

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 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 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-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 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 quant 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 09182934426 or 09178478245, or email apccse.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.

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Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalog (as of 2/15/2025)					
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct			Nov	Dec	Q4	Q4 Amount	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																									
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
1	12191501-AL-6B4	ALCOHOL, Ethyl, 500 mL	bottle	400	0	0	400	19,140.00	400	0	0	400	19,140.00	400	0	0	400	19,140.00	400	0	0	400	19,140.00	1600	47.65
2	12191501-AL-6B3	ALCOHOL, Ethyl, 1 Gallon	gallon	6	0	0	6	1,983.30	6	0	0	6	1,983.30	6	0	0	6	1,983.30	6	0	0	6	1,983.30	24	336.55
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	60121413-CD-411	CLEANER, 20 transparent pockets, A4	piece	15	0	0	15	493.65	15	0	0	15	493.65	15	0	0	15	493.65	15	0	0	15	493.65	60	32.91
4	60121413-CD-412	CLEANER, 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	36.36
5	60121514-ER-201	ERASER, plastic/ rubber	piece	15	0	0	15	67.05	15	0	0	15	67.05	15	0	0	15	67.05	15	0	0	15	67.05	60	4.47
6	60121514-SP-G01	SIGN PEN, Black, liquid or gel	piece	60	0	0	60	1,332.00	60	0	0	60	1,332.00	60	0	0	60	1,332.00	60	0	0	60	1,332.00	240	22.20
7	60121514-SP-G02	SIGN PEN, Blue, liquid or gel	piece	20	0	0	20	444.00	0	0	0	0	0.00	20	0	0	20	444.00	0	0	0	0	0.00	40	22.20
8	60121514-SP-G03	SIGN PEN, Red, liquid or gel	piece	10	0	0	10	222.00	5	0	5	111.00	10	0	0	10	222.00	5	0	5	0	0.00	30	22.20	
9	60121114-WR-201	WRAPPING PAPER, kraft, 50 sheets 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	161.20
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
10	45121517-00-C12	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	23,623.60
11	45111519-00-C11	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	1	0	0	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00
BATTERIES AND CELLS AND ACCESSORIES																									
	26111702-6F-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	50	0	0	50	1,024.50	50	0	0	50	1,024.50	50	0	0	50	1,024.50	50	0	0	50	1,024.50	200	20.49

13	26111702-BT-A01	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	60	0	C	0	60	1,100.40	60	0	0	0	0	60	1,100.40	60	0	0	0	0	60	1,100.40	240	18.34	
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	C	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	96.20	
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131612-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	C	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	81.64	
16	47131604-BR-S01	BROOM, Soft (Walls Tampo)	piece	0	0	C	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	136.24	
17	47131604-BR-A01	BROOM, Stick (Walls Tingo-ting)	piece	0	0	C	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	22.78	
18	47131623-TB-C01	CLEANER, Toilet Bowl and Urinal, 500ml - 1000ml	bottle	0	0	C	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	41.60	
19	47131605-CL-F01	CLEANSER, Scouring Powder, 350g	can	0	0	C	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	23.92	
20	47131611-DE-B02	DETERGENT BAR, 1kg as packed	piece	0	0	C	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	8.30	
21	47131611-DE-F03	DETERGENT POWDER, all purpose, 1kg	packet	0	0	C	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	54.08	
22	47131603-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	50	0	C	50	6,594.50	50	0	0	0	50	6,594.50	50	0	6,594.50	50	0	0	0	50	6,594.50	200	139.69	
23	47131601-DU-F01	DUST PAN, rigid non-breakable plastic	piece	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	27.64	
24	47131602-FW-A02	FLOOR WAX, paste type, red, 2kg	can	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	369.76	
25	47131635-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	30	0	C	30	3,603.60	30	0	0	0	30	3,603.60	30	0	3,603.60	30	0	0	0	30	3,603.60	120	120.12	
26	73101612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	42.95	
27	47121604-HP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	2,288.00	
28	47131613-HP-A02	MOPHANDLE, heavy duty	piece	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	124.80	
29	47131613-HP-B01	MOPHANDLE, made of rayon	piece	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	122.51	
30	47131601-RG-C01	RAGS, all cotton, 1 lb/ea per bundle	bundle	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	53.14	
31	47131602-SC-A01	SCOURING PAD, 5 pieces per pack	pack	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	57.93	
32	47121701-TB-FC4	TWASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	144.04	
33	47121702-WB-FC1	WASTEBASKET, rigid plastic	piece	15	0	C	15	478.65	15	0	0	0	15	478.65	15	0	478.65	15	0	0	0	15	478.65	60	31.91	
COLOR COMPOUNDS AND DISPERSIONS																										
34	12171703-SF-F01	INK, for stamp pad, 50ml	bottle	3	0	C	3	86.73	3	0	0	0	3	86.73	3	0	86.73	3	0	0	0	3	86.73	12	28.91	
CONSUMER ELECTRONICS																										
35	52161535-SV-A01	DIGITAL VOICE RECORDER	unit	2	0	C	2	14,678.32	2	0	0	0	2	14,678.32	0	0	0	0	0	0	0	0	0	4	7,339.16	
FACE MASK																										
36	47131713-SM-X06	FACE MASK, 3 ply, 100 (50) pieces per box	box	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	77.50	
FILMS																										
37	13111203-A-CF01	ACETATE, 30 meters	roll	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	969.88	
38	13111201-DF-A01	CARBON FILM, A4, 100 sheets per box	box	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	221.60	
39	13111201-DF-A02	CARBON FILM, Legal, 100 sheets per box	box	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	238.51	
FIRE FIGHTING EQUIPMENT																										
40	46191601-FE-A01	FIRE EXTINGUISHER, dry chemical	unit	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	1,144.00	
41	46191601-FE-FC1	FIRE EXTINGUISHER, pure HCFC	unit	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	5,613.25	
FLAG OR ACCESSORIES																										
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	286.94	

