

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 provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-phillips.gov.ph](http://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 Priority/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 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-phillips.gov.ph](mailto:appcse.helpdesk@ps-phillips.gov.ph), or visit the PS-DBM website ([www.ps-phillips.gov.ph](http://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: NATIONAL LABOR RELATIONS COMMISSION  
 Region: REGIONAL ARBITRATION BRANCH  
 Address: FET REALTY BUILDING 3 BULACAN SAN JOSE ROAD, BULACAN, ZAMBOANGA CITY

Agency Code/UNCS: N037  
 Organization Type: NATIONAL GOVERNMENT AGENCY

Contact Person: MA. ADELINA P. DEL ROSAR  
 Position: ACTING SUPPLY OFFICER  
 E-mail: [adelina.p.delrosar@nllrc.com](mailto:adelina.p.delrosar@nllrc.com)  
 Telephone/Mobile Nos: 062-9914688/9913771/09317

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 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount	
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																					
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																					
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	10	10	10	30	1,435.50	10	10	10	30	1,435.50	10	10	10	30	1,435.50	120	47.85	5,742.00
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	2	2	2	6	1,983.30	2	2	2	6	1,983.30	2	2	2	6	1,983.30	24	330.55	7,933.20
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																					
3	60121413-CP-P01	CLEARBOOK, 20 transparent pockets, M4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.91	0.00
4	60121413-CP-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	36.36	0.00
5	60121524-ER-P01	ERASER, pencil/ rubber	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4.47	0.00
6	60121524-SR-G01	SIGN PEN, Black, liquid or gel	piece	12	12	12	36	799.20	12	12	12	36	799.20	12	12	12	36	799.20	144	22.20	3,196.80
7	60121524-SR-G02	SIGN PEN, Blue, liquid or gel	piece	0	12	0	12	266.40	0	0	0	0	0.00	0	0	0	0	0.00	24	22.20	532.80
8	60121524-SR-G03	SIGN PEN, Red, liquid or gel	piece	0	12	0	12	266.40	0	0	0	0	0.00	0	0	0	0	0.00	24	22.20	532.80
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	2	2	2	6	967.20	2	2	2	6	967.20	2	2	2	6	967.20	24	161.20	3,868.80
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																					
10	45121517-DO-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	23,623.60	0.00
11	45111609-HM-P01	MULTIMEDIA PROJECTOR, 4000 ANSL Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																					
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	3	3	3	9	184.41	3	3	3	9	184.41	3	3	3	9	184.41	36	20.49	737.64

