

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) 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).
- 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 09278478245, or email appcae.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (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.

Department/Bureau/Office: National Wages and Productivity Comm
 Region: National Capital Region
 Address: 2F Dy International Building, Gen. Ma
Malete, Manila

Agency Code/UACS: _____
 Organization Type: _____

Contact Person: Michelle Irish D. Mackay
 Position: Administrative Officer V
 E-mail: sunohy@produktiboalsahod.com
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Item #	Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 31 Dec 2022)	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																										
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	50	0	0	50	16,527.50	50	0	0	50	16,527.50	50	0	0	50	16,527.50	50	0	0	50	16,527.50	200	330.55	66,110.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	100	0	0	100	3,636.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	36.36	3,636.00
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	7	0	0	7	31.29	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	4.47	31.29
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	85	0	0	85	1,887.00	3	0	0	3	66.60	19	0	0	19	421.80	3	0	0	3	66.60	110	22.20	2,442.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	90	0	0	90	1,998.00	3	0	0	3	66.60	34	0	0	34	754.80	3	0	0	3	66.60	130	22.20	2,886.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	43	0	0	43	954.60	3	0	0	3	66.60	18	0	0	18	399.60	3	0	0	3	66.60	67	22.20	1,487.40
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	52	0	0	52	1,065.48	22	0	0	22	450.78	13	0	0	13	266.37	0	0	0	0	0.00	87	20.49	1,782.63
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	33	0	0	33	605.22	18	0	0	18	330.12	6	0	0	6	110.04	0	0	0	0	0.00	57	18.34	1,045.38
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	28	0	0	28	2,285.92	28	0	0	28	2,285.92	30	0	0	30	2,449.20	30	0	0	30	2,449.20	116	81.64	9,470.24
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	28	0	0	28	3,916.92	28	0	0	28	3,916.92	26	0	0	26	3,637.14	26	0	0	26	3,637.14	108	139.89	15,108.12
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	5	0	0	5	265.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	53.14	265.70
INK OR COMPONDS AND ACCESSORIES																										
34	12171703-SI-P01	INK, for stamp pad, 50ml	bottle	2	0	0	2	57.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	28.91	57.82

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 31 July 2015)	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
115	44122104-PC-302	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	30	0	0	30	413.40	26	0	0	26	358.28	9	0	0	9	124.02	6	0	0	6	82.68	71	13.76	978.36
117	44121705-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	11	0	0	11	228.69	6	0	0	6	124.74	6	0	0	6	124.74	6	0	0	6	124.74	29	20.79	602.91
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	3	0	0	3	452.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	150.80	452.40
121	44122101-RU-801	RUBBER BAND No. 18, 350g	box	1	0	0	1	135.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	135.20	135.20
122	44121905-SP-F01	STAMP PAD, felt	piece	1	0	0	1	39.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	39.92	39.92
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	14	0	0	14	467.18	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14	33.37	467.18
124	44121615-ST-S01	STAPLER, standard type	piece	10	0	0	10	1,456.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	145.60	1,456.00
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	1	0	0	1	27.87	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	27.87	27.87
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	2	0	0	2	145.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	72.80	145.60

PAPER MATERIALS AND PRODUCTS

129	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets	box	5	0	0	5	4,412.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	882.55	4,412.75
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	72	0	0	72	2,668.32	37	0	0	37	1,371.22	18	0	0	18	667.08	12	0	0	12	444.72	139	37.06	5,151.34
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	54	0	0	54	3,201.12	37	0	0	37	2,193.36	15	0	0	15	889.20	12	0	0	12	711.36	118	59.28	6,995.04
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	63	0	0	63	3,276.00	37	0	0	37	1,924.00	22	0	0	22	1,144.00	12	0	0	12	624.00	134	52.00	6,968.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	81	0	0	81	975.24	8	0	0	8	96.32	0	0	0	0	0.00	0	0	0	0	0.00	89	12.04	1,071.56
140	14111507-PP-M01	PAPER, MULTICOOPY A4, 500 sheets per ream	ream	185	0	0	185	30,645.25	97	0	0	97	16,068.05	82	0	0	82	13,583.30	27	0	0	27	4,472.55	391	165.65	64,769.15
141	14111507-PP-M02	PAPER, MULTICOOPY LEGAL, 500 sheets per ream	ream	96	0	0	96	18,161.28	56	0	0	56	10,594.08	27	0	0	27	5,107.86	3	0	0	3	567.54	182	189.18	34,430.76
147	14111531-RE-802	RECORD BOOK, 500 PAGES	book	29	0	0	29	3,016.00	0	0	0	0	0.00	3	0	0	3	312.00	0	0	0	0	0.00	32	104.00	3,328.00
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	49	0	0	49	1,656.20	49	0	0	49	1,656.20	49	0	0	49	1,656.20	49	0	0	49	1,656.20	196	33.80	6,624.80

