

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

APP-CSE 2023 FORM as of September 14, 2022

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 accomplished accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phillips.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 appsca.helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.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: DepEd Sultan Kudarat Division Agency Code/UNSC: 070010812004 MELVIN P. FORTUNA
 Region: XII Organization Type: NCA AO IV (SUPPLY OFFICER II)
 Address: Brig. Keenan, Sultan Sultan Kudat Position: Officer in Charge
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue use for the year 2022	Total Amount for the year									
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount					
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																									
ALCOHOL OR ACTONE BASED ANTISEPTICS																									
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 mL bottle	45	70	59	174	8,325.90	59	82	59	200	9,570.00	59	82	59	200	9,570.00	71	70	64	205	9,800.25	779	47.85	37,275.15
2	12191601-AL-ED3	ALCOHOL, Ethyl, 1 Gallon gallon	18	14	15	47	15,535.85	18	14	15	47	15,535.85	18	14	15	47	15,535.85	18	14	15	47	15,535.85	188	330.55	62,143.40
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	60121413-CB-F01	CLEARBOOK, 20 transparent pockets, A4 piece	16	0	0	16	576.56	10	0	0	10	329.10	11	0	0	11	362.01	10	0	0	10	329.10	47	32.91	1,546.77
4	60121413-CB-F02	CLEARBOOK, 20 transparent pockets, legal piece	24	0	0	24	872.64	10	0	0	10	363.60	11	0	0	11	399.96	10	0	0	10	363.60	55	36.36	1,999.80
5	60121534-ER-F01	ERASER, plastic/ rubber piece	15	4	4	23	102.81	5	4	4	13	58.11	10	4	4	18	80.46	5	4	4	13	58.11	67	4.87	299.49
6	60121534-SP-G01	SIGN PEN, Black, liquid or gel piece	43	31	31	105	2,331.00	43	31	31	105	2,331.00	43	31	31	105	2,331.00	31	31	34	96	2,131.20	411	22.20	9,124.20
7	60121534-SP-G02	SIGN PEN, Blue, liquid or gel piece	197	184	187	568	12,609.60	197	184	197	578	12,831.60	197	184	197	578	12,831.60	192	315	171	678	15,060.58	2,402	22.20	53,333.48
8	60121534-SP-G03	SIGN PEN, Red, liquid or gel piece	20	12	12	44	976.80	16	12	12	40	888.00	16	12	12	40	888.00	16	12	12	40	888.00	164	22.20	3,640.80
9	601215124-WR-F01	WRAPPING PAPER, kraft, 50 sheets per pack pack	0	1	0	1	161.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	161.20	161.20
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																								Total Quantity for this year	Price Catalog use (as of 28 July 2022)	Total Amount for the year
				Monthly Quantity Requirement																										
				Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount	Oct	Nov	Dec	Q4 Amount											
10	45121517-00-C02	DOCUMENT CAMERA, 8 MP	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	23,623.50	0.00				
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	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	16,598.00	0.00				
BATTERIES AND CELLS AND ACCESSORIES																														
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister	pack	17	11	10	38	778.62	11	10	10	31	635.19	17	10	10	37	758.13	11	10	10	31	635.19	137	20.49	2,807.13				
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister	pack	10	2	1	13	238.42	4	1	1	6	110.04	10	1	1	12	220.08	4	2	2	8	146.72	39	18.34	715.26				
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister p	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	56.20	0.00				
