

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 09278478245, or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.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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 Region: Region IV-A  
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 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					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	0	454	454	21,723.90	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	454	47.85	21,723.90	
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	100	100	33,055.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	100	330.55	33,055.00	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	0	0	15	15	493.65	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	15	32.91	493.65	
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	0	0	65	65	2,363.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	65	36.36	2,363.40	
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	0	0	30	30	134.10	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	30	4.47	134.10	
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	0	0	187	187	4,151.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	187	22.20	4,151.40	
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	0	0	175	175	3,885.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	175	22.20	3,885.00	
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	0	0	22	22	488.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	22	22.20	488.40	
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	2	2	322.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	2	161.20	322.40	
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	0	15	94	109	2,233.41	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	109	20.49	2,233.41	
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	0	15	80	95	1,742.30	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	95	18.34	1,742.30	
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	96.20	0.00	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	100	100	8,164.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	100	81.64	8,164.00	
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	0	0	30	30	4,087.20	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	30	136.24	4,087.20	
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	0	0	30	30	683.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	30	22.78	683.40	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	0	0	50	50	2,080.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	50	41.60	2,080.00	
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	0	0	50	50	1,196.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	50	23.92	1,196.00	



	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 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					
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	0	0	50	50	415.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	8.30	415.00	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	0	0	50	50	2,704.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	54.08	2,704.00	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	0	0	100	100	13,989.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	139.89	13,989.00	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	0	0	30	30	829.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	27.64	829.20	
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	5	5	1,548.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	309.76	1,548.80	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	0	0	100	100	12,012.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	120.12	12,012.00	
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	0	0	112	112	4,810.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	112	42.95	4,810.40	
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	10	10	22,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	2,288.00	22,880.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	10	10	1,248.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	124.80	1,248.00	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	10	10	1,225.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	122.51	1,225.10	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	50	50	2,657.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	53.14	2,657.00	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	0	0	50	50	2,896.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	57.93	2,896.50	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	0	0	90	90	12,963.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	90	144.04	12,963.60	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	0	40	40	1,276.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	31.91	1,276.40	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	0	2	50	52	1,503.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	52	28.91	1,503.32	
<b>CONSUMER ELECTRONICS</b>																											
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	7	7	51,374.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	7,339.16	51,374.12	
<b>FACE MASK</b>																											
36	42131713-SM-M05	FACE MASK, 3 ply, fifty (50) pieces per box	box	0	0	544	544	42,160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	544	77.50	42,160.00	
<b>FILMS</b>																											
37	13111203-AC-F01	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	0.00	0	969.88	0.00	
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	0	0	0	2	442.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	221.00	442.00	
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets 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	0.00	0	238.54	0.00	
<b>FLAG OR ACCESSORIES</b>																											
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	8	8	2,278.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	284.84	2,278.72	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	100	100	7,561.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	75.61	7,561.00	
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	100	100	20,582.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	205.82	20,582.00	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	0	0	37	37	2,616.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	37	70.72	2,616.64	
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	41	41	924.55	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	41	22.55	924.55	
64	31151804-SW-S01	STAPLE WIRE, standard	box	0	31	122	153	3,635.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	153	23.76	3,635.28	
65	31201502-TA-E01	TAPE, electrical	roll	0	0	30	30	583.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	19.45	583.50	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	0	20	47	67	4,145.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	67	61.88	4,145.96	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	14	51	65	7,875.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	65	121.16	7,875.40	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	12	53	65	1,453.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	65	22.36	1,453.40	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	15	46	61	681.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	61	11.18	681.98	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	10	53	63	1,421.91	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	63	22.57	1,421.91	
71	31151507-TW-P01	TWINE, plastic	roll	0	0	14	14	932.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14	66.62	932.68	



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 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				
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
72	4111604-RU-P02	RULER, plastic, 450 mm	piece	0	3	48	51	848.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	51	16.64	848.64	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	3	3	44.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	14.82	44.46	
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,534.72	0.00	
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	266.24	0.00	
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	2	2	65.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	32.97	65.94	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	0	7	60	67	584.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	67	8.72	584.24	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	0	10	58	68	1,003.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	68	14.75	1,003.00	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	45	45	1,150.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	45	25.56	1,150.20	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	43	43	2,409.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	43	56.04	2,409.72	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	0	0	165	165	1,902.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	165	11.53	1,902.45	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	21	21	702.03	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21	33.43	702.03	
83	44111515-DF-B01	DATA FILE BOX	piece	0	0	39	39	3,010.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	39	77.20	3,010.80	
84	44122011-DF-F01	DATA FOLDER	piece	0	0	21	21	1,441.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21	68.64	1,441.44	
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	0	0	9	9	4,085.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	453.96	4,085.64	
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	2	5	7	5,350.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	764.40	5,350.80	
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	2	6	8	7,845.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	980.72	7,845.76	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	0	3	11	14	10,337.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14	738.40	10,337.60	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	0	205	205	6,250.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	205	30.49	6,250.45	
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	0	0	2	2	865.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	432.52	865.04	
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	0	0	1	1	488.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	488.80	488.80	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	2	10	12	136.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	11.41	136.92	
93	44101714-FX-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,642.00	0.00	
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	0	55	10	65	6,151.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	65	94.64	6,151.60	
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	18	18	1,533.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	85.20	1,533.60	
96	44122018-FT-D01	FILE TAB/INDEX DIVIDER, bristol board, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.13	0.00	
97	44122018-FT-D02	FILE TAB/INDEX DIVIDER, bristol board, legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00	
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	0	0	1	1	270.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	270.40	270.40	
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	0	0	1	1	286.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	286.52	286.52	
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces 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	0.00	0	187.54	0.00	
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces 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	0.00	0	238.57	0.00	
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	0	0	4	4	3,810.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	952.64	3,810.56	
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	0	0	1	1	289.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	289.12	289.12	
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	0	0	4	4	1,333.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	333.26	1,333.04	
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets 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	0.00	0	63.11	0.00	
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	0	0	9	9	374.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	41.60	374.40	
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	0	20	17	37	1,356.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	37	36.66	1,356.42	
108	44121708-MP-B01	MARKER, Permanent, Black	piece	0	7	108	115	859.05	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	115	7.47	859.05	
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	7	62	69	515.43	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	69	7.47	515.43	
110	44121708-MP-B03	MARKER, Permanent, Red	piece	0	0	42	42	313.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	42	7.47	313.74	



