

APP-CSE 2022 FORM

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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 (UNSPC) 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 downloaded.
- 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) 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 at (02) 8-689-7750 local 4004, 4005, 4019, 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 Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office:	National Wages and Productivity Commission	Agency Code/UACS:		Contact Person:	Nelson C. Larios
Region:	National Capital Region	Organization Type:	National Government Agency	Position:	Chief Administrative Officer
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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)																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	10	0	0	10	1,393.60	5	0	0	5	696.80	6	0	0	6	836.16	5	0	0	5	696.80	26	139.36	3,623.36
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	20	0	0	20	3,028.60	10	0	0	10	1,514.30	20	0	0	20	3,028.60	10	0	0	10	1,514.30	60	151.43	9,085.80
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	68	0	0	68	4,526.08	50	0	0	50	3,328.00	66	0	0	66	4,392.96	38	0	0	38	2,529.28	222	66.56	14,776.32
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	50	0	0	50	19,396.00	53	0	0	53	20,559.76	50	0	0	50	19,396.00	53	0	0	53	20,559.76	206	387.92	79,911.52
COLOR COMPOUNDS AND DISPERSIONS																										
5	12171703-ST-P01	INK, for stamp pad	bottle	3	0	0	3	94.56	0	0	0	0	0.00	3	0	0	3	94.56	0	0	0	0	0.00	6	31.52	189.12
PAPER MATERIALS AND PRODUCTS																										
6	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box	4	0	0	4	3,625.44	4	0	0	4	3,625.44	0	0	0	0	0.00	0	0	0	0	0.00	8	906.36	7,250.88
7	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	31	0	0	31	1,148.86	7	0	0	7	259.42	14	0	0	14	518.84	7	0	0	7	259.42	59	37.06	2,186.54
8	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	39	0	0	39	2,311.92	7	0	0	7	414.96	22	0	0	22	1,304.16	7	0	0	7	414.96	75	59.28	4,446.00
9	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	31	0	0	31	1,676.48	6	0	0	6	324.48	19	0	0	19	1,027.52	7	0	0	7	378.56	63	54.08	3,407.04
10	14111514-NB-S01	NOTEBOOK, stenographer	piece	41	0	0	41	493.64	0	0	0	0	0.00	8	0	0	8	96.32	0	0	0	0	0.00	49	12.04	589.96
11	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	174	0	0	174	23,778.84	81	0	0	81	11,069.46	100	0	0	100	13,666.00	22	0	0	22	3,006.52	377	136.66	51,520.82
12	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	91	0	0	91	11,621.61	45	0	0	45	5,746.95	53	0	0	53	6,768.63	11	0	0	11	1,404.81	200	127.71	25,542.00
13	14111531-PP-R01	PAD PAPER, ruled	pad	3	0	0	3	87.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	29.12	87.36

14	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	10	0	0	10	707.20	0	0	0	0	0.00	5	0	0	5	353.60	0	0	0	0	0.00	15	70.72	1,060.80
15	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	11	0	0	11	1,121.12	1	0	0	1	101.92	2	0	0	2	203.84	1	0	0	1	101.92	15	101.92	1,528.80
16	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	7	0	0	7	607.88	7	0	0	7	607.88	7	0	0	7	607.88	7	0	0	7	607.88	28	86.84	2,431.52
17	14111704-IFPT01	TISSUE, interfolded paper towel	pack	10	0	0	10	348.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	34.84	348.40

BATTERIES AND CELLS AND ACCESSORIES

18	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	98	0	0	98	3,557.40	22	0	0	22	798.60	79	0	0	79	2,867.70	18	0	0	18	653.40	217	36.30	7,877.10
19	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	54	0	0	54	1,065.42	21	0	0	21	414.33	34	0	0	34	670.82	17	0	0	17	335.41	126	19.73	2,485.98
20	26111702-BT-A03	BATTERY, dry Cell, size D	pack	6	0	0	6	577.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	96.20	577.20