CLEANING EQUIPMENT AND SUPPLIES																														
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	33	26	26	85	6,939.40	32	27	25	84	6,657.76	33	26	26	85	6,939.40	32	27	26	85	6,939.40	319	81.64	27,675.96				
16	47131604-BR-S01	BROOM, Soft (Walls Tambo)	piece	30	11	12	53	7,220.72	18	12	12	42	5,722.08	22	12	12	46	6,267.04	22	12	12	46	6,267.04	187	136.24	25,476.88				
17	47131604-BR-T01	BROOM, Stick (Walls Ting-ting)	piece	20	8	8	36	820.08	14	8	8	30	683.40	18	8	8	34	774.52	16	8	8	32	728.96	132	22.78	3,006.96				
18	47131809-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	22	12	14	48	1,996.80	21	12	14	47	1,955.20	21	12	14	47	1,955.20	21	12	14	47	1,955.20	189	41.60	7,862.40				
19	47131805-CL-P01	CLEANER, Scouring Powder, 350g	can	9	5	6	20	478.40	8	5	6	19	454.48	8	5	6	19	454.48	8	5	6	19	454.48	77	23.92	1,841.84				
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	12	5	6	23	190.90	9	5	6	20	166.00	9	5	6	20	166.00	11	5	6	22	182.60	85	8.30	705.50				
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	45	37	39	121	6,543.68	42	37	39	118	6,381.44	42	37	39	118	6,381.44	44	37	39	120	6,489.60	477	54.08	25,796.16				
22	47131803-OS-A01	DISENTECTANT SPRAY, Aerosol type, 400g	can	33	27	29	89	12,450.21	20	20	20	60	8,393.40	20	20	20	60	8,393.40	20	20	20	60	8,393.40	269	139.89	37,630.41				
23	47131601-OU-P01	DUST PAN, rigid non-breakable plastic	piece	14	1	1	16	442.24	7	1	1	9	248.76	10	1	2	13	359.32	7	1	1	9	248.76	47	27.64	1,299.08				
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	1	0	1	309.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	309.76	309.76				
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	20	6	8	34	4,084.08	18	7	7	32	3,843.84	20	6	8	34	4,084.08	16	7	6	29	3,463.48	129	120.12	15,495.48				
26	73101612-HS-I01	LIQUID HAND SOAP, 500mL	bottle	35	22	22	79	3,393.05	35	22	22	79	3,393.05	35	22	22	79	3,393.05	32	22	22	76	3,264.20	313	42.95	13,443.35				
27	47121804-MP-B01	MOP BLOCKET, heavy duty, hard plastic, 30 liters capac	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	2,288.00	0.00				
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	8	3	1	12	1,497.60	2	3	1	6	748.80	5	4	1	10	1,248.00	2	3	1	6	748.80	34	124.80	4,243.20				
29	47131619-MP-B01	MOPHEAD, made of rayon	piece	6	3	3	12	1,470.12	2	5	1	8	980.08	7	3	3	13	1,592.63	2	5	1	8	980.08	41	122.51	5,022.91				
30	47131501-AG-C01	RAGS, all cotton, 1 big per bundle	bundle	11	5	6	22	1,169.08	9	5	6	20	1,062.80	10	5	6	21	1,115.94	9	5	6	20	1,062.80	83	53.14	4,410.62				
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	4	0	0	4	231.72	1	0	0	1	57.93	3	0	0	3	173.79	1	0	0	1	57.93	9	57.93	521.37				
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	32	28	29	89	12,819.56	20	20	20	60	8,642.40	20	20	20	60	8,642.40	20	20	20	60	8,642.40	269	144.04	38,746.76				
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	28	20	17	65	2,074.15	21	17	17	55	1,755.05	25	17	17	59	1,880.69	21	17	17	55	1,755.05	234	31.91	7,466.94				
COLOR COMPOUNDS AND DISPERSIONS																														
34	12171703-SF-P01	INK, for stamp pad, 50mL	bottle	16	8	9	33	954.03	13	8	9	30	867.30	15	8	9	32	975.12	12	8	11	31	896.21	126	28.91	3,642.66				
CONSUMER ELECTRONICS																														
35	52161535-DV-R01	DIGITAL VOICE RECORDER	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	7,339.16	0.00				
FACE MASK																														

