

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) 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
- 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, 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 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: National Labor Relations Commission
 Region: VII
 Address: 6th Floor, Corrido Avenue
 8030 Cebu City

Agency Code/JACS: NO CODE
 Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 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						
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
2	12391601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	20	0	0	20	6,611.00	20	0	0	20	6,611.00	20	0	0	20	6,611.00	17	0	0	17	5,619.35	77	330.55	25,452.35	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	20	0	0	20	89.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	4.47	89.40	
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	10	0	0	10	222.00	10	0	0	10	222.00	10	0	0	10	222.00	10	0	0	10	222.00	40	22.20	888.00	
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	5	0	0	5	111.00	5	0	0	5	111.00	5	0	0	5	111.00	5	0	0	5	111.00	20	22.20	444.00	
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	5	0	0	5	111.00	5	0	0	5	111.00	5	0	0	5	111.00	5	0	0	5	111.00	20	22.20	444.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
11	45111609-MM-P01	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	16,588.00	
BATTERIES AND CELLS AND ACCESSORIES																											
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	10	0	0	10	204.90	10	0	0	10	204.90	10	0	0	10	204.90	20	0	0	20	409.80	50	20.49	1,024.50	
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	10	0	0	10	183.40	10	0	0	10	183.40	10	0	0	10	183.40	10	0	0	10	183.40	40	18.34	733.60	
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	5	0	0	5	481.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	96.20	481.00	
CLEANING EQUIPMENT AND SUPPLIES																											
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	10	0	0	10	816.40	0	0	0	0	0.00	10	0	0	10	816.40	0	0	0	0	0.00	20	81.64	1,632.80	
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	2	0	0	2	272.48	0	0	0	0	0.00	2	0	0	2	272.48	0	0	0	0	0.00	4	136.24	544.96	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	5	0	0	5	208.00	5	0	0	5	208.00	5	0	0	5	208.00	5	0	0	5	208.00	20	41.60	832.00	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	2	0	0	2	108.16	2	0	0	2	108.16	2	0	0	2	108.16	2	0	0	2	108.16	8	54.08	432.64	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	10	0	0	10	1,398.90	10	0	0	10	1,398.90	10	0	0	10	1,398.90	10	0	0	10	1,398.90	40	1,398.90	5,595.60	