MANUFACTURING COMPONENTS AND SUPPLIES

21	31201610-GL-J01	GLUE, all purpose	jar	10	0	0	10	715.00	1	0	0	1	71.50	3	0	0	3	214.50	1	0	0	1	71.50	15	71.50	1,072.50
22	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	15	0	0	15	296.40	2	0	0	2	39.52	6	0	0	6	118.56	2	0	0	2	39.52	25	19.76	494.00
23	31151804-SW-S01	STAPLE WIRE, standard	box	22	0	0	22	493.02	5	0	0	5	112.05	8	0	0	8	179.28	2	0	0	2	44.82	37	22.41	829.17
24	31201502-TA-E01	TAPE, electrical	roll	8	0	0	8	149.36	2	0	0	2	37.34	1	0	0	1	18.67	0	0	0	0	0.00	11	18.67	205.37
25	31201503-TA-M01	TAPE, masking, 24mm	roll	25	0	0	25	1,365.00	3	0	0	3	163.80	0	0	0	0	0.00	0	0	0	0	0.00	28	54.60	1,528.80
26	31201503-TA-M02	TAPE, MASKING, 48mm	roll	13	0	0	13	1,385.80	3	0	0	3	319.80	0	0	0	0	0.00	0	0	0	0	0.00	16	106.60	1,705.60
27	31201517-TA-P01	TAPE, packaging, 48mm	roll	27	0	0	27	603.72	2	0	0	2	44.72	1	0	0	1	22.36	0	0	0	0	0.00	30	22.36	670.80
28	31201512-TA-T01	TAPE, transparent, 24mm	roll	53	0	0	53	534.77	28	0	0	28	282.52	12	0	0	12	121.08	9	0	0	9	90.81	102	10.09	1,029.18
29	31201512-TA-T02	TAPE, transparent, 48mm	roll	29	0	0	29	579.13	0	0	0	0	0.00	1	0	0	1	19.97	0	0	0	0	0.00	30	19.97	599.10

30	31151507-TW-P01	TWINE, plastic	roll	3	0	0	3	174.72	0	0	0	0	0.00	1	0	0	1	58.24	0	0	0	0	0.00	4	58.24	232.96	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
31	41111604-RU-P02	RULER, plastic, 450mm	piece	12	0	0	12	212.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	17.68	212.16	
CLEANING EQUIPMENT AND SUPPLIES																											
32	47131812-AF-A01	AIR FRESHENER, aerosol type	can	24	0	0	24	2,165.28	9	0	0	9	811.98	15	0	0	15	1,353.30	9	0	0	9	811.98	57	90.22	5,142.54	
33	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	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	54.08	216.32	
34	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	30	0	0	30	3,868.80	21	0	0	21	2,708.16	30	0	0	30	3,868.80	21	0	0	21	2,708.16	102	128.96	13,153.92	
35	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	6	0	0	6	617.76	0	0	0	0	0.00	6	0	0	6	617.76	0	0	0	0	0.00	12	102.96	1,235.52	
36	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	2	0	0	2	240.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	120.12	240.24	
37	47131501-RG-C01	RAGS, all cotton	bundle	4	0	0	4	215.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	53.82	215.28	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
38	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	3	0	0	3	7,796.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,598.84	7,796.52	
39	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	29	0	0	29	4,855.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29	167.44	4,855.76	
40	43211708-MO-O02	MOUSE, WIRELESS, USB	unit	1	0	0	1	154.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	154.00	154.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
41	44122105-BF-C01	CLIP, backfold, 19mm	box	28	0	0	28	245.28	2	0	0	2	17.52	6	0	0	6	52.56	2	0	0	2	17.52	38	8.76	332.88	
42	44122105-BF-C02	CLIP, backfold, 25mm	box	28	0	0	28	426.16	2	0	0	2	30.44	6	0	0	6	91.32	2	0	0	2	30.44	38	15.22	578.36	
43	44122105-BF-C03	CLIP, backfold, 32mm	box	28	0	0	28	626.08	2	0	0	2	44.72	6	0	0	6	134.16	2	0	0	2	44.72	38	22.36	849.68	
44	44122105-BF-C04	CLIP, backfold, 50mm	box	28	0	0	28	1,528.80	2	0	0	2	109.20	6	0	0	6	327.60	2	0	0	2	109.20	38	54.60	2,074.80	
45	44121801-CT-R02	CORRECTION TAPE, 8m	piece	59	0	0	59	689.12	17	0	0	17	198.56	17	0	0	17	198.56	23	0	0	23	268.64	116	11.68	1,354.88	
46	44111515-DF-B01	DATA FILE BOX	piece	25	0	0	25	1,930.00	4	0	0	4	308.80	0	0	0	0	0.00	0	0	0	0	0.00	29	77.20	2,238.80	
47	44122011-DF-F01	DATA FOLDER	piece	64	0	0	64	4,392.96	44	0	0	44	3,020.16	44	0	0	44	3,020.16	0	44	0	44	3,020.16	196	68.64	13,453.44	