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalog for the year	Total Amount for the year	
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4				
36	42121713-SM-H06	FACE MASK, 3 ply, 100 pieces per box	box	78	63	66	207	16,042.50	50	50	150	11,625.00	50	50	150	11,625.00	50	50	150	11,625.00	657	77.50	50,917.50
FILMS																							
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	1	0	1	969.88	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	1	969.88	
38	13111201-CF-F01	CARBON FILM, 44, 100 sheets per box	box	0	1	0	1	221.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	1	221.00	
39	13111201-CF-F02	CARBON FILM, Legal, 100 sheets per box	box	1	0	0	1	238.54	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	1	238.54	
FIRE FIGHTING EQUIPMENT																							
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCC	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
FLAG OR ACCESSORIES																							
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	2	0	0	2	569.68	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	2	284.84	
FURNITURE AND FURNISHINGS																							
43	56101504-CH-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
44	56101504-CH-W01	MONOBLOC CHAIR, white	piece	100	0	0	100	34,492.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	100	34,492.00	
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																							
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																							
51	43211507-DS-K01	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
52	43211507-DS-K02	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	13	0	0	13	36,301.20	5	0	5	13,962.00	5	0	5	13,962.00	5	0	5	13,962.00	28	2,792.40	
54	43211503-LAP-001	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
55	43211503-LAP-002	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
56	43211708-MO-C01	MOUSE, OPTICAL, USB connection type	unit	20	1	6	27	4,043.52	20	1	6	27	4,043.52	20	1	6	27	4,043.52	20	1	6	27	
57	43212102-PR-F02	PRINTER, Impact, Doc Matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
58	43212102-PR-F01	PRINTER, Impact, Doc Matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
59	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																							