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue /# of 28 July 2022	Total Amount for the year								
		Jan	Feb	Mar	Q1	Q1	Apr	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4
					or Amount	or Amount				or Amount	or Amount							or Amount	or Amount				or Amount	or Amount
13 2611702-RT-A01	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	2	2	2	6	110.04	2	2	2	6	110.04	2	2	2	6	110.04	2	2	2	6	110.04	24	18.34	440.16
14 2611702-RT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister 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	96.20	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																								
15 4713182-AE-A01	AIR FRESHENER, Aerosol type, 150g	can	4	4	12	979.68	4	4	12	979.68	4	4	12	979.68	4	4	12	979.68	4	4	12	48	81.64	3,918.72
16 4713180-BK-S01	BROOM, Soft (Wale/Tambo)	piece	0	2	0	272.48	0	2	2	272.48	0	2	2	2	2	272.48	0	2	0	2	272.48	8	136.24	1,089.92
17 4713180-BK-T01	BROOM, Stick (Wale/Ting-ting)	piece	0	2	0	45.56	0	2	2	45.56	0	2	2	2	45.56	0	2	0	2	45.56	2	22.78	182.24	
18 4713180-TR-C01	CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	1	1	1	124.80	1	1	3	124.80	1	1	3	124.80	1	1	1	1	1	3	124.80	12	41.60	499.20
19 4713180-CL-P01	CLEANER, Scouring Powder, 350g	can	1	1	1	71.76	1	1	3	71.76	1	1	3	71.76	1	1	1	1	1	3	71.76	12	23.92	287.04
20 4713181-DE-802	DETERGENT BAR, 140g as packed	piece	2	2	2	49.80	2	2	6	49.80	2	2	6	49.80	2	2	2	2	2	6	49.80	24	8.30	199.20
21 4713181-DE-F03	DETERGENT POWDER, all purpose, 1kg	pouch	2	2	2	324.48	2	2	6	324.48	2	2	6	324.48	2	2	2	2	2	6	324.48	24	54.08	1,297.92
22 4713180-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	1	1	1	419.67	1	1	3	419.67	1	1	3	419.67	1	1	1	1	1	3	419.67	12	139.89	1,678.68
23 47131801-DU-P01	DUST PAN, rigid non-breakable plastic	piece	0	2	0	55.28	0	2	2	55.28	0	2	2	55.28	0	2	0	2	0	2	55.28	8	27.64	221.12
24 47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0	309.76	0.00
25 47131803-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	0	2	0	240.24	0	2	2	240.24	0	2	2	240.24	0	2	0	2	0	2	240.24	8	120.12	960.96
26 73101612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	2	2	2	257.70	2	2	6	257.70	2	2	6	257.70	2	2	2	2	2	6	257.70	24	42.95	1,030.80
27 47121804-HE-801	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	1	0	2,288.00	0	0	1	2,288.00	0	0	0	0	0	0.00	1	0	0	1	2,288.00	3	2,288.00	6,864.00
28 47131813-HE-H02	MOP/HANDLE, heavy duty	piece	0	2	0	249.60	0	0	2	249.60	0	0	2	249.60	0	0	0	0	0	2	249.60	4	124.80	499.20
29 47131819-HE-R01	MOP/HEAD, made of rayon	piece	1	1	1	367.53	1	1	3	367.53	1	1	3	367.53	1	1	1	1	1	3	367.53	12	122.51	1,470.12
30 47131501-NG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0	53.14	0.00
31 47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0	57.93	0.00
32 47121701-TR-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	3	3	3	1,296.36	3	3	9	1,296.36	3	3	9	1,296.36	3	3	3	3	3	9	1,296.36	36	144.04	5,185.44
33 47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	3	0	95.73	0	0	3	95.73	0	0	3	95.73	0	0	0	0	0	3	95.73	12	31.91	382.92
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																								
34 12171703-SI-P01	INK, for stamp pad, 50ml	bottle	0	1	0	28.91	0	1	1	28.91	0	1	1	28.91	0	1	0	1	0	1	28.91	4	28.91	115.64
<b>CONSUMER ELECTRONICS</b>																								
35 52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0	7,339.16	0.00
<b>FACE MASK</b>																								
36 42131713-SM-H06	FACE MASK, 3 ply, 400 (50) pieces per box	box	10	15	10	2,712.50	10	15	35	2,712.50	10	15	35	2,712.50	10	15	40	10	15	35	3,100.00	145	77.50	11,237.50
<b>FILMS</b>																								
37 13111203-AC-P01	ACETATE, 50 meters	roll	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0	999.88	0.00
38 13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0	221.00	0.00
39 13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0	238.54	0.00
<b>FIRE FIGHTING EQUIPMENT</b>																								
40 46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0.00	1	0	1	1,144.00	0	1	1	1,144.00	0	1	0	0	0	1	1,144.00	2	1,144.00	2,288.00
41 46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0	5,613.25	0.00