48	44121506-EN-D01	ENVELOPE, documentary, A4	box	2	0	0	2	1,346.18	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	673.09	1,346.18
49	44121504-EN-W02	ENVELOPE, mailing, with window	box	1	0	0	1	433.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	433.68	433.68
50	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	2	0	0	2	20.60	1	0	0	1	10.30	1	0	0	1	10.30	1	0	0	1	10.30	5	10.30	51.50
51	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	2	0	0	2	166.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	83.41	166.82
52	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	56	0	0	56	623.28	3	0	0	3	33.39	16	0	0	16	178.08	3	0	0	3	33.39	78	11.13	868.14
53	44122018-FT-D02	FILE TAB DIVIDER, legal	set	43	0	0	43	611.89	3	0	0	3	42.69	3	0	0	3	42.69	3	0	0	3	42.69	52	14.23	739.96
55	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	13	0	0	13	736.84	2	0	0	2	113.36	7	0	0	7	396.76	2	0	0	2	113.36	24	56.68	1,360.32
56	44121716-MA-F01	MARKER, fluorescent	set	38	0	0	38	1,393.08	2	0	0	2	73.32	3	0	0	3	109.98	2	0	0	2	73.32	45	36.66	1,649.70
57	44121708-MW-B01	MARKER, whiteboard, black	piece	40	0	0	40	535.20	4	0	0	4	53.52	5	0	0	5	66.90	0	0	0	0	0.00	49	13.38	655.62
58	44121708-MW-B02	MARKER, whiteboard, blue	piece	34	0	0	34	454.92	4	0	0	4	53.52	6	0	0	6	80.28	4	0	0	4	53.52	48	13.38	642.24
59	44121708-MW-B03	MARKER, whiteboard, red	piece	13	0	0	13	173.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	13.38	173.94
60	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	40	0	0	40	359.20	4	0	0	4	35.92	9	0	0	9	80.82	4	0	0	4	35.92	57	8.98	511.86
61	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	35	0	0	35	314.30	4	0	0	4	35.92	6	0	0	6	53.88	4	0	0	4	35.92	49	8.98	440.02
62	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	13	0	0	13	116.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	8.98	116.74
63	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	52	0	0	52	403.52	3	0	0	3	23.28	6	0	0	6	46.56	3	0	0	3	23.28	64	7.76	496.64
64	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	53	0	0	53	730.34	3	0	0	3	41.34	6	0	0	6	82.68	3	0	0	3	41.34	65	13.78	895.70

65	44121706-PE-L01	PENCIL, lead, with eraser	box	15	0	0	15	311.85	1	0	0	1	20.79	1	0	0	1	20.79	1	0	0	1	20.79	18	20.79	374.22
66	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle	1	0	0	1	239.79	1	0	0	1	239.79	2	0	0	2	479.58	2	0	0	2	479.58	6	239.79	1,438.74
67	44122101-RU-B01	RUBBER BAND, No. 18	box	1	0	0	1	100.05	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	100.05	100.05
68	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	1	0	0	1	14.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	14.82	14.82
69	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	2	0	0	2	907.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	453.96	907.92
70	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	0	0	2	405.34	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	202.67	405.34
71	44121618-SS-S01	SCISSORS, symmetrical	pair	18	0	0	18	730.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	40.56	730.08
72	44121615-ST-S01	STAPLER, standard type	piece	8	0	0	8	1,123.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	140.40	1,123.20
73	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	4	0	0	4	3,656.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	914.22	3,656.88
74	44121613-SR-P01	STAPLE REMOVER, plier type	piece	4	0	0	4	99.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	24.90	99.60
75	44121605-TD-T01	TAPE DISPENSER, table top	piece	3	0	0	3	192.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	64.20	192.60
76	44101807-CA-C01	CALCULATOR, compact	unit	1	0	0	1	346.85	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	346.85	346.85

PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES

77	44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	5	0	0	5	34,736.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	6,947.20	34,736.00
78	44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) Cyan	cart	3	0	0	3	2,987.25	3	0	0	3	2,987.25	2	0	0	2	1,991.50	2	0	0	2	1,991.50	10	995.75	9,957.50
79	44103105-HP-M50	Ink Cartridge, HP L0S54AA (HP955) Magenta	cart	3	0	0	3	2,987.25	3	0	0	3	2,987.25	2	0	0	2	1,991.50	2	0	0	2	1,991.50	10	995.75	9,957.50
80	44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) Yellow	cart	3	0	0	3	2,987.25	3	0	0	3	2,987.25	2	0	0	2	1,991.50	3	0	0	3	2,987.25	11	995.75	10,953.25

