

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 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) to the agency's Virtual Store account on
- 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: PhilRice-Isabela
Region: Region 02
Address: Alicia, Road, Malasin, San Mateo, Isabela

Agency Code/UACS: _____
Organization Type: _____

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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	75	0	0	75	10,452.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75.00	139.36		10452.00
PERFUMES OR COLOGNES OR FRAGRANCES																											
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	80	0	0	80	12,114.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80.00	151.43		12114.40
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	560	0	0	560	37,273.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	560.00	66.56		37273.60
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	40	0	0	40	15,516.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	387.92		15516.80
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	6	4	10	20	871.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	43.58		871.60
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	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	455.00		0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	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	207.75		0.00
COLOR COMPOUNDS AND DISPERSIONS																											
8	12171703-SF-P01	INK, for stamp pad	bottle	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	31.52		0.00
FILMS																											
9	13111203-AC-F01	ACETATE	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	0.00	847.82		0.00
10	13111201-CF-P01	CARBON FILM, A4	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	221.00		0.00
11	13111201-CF-P02	CARBON FILM, legal	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	208.52		0.00
PAPER MATERIALS AND PRODUCTS																											
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	30	0	0	30	2,511.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	83.72		2511.60
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	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	882.55		0.00
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 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	1029.60		0.00
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 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	1528.80		0.00
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	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	906.36		0.00

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
				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	884.00	0.00
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	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	1508.00	0.00
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 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	794.96	0.00
19	14111609-LL-C01	LOOSELEAF COVER, legal	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	37.06	1111.80
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	30	0	0	30	1,111.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	59.28	1185.60
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	20	0	0	20	1,185.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	54.08	0.00
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	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	12.04	0.00
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	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	136.66	11616.10
24	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	85	0	0	85	11,616.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	85.00	127.71	12132.45
25	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	95	0	0	95	12,132.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	95.00	98.26	3733.88
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	38	0	0	38	3,733.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	38.00	118.46	2013.82
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	17	0	0	17	2,013.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17.00	29.12	0.00
28	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	0.00	98.05	0.00
29	14111503-PA-P01	PAPER, parchment	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	55.64	0.00
30	14111818-TH-P02	Thermal Paper, 55GSM (-5%), 1/2 Core, 216mm x 30m	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	0.00	70.72	1060.80
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	15	0	0	15	1,060.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	101.92	1019.20
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	10	0	0	10	1,019.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	86.84	7641.92
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	88	0	0	88	7,641.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	88.00	34.84	3867.24
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	111	0	0	111	3,867.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	111.00	33.80	0.00
35	14111704-TT-P04	TOILET TISSUE PAPER, Interfolded Paper Towel	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	0.00		
BATTERIES AND CELLS AND ACCESSORIES																										
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	110	0	0	110	3,993.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	110.00	36.30	3993.00
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	177	0	0	177	3,492.21	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	177.00	19.73	3492.21
38	26111702-BT-A03	BATTERY, dry Cell, size D	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	0.00	96.20	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
39	31201610-GL-J01	GLUE, all purpose	jar	5	0	0	5	357.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	71.50	357.50
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	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	19.76	0.00
41	31151804-SW-S01	STAPLE WIRE, standard	box	20	0	0	20	448.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	22.41	448.20
42	31201502-TA-E01	TAPE, electrical	roll	15	0	0	15	280.05	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	18.67	280.05
43	31201503-TA-M01	TAPE, masking, 24mm	roll	20	0	0	20	1,092.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	54.60	1092.00
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	15	0	0	15	1,599.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	106.60	1599.00
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	10	0	0	10	223.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	22.36	223.60
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	40	0	0	40	403.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	10.09	403.60
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	35	0	0	35	698.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35.00	19.97	698.95
48	31151507-TW-P01	TWINE, plastic	roll	10	0	0	10	582.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	58.24	582.40
HEATING AND VENTILATION AND AIR CIRCULATION																										
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	1	0	0	1	1,109.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1109.68	1109.68
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	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	0.00	1369.68	0.00
51	40101604-EF-S01	ELECTRIC FAN, stand type	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	0.00	856.86	0.00
52	40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	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	0.00	674.96	0.00
MEDICAL THERMOMETERS AND ACCESSORIES																										
53	41112224-TG-T02	THERMOGUN	piece	13	0	0	13	32,921.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	2532.40	32921.20