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 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	
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	10	69	79	762.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	79	9.65	762.35	
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	10	30	40	386.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	9.65	386.00	
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	0	5	5	48.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	9.65	48.25	
114	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	30	46	76	670.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	76	8.82	670.32	
115	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	0	35	51	86	1,185.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	86	13.78	1,185.08	
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,297.60	0.00	
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	0	2	33	35	727.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35	20.79	727.65	
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	17	17	3,618.79	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17	212.87	3,618.79	
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	0	0	15	15	2,262.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	150.80	2,262.00	
120	44122037-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	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	274.23	0.00	
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	0	0	11	11	1,487.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	135.20	1,487.20	
122	44121905-SP-F01	STAMP PAD, felt	piece	0	2	18	20	798.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	39.92	798.40	
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	0	0	67	67	2,235.79	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	67	33.37	2,235.79	
124	44121615-ST-S01	STAPLER, standard type	piece	0	5	25	30	4,368.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	145.60	4,368.00	
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	0	0	5	5	4,440.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	888.16	4,440.80	
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	0	0	32	32	891.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	32	27.87	891.84	
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	18	18	1,310.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	72.80	1,310.40	
<b>PAPER MATERIALS AND PRODUCTS</b>																											
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	0	0	11	11	920.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	83.72	920.92	
129	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets 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	0.00	0	882.55	0.00	
130	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets 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	0.00	0	1,166.88	0.00	
131	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets 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	0.00	0	1,528.80	0.00	
132	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets 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	0.00	0	1,026.48	0.00	
133	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets 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	0.00	0	790.40	0.00	
134	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets 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	0.00	0	1,508.00	0.00	
135	14111609-LL-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	0	0	8	8	6,359.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	794.96	6,359.68	
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	0	55	28	83	3,075.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	83	37.06	3,075.98	
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	0	58	39	97	5,750.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	97	59.28	5,750.16	
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	0	53	29	82	4,264.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	82	52.00	4,264.00	
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	70	17	87	1,047.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	87	12.04	1,047.48	
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	0	90	206	296	49,032.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	296	165.65	49,032.40	
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	0	51	122	173	32,728.14	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	173	189.18	32,728.14	
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0	81	81	11,156.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	81	137.74	11,156.94	
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	0	0	90	90	14,301.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	90	158.91	14,301.90	
144	14111531-PP-R01	PAD PAPER, ruled	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	21.53	0.00	
145	14111503-PA-P01	PAPER, parchment, 100 sheets 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	0.00	0	98.05	0.00	
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	0	5	25	30	1,872.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	62.40	1,872.00	
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	0	5	22	27	2,808.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	27	104.00	2,808.00	
148	14111818-TH-P02	THERMAL PAPER, 216mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	55.64	0.00	
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	0	0	686	686	23,186.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	686	33.80	23,186.80	
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	0	0	173	173	14,933.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	173	86.32	14,933.36	

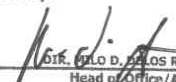


Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (or of 28 July 2022)	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																											
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	0	0	100	100	8,085.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	80.85	8,085.00	
<b>PESTICIDES OR PEST REPELLENTS</b>																											
152	10191509-IT-A01	INSECTICIDE, 600ml	can	0	0	70	70	9,755.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	70	139.36	9,755.20	
<b>PRINTED PUBLICATIONS</b>																											
153	55101524-RA-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	0.00	0	0	0	0	0.00	0	37.21	0.00	
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																											
8	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	0	0	6	6	1,497.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	249.60	1,497.60	
9	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	0	0	4	4	998.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	249.60	998.40	
10	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	0	4	4	998.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	249.60	998.40	
11	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	0	4	4	998.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	249.60	998.40	
48	44103105-HP-743	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	0	0	5	5	2,121.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	424.32	2,121.60	
49	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	5	5	2,121.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	424.32	2,121.60	
50	44103105-HP-C5C	INK CARTRIDGE, HP L8551AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
						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	
						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>																											
P 667,255.66																											
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																											
P 66,725.57																											
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																											
P -																											
<b>D. GRAND TOTAL (A + B + C)</b>																											
P 667,981.23																											
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																											
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:   
 PAULO L. GERVASIO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 ANTHONY G. MERCADO  
 Accountant / Budget Officer

Approved by:   
 DIR. PAULO D. BELOS REYES, CESE  
 Head of Office/Agency

Date Prepared: September 21, 2022