PESTICIDES OR PEST REPELLENTS

152	10191509-IN-A01	INSECTICIDE, 600ml	can	16	0	0	16	2,229.76	16	0	0	16	2,229.76	16	0	0	16	2,229.76	16	0	0	16	2,229.76	64	139.36	8,919.04
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PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)

1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	4	0	0	4	27,788.80	1	0	0	1	6,947.20	1	0	0	1	6,947.20	0	0	0	0	0.00	6	6,947.20	41,683.20
5	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	10	0	0	10	11,783.20	10	0	0	10	11,783.20	0	0	0	0	0.00	0	0	0	0	0.00	20	1,178.32	23,566.40
7	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	20	0	0	20	17,846.40	20	0	0	20	17,846.40	0	0	0	0	0.00	0	0	0	0	0.00	40	892.32	35,692.80
50	44103105-HP-C50	INK CARTRIDGE, HP L0551AA (HP955), Cyan Original	cart	12	0	0	12	11,793.60	5	0	0	5	4,914.00	0	0	0	0	0.00	0	0	0	0	0.00	17	982.80	16,707.60
51	44103105-HP-M50	INK CARTRIDGE, HP L0554AA (HP955), Magenta Original	cart	17	0	0	17	16,707.60	5	0	0	5	4,914.00	0	0	0	0	0.00	0	0	0	0	0.00	22	982.80	21,621.60
52	44103105-HP-Y50	INK CARTRIDGE, HP L0557AA (HP955), Yellow Original	cart	17	0	0	17	16,707.60	5	0	0	5	4,914.00	0	0	0	0	0.00	0	0	0	0	0.00	22	982.80	21,621.60
57	44103105-HP-B46	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	cart	11	0	0	11	19,997.12	5	0	0	5	9,989.60	0	0	0	0	0.00	0	0	0	0	0.00	16	1,817.92	29,086.72
71	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	10	0	0	10	55,754.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	5,575.44	55,754.40
77	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	2	0	0	2	6,198.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	3,099.20	6,198.40