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
LIGHTING AND FIXTURES AND ACCESSORIES																										
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	20	0	0	20	4,116.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	205.82	4116.40
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	20	0	0	20	1,643.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	82.16	1643.20
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
56	41111604-RU-P02	RULER, plastic, 450mm	piece	5	0	0	5	88.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	17.68	88.40
CLEANING EQUIPMENT AND SUPPLIES																										
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	44	0	0	44	3,969.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	44.00	90.22	3969.68
58	47131604-BR-S01	BROOM, soft, tambo	piece	12	0	0	12	1,634.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	136.24	1634.88
59	47131604-BR-T01	BROOM, stick, ting-ting	piece	29	0	0	29	527.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29.00	18.20	527.80
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	119	0	0	119	4,950.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	119.00	41.60	4950.40
61	47131805-CL-P01	CLEANSER, scouring powder	can	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	23.92	0.00
62	47131811-DE-B02	DETERGENT BAR, 140g	piece	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	8.30	0.00
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	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	0.00	54.08	0.00
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	55	0	0	55	7,092.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	55.00	128.96	7092.80
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	6	0	0	6	148.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	24.83	148.98
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	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	131.25	0.00
67	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	55	0	0	55	5,662.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	55.00	102.96	5662.80
68	47131802-FW-P02	FLOOR WAX, paste type, red	can	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	309.76	0.00
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	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	120.12	0.00
70	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	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	0.00	2288.00	0.00
71	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece	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	124.80	0.00
72	47131619-MP-R01	MOPHEAD, made of rayon	piece	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	123.76	0.00
73	47131501-RG-C01	RAGS, all cotton	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	53.82	0.00
74	47131602-SC-N01	SCOURING PAD	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	0.00	112.32	0.00
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	40	0	0	40	5,387.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	134.68	5387.20
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	27.96	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
77	43211507-DSK001	DESKTOP FOR BASIC USERS	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	0.00	24,793.60	0.00
78	43211507-DSK002	DESKTOP FOR MID-RANGE USERS	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	0.00	42,390.40	0.00
79	43211503-LAP001	LAPTOP FOR MID-RANGE USERS	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	0.00	41,392.00	0.00
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	1	0	0	1	2,598.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	2598.84	2598.84
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
88	44121710-CH-W01	CHALK, white enamel	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	29.64	0.00
89	44122105-BF-C01	CLIP, backfold, 19mm	box	7	0	0	7	61.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	8.76	61.32
90	44122105-BF-C02	CLIP, backfold, 25mm	box	9	0	0	9	136.98	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	15.22	136.98
91	44122105-BF-C03	CLIP, backfold, 32mm	box	29	0	0	29	648.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29.00	22.36	648.44
92	44122105-BF-C04	CLIP, backfold, 50mm	box	28	0	0	28	1,528.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28.00	54.60	1528.80
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	35	0	0	35	408.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	35.00	11.68	408.80
94	44111515-DF-B01	DATA FILE BOX	piece	8	0	0	8	617.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	77.20	617.60
95	44122011-DF-F01	DATA FOLDER	piece	120	0	0	120	8,236.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	120.00	68.64	8236.80
96	44121506-EN-D01	ENVELOPE, documentary, A4	box	7	0	0	7	4,711.63	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	673.09	4711.63