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	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	3	0	0	3	360.36	3	0	0	3	360.36	3	0	0	3	360.36	3	0	0	3	360.36	12	120.12	1,441.44	
26	73101612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	5	0	0	5	214.75	5	0	0	5	214.75	5	0	0	5	214.75	5	0	0	5	214.75	20	42.95	859.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	3	0	0	3	374.40	0	0	0	0	0.00	3	0	0	3	374.40	0	0	0	0	0.00	6	124.80	748.80	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	10	0	0	10	1,225.10	0	0	0	0	0.00	10	0	0	10	1,225.10	0	0	0	0	0.00	20	122.51	2,450.20	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	1	0	0	1	53.14	0	0	0	0	0.00	1	0	0	1	53.14	0	0	0	0	0.00	2	53.14	106.28	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	3	0	0	3	173.79	3	0	0	3	173.79	3	0	0	3	173.79	3	0	0	3	173.79	12	57.93	695.16	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	10	0	0	10	1,440.40	10	0	0	10	1,440.40	10	0	0	10	1,440.40	10	0	0	10	1,440.40	40	144.04	5,761.60	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	3	0	0	3	95.73	0	0	0	0	0.00	3	0	0	3	95.73	0	0	0	0	0.00	6	31.91	191.46	
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	INK, for stamp pad, 50ml	bottle	5	0	0	5	144.55	5	0	0	5	144.55	5	0	0	5	144.55	5	0	0	5	144.55	20	28.91	578.20	
CONSUMER ELECTRONICS																											
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	2	0	0	2	14,678.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	7,339.16	14,678.32	
FACE MASK																											
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	2	0	0	2	155.00	2	0	0	2	155.00	2	0	0	2	155.00	2	0	0	2	155.00	8	77.50	620.00	
FILMS																											
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	2	0	0	2	477.08	0	0	0	0	0.00	2	0	0	2	477.08	0	0	0	0	0.00	4	238.54	954.16	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
51	43211507-DSK001	DESKTOP, for Basic Users	unit	1	0	0	1	24,793.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	24,793.60	24,793.60	
52	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	42,390.40	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	5	0	0	5	13,962.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	2,792.40	13,962.00	
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	1	0	0	1	42,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	42,380.00	42,380.00	
56	43211708-MO-001	MOUSE, OPTICAL, USB connection type	unit	10	0	0	10	1,497.60	0	0	0	0	0.00	10	0	0	10	1,497.60	0	0	0	0	0.00	20	149.76	2,995.20	
58	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	4	0	0	4	40,759.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	10,189.92	40,759.68	
59	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	1	0	0	1	2,636.89	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,636.89	2,636.89	
LIGHTING AND FIXTURES AND ACCESSORIES																											
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	30	0	0	30	6,174.60	0	0	0	0	0.00	30	0	0	30	6,174.60	0	0	0	0	0.00	60	205.82	12,349.20	
MANUFACTURING COMPONENTS AND SUPPLIES																											
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	3	0	0	3	67.65	0	0	0	0	0.00	3	0	0	3	67.65	0	0	0	0	0.00	6	22.55	135.30	
64	31151804-SW-S01	STAPLE WIRE, standard	box	20	0	0	20	475.20	0	0	0	0	0.00	20	0	0	20	475.20	0	0	0	0	0.00	40	23.76	950.40	
65	31201502-TA-ED1	TAPE, electrical	roll	1	0	0	1	19.45	0	0	0	0	0.00	1	0	0	1	19.45	0	0	0	0	0.00	2	19.45	38.90	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	10	0	0	10	618.80	0	0	0	0	0.00	10	0	0	10	618.80	0	0	0	0	0.00	20	61.88	1,237.60	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	10	0	0	10	1,211.60	0	0	0	0	0.00	10	0	0	10	1,211.60	0	0	0	0	0.00	20	121.16	2,423.20	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	10	0	0	10	223.60	10	0	0	10	223.60	10	0	0	10	223.60	0	0	0	0	0.00	30	22.36	670.80	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	20	0	0	20	223.60	20	0	0	20	223.60	20	0	0	20	223.60	20	0	0	20	223.60	80	11.18	894.40	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	20	0	0	20	451.40	20	0	0	20	451.40	20	0	0	20	451.40	20	0	0	20	451.40	80	22.57	1,805.60	
71	31151507-TW-P01	TWINE, plastic	roll	5	0	0	5	333.10	0	0	0	0	0.00	5	0	0	5	333.10	0	0	0	0	0.00	10	66.62	666.20	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	5	0	0	5	83.20	0	0	0	0	0.00	5	0	0	5	83.20	0	0	0	0	0.00	10	16.64	166.40	


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
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	5	0	0	5	74.10	0	0	0	0	0.00	5	0	0	5	74.10	0	0	0	0.00	10	148.2	148.20	
75	44101807-CA-C01	CALCULATOR, Compact	unit	2	0	0	2	532.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	2	266.24	532.48	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	10	0	0	10	87.20	10	0	0	10	87.20	10	0	0	10	87.20	10	0	0	10	87.20	40	8.72	348.80
78	44122105-BF-C02	CLIP, backfold, 25mm	box	10	0	0	10	147.50	10	0	0	10	147.50	10	0	0	10	147.50	10	0	0	10	147.50	40	14.75	590.00
79	44122105-BF-C03	CLIP, backfold, 32mm	box	10	0	0	10	255.60	10	0	0	10	255.60	10	0	0	10	255.60	10	0	0	10	255.60	40	25.56	1,022.40
80	44122105-BF-C04	CLIP, backfold, 50mm	box	10	0	0	10	560.40	10	0	0	10	560.40	10	0	0	10	560.40	10	0	0	10	560.40	40	56.04	2,241.60
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	11.53	0.00	
82	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	0.00	5	33.43	167.15	
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	3	0	0	3	1,361.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	3	453.96	1,361.88	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	1	0	0	1	738.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	738.40	738.40	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	5	0	0	5	152.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	5	30.49	152.45	
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	10	0	0	10	4,325.20	10	0	0	10	4,325.20	5	0	0	5	2,162.60	0	0	0	0	0.00	25	432.52	10,813.00
92	4411912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	2	0	0	2	22.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	2	11.41	22.82	
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	15	0	0	15	1,419.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	15	94.64	1,419.60	
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	10	0	0	10	852.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	10	85.20	852.00	
96	44122018-FT-D01	FILE TAB/INDEX DIVIDER, bristol board, A4	set	5	0	0	5	55.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	5	11.13	55.65	
97	44122018-FT-D02	FILE TAB/INDEX DIVIDER, bristol board, legal	set	5	0	0	5	71.15	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	5	14.23	71.15	
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	1	0	0	1	270.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	270.40	270.40	
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	1	0	0	1	286.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	286.52	286.52	
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	1	0	0	1	187.54	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	187.54	187.54	
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	1	0	0	1	238.57	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	238.57	238.57	
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	1	0	0	1	952.64	0	0	0	0	0.00	1	0	0	1	952.64	0	0	0	0.00	2	952.64	1,905.28	
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	1	0	0	1	289.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	289.12	289.12	
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	1	0	0	1	333.26	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	333.26	333.26	
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	3	0	0	3	189.33	0	0	0	0	0.00	3	0	0	3	189.33	0	0	0	0.00	6	63.11	378.66	
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	10	0	0	10	416.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	10	41.60	416.00	
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	5	0	0	5	183.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	5	36.66	183.30	
108	44121708-MP-B01	MARKER, Permanent, Black	piece	10	0	0	10	74.70	0	0	0	0	0.00	10	0	0	10	74.70	0	0	0	0.00	20	7.47	149.40	
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	10	0	0	10	74.70	0	0	0	0	0.00	10	0	0	10	74.70	0	0	0	0.00	20	7.47	149.40	
110	44121708-MP-B03	MARKER, Permanent, Red	piece	10	0	0	10	74.70	0	0	0	0	0.00	10	0	0	10	74.70	0	0	0	0.00	20	7.47	149.40	
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	2	0	0	2	19.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	2	9.65	19.30	
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	2	0	0	2	19.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	2	9.65	19.30	
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	2	0	0	2	19.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	2	9.65	19.30	
114	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	20	0	0	20	176.40	0	0	0	0	0.00	20	0	0	20	176.40	0	0	0	0.00	40	8.82	352.80	
115	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	20	0	0	20	275.60	0	0	0	0	0.00	20	0	0	20	275.60	0	0	0	0.00	40	13.78	551.20	
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	0	0	2	425.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	2	212.87	425.74	
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	5	0	0	5	754.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	5	150.80	754.00	