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

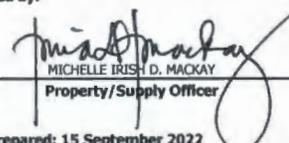
	Brother BT5000C	ink	12	0	0	12	48,000.00	6	0	0	6	24,000.00	2	0	0	2	8,000.00	1	0	0	1	4,000.00	21	4,000.00	84,000.00
	Brother BT5000M	ink	12	0	0	12	48,000.00	6	0	0	6	24,000.00	2	0	0	2	8,000.00	1	0	0	1	4,000.00	21	4,000.00	84,000.00
	Brother BT5000V	ink	24	0	0	24	96,000.00	6	0	0	6	24,000.00	2	0	0	2	8,000.00	1	0	0	1	4,000.00	33	4,000.00	132,000.00
	Brother BT6000B	ink	24	0	0	24	96,000.00	6	0	0	6	24,000.00	3	0	0	3	12,000.00	1	0	0	1	4,000.00	34	4,000.00	136,000.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 29 July 2022)	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			
Brother TN2616	toner	11	0	0	11	44,000.00	6	0	0	6	24,000.00	2	0	0	2	8,000.00	1	0	0	1	4,000.00	20	4,000.00	80,000.00
Brother TN261C	toner	11	0	0	11	44,000.00	6	0	0	6	24,000.00	2	0	0	2	8,000.00	1	0	0	1	4,000.00	20	4,000.00	80,000.00
Brother TN261M	toner	11	0	0	11	44,000.00	6	0	0	6	24,000.00	2	0	0	2	8,000.00	1	0	0	1	4,000.00	20	4,000.00	80,000.00
Brother TN261Y	toner	12	0	0	12	48,000.00	6	0	0	6	24,000.00	3	0	0	3	12,000.00	1	0	0	1	4,000.00	22	4,000.00	88,000.00
Brother TN2280	toner	11	0	0	11	33,000.00	6	0	0	6	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	17	3,000.00	51,000.00
Epson L3511	toner	10	0	0	10	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	250.00	2,500.00
Ineo TN 2158	toner	2	0	0	2	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,000.00	36,000.00
Ineo TN 216C	toner	2	0	0	2	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,000.00	36,000.00
Ineo TN 218M	toner	2	0	0	2	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,000.00	36,000.00
Ineo TN 216Y	toner	2	0	0	2	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,000.00	36,000.00
Ineo TN 434 S	toner	2	0	0	2	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	10,000.00	20,000.00
Kyocera TK454	toner	7	0	0	7	70,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	10,000.00	70,000.00
Kyocera FR1168	toner	2	0	0	2	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	10,000.00	20,000.00
Kyocera TK2215	toner	2	0	0	2	32,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	16,000.00	32,000.00
Brother DR621	drum	3	0	0	3	27,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	9,000.00	27,000.00
Brother DR2255	drum	3	0	0	3	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	10,000.00	30,000.00
Ineo 363 Developing Unit	drum	1	0	0	1	110,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	110,000.00	110,000.00
Ineo 363 Drum Unit	drum	1	0	0	1	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,000.00	9,000.00
Brother WT 220CL	Waste toner	1	0	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,000.00	3,000.00
Brother BU 220CL	Belt unit	1	0	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,000.00	3,000.00
Handbook RA 9184, 9th edition	pcs	3	0	0	3	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	300.00	900.00
Ballpen, Black	pcs	32	0	0	32	480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	32	15.00	480.00
Ballpen, Blue	pcs	32	0	0	32	480.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	32	15.00	480.00
Ballpen, Ball Pen	pcs	60	0	0	60	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	15.00	900.00
Ballpen, Hi-Techpoint V10 grip	pcs	10	0	0	10	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	70.00	700.00
Blindomatic folder 1" legal size	pcs	25	0	0	25	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	300.00	7,500.00
Blindomatic folder 2" legal size	pcs	25	0	0	25	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	300.00	7,500.00
Cable Tie Strap	pcs	5	0	0	5	1,150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	230.00	1,150.00
Car Freshener	pcs	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	60	200.00	12,000.00
Clearbook filler, A4 size	pcs	20	0	0	20	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	70.00	1,400.00
Disinfectant Bleach	gallon	3	3	3	9	2,700.00	3	3	3	9	2,700.00	3	3	3	9	2,700.00	3	3	3	9	2,700.00	36	300.00	10,800.00
Disinfectant Liquid	bot	3	3	3	9	2,700.00	3	3	3	9	2,700.00	3	3	3	9	2,700.00	3	3	3	9	2,700.00	36	300.00	10,800.00
Double sided foam 48M x 5M	roll	5	0	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	250.00	1,250.00
Double sided foam 36M x 10M	roll	5	0	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	250.00	1,250.00
DVD writable	pcs	100	0	0	100	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	40.00	4,000.00
External Hard Drive	pcs	2	0	0	2	6,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	3,250.00	6,500.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 12/31/2022)	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			
		Facial Tissue	pcs	300	0	0	300	60,000.00	0	0	0	0	0.00	6	0	0	6	1,200.00	0	0	0			
Folder (201)	pcs	300	0	0	300	84,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	280.00	84,000.00
Hanging Frames for Certificate	pcs	50	0	0	50	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	30.00	1,500.00
Glue stick	pcs	10	0	0	10	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	300.00	3,000.00
Handsoap, liquid, scented, gallon	gallon	20	0	0	20	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	150.00	3,000.00
Handsoap, liquid, scented, 500ml	bot	6	0	0	6	1,200.00	0	0	0	0	0.00	6	0	0	6	1,200.00	0	0	0	0	0.00	12	200.00	2,400.00
ID jacket	pcs	50	0	0	50	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	25.00	1,250.00
ID lace	pcs	50	0	0	50	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	12.00	600.00
Jumbo Tissue Roll	roll	200	0	0	200	18,000.00	200	0	0	200	18,000.00	200	0	0	200	18,000.00	200	0	0	200	18,000.00	800	90.00	72,000.00
Mainly Paper	pcs	25	0	0	25	125.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	5.00	125.00
Paper Kleenex, long, 8 1/2"	pack	7	0	0	7	1,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	150.00	1,050.00
Paper Puncher 3 hole heavy duty	pcs	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
Post-it with SIGN HERE	pack	31	0	0	31	6,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	31	200.00	6,200.00
Printer, monochrome (check printing)	pcs	1	0	0	1	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,000.00	7,000.00
Specialty Paper, board, A4	pack	50	0	0	50	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	60.00	3,000.00
Specialty Paper, board, long	pack	50	0	0	50	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	50.00	2,500.00
USB Flash drive, 16GB	pcs	16	0	0	16	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	250.00	4,000.00

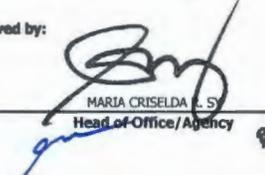
A. TOTAL		P	3,196,873.60
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	319,687.36
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	
D. GRAND TOTAL (A + B + C)		P	3,516,560.96
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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: 
 MICHELLE IRIS D. MACKAY
 Property/Supply Officer
 Date Prepared: 15 September 2022

Certified Funds Available / Certified Appropriate Funds Available:

 FRANCISCA C. GUNA
 Accountant / Budget Officer

Approved by: 
 MARIA CRISELDA S. S
 Head of Office/Agency