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue for 2019-2022	Total Amount for the year					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
			0	0	0	0	0	0	0	0	0	0	0	0				0	0	0	0	0
71	3115107-TW-F01	TWINE, plastic	roll	8	8	8	24	1,598.88	8	8	8	24	1,598.88	8	8	8	24	1,598.88	96	66.62	6,395.52	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																						
72	4111604-RU-F02	RULER, plastic, 450 mm	piece	0	2	0	2	33.28	2	0	0	2	33.28	0	2	0	0	2	33.28	8	16.64	133.12
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																						
73	4112162-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	14.82	0.00
74	4101602-PB-H01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,534.72	0.00
75	4101807-CK-C01	CALCULATOR, Compact	unit	0	3	0	3	798.72	0	2	0	2	532.48	0	0	3	3	798.72	0	2	2,662.40	2,662.40
76	4121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	32.97	0.00
77	4122105-BF-C01	CLIP, backfold, 19mm	box	2	2	2	6	52.32	2	2	2	6	52.32	2	2	2	2	6	52.32	24	8.72	209.28
78	4122105-BF-C02	CLIP, backfold, 25mm	box	2	2	2	6	88.50	2	2	2	6	88.50	2	2	2	2	6	88.50	24	14.75	354.00
79	4122105-BF-C03	CLIP, backfold, 32mm	box	2	2	2	6	153.36	2	2	2	6	153.36	2	2	2	2	6	153.36	24	25.56	613.44
80	4122105-BF-C04	CLIP, backfold, 50mm	box	2	2	2	6	336.24	2	2	2	6	336.24	2	2	2	2	6	336.24	24	56.04	1,344.96
81	4121801-CT-R02	CORRECTION TAPE, 8 meters	piece	10	10	10	30	345.90	10	10	10	30	345.90	10	10	10	30	345.90	120	11.53	1,383.60	
82	4121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	3	0	3	100.29	0	3	0	3	100.29	0	3	0	3	100.29	0	3	33.43	401.16
83	4111515-CF-B01	DATA FILE BOX	piece	0	3	0	3	231.60	0	3	0	3	231.60	0	3	0	3	231.60	0	3	77.20	926.40
84	4122011-CF-F01	DATA FOLDER	piece	0	3	0	3	205.92	0	3	0	3	205.92	0	3	0	3	205.92	0	3	68.64	823.68
85	4103002-DS-H01	DATING AND STAMPING MACHINE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	453.96	0.00
86	4121506-BN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	794.40	0.00
87	4121506-BN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	1	1	2	1,961.44	1	1	0	2	1,961.44	1	1	0	2	1,961.44	9	980.72	8,826.48	
88	4121506-BN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	0	2	0	2	1,476.80	0	2	0	2	1,476.80	0	2	0	2	1,476.80	8	738.40	5,907.20	
89	4121506-BN-X02	ENVELOPE, Expanding, Plastic	piece	5	5	5	15	457.35	5	5	5	15	457.35	5	5	5	15	457.35	60	30.49	1,829.40	
90	4121506-BN-W02	ENVELOPE, Mailing, 500 pieces per box	box	0	1	1	2	865.04	1	1	1	3	1,297.56	0	0	0	0	0.00	5	432.52	2,162.60	
91	4121504-BN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	488.80	0.00
92	4111912-BN-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	1	0	0	1	11.41	0	0	0	0	0	0.00	1	11.41	11.41
93	4101714-FY-H01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,642.00	0.00
94	4122118-FY-F01	FASTENER, metal, non-sharp edges, 50 sets per box	box	3	3	3	9	851.76	3	3	3	9	851.76	3	3	3	9	851.76	36	94.64	3,407.04	
95	4111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	3	0	3	255.60	0	2	0	2	170.40	0	0	0	0	0	0.00	10	85.20	852.00
96	4122018-FT-D01	FILE TAB/INDEX DIVIDER, Bristol board, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	11.13	0.00
97	4122018-FT-D02	FILE TAB/INDEX DIVIDER, Bristol board, legal	set	0	3	0	3	42.69	0	2	0	2	28.46	0	0	0	0	0	0.00	9	14.23	128.07
98	4122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	270.40	0.00
99	4122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	286.52	0.00
100	4122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	187.54	0.00
101	4122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	238.57	0.00
102	4122027-FO-P01	FOLDER, presboard, 100 pieces per box	box	1	1	1	3	2,857.92	1	1	1	3	2,857.92	1	1	1	3	2,857.92	12	954.64	11,411.68	
103	4122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	288.12	0.00