Item & Specifications				Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue for the year (30 July 2022)	Total Amount for the year							
					Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount			
60	39101628-1B-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	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	75.61	0.00
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watt	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	205.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201610-G1-J01	GLUE, all-purpose, 200 grams	jar	29	7	7	43	3,040.96	12	7	7	26	1,838.72	13	7	7	27	1,909.44	12	7	7	26	1,838.72	122	70.72	8,627.84
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	41	11	11	63	1,420.65	27	11	11	49	1,104.95	15	11	23	49	1,104.95	15	11	11	37	834.35	198	22.55	4,461.90
64	31151804-SW-S01	STAPLE WIRE, standard	box	45	10	9	64	1,520.64	27	9	9	45	1,059.20	32	19	9	60	1,425.60	27	9	25	61	1,449.36	230	21.76	5,064.80
65	31201502-TA-E01	TAPE, electrical	roll	17	0	0	17	330.65	1	0	0	1	19.45	3	0	0	3	58.35	1	0	0	1	19.45	22	19.45	427.90
66	31201503-TA-H01	TAPE, masking, 24mm	roll	25	2	3	30	1,856.40	22	2	3	27	1,670.76	23	2	3	28	1,732.64	10	2	3	15	928.20	100	61.88	6,188.00
67	31201503-TA-H02	TAPE, masking, 48 mm	roll	24	3	3	30	3,634.80	21	3	3	27	3,271.32	22	3	3	28	3,392.48	9	3	5	17	2,059.72	102	121.16	12,358.32
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	40	9	9	58	1,296.88	29	9	10	48	1,073.28	32	9	9	50	1,118.00	20	9	10	39	872.04	195	22.36	4,360.20
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	26	2	3	31	346.58	21	2	3	26	290.68	23	2	3	28	313.04	9	2	3	14	156.52	99	11.18	1,106.82
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	27	7	4	38	857.66	31	3	5	39	880.23	23	3	5	31	699.67	9	4	6	19	428.83	127	22.57	2,866.39
71	31151507-TW-H01	TWINE, plastic	roll	5	1	1	7	466.34	3	1	1	5	333.10	4	1	1	6	399.72	3	1	2	6	399.72	24	66.62	1,598.88
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111604-RL-P02	RULER, plastic, 450 mm	piece	29	0	0	29	482.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29	16.64	482.56
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121612-RL-H01	BLADE, for general purpose cutter/utility knife, 10 piece	tube	5	0	0	5	74.10	0	0	0	0	0.00	1	0	0	1	14.82	0	0	0	0	0.00	6	14.82	88.92
74	44101602-9P-H01	BINDING AND PUNCHING MACHINE, 50mm binding ca	unit	1	0	0	1	9,534.72	1	0	0	1	9,534.72	0	0	0	0	0.00	0	0	0	0	0.00	2	9,534.72	19,069.44
75	44101807-CA-C01	CALCULATOR, Compact	unit	45	2	2	49	13,045.76	0	0	0	0	0.00	5	1	0	6	1,597.44	0	0	0	0	0.00	55	266.24	14,643.20
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	1	0	0	1	32.97	0	0	0	0	0.00	1	0	0	1	32.97	0	0	0	0	0.00	2	32.97	65.94
77	441212105-9F-C01	CLIP, backfold, 19mm	box	43	5	15	63	549.36	30	15	11	56	488.32	36	5	20	61	531.92	31	15	11	57	497.04	227	8.72	2,066.64
78	441212105-9F-C02	CLIP, backfold, 25mm	box	39	3	13	55	811.25	29	13	8	50	737.50	34	3	18	55	811.25	29	13	8	50	737.50	210	14.75	3,097.50
79	441212105-9F-C03	CLIP, backfold, 32mm	box	51	14	19	84	2,147.04	36	19	9	64	1,635.84	41	9	19	69	1,763.64	36	19	9	64	1,635.84	281	25.56	7,282.36
80	441212105-9F-C04	CLIP, backfold, 50mm	box	43	8	13	64	3,586.56	33	18	8	59	3,306.36	38	8	18	64	3,586.56	33	18	8	59	3,306.36	246	56.04	13,785.84
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	119	63	81	263	3,032.39	103	63	81	247	2,841.91	105	60	83	248	2,859.44	105	60	73	238	2,744.14	996	11.53	11,483.88
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	22	0	0	22	735.46	3	0	0	3	100.29	5	0	0	5	167.15	3	0	0	3	100.29	33	33.43	1,103.19
83	44111515-9F-R01	DATA FILE BOX	piece	80	16	15	111	8,569.20	37	8	6	51	3,937.20	32	8	7	47	3,628.40	37	8	6	51	3,937.20	260	77.20	20,072.00
84	44122011-9F-F01	DATA FOLDER	piece	165	0	0	165	11,325.60	73	0	0	73	5,010.72	68	0	0	68	4,667.52	71	0	0	71	4,873.44	377	68.64	25,877.28
85	44103201-DS-H01	DATING AND STAMPING MACHINE	piece	24	1	1	26	11,802.96	4	1	1	6	2,723.76	5	1	1	7	3,177.72	4	1	1	6	2,723.76	45	453.96	20,428.20
86	44121506-FH-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	16	0	0	16	12,230.40	13	0	0	13	9,937.20	15	0	0	15	11,466.00	13	0	0	13	9,937.20	57	764.40	43,570.80
87	44121506-FH-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	18	0	0	18	17,652.96	13	0	1	14	13,730.08	15	0	0	15	14,710.80	13	0	0	13	12,749.36	60	980.72	58,843.20