Item #	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		
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	3	0	0	3	405.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3	135.20	405.60		
122	44121905-SP-F01	STAMP PAD, felt	piece	3	0	0	3	119.76	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3	39.92	119.76		
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	5	0	0	5	166.85	0	0	0	0	0.00	5	0	0	5	166.85	0	0	0	0	0.00	10	33.37	333.70	
124	44121615-ST-S01	STAPLER, standard type	piece	5	0	0	5	728.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	145.60	728.00	
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	1	0	0	1	888.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	888.16	888.16	
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	5	0	0	5	364.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	72.80	364.00	
PAPER MATERIALS AND PRODUCTS																											
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	1	0	0	1	83.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	83.72	83.72	
135	14111609-LL-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	1	0	0	1	794.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	794.96	794.96	
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	10	0	0	10	370.60	0	0	0	0	0.00	5	0	0	5	185.30	0	0	0	0	0.00	15	37.06	555.90	
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	10	0	0	10	592.80	0	0	0	0	0.00	5	0	0	5	296.40	0	0	0	0	0.00	15	59.28	889.20	
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	10	0	0	10	520.00	0	0	0	0	0.00	5	0	0	5	260.00	0	0	0	0	0.00	15	52.00	780.00	
140	14111507-PP-N01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	50	0	0	50	8,282.50	50	0	0	50	8,282.50	0	0	0	0	0.00	0	0	0	0	0.00	100	165.65	16,565.00	
141	14111507-PP-N02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	100	0	0	100	18,918.00	100	0	0	100	18,918.00	100	0	0	100	18,918.00	0	0	0	0	0.00	300	189.18	56,754.00	
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	10	0	0	10	1,589.10	10	0	0	10	1,589.10	10	0	0	10	1,589.10	10	0	0	10	1,589.10	40	158.91	6,356.40	
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	1	0	0	1	98.05	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	98.05	98.05	
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	5	0	0	5	312.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	62.40	312.00	
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	5	0	0	5	520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	104.00	520.00	
PESTICIDES OR PEST REPELLENTS																											
182	10191509-IN-A01	INSECTICIDE, 600mL	can	5	0	0	5	696.80	5	0	0	5	696.80	5	0	0	5	696.80	5	0	0	5	696.80	20	139.36	2,787.20	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
40	44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	10	0	0	10	4,191.20	0	0	0	0	0.00	10	0	0	10	4,191.20	0	0	0	0	0.00	20	419.12	8,382.40	
41	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	5	0	0	5	2,095.60	5	0	0	5	2,095.60	5	0	0	5	2,095.60	5	0	0	5	2,095.60	20	419.12	8,382.40	
42	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	20	0	0	20	8,091.20	20	0	0	20	8,091.20	20	0	0	20	8,091.20	0	0	0	0	0.00	60	404.56	24,273.60	
43	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	10	0	0	10	4,045.60	10	0	0	10	4,045.60	10	0	0	10	4,045.60	10	0	0	10	4,045.60	40	404.56	16,182.40	
48	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	20	0	0	20	8,486.40	20	0	0	20	8,486.40	20	0	0	20	8,486.40	20	0	0	20	8,486.40	80	424.32	33,945.60	
49	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	30	0	0	30	12,729.60	30	0	0	30	12,729.60	30	0	0	30	12,729.60	30	0	0	30	12,729.60	120	424.32	50,918.40	
63	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C135015632, Black	cart	20	0	0	20	1,558.80	20	0	0	20	1,558.80	20	0	0	20	1,558.80	20	0	0	20	1,558.80	80	77.94	6,235.20	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
		Balpen, gel-type (black/blue/red)	piece	100			100	2,400.00	100			100	2,400.00	100			100	2,400.00	100			100	2,400.00	400	24.00	9,600.00	
		Correction Tape, refillable	piece	5			5	400.00	5			5	400.00	5			5	400.00	5			5	400.00	20	80.00	1,600.00	
		Correction Tape, refill	piece	30			30	1,050.00	30			30	1,050.00	30			30	1,050.00	30			30	1,050.00	120	35.00	4,200.00	
		Envelope (brown, short)	piece	100			100	250.00				0	0.00				0	0.00				0	0.00	100	2.50	250.00	
		Envelope (brown, long)	piece	100			100	300.00				0	0.00	100			100	300.00				0	0.00	200	3.00	600.00	
		Envelope Mailing (white, 80gsm)	box	5			5	4,000.00	5			5	4,000.00	5			5	4,000.00				0	0.00	15	800.00	12,000.00	
		Folder, expanding (pressboard, green)	piece	100			100	3,500.00				0	0.00	100			100	3,500.00				0	0.00	200	35.00	7,000.00	
		Folder, expanding (pressboard, red)	piece	50			50	1,750.00				0	0.00				0	0.00				0	0.00	50	35.00	1,750.00	
		Paper, A4 with letterhead	ream	5			5	10,000.00				0	0.00				0	0.00				0	0.00	5	2,000.00	10,000.00	