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			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
			Q1 amount	Q2 amount	Q3 amount	Q4 amount															
104	4412201-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	1	1	1	3	999.78	1	1	1	3	999.78	1	1	1	3	999.78	12	333.26	3,999.12
105	4412208-IT-T01	INDEX TAB, self adhesive, transparent, 5 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.11	0.00
106	4411515-ME-B02	MAGAZINE FILE BOX, Large	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	41.60	0.00
107	4412176-HM-F01	MARKER, Fluorescent, 3 colors per set	set	1	1	1	3	109.98	1	1	1	3	109.98	1	1	1	3	109.98	12	36.66	439.92
108	4412176-HM-E01	MARKER, Permanent, Black	piece	1	1	1	3	22.41	1	1	1	3	22.41	1	1	1	3	22.41	12	7.47	89.64
109	4412176-HM-B02	MARKER, Permanent, Blue	piece	0	2	0	2	14.94	0	2	0	2	14.94	0	2	0	2	14.94	8	7.47	59.76
110	4412176-HM-R03	MARKER, Permanent, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7.47	0.00
111	4412176-HM-B01	MARKER, Whiteboard, Black	piece	0	2	0	2	19.30	0	2	0	2	19.30	0	2	0	2	19.30	8	9.65	77.20
112	4412176-HM-B02	MARKER, Whiteboard, Blue	piece	0	1	0	1	9.65	0	1	0	1	9.65	0	1	0	1	9.65	4	9.65	38.60
113	4412176-HM-R03	MARKER, Whiteboard, Red	piece	0	0	0	0	0.00	0	1	0	1	9.65	0	0	0	0	0.00	2	9.65	19.30
114	4412210-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	8	8	8	24	211.68	8	8	8	24	211.68	8	8	8	24	211.68	96	8.82	846.72
115	4412210-PC-B02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	3	3	3	9	124.02	3	3	3	9	124.02	3	3	3	9	124.02	36	13.78	496.08
116	4410160-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	9,297.60	0.00
117	4412106-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	0	0	0	0	0.00	0	1	0	1	20.79	0	0	0	0	0.00	1	20.79	20.79
118	4412161-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0.00	0	0	2	2	425.74	0	0	0	0	0.00	2	212.87	425.74
119	4410160-RU-F01	RUNCHER, paper, heavy duty	piece	0	0	1	1	150.80	1	0	0	1	150.80	0	1	0	1	150.80	4	150.80	603.20
120	4412207-RB-F10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	274.23	0.00
121	4412210-RU-B01	RUBBER BAND No. 18, 350g	box	0	2	0	2	270.40	0	3	0	3	405.60	0	3	0	3	405.60	11	135.20	1,487.20
122	4412195-SP-F01	STAMP PAD, felt	piece	0	0	2	2	79.94	0	0	2	2	79.94	0	0	2	2	79.94	8	39.92	319.36
123	4412161-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	0	0	2	2	66.74	0	0	2	2	66.74	0	0	2	2	66.74	8	33.37	266.96
124	4412161-ST-S01	STAPLER, standard type	piece	0	0	2	2	291.20	0	0	2	2	291.20	0	0	2	2	291.20	8	145.60	1,164.80
125	4412161-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	0	0	1	1	888.16	0	0	1	1	888.16	0	0	1	1	888.16	4	888.16	3,552.64
126	4412161-SR-F01	STAPLE REMOVER, pier type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	27.87	0.00
127	4412165-TD-T01	TAPE DISPENSER, table top	piece	0	2	0	2	145.60	0	2	0	2	145.60	0	2	0	2	145.60	8	72.80	582.40
<b>PAPER MATERIALS AND PRODUCTS</b>																					
128	1411152-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.72	0.00
129	1411156-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	882.55	0.00
130	1411156-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,166.88	0.00
131	1411156-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,528.80	0.00
132	1411156-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,026.48	0.00
133	1411156-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	box	1	2	1	4	3,161.60	1	2	1	4	3,161.60	2	2	0	4	3,161.60	16	790.40	12,646.40
134	1411156-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,508.00	0.00
135	1411699-LI-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	794.96	0.00
136	1411151+HE-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	4	4	4	12	444.72	4	4	4	12	444.72	4	4	4	12	444.72	48	37.06	1,778.88
137	1411151+HE-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	4	4	4	12	711.36	4	4	4	12	711.36	4	4	4	12	711.36	48	59.28	2,845.44