81	44103105-HX-B48	Ink Cartridge, HP LOS72AA (HP955XL) Black	cart	3	0	0	3	4,932.72	3	0	0	3	4,932.72	2	0	0	2	3,288.48	2	0	0	2	3,288.48	10	1,644.24	16,442.40
82	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	cart	3	0	0	3	19,110.00	0	0	0	0	0.00	1	0	0	1	6,370.00	0	0	0	0	0.00	4	6,370.00	25,480.00

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

83	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	4	0	0	4	148.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	37.04	148.16
84	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	4	0	0	4	153.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	38.41	153.64
85	60121534-ER-P01	ERASER, plastic/rubber	piece	5	0	0	5	21.85	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	4.37	21.85
86	60121524-SP-G01	SIGN PEN, black	piece	103	0	0	103	2,086.78	26	0	0	26	526.76	32	0	0	32	648.32	10	0	0	10	202.60	171	20.26	3,464.46
87	60121524-SP-G02	SIGN PEN, blue	piece	87	0	0	87	1,762.62	22	0	0	22	445.72	24	0	0	24	486.24	10	0	0	10	202.60	143	20.26	2,897.18
88	60121524-SP-G03	SIGN PEN, red	piece	18	0	0	18	364.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	20.26	364.68

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

89		Liquid handsoap 1 gallon	gallon	10			10	2,500.00	10			10	2,500.00	10			10	2,500.00	10			10	2,500.00	40	250.00	10,000.00
90		Post-it Flags "SIGN HERE" Arrow	pack	38			38	7,600.00				0	0.00				0	0.00				0	0.00	38	200.00	7,600.00
91		Pilot Ballpen hi tech black	box	17			17	12,240.00	14			14	10,080.00	9			9	6,480.00	14			14	10,080.00	54	720.00	38,880.00
92		Pilot Ballpen hi tech blue	box	8			8	5,760.00	5			5	3,600.00				0	0.00	5			5	3,600.00	18	720.00	12,960.00
93		Pilot Ballpen hi tech red	box	4			4	2,880.00				0	0.00				0	0.00				0	0.00	4	720.00	2,880.00
94		Correction Fluid	pc	22			22	1,100.00				0	0.00				0	0.00				0	0.00	22	50.00	1,100.00
95		Plastic fastener	box	22			22	1,100.00				0	0.00				0	0.00				0	0.00	22	50.00	1,100.00
96		Chicago Screw 2"	pcs	50			50	500.00				0	0.00				0	0.00				0	0.00	50	10.00	500.00
97		Chicago Screw 1"	pcs	50			50	500.00				0	0.00				0	0.00				0	0.00	50	10.00	500.00
98		Bindomatic Folder 2" Legal Size	pcs	50			50	2,500.00				0	0.00				0	0.00				0	0.00	50	50.00	2,500.00
99		Bindomatic Folder 1" Legal Size	pcs	50			50	2,500.00				0	0.00				0	0.00				0	0.00	50	50.00	2,500.00
100		Copy paper, A3, 80 gsm, white	rea	5			5	2,000.00	10			10	4,000.00	5			5	2,000.00	10			10	4,000.00	30	400.00	12,000.00
101		Copy paper, short, 80 gsm white	rea	10			10	2,000.00	10			10	2,000.00	10			10	2,000.00	10			10	2,000.00	40	200.00	8,000.00