Item & Specifications				Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalog (in of 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			
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	15	0	0	0	15	11,076.00	12	0	0	12	8,860.80	15	0	0	15	11,076.00	12	0	0	12	8,860.80	54	738.40	39,873.60
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	17	0	5	22	670.78	12	5	0	0	17	518.33	17	0	5	22	670.78	12	5	0	17	518.33	78	30.49	2,378.22
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	17	0	0	17	7,352.84	14	0	0	0	14	6,055.28	15	0	0	15	6,487.80	14	0	0	14	6,055.28	60	432.52	25,951.20
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	13	0	0	13	6,354.40	12	0	0	0	12	5,865.60	12	0	0	12	5,865.60	12	0	0	12	5,865.60	48	488.80	23,951.20
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.41	0.00
93	44101714-FR-M01	FACSIMILE MACHINE	unit	2	0	0	2	11,284.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,642.00	11,284.00
94	44121118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	37	5	6	48	4,542.72	10	7	5	22	2,082.08	12	6	6	24	2,271.36	10	12	10	32	3,028.48	126	94.64	11,924.64	
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	22	0	0	22	1,874.40	12	0	0	0	12	1,022.40	12	0	0	12	1,022.40	12	0	0	12	1,022.40	58	85.20	4,941.60
96	44122018-FT-001	FILE TAB/INDEX DIVIDER, Bristol board, A4	set	11	0	0	11	122.43	11	0	0	0	11	122.43	11	0	0	11	122.43	11	0	0	11	122.43	44	11.13	489.72
97	44122018-FT-002	FILE TAB/INDEX DIVIDER, Bristol board, legal	set	5	11	0	16	227.68	1	11	0	0	12	170.76	5	11	0	16	227.68	5	11	0	16	227.68	60	14.23	853.80
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	6	0	0	6	1,622.40	6	0	0	0	6	1,622.40	1	0	0	1	270.40	6	0	0	6	1,622.40	19	270.40	5,137.60
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	12	0	0	12	3,438.24	2	0	0	0	2	573.04	2	0	0	2	573.04	2	0	0	2	573.04	18	286.52	5,137.36
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	21	0	0	21	3,938.34	1	0	0	1	187.54	1	0	0	1	187.54	1	0	0	1	187.54	24	187.54	4,500.96	
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	23	0	0	23	5,487.11	2	0	0	0	2	477.14	2	0	0	2	477.14	2	0	0	2	477.14	29	238.57	6,918.53
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	8	1	3	12	11,431.68	5	1	3	9	8,573.76	6	1	3	10	9,526.40	5	1	3	9	8,573.76	40	952.64	38,105.60	
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	1	0	0	1	289.12	1	0	0	0	1	289.12	1	0	0	1	289.12	1	0	0	1	289.12	4	289.12	1,156.48
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	1	0	0	1	333.26	1	0	0	0	1	333.26	1	0	0	1	333.26	1	0	0	1	333.26	4	333.26	1,333.04
105	44122008-FT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	11	0	0	11	694.21	5	0	0	0	5	315.55	5	0	0	5	315.55	5	0	5	10	631.10	31	63.11	1,956.41
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	3	0	0	3	124.80	0	0	0	0	0	0.00	3	0	0	3	124.80	0	0	0	0	0.00	6	41.60	249.60
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	30	6	3	39	1,429.74	26	6	3	35	1,283.10	26	6	3	35	1,283.10	23	9	9	41	1,503.06	150	36.66	5,499.00	
108	44121708-MP-B01	MARKER, Permanent, Black	piece	72	8	8	88	657.36	48	8	8	64	478.08	50	8	8	66	493.02	60	8	13	81	665.07	299	7.47	2,233.53	
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	12	0	6	18	134.46	12	6	0	0	18	134.46	15	0	0	15	112.05	15	0	0	15	112.05	66	7.47	493.02
110	44121708-MP-B03	MARKER, Permanent, Red	piece	2	0	0	2	14.94	0	0	0	0	0	0.00	2	0	0	2	14.94	0	0	0	0	0.00	4	7.47	29.88
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	17	6	7	30	289.50	7	6	7	20	193.00	7	6	7	20	193.00	7	6	7	20	193.00	90	9.65	868.50	
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.65	0.00
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.65	0.00