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue /# of 28 Jul 2022	Total Amount for the year									
		Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4	
					Amount	Amount				Amount	Amount							Amount	Amount				Amount	Amount	
138 1411514-HP-503	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	4	4	4	12	624.00	4	4	4	12	624.00	4	4	4	12	624.00	4	4	4	12	624.00	48	52.00	2,496.00
139 1411514-NB-501	NOTEBOOK, steno-grapher	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	12.04	0.00
140 1411507-PP-M01	PAPER, MULTICOPIY A4, 500 sheets per ream	ream	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	165.65	0.00
141 1411507-PP-M02	PAPER, MULTICOPIY LEGAL, 500 sheets per ream	ream	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	189.18	0.00
142 1411507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	3	3	3	9	1,239.66	3	3	3	9	1,239.66	3	3	3	9	1,239.66	3	3	2	7	1,101.92	35	137.74	4,820.90
143 1411507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	12	15	15	42	6,674.22	12	15	15	42	6,674.22	12	15	15	42	6,674.22	15	15	12	42	6,674.22	168	158.91	26,596.88
144 1411531-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	21.53	0.00
145 1411503-PA-P01	PAPER, parchment, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	98.05	0.00
146 1411531-RE-B01	RECORD BOOK, 300 PAGES	book	3	3	3	9	561.60	3	3	3	9	561.60	3	3	3	9	561.60	3	3	3	9	561.60	36	62.40	2,246.40
147 1411531-RE-B02	RECORD BOOK, 500 PAGES	book	3	3	3	9	936.00	3	3	3	9	936.00	3	3	3	9	936.00	3	3	3	9	936.00	36	104.00	3,744.00
148 1411818-TH-P02	THERMAL PAPER, 216mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	55.64	0.00
149 1411704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	0	2	0	2	67.60	0	2	0	2	67.60	0	2	0	2	67.60	0	2	0	2	67.60	8	33.80	270.40
150 1411704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	1	1	2	4	346.28	2	2	1	5	436.80	2	2	1	5	436.80	2	1	1	4	345.28	18	86.32	1,553.76
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																									
151 531326-HS-501	LIQUID HAND SANITIZER, 500ml	bottle	1	2	1	4	323.40	1	2	1	4	323.40	1	2	1	4	323.40	1	2	1	4	323.40	16	80.85	1,293.60
<b>PESTICIDES OR PEST REPELLENTS</b>																									
152 1019159-IN-A01	INSECTICIDE, 600ml	can	0	2	0	2	278.72	0	2	0	2	278.72	0	2	0	2	278.72	0	2	0	2	278.72	8	139.36	1,114.88
<b>PRINTED PUBLICATIONS</b>																									
153 5510154-PA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (PA 9194)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.21	0.00
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																									
1 44103105-RR-005	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,947.20	0.00
2 44103105-RR-804	INK CARTRIDGE, BROTHER LC878, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	910.00	0.00
3 44103105-RR-805	INK CARTRIDGE, BROTHER LC878YBK, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,601.60	0.00
4 44103105-CK-04	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00
5 44103105-CK-02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	0.00
6 44103105-CK-804	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	0.00
7 44103105-CK-802	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	0.00
8 44103105-EP-817	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	4	4	5	13	3,244.80	4	4	5	13	3,244.80	4	4	5	13	3,244.80	4	4	5	13	3,244.80	52	249.60	12,279.20
9 44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	2	3	2	7	1,747.20	2	3	2	7	1,747.20	2	3	2	7	1,747.20	2	3	2	7	1,747.20	28	249.60	6,988.80
10 44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	2	3	2	7	1,747.20	2	3	2	7	1,747.20	2	3	2	7	1,747.20	2	3	2	7	1,747.20	28	249.60	6,988.80
11 44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	2	3	2	7	1,747.20	2	3	2	7	1,747.20	2	3	2	7	1,747.20	2	3	2	7	1,747.20	28	249.60	6,988.80
12 44103105-HP-940	INK CARTRIDGE, HP CP940A (HP92), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	852.80	0.00
13 44103105-HP-T40	INK CARTRIDGE, HP CP940A (HP92), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,046.32	0.00
14 44103105-HP-809	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	910.00	0.00
15 44103105-HP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	0.00









Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 Aug 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								
43233802-SRT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00			
43233905-SRT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00		
43233904-SRT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00		
43233305-SRT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00		
43233405-SRT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0	0.00		
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																																
	Ink Cartridge, Epson 003, Black	bottle	2	2	2	6	2,280.00	2	2	2	6	2,280.00	2	2	2	6	2,280.00	2	2	2	6	2,280.00	2	2	2	6	2,280.00	24	380.00	9,220.00		
	Ink Cartridge, Epson 003, Cyan	bottle	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	12	380.00	4,560.00		
	Ink Cartridge, Epson 003, Magenta	bottle	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	12	380.00	4,560.00		
	Ink Cartridge, Epson 003, Yellow	bottle	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	1	1	1	3	1,140.00	12	380.00	4,560.00		
	Ink Cartridge, Brother 2200, Black	bottle	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	12	430.00	5,160.00		
	Ink Cartridge, Brother 2200, Cyan	bottle	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	12	430.00	5,160.00		
	Ink Cartridge, Brother 2200, Magenta	bottle	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	12	430.00	5,160.00		
	Ink Cartridge, Brother 2200, Yellow	bottle	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	1	1	1	3	1,290.00	12	430.00	5,160.00		
	Paper, Multiburpose, 216x279mm, short/letter	ream	2	2	2	6	1,560.00	2	2	2	6	1,560.00	2	2	2	6	1,560.00	2	2	2	6	1,560.00	2	2	2	6	1,560.00	24	260.00	6,240.00		
	Keyboard, USB type	piece	1	1	1	1	455.00	1	1	1	1	455.00	1	1	1	1	455.00	1	1	1	1	1	1	1	1	1	1	1	1	1	455.00	1,820.00
	Flash Drive 16gb or 32gb	piece	5	5	5	5	1,250.00	5	5	5	5	1,250.00	5	5	5	5	1,250.00	5	5	5	5	5	5	5	5	5	5	5	5	5	1,250.00	3,750.00
	Beaact, 900ml	bottle	2	2	2	6	570.00	2	2	2	6	570.00	2	2	2	6	570.00	2	2	2	6	570.00	2	2	2	6	570.00	24	95.00	2,280.00		
	Beaact, white 800ml	bottle	2	2	2	6	570.00	2	2	2	6	570.00	2	2	2	6	570.00	2	2	2	6	570.00	2	2	2	6	570.00	24	95.00	2,280.00		
	Balpen, 0.5-0.7 point, Black, 12/box	box	2	3	2	7	462.00	2	3	2	7	462.00	2	3	2	7	462.00	2	3	2	7	462.00	2	3	2	7	462.00	28	66.00	1,848.00		
	Balpen, 0.5-0.7 point, Blue, 12/box	box	1	1	1	3	198.00	1	1	1	3	198.00	1	1	1	3	198.00	1	1	1	3	198.00	1	1	1	3	198.00	12	66.00	792.00		
	Balpen, 0.5-0.7 point, Red, 12/box	box	1	1	1	3	198.00	1	1	1	3	198.00	1	1	1	3	198.00	1	1	1	3	198.00	1	1	1	3	198.00	12	66.00	792.00		
	Folder, white, Long, 100/pack	pack	1	1	1	3	1,185.00	1	1	1	3	1,185.00	1	1	1	3	1,185.00	1	1	1	3	1,185.00	1	1	1	3	1,185.00	12	395.00	4,740.00		
	USB Hub, 4port	piece	1	1	1	1	488.00	1	1	1	1	488.00	1	1	1	1	488.00	1	1	1	1	1	1	1	1	1	1	1	1	1	488.00	1,464.00
	Dishwashing Liquid 450ml	bottle	1	1	1	3	297.00	1	1	1	3	297.00	1	1	1	3	297.00	1	1	1	3	297.00	1	1	1	3	297.00	12	99.00	1,188.00		
	Uninterruptible Power Supply (UPS) 650 or 1500VA	piece	2	2	2	2	3,700.00	1	1	1	1	1,850.00	2	2	2	2	3,700.00	2	2	2	2	2	2	2	2	2	2	2	2	2	3,700.00	9,250.00
	Car Cover	piece	0	0	0	0	0.00	1	1	1	1	1,514.00	1	1	1	1	1,514.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1,514.00	1,514.00
	Printer with scanner- long, photocopy- long	unit	0	0	0	0	0.00	1	1	1	1	13,999.00	1	1	1	1	13,999.00	1	1	1	1	1	1	1	1	1	1	1	1	1	13,999.00	27,998.00
	Visitors Chair	piece	2	2	2	2	2,998.00	2	2	2	2	2,998.00	2	2	2	2	2,998.00	2	2	2	2	2	2	2	2	2	2	2	2	2	2,998.00	11,992.00
	Executive Chair	piece	0	0	0	0	0.00	1	1	1	1	2,999.00	1	1	1	1	2,999.00	1	1	1	1	1	1	1	1	1	1	1	1	1	2,999.00	2,999.00
	Executive Table	piece	1	1	1	1	4,000.00	1	1	1	1	4,000.00	1	1	1	1	4,000.00	1	1	1	1	1	1	1	1	1	1	1	1	1	4,000.00	8,000.00
	White Board with Stand	piece	0	0	0	0	0.00	1	1	1	1	3,754.00	1	1	1	1	3,754.00	1	1	1	1	1	1	1	1	1	1	1	1	1	3,754.00	3,754.00
	Wall Dock	piece	1	1	1	1	2,500.00	1	1	1	1	2,500.00	1	1	1	1	2,500.00	1	1	1	1	1	1	1	1	1	1	1	1	1	2,500.00	2,500.00
	Cork Board	piece	0	0	0	0	0.00	1	1	1	1	950.00	1	1	1	1	950.00	1	1	1	1	1	1	1	1	1	1	1	1	1	950.00	950.00
	Name Plate	piece	0	0	0	0	0.00	1	1	1	1	3,600.00	1	1	1	1	3,600.00	1	1	1	1	1	1	1	1	1	1	1	1	1	3,600.00	3,600.00



Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for this year	Price Catalogue (as of 28 July 2022)	Total Amount for the year									
		Jan	Feb	Mar	Q1 \$0 amount	April	May	June	Q2 \$0 amount	July	Aug	Sept	Q3 \$0 amount				Oct	Nov	Dec	Q4 \$0 amount					
					0	0.00						0	0.00							0	0.00	0	0.00	0.00	
					0	0.00						0	0.00							0	0.00	0	0.00	0.00	
					0	0.00						0	0.00							0	0.00	0	0.00	0.00	
					0	0.00						0	0.00							0	0.00	0	0.00	0.00	
					0	0.00						0	0.00							0	0.00	0	0.00	0.00	
					0	0.00						0	0.00							0	0.00	0	0.00	0.00	
					0	0.00						0	0.00							0	0.00	0	0.00	0.00	
<b>A. TOTAL</b>																									426,804.95
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																									42,680.50
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																									-
<b>D. GRAND TOTAL (A + B+ C)</b>																									469,485.45
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																									

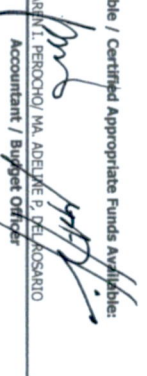
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

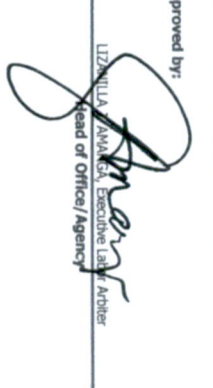
  
 MA. ADELIN P. DEL ROSARIO  
 Property / Supply Officer

Date Prepared: September 14, 2022

Certified Funds Available / Certified Appropriate Funds Available:

  
 KAREN I. PERCICH / MA. ADELIN P. DEL ROSARIO  
 Accountant / Budget Officer

Approved by:

  
 LIZMILLIA AVANESA, Executive Labor Arbitrator  
 Head of Office / Agency