73	44121612-BH-01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	C	U	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	0	14.82
74	44101602-FH-M1	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	C	U	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	0	9,534.72
75	44101601-CA-Q01	CALCULATOR, Compact	unit	20	0	C	20	5,324.56	0	0	0	0	0	0	0	0.00	20	0	0	0	20	5,324.50	C	0	0	C	C.U	40	266.24
76	44121716-CH-V01	CHALK, white enamel, 100 pieces per box	box	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	0	32.97
77	44121005-BF-C01	CLIP, backfold, 19mm	box	100	0	C	100	872.00	50	0	0	0	0	0	50	436.00	50	0	0	0	50	436.00	50	0	0	50	436.00	250	6.72
78	44121005-BF-C02	CLIP, backfold, 25mm	box	100	0	C	100	1,475.00	50	0	0	0	0	0	50	737.50	50	0	0	0	50	737.50	50	0	0	50	737.50	250	14.75
79	44121005-BF-C03	CLIP, backfold, 32mm	box	100	0	C	100	2,556.00	50	0	0	0	0	0	50	1,278.00	50	0	0	0	50	1,278.00	50	0	0	50	1,278.00	250	24.56
80	44121005-BF-C04	CLIP, backfold, 50mm	box	50	0	C	50	2,462.00	0	0	0	0	0	0	0	0.00	50	0	0	0	50	2,462.00	C	0	0	C	C.U	100	56.04
81	44121601-CT-A02	CORRECTION TAPE, 8 meters	piece	100	0	C	100	1,153.00	100	0	0	0	0	0	100	1,153.00	50	0	0	0	50	576.50	20	0	0	20	230.60	270	11.53
82	44121612-CH-V01	CUTTER/UTILITY KNIFE, for general purpose	piece	15	0	C	15	501.45	0	0	0	0	0	0	0	0.00	15	0	0	0	15	501.45	C	0	0	C	C.U	30	33.43
83	44111515-DF-B01	DATA FILE BOX	piece	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	0	77.20
84	44122011-DF-F01	DATA FOLDER	piece	100	0	C	100	6,664.00	100	0	0	0	0	0	100	6,664.00	100	0	0	0	100	6,664.00	100	0	0	100	6,664.00	400	66.64
85	44102002-DS-W01	DATING AND STAMPING MACHINE	piece	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	0	453.96
86	44121506-BH-M01	ENVELOPE, Documentary, A4, 50 pieces per box	box	1	0	C	1	764.40	0	0	0	0	0	0	0	0.00	1	0	0	0	1	764.40	C	0	0	C	C.U	2	764.40
87	44121506-BH-M02	ENVELOPE, Documentary, legal 500 pieces per box	box	1	0	C	1	980.72	1	0	0	0	0	0	1	980.72	1	0	0	0	1	980.72	C	0	0	C	C.U	3	980.72
88	44121506-BH-M01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	5	0	C	5	3,692.00	5	0	0	0	0	0	5	3,692.00	5	0	0	0	5	3,692.00	5	0	0	5	3,692.00	20	735.40
89	44121506-BH-M02	ENVELOPE, Expanding, Plastic	piece	100	0	C	100	3,049.00	100	0	0	0	0	0	100	3,049.00	50	0	0	0	50	1,524.50	50	0	0	50	1,524.50	300	30.49
90	44121506-BH-M02	ENVELOPE, Mailing, 500 pieces per box	box	1	0	C	1	432.52	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	1	432.52
91	44121504-BH-M02	ENVELOPE, Mailing, with window, 500 pieces per box	box	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	0	488.80