102	Morocco Folder blue 216mm x 280mm	reams	200		200	4,000.00	200		200	4,000.00	200		200	4,000.00	11		11	220.00	611	20.00	12,220.00
103	Envelop expanding long with garter/red/green	reams	30		30	600.00	12		12	240.00	12		12	240.00	12		12	240.00	66	20.00	1,320.00
104	Double sided tape Foam 48mmx10m	roll	9		9	450.00			0	0.00			0	0.00			0	0.00	9	50.00	450.00
105	Double sided tape tissue 36mmx10m	roll	9		9	450.00			0	0.00			0	0.00			0	0.00	9	50.00	450.00
106	Pilot Hitech Point V10 grip	pcs	10		10	600.00			0	0.00			0	0.00			0	0.00	10	60.00	600.00
107	DVD rewritable, speed: 4x min. 4.7 GB capacity min	box	10		10	4,000.00			0	0.00			0	0.00			0	0.00	10	400.00	4,000.00
108	Drum Cart, Brother MFC- 9330CDW	cart	1		1	10,000.00			0	0.00			0	0.00			0	0.00	1	10,000.00	10,000.00
109	Drum Cart, Brother HL- 5100N black	cart	1		1	10,000.00			0	0.00			0	0.00			0	0.00	1	10,000.00	10,000.00
110	Drum Cart- Brother HL- 2270DW, TN 2280 drum 2255	cart	8		8	40,000.00			0	0.00			0	0.00			0	0.00	8	5,000.00	40,000.00
111	Drum Brother CL 261	cart	8		8	48,000.00			0	0.00			0	0.00			0	0.00	8	6,000.00	48,000.00
112	Ink cartridge, Brother BK- 261 (black)	cart	3		3	30,000.00			0	0.00			0	0.00			0	0.00	3	10,000.00	30,000.00
113	Ink Toner-Brother MFC 9330CDW TN-261 black	cart	24		24	156,000.00			0	0.00			0	0.00			0	0.00	24	6,500.00	156,000.00
114	Ink Toner-Brother MFC 9330CDW TN-261 yellow	cart	21		21	136,500.00			0	0.00			0	0.00			0	0.00	21	6,500.00	136,500.00
115	Ink Toner-Brother MFC 9330CDW TN-261 magenta	cart	21		21	136,500.00			0	0.00			0	0.00			0	0.00	21	6,500.00	136,500.00
116	Ink Toner-Brother MFC 9330CDW TN-261 cyan	cart	21		21	136,500.00			0	0.00			0	0.00			0	0.00	21	6,500.00	136,500.00
117	Ink Toner-Brother HL-3478	cart	9		9	58,509.00			0	0.00			0	0.00			0	0.00	9	6,501.00	58,509.00
118	Ink Toner-Brother BT6000, DCP T300, black	cart	5		5	7,500.00			0	0.00			0	0.00			0	0.00	5	1,500.00	7,500.00
119	Ink Toner-Brother BT5000, DCP T300, Cyan	cart	5		5	7,500.00			0	0.00			0	0.00			0	0.00	5	1,500.00	7,500.00

120	Ink Toner-Brother BT5000, DCP T300, Magenta	cart	5	5	7,500.00			0	0.00			0	0.00			0	0.00	5	1,500.00	7,500.00		
121	Ink Toner-Brother BT5000, DCP T300, yellow	cart	5	5	7,500.00			0	0.00			0	0.00			0	0.00	5	1,500.00	7,500.00		
122	Ink Canon 810 (black)	cart	20	20	20,000.00	20		20	20,000.00	20		20	20,000.00	20		20	20,000.00	80	1,000.00	80,000.00		
123	Ink Canon 811 (color)	cart	10	10	10,000.00			0	0.00			0	0.00			0	0.00	10	1,000.00	10,000.00		
124	Ink Toner-HP laserjet P1006, 35A	cart	3	3	15,000.00			0	0.00			0	0.00			0	0.00	3	5,000.00	15,000.00		
125	Drum Unit Ineo 363	cart	1	1	10,000.00			0	0.00			0	0.00			0	0.00	1	10,000.00	10,000.00		
126	Ink Toner - Ineo 363 TN414 black	cart	4	4	40,000.00			0	0.00			0	0.00			0	0.00	4	10,000.00	40,000.00		
127	Ink Toner - Ineo 363 Developing Unit	cart	1	1	10,000.00			0	0.00			0	0.00			0	0.00	1	10,000.00	10,000.00		
128	Ink Toner - Ineo 280 TN216 black	cart	4	4	60,000.00			0	0.00			0	0.00			0	0.00	4	15,000.00	60,000.00		
129	Ink Toner - Ineo 280 TN216 Cyan	cart	6	6	90,000.00			0	0.00			0	0.00			0	0.00	6	15,000.00	90,000.00		
130	Int Toner - Ineo 280 TN216 Yellow	cart	5	5	75,000.00			0	0.00			0	0.00			0	0.00	5	15,000.00	75,000.00		
131	Ink Toner - Ineo 280 TN216 Magenta	cart	4	4	60,000.00			0	0.00			0	0.00			0	0.00	4	15,000.00	60,000.00		
132	Drum Unit Ineo 280 black	cart	1	1	15,000.00			0	0.00			0	0.00			0	0.00	1	15,000.00	15,000.00		
133	Drum Unit Ineo 280 Yello	cart	1	1	15,000.00			0	0.00			0	0.00			0	0.00	1	15,000.00	15,000.00		
134	Drum Unit Ineo 280 Cyan	cart	1	1	15,000.00			0	0.00			0	0.00			0	0.00	1	15,000.00	15,000.00		
135	Drum Unit Ineo 280 Magenta	cart	1	1	15,000.00			0	0.00			0	0.00			0	0.00	1	15,000.00	15,000.00		
136	Ink Toner - Kyocera TK-454	cart	2	2	20,000.00			0	0.00			0	0.00			0	0.00	2	10,000.00	20,000.00		
137	Ink Toner - Kyocera TK-7219	cart	2	2	20,000.00			0	0.00			0	0.00			0	0.00	2	10,000.00	20,000.00		
138	Brother 261 Waste Toner	cart	1	1	8,000.00			0	0.00			0	0.00			0	0.00	1	8,000.00	8,000.00		
139	EPSON Ribbon LX310	pcs	6	6	1,800.00			0	0.00			0	0.00			0	0.00	6	300.00	1,800.00		
140	External Hard Drive, 2TB	pcs	2	2	10,000.00			0	0.00			0	0.00			0	0.00	2	5,000.00	10,000.00		
141	Logitech Presenter	pcs	2	2	6,000.00			0	0.00			0	0.00			0	0.00	2	3,000.00	6,000.00		
142	Frames for certificate	pcs	20	20	4,000.00			0	0.00			0	0.00			0	0.00	20	200.00	4,000.00		
143	Rug (chamois)	pc	2	2	300.00			0	0.00			0	0.00			0	0.00	2	150.00	300.00		
144	Kleenex Facial Tissue	box	12	12	1,200.00			0	0.00			0	0.00			0	0.00	12	100.00	1,200.00		