114	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	24	2	9	35	308.70	12	3	7	22	194.04	13	2	16	31	273.42	12	8	7	27	238.14	115	8.82	1,014.30	
115	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	19	2	2	23	316.94	16	2	7	25	344.50	11	2	16	29	399.62	5	7	2	14	182.92	91	13.78	1,253.98	
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	0	0	1	1	9,297.60	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,297.60	9,297.60
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	27	1	4	32	665.28	21	3	2	26	540.54	23	1	4	28	582.12	21	3	2	26	540.54	112	20.79	2,328.48	
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	47	5	6	58	12,346.46	23	11	5	39	8,301.93	26	5	11	42	8,940.54	23	6	5	34	7,237.58	173	212.87	36,826.51	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalog for the year 28 July 2022	Total Amount for the year									
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT					
149	14111794-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	42	36	37	115	3,887.00	41	37	36	114	3,853.20	42	36	37	115	3,887.00	41	37	37	115	3,887.00	459	33.80	15,514.20	
150	14111794-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	95	96	94	285	24,601.20	94	96	94	284	24,514.88	94	96	94	284	24,514.88	94	96	94	284	24,514.88	1127	86.32	98,145.84
PERFUMES OR COLOGNES OR FRAGRANCES																										
151	53131626-HS-501	LIQUID HAND SANITIZER, 500ml	bottle	20	10	10	40	3,234.00	20	10	10	40	3,234.00	20	10	10	40	3,234.00	20	10	10	40	3,234.00	160	80.85	12,936.00
PESTICIDES OR PEST REPELLENTS																										
152	10191509-IN-A01	INSECTICIDE, 600ml	can	12	3	3	18	2,508.48	7	3	4	14	1,951.04	7	3	4	14	1,951.04	8	6	3	17	2,369.12	63	139.36	8,779.68
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
		SIGN PEN, Green, liquid or gel	piece	4	4	4	12	336.00	4	4	4	12	336.00	4	4	4	12	336.00	4	4	4	12	336.00	48	28.00	1,344.00
		CORRECTION PEN, 5 ml	piece	5	0	0	5	150.00	5	0	0	5	150.00	5	0	0	5	150.00	5	0	0	5	150.00	20	30.00	600.00
		BALPEN, blue	piece	30	30	30	90	630.00	30	30	30	90	630.00	30	30	30	90	630.00	30	30	30	90	630.00	360	7.00	2,520.00
		SIGN PEN, blue, 1.0 mm	piece	9	5	5	19	532.00	9	5	5	19	532.00	9	5	5	19	532.00	9	5	5	19	532.00	76	28.00	2,128.00
		CORRECTION FLUID, 15 ml	piece	0	0	5	5	175.00	0	0	5	5	175.00	0	0	5	5	175.00	0	0	5	5	175.00	20	35.00	700.00
		BINDER CLIP, 51 mm	box	5	5	5	15	375.00	5	5	5	15	375.00	5	5	5	15	375.00	5	5	5	15	375.00	60	25.00	1,500.00
		BINDER CLIP, 25 mm	box	5	5	5	15	450.00	5	5	5	15	450.00	5	5	5	15	450.00	5	5	5	15	450.00	60	30.00	1,800.00
		DISHWASHING PASTE, 200 grams	piece	1	1	1	3	120.00	1	1	1	3	120.00	1	1	1	3	120.00	1	1	1	3	120.00	12	40.00	480.00
		FABRIC CONDITIONER, 600 ml	pouch	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	24	180.00	4,320.00
		TONER, Canon Imageclass Bp 6030	cartridge	6	3	3	12	18,000.00	5	3	3	11	16,500.00	6	3	3	12	18,000.00	5	3	3	11	16,500.00	46	1,500.00	69,000.00
		Pulper	piece	3	0	0	3	75.00	0	0	0	0	0.00	3	0	0	3	75.00	0	0	0	0	0.00	6	25.00	150.00
		Deodorizer (Adbros)	piece	10	10	10	30	1,140.00	10	10	10	30	1,140.00	10	10	10	30	1,140.00	10	10	10	30	1,140.00	120	38.00	4,560.00
A. TOTAL																							2,818,462.01			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								181,846.20		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								-		
D. GRAND TOTAL (A + B + C)																								2,000,308.21		
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																										

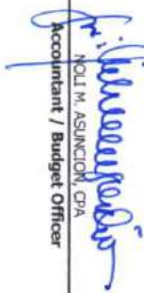
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year

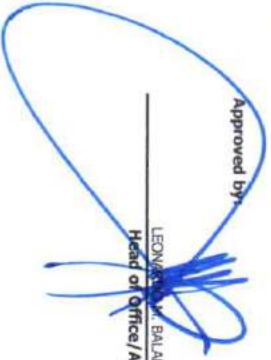
Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:


 Property Supply Officer


 Accountant / Budget Officer


 Head of Office / Agency