92	44111913-ER-S01	ERASER, flat, for blackboard/whiteboard	piece	5	0	C	5	57.65	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	5	11.41
93	44101714-FH-M01	FACSIMILE MACHINE	unit	1	0	C	1	5,644.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	1	5,644.00
94	44121116-FH-M01	FASTERER, metal, non-sharp edges, 50 sets per box	box	15	0	C	15	1,419.60	0	0	0	0	0	0	0	0.00	20	0	0	0	20	1,689.80	C	0	0	C	C.U	35	94.64
95	44111515-FH-M01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	C	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	C	0	0	C	C.U	0	85.20
96	44122016-FH-M01	FILE TAB/INDEX DIVIDER, Unisid board, A4	set	20	0	C	20	222.60	15	0	0	0	0	0	15	166.95	15	0	0	0	15	166.95	15	0	0	15	166.95	65	11.13
97	44122016-FH-M02	FILE TAB/INDEX DIVIDER, Unisid board, legal	set	20	0	C	20	264.60	15	0	0	0	0	0	15	213.45	15	0	0	0	15	213.45	15	0	0	15	213.45	65	14.23
98	44122011-FH-M01	FOLDER, Fanny with slide, A4, 50 pieces per bundle	bundle	2	0	C	2	540.80	2	0	0	0	0	0	2	540.80	2	0	0	0	2	540.80	2	0	0	2	540.80	8	270.40
99	44122011-FH-M02	FOLDER, Fanny with slide, legal, 50 pieces per bundle	bundle	2	0	C	2	573.04	2	0	0	0	0	0	2	573.04	2	0	0	0	2	573.04	2	0	0	2	573.04	8	286.52
100	44122011-FH-M01	FOLDER, L-Type, A4, 50 pieces per pack	pack	10	0	C	10	1,875.40	10	0	0	0	0	0	10	1,875.40	10	0	0	0	10	1,875.40	10	0	0	10	1,875.40	40	187.54
101	44122011-FH-M02	FOLDER, L-Type, legal, 50 pieces per pack	pack	10	0	C	10	2,365.70	10	0	0	0	0	0	10	2,365.70	10	0	0	0	10	2,365.70	10	0	0	10	2,365.70	40	236.57
102	44122027-FH-M01	FOLDER, prestamped, 100 pieces per box	box	10	0	C	10	9,526.40	10	0	0	0	0	0	10	9,526.40	10	0	0	0	10	9,526.40	10	0	0	10	9,526.40	40	952.64
103	44122011-FH-M03	FOLDER with tab, A4, 100 pieces per pack	pack	2	0	C	2	578.24	2	0	0	0	0	0	2	578.24	2	0	0	0	2	578.24	2	0	0	2	578.24	8	289.12
104	44122011-FH-M04	FOLDER with tab, legal, 100 pieces per pack	pack	5	0	C	5	1,666.30	3	0	0	0	0	0	3	999.78	3	0	0	0	3	999.78	3	0	0	3	999.78	14	333.26
105	44122008-FH-M01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	20	0	C	20	1,262.20	0	0	0	0	0	0	0	0.00	20	0	0	0	20	1,262.20	C	0	0	C	C.U	40	63.11
106	44111515-FH-M02	MAGAZINE FILE BOX, Large	piece	100	0	C	100	4,160.00	100	0	0	0	0	0	100	4,160.00	100	0	0	0	100	4,160.00	100	0	0	100	4,160.00	400	41.60
107	44121716-FH-M01	MARKER, Fluorescent, 3 colors per set	set	50	0	C	50	1,833.00	20	0	0	0	0	0	20	733.20	20	0	0	0	20	733.20	20	0	0	20	733.20	110	36.66
108	44121705-FH-M01	MARKER, Permanent, Black	piece	50	0	C	50	373.50	30	0	0	0	0	0	30	224.10	30	0	0	0	30	224.10	30	0	0	30	224.10	140	7.47
109	44121705-FH-M02	MARKER, Permanent, Blue	piece	30	0	C	30	224.10	20	0	0	0	0	0	20	149.40	20	0	0	0	20	149.40	20	0	0	20	149.40	90	7.47