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			
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	7	0	0	7	6,490.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	927.16	6490.12
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	1	0	0	1	738.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	738.40	738.40
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	100	0	0	100	3,049.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	30.49	3049.00
100	44121506-EN-M02	ENVELOPE, mailing	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	378.20	0.00
101	44121504-EN-W02	ENVELOPE, mailing, with window	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	433.68	0.00
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	3	0	0	3	30.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	10.30	30.90
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	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	83.41	0.00
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	4	0	0	4	344.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	86.04	344.16
105	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	10	0	0	10	111.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	11.13	111.30
106	44122018-FT-D02	FILE TAB DIVIDER, legal	set	10	0	0	10	142.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	14.23	142.30
107	44122011-FO-P01	FOLDER, fancy, with slide, A4	bundle	5	0	0	5	1,352.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	270.40	1352.00
108	44122011-FO-F02	FOLDER, fancy, with slide, legal	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	311.88	0.00
109	44122011-FO-L01	FOLDER, L-type, A4	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	0.00	171.43	0.00
110	44122011-FO-L02	FOLDER, L-type, legal	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	0.00	243.24	0.00
111	44122027-FO-P01	FOLDER, pressboard	box	1	0	0	1	952.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	952.64	952.64
112	44122011-FO-T03	FOLDER, with tab, A4	pack	2	0	0	2	558.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	279.00	558.00
113	44122011-FO-T04	FOLDER, with tab, legal	pack	2	0	0	2	642.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	321.36	642.72
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	40	0	0	40	2,267.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	56.68	2267.20
115	44111515-MF-B02	MAGAZINE FILE BOX, large	piece	4	0	0	4	166.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	41.60	166.40
116	44121716-MA-F01	MARKER, fluorescent	set	50	0	0	50	1,833.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	36.66	1833.00
117	44121708-MW-B01	MARKER, whiteboard, black	piece	60	0	0	60	802.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60.00	13.38	802.80
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	15	0	0	15	200.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	13.38	200.70
119	44121708-MW-B03	MARKER, whiteboard, red	piece	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	13.38	0.00
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	65	0	0	65	583.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	65.00	8.98	583.70
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	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	8.98	0.00
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	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	8.98	0.00
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	10	0	0	10	77.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	7.76	77.60
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	12	0	0	12	165.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	13.78	165.36
125	44121706-PE-L01	PENCIL, lead, with eraser	box	6	0	0	6	124.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	20.79	124.74
126	44122037-RB-P10	RING BINDER, plastic, 32mm	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	239.79	0.00
127	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	1.00	100.05	100.05
128	44121905-SP-F01	STAMP PAD, felt	piece	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	34.95	0.00
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	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	14.82	0.00
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	5	0	0	5	167.15	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	33.43	167.15
131	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	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	453.96	0.00
132	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	2.00	202.67	405.34
133	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	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	150.80	0.00
134	44121618-SS-S01	SCISSORS, symmetrical	pair	5	0	0	5	202.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	40.56	202.80
135	44121615-ST-S01	STAPLER, standard type	piece	2	0	0	2	280.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	140.40	280.80
136	44121615-ST-B01	STAPLER, heavy duty, binder type	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	0.00	914.22	0.00
137	44121613-SR-P01	STAPLE REMOVER, plier type	piece	5	0	0	5	124.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	24.90	124.50

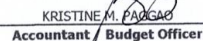
Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	1	0	0	1	64.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	64.20	64.20	
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacit	unit	1	0	0	1	9,534.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	9534.72	9534.72	
140	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	0.00	346.85	0.00	
141	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	0.00	5642.00	0.00	
142	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	0.00	9297.60	0.00	
143	44101603-PS-M01	PAPER SHREDDER	unit	2	0	0	2	11,398.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	5699.20	11398.40	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																											
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
FLAG OR ACCESSORIES																											
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	20	0	0	20	5,696.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	284.84	5696.80	
PRINTED PUBLICATIONS																											
290	55101524-RA-H01	HANDBOOK (RA 9184), 8th edition	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	0.00	37.21	0.00	
FIRE FIGHTING EQUIPMENT																											
CONSUMER ELECTRONICS																											
FURNITURE AND FURNISHINGS																											
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.04	0.00	
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	38.41	0.00	
300	60121534-ER-P01	ERASER, plastic/rubber	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4.37	0.00	
301	60121524-SP-G01	SIGN PEN, black	piece	185	0	0	185	3,748.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	185.00	20.26	3748.10	
302	60121524-SP-G02	SIGN PEN, blue	piece	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	20.26	0.00	
303	60121524-SP-G03	SIGN PEN, red	piece	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	20.26	0.00	
304	60121124-WR-P01	WRAPPING PAPER, kraft	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	0.00	154.84	0.00	
A. TOTAL																							P	277,851.85			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	27,785.19			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-			
D. GRAND TOTAL (A + B+ C)																							P	305,637.04			
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:


ROUELLA S. MELEGRITO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by:


KRISTINE M. PADGAO
Accountant / Budget Officer


JOY BANTOLOMEA DULDULAO
Head of Office/Agency

Date Prepared: _____