	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
48	80141505-TS-056	PASSENGER VAN	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
49	80141505-TS-057	VAN	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
51	80141505-TS-059	PICK-UP TRUCK	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
51	80141505-TS-063	MOTORCYCLE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
52	80141505-TS-064	BUS	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
53	80141505-TS-065	MINI BUS	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00


Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year			
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec
A. TOTAL																		P	93,000.35
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																		P	9,305.04
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																		P	-
D. GRAND TOTAL (A + B + C)																		P	102,305.39
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																		P	


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.

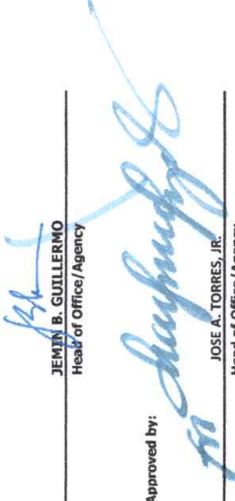
Prepared by:  EDITHA T. SIDRO
Property/Supply Officer


Certified Funds Available / Certified Appropriate Funds Available:
 AILEEN Z. LAGUNA
Accountant / Budget Officer

Date Prepared: _____

Received by:  JOIMAR E. DOTIMAS
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:
 CIERYLNA SALLÓ / BENJAMIN E. SY, JR.
Supervising Administrative Officer-FMG / Budget Officer

Approved by:  JEMIN B. GUILLERMO
Head of Office/Agency

Approved by:  JOSE A. TORRES, JR.
Head of Office/Agency

*Hi - 911 45 years old
28 July 2023
Semi-expendable - ICT
is subject for approval
and availability of funds*

APP-CSE 2024 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

Introduction:

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

Reminders:

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.as-philcoos.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional items for other items may be inserted if necessary.
- 4.0 Kindly upload the list of items to the APP-CSE Form - Other Items and upload the information to the Microsoft Excel format or upload the information to the Microsoft Excel format (COPY the file and paste it your browser).
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478246 (Globe) or 0918-254426 (Smart), or email address: helpdesk@ps-philcoos.gov.ph, or visit the PS-DBM website (www.ps-philcoos.gov.ph) for the guide on how to fill-out the APP-CSE Form.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department Bureau/Office: _____
 Division/Section/Team: _____
 Address: _____
 Contact Person: _____
 Position: _____
 E-mail: _____
 Telephone/Mobile Nos: _____

Agency Code/UA/C: _____
 Organization Type: _____
 Agency Code/UA/C: _____
 Organization Type: _____

Contact Person: _____
 Position: _____
 E-mail: _____
 Telephone/Mobile Nos: _____