110	44121705-WP-BU3	MARKER, Permanent, Red	piece	20	0	0	C	20	149.40	10	0	0	0	10	74.70	10	0	0	10	74.70	10	0	0	10	74.70	50	7.47
111	44121705-WP-BU1	MARKER, Whiteboard, Black	piece	50	0	0	C	50	482.50	30	0	0	0	30	289.50	30	0	0	30	289.50	30	0	0	30	289.50	140	9.65
112	44121705-WP-BU2	MARKER, Whiteboard, Blue	piece	30	0	0	C	30	289.50	20	0	0	0	20	193.00	20	0	0	20	193.00	20	0	0	20	193.00	90	9.65
113	44121705-WP-BU3	MARKER, Whiteboard, Red	piece	20	0	0	C	20	193.00	10	0	0	0	10	96.50	10	0	0	10	96.50	10	0	0	10	96.50	50	9.65
114	44122104-FC-SU1	PAPER CLIP, vinyl/plastic coated, 33mm	box	100	0	0	C	100	882.00	50	0	0	0	50	441.00	50	0	0	50	441.00	50	0	0	50	441.00	250	8.82
115	44122104-FC-SU2	PAPER CLIP, vinyl/plastic coated, Junbo, 50mm	box	80	0	0	C	80	1,102.40	40	0	0	0	40	551.20	40	0	0	40	551.20	40	0	0	40	551.20	200	13.78
116	44110101-PT-KU1	PAPER TRIMMER/CUTTING MACHINE, table top	unit	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,297.60
117	44121705-PE-LU1	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	20.79
118	44121619-FC-WU1	PENCIL, SHARPER, manual, single caliber head	piece	5	0	0	C	5	1,064.35	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	212.87
119	44101502-FU-PC1	PUNCHER, paper, heavy duty	piece	8	0	0	C	8	1,206.40	0	0	0	0	0	0.00	8	0	0	8	1,206.40	0	0	0	0	0.00	16	150.80
120	44122037-08-PU0	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	1	0	0	C	1	274.23	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	274.23
121	44122101-RU-BU1	RUBBER BAND No. 18, 350g	box	5	0	0	C	5	676.00	5	0	0	0	5	676.00	5	0	0	5	676.00	5	0	0	5	676.00	20	135.20
122	44121505-SP-FU1	STAMP PAD, felt	piece	5	0	0	C	5	199.60	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	39.92
123	44121616-SS-SU1	SCISSORS, symmetrical or asymmetrical	pair	30	0	0	C	30	1,001.10	0	0	0	0	0	0.00	30	0	0	30	1,001.10	0	0	0	0	0.00	60	33.37
124	44121615-ST-SU1	STAPLER, standard type	piece	40	0	0	C	40	5,824.00	19	0	0	0	19	2,766.40	40	0	0	40	5,824.00	0	0	0	0	0.00	59	1,165.60
125	44121615-ST-BU1	STAPLER, heavy duty (binder type), desktop	unit	20	0	0	C	20	11,763.20	25	0	0	0	25	22,264.00	20	0	0	20	11,763.20	0	0	0	0	0.00	65	888.16
126	44121613-SR-FU1	STAPLE REMOVER, plier type	piece	50	0	0	C	50	1,393.50	0	0	0	0	0	0.00	20	0	0	20	557.40	0	0	0	0	0.00	70	27.87
127	44121615-TD-TU1	TAPE DISPENSER, table top	piece	8	0	0	C	8	582.40	0	0	0	0	0	0.00	8	0	0	8	582.40	0	0	0	0	0.00	16	72.80