145		RJ45	pc	100		100	1,500.00			0	0.00			0	0.00			0	0.00	100	15.00	1,500.00
146		CAT cable 1000ft	box	1		1	1,500.00			0	0.00			0	0.00			0	0.00	1	1,500.00	1,500.00
147		LED tube T8 9 watts 6500K	pcs	100		100	8,000.00			0	0.00			0	0.00			0	0.00	100	80.00	8,000.00
148		Car Freshener	can	25		25	5,000.00			0	0.00			0	0.00			0	0.00	25	200.00	5,000.00
149		Mouse trap	pcs	4		4	400.00			0	0.00			0	0.00			0	0.00	4	100.00	400.00
150		Fly paper trap	pcs	5		5	500.00			0	0.00			0	0.00			0	0.00	5	100.00	500.00
151		Jumbo Tissue Roll	pcs	160		160	14,400.00	160		160	14,400.00	160		160	14,400.00	160		160	14,400.00	640	90.00	57,600.00
152		Lysol Disinfectant spray	bottle	15		15	7,500.00	11		11	5,500.00	9		9	4,500.00	9		9	4,500.00	44	500.00	22,000.00
153		Disinfectant Liquid-zonrox	gallon	9		9	2,250.00	9		9	2,250.00	9		9	2,250.00	9		9	2,250.00	36	250.00	9,000.00
154		Disinfectant Liquid-Lysol	bottle	9		9	2,250.00	9		9	2,250.00	9		9	2,250.00	9		9	2,250.00	36	250.00	9,000.00
155		Face shield	pcs	520		520	10,400.00			0	0.00			0	0.00			0	0.00	520	20.00	10,400.00
156		KN95 face mask	pcs	24		24	240.00			0	0.00			0	0.00			0	0.00	24	10.00	240.00
157		Surgical face mask 3 ply	box	110		110	6,600.00			0	0.00			0	0.00			0	0.00	110	60.00	6,600.00

A. TOTAL		P	2,040,524.08
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	204,052.41
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	2,244,576.49
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	TWO MILLION TWO HUNDRED FORTY FOUR THOUSAND FIVE HUNDRED SEVENTY SIX AND 49/100 PESOS (PHP2,244,576.49)		

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:


NELSON C. LERIOS

Chief, Administrative
Division *maia*

Date Prepared: 18 August 2021

Certified Funds Available /
Certified Appropriate Funds
Available:


EDITHA M. SAUS

Chief, Financial Management
Division

Approved by:


MARIA CRISELDA R. SY

Executive Director IV *js* *jt*