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
COMMON-USED SUPPLIES																					
1																					
2		BALLPEN, Blue	Box	0	24	0	24	720.00	24	0	0	24	720.00	24	0	0	24	720.00	96	720.00	2,880.00
3		BALLPEN, Black	Box	0	24	0	24	720.00	24	0	0	24	720.00	24	0	0	24	720.00	96	720.00	2,880.00
4		CERTIFICATE HOLDER, Blue, 8.5x11	Piece	0	10	0	10	500.00	10	0	0	10	500.00	10	0	0	10	500.00	40	500.00	2,000.00
5		DATA FILE BOX, with cover, Blue, 3 1/2 x 15 x 18"	Piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
6		DATA FILE BOX, with cover, Blue, Square-Type						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
7		DATA FOLDER, Tagilla lock on top, Haroon						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
8		DATA FOLDER, Tagilla lock on top, Red						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
9		DATA FOLDER, Tagilla lock on top, Blue						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
10		DATA FOLDER, Tagilla lock on side, Blue						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
11		DATA FOLDER, 3-Hole, Blue, A4 size						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
12		DATA FOLDER, 3-Hole, Blue, Legal size						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
13		FASTENER, PLASTIC						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14		PVC COVER, Transparent, A4	Box	0	1	0	1	530.00	0	0	0	0	0.00	0	0	0	0	0.00	1	530.00	530.00
15		SIGN HERE Sticker 1"	Pkg	0	12	0	12	780.00	12	0	0	12	780.00	12	0	0	12	780.00	48	780.00	3,120.00
16		INDICATOR STICKY FLAGS						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
17		SIGN PEN WITH .70 TIP RETRACTABLE						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
18		BATTERY DRY CELL, SIZE C						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
19		PERMANENT TWIN MARKER (Extra Fine and Fine)						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
PAPER MATERIALS AND PRODUCTS																					
20		COPY PAPER, Letter size, 80 gm						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
21		COPY PAPER, Long, Green						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
22		COPY PAPER, Long, Yellow						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
23		PHOTO PAPER	Pack	0	2	0	2	150.00	0	0	0	2	150.00	0	0	0	2	150.00	4	150.00	300.00
24		Board Certificate Paper, Letter size						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
25		FOLDER, MICRODOT, 8 1/2" x 11", 50's						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
26		STICKER PAPER, Matte A4, 10 pcs per pack	Pack	0	2	0	2	140.00	0	0	0	2	140.00	0	0	0	2	140.00	4	140.00	280.00
COMPUTER SUPPLIES/CONSUMABLES																					
28		INK CART, CANON 820, Black						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
29		INK CART, CANON 821, Black						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
30		INK CART, CANON 851, Cyan						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
31		INK CART, CANON 851, Yellow						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
32		INK CART, CANON 821, Magenta						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
33		INK CART, CANON 750, Black						0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
34								0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Quantity for the year	Total Amount for the year									
				Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	August				Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount	
82	-	Fuji Xerox Docuprint M455F Toner					0	0.00				0	0.00									0	0.00	17,100.00	0	0.00	
83	-	TONER CART, FUJI DocuPrint M455, AP					0	0.00				0	0.00									0	0.00	20,000.00	0	0.00	
84	-	Riso Ink Fil Type Black UA					0	0.00				0	0.00									0	0.00	1,800.00	0	0.00	
85	-	Riso Master Fil Type 77 A3					0	0.00				0	0.00									0	0.00	3,000.00	0	0.00	
86	-	ADDITIONAL (Items not listed above but regularly used by your division. Kindly indicate the price.)																									
87	-	TONER CART, OPI 4830 Photocopier	Unit	0	1	0	1	13,050.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13,050.00	2	26,100.00
88	-	INK CART, EPSON 654, Black	Bottle	0	3	0	3	810.00	3	0	0	3	810.00	3	0	0	3	810.00	3	0	0	3	810.00	12	270.00	12	3,240.00
89	-	INK CART, EPSON 654, Yellow	Bottle	0	1	0	1	285.00	1	0	0	1	285.00	1	0	0	1	285.00	1	0	0	1	285.00	4	285.00	4	1,140.00
90	-	INK CART, EPSON 654, Cyan	Bottle	0	1	0	1	285.00	1	0	0	1	285.00	1	0	0	1	285.00	1	0	0	1	285.00	4	285.00	4	1,140.00
91	-	INK CART, EPSON 654, Magenta	Bottle	0	1	0	1	285.00	1	0	0	1	285.00	1	0	0	1	285.00	1	0	0	1	285.00	4	285.00	4	1,140.00
92	-	DOUBLE SIDED TAPE, 1-1/2 X 10H	Roll	0	10	0	10	420.00	0	0	0	0	0.00	10	0	0	10	420.00	0	0	0	0	0	0.00	42.00	20	840.00
93	-	MULTI-FUNCTION PRINTER	Unit	0	0	0	1	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	12,000.00	1	12,000.00
94	-	DISHWASHING LIQUID	Bottle	0	6	0	6	360.00	6	0	0	6	360.00	6	0	0	6	360.00	6	0	0	6	360.00	24	60.00	24	1,440.00
95	-	PUSH PIN, 106	Box	0	4	0	4	112.00	0	0	0	0	0.00	4	0	0	4	112.00	0	0	0	0	0	0.00	112.00	8	896.00
96	-	DOOR MAT, Rubber	Piece	0	2	0	2	120.00	0	0	0	0	0.00	2	0	0	2	120.00	0	0	0	0	0	0.00	60.00	4	240.00
97	-	PAJLLOCK, 50mm	Piece	0	2	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	350.00	2	700.00
98	-	EXTENSION WHEEL, 10H GHD	Piece	0	0	0	0	0.00	1	0	0	1	1,300.00	0	0	0	0	0.00	1	0	0	1	1,300.00	2	1,300.00	2	2,600.00
A. TOTAL																									P	72,146.00	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										P	7,214.60
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF Applicable)																										P	-
D. GRAND TOTAL (A + B + C)																										P	79,360.60
E. APPROVED BUDGET BY THE AGENCY HEAD 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:

Jomir E. Dotimas
JOMAR E. DOTIMAS
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Aileen Z. Laguna
AILEEN Z. LAGUNA
Accountant / Budget Officer

Approved by:

Jemen B. Guerrero
JEMEN B. GUILLERMO
Head of Office/Agency

Date Prepared:

Jomar E. Dotimas
JOMAR E. DOTIMAS
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Franz A. Sallo
FRANZ A. SALLO / BENJAMIN C. SY, JR.
Supervising Administrative Officer-FPD / Budget Officer

Approved by:

Jose A. Torres, Jr.
JOSE A. TORRES, JR.
Head of Office/Agency

Fri 28 July 2023
Semi-expendable - ICT
is subject for approval
and availability of funds