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
Paper, legal with letterhead	ream	20			20	40,000.00				0	0.00				0	0.00				0	0.00	20	2,000.00	40,000.00
Paper, yellow (ruled)	pad	20			20	1,600.00				0	0.00				0	0.00				0	0.00	20	80.00	1,600.00
Return Cards (blue/green/yellow/white)	piece	15000			15000	30,000.00				0	0.00				0	0.00				0	0.00	15000	2.00	30,000.00
Rubber Band, #16	box	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00	1,000.00
Rubber Band, #18	box	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00	1,000.00
DVD, re-writable disc	piece	20			20	1,600.00				0	0.00				0	0.00				0	0.00	20	80.00	1,600.00
Flash Drive, 32GB capacity, 3.0	piece	10			10	8,000.00				0	0.00				0	0.00				0	0.00	10	800.00	8,000.00
Ink HP Tank 315 #GT51/53 (black)	bottle	10			10	4,000.00				0	0.00	10			10	4,000.00				0	0.00	20	400.00	8,000.00
Ink HP Tank 315 #GT52 (colored)	bottle	12			12	4,800.00				0	0.00	12			12	4,800.00				0	0.00	24	400.00	9,600.00
Disinfectant Liquid, 1000ml	bottle	10			10	1,900.00	10			10	1,900.00	10			10	1,900.00	10			10	1,900.00	40	190.00	7,600.00
Bleaching Solution, 1000ml	bottle	10			10	550.00				0	0.00	10			10	550.00				0	0.00	20	55.00	1,100.00
Ink BROTHER, #BT D60BK	bottle	10			10	5,000.00				0	0.00	10			10	5,000.00				0	0.00	20	500.00	10,000.00
Ink BROTHER #BT S000(C/M/Y)	bottle	16			16	8,000.00				0	0.00	16			16	8,000.00				0	0.00	32	500.00	16,000.00

A. TOTAL		P	680,985.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	68,098.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	
D. GRAND TOTAL (A + B+ C)		P	748,983.50
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: 

 MARY JEAN B. VICENTILLO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 GINA P. YLANAN
 Accountant / Budget Officer

Approved by: 

 NENDELL HANZ L. ABELLA
 Head of Office/Agency

Date Prepared: September 19, 2022