PAPER MATERIALS AND PRODUCTS

128	14111525-CA-AU1	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	83.72
129	14111516-FC-111	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	889.55
130	14111516-FC-112	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	box	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,166.88
131	14111516-FC-122	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	box	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,528.50
132	14111516-FC-121	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,026.48
133	14111516-FC-131	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	box	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	790.40
134	14111516-FC-132	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	box	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,598.00
135	14111619-LU-CU1	LOOSELEAF COVER, 50 sets per bundle	bundle	0	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	799.36
136	14111514-08-SU2	NOTE PAD, stick on, 7" x 3", 100 sheets per pad	pad	50	0	0	C	50	1,483.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	37.06
137	14111514-08-SU4	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	50	0	0	C	50	2,664.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	58.28
138	14111514-08-SU3	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	50	0	0	C	50	2,600.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	52.00
139	14111514-08-SU1	NOTEBOOK, spiralgrinder	piece	60	0	0	C	60	772.40	40	0	0	0	40	481.60	40	0	0	40	481.60	40	0	0	40	481.60	180	12.64
140	14111507-PP-KU1	PAPER, MULTICOPI A4, 500 sheets per ream	ream	250	0	0	C	250	41,412.50	300	0	0	0	250	19,695.00	250	0	0	250	41,412.50	250	0	0	250	41,412.50	1050	165.65
141	14111507-PP-KU2	PAPER, MULTICOPI LEGAL, 500 sheets per ream	ream	200	0	0	C	200	37,836.00	200	0	0	0	200	37,836.00	200	0	0	200	37,836.00	150	0	0	200	28,377.00	750	169.18
142	14111507-PP-CU1	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0	0	C	0	0.00	200	0	0	0	200	27,546.00	0	0	0	0	0.00	200	0	0	200	27,546.00	400	137.74
143	14111507-PP-CU2	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	0	0	0	C	0	0.00	160	0	0	0	160	28,602.80	0	0	0	0	0.00	180	0	0	180	28,602.80	360	158.91
144	14111513-PP-KU1	PAD PAPER, ruled	pad	20	0	0	C	20	430.80	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	21.53
145	14111513-PP-KU1	PAPER, parchment, 100 sheets per box	box	15	0	0	C	15	1,470.75	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	98.05

146	14111531-RE-501	RECORD BOOK, 300 PAGES	book	0	0	C	0	0.00	20	0	0	0	20	1,248.00	0	0	0	0.00	10	0	0	10	624.00	30	62.40	
147	14111531-RE-502	RECORD BOOK, 500 PAGES	book	0	0	C	0	0.00	20	0	0	0	20	2,096.00	0	0	0	0.00	10	0	0	10	1,048.00	30	104.80	
148	14111818-TT-PC2	THERMAL PAPER, 216mm	roll	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0.00	C	0	0	C	0	55.64		
149	14111764-TT-PC4	TISSUE, INTERFOLDED PAPER TOWEL, 150 pads per pack	pack	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0.00	C	0	0	C	0	33.80		
150	14111764-TT-PC2	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0.00	C	0	0	C	0	86.32		
PERFUMES OR COLOGNES OR FRAGRANCES																										
151	53131626-HS-501	LIQUID HAND SANITIZER, 500mL	bottle	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0.00	C	0	0	C	0	82.85		
PESTICIDES OR PEST REPELLENTS																										
152	10191509-3M-A11	INSECTICIDE, 600mL	can	60	0	C	60	8,361.50	60	0	0	0	60	8,361.60	60	0	0	60	8,361.60	60	0	0	60	8,361.60	240	139.36
PRINTED PUBLICATIONS																										
153	531E1524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	C	0	0.00	0	0	0	0	0	0.00	0	0	0	0.00	C	0	0	C	0	37.21		
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
		Flash Drive, 16 GB	piece	100			0	0.00					0	0.00			0	0.00				C	C.00	0	0.00	
		Hard Drive, 1TB	piece	30			30	90,000.00					0	0.00	30		30	90,000.00				C	C.00	60	3,000.00	
		Erment, Self Adhesive	piece	100			100	3,000.00	100				100	3,000.00	100		100	3,000.00	100			100	3,000.00	400	30.00	
A. TOTAL																										
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										
D. GRAND TOTAL (A + B + C)																										
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:

Evelyn Aquino
EVELYN AQUINO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Cynthia Q. Policos
CYNTHIA Q. POLICOS
Accountant / Budget Officer

Approved by:

DOCELYN ALMA R. BADIOLA
DOCELYN ALMA R. BADIOLA
Head of Office/Agency

Date Prepared: SEPTEMBER 28, 2022