

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 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 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.

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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																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 ml.	bottle	22	22	22	66	3,158.10	22	22	22	66	3,158.10	22	22	22	66	3,158.10	22	22	22	66	3,158.10	264	47.85	12,632.40
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	5	5	5	15	4,958.25	5	5	5	15	4,958.25	5	5	5	15	4,958.25	5	5	5	15	4,958.25	60	330.55	19,833.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	0	2	0	2	65.82	0	2	0	2	65.82	0	2	0	2	65.82	0	2	0	2	65.82	8	32.91	263.20
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	0	2	0	2	72.72	0	2	0	2	72.72	0	2	0	2	72.72	0	2	0	2	72.72	8	36.36	290.88
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	2	2	1	5	22.35	2	2	1	5	22.35	2	2	1	5	22.35	2	2	1	5	22.35	20	4.47	89.40
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	45	40	40	125	2,775.00	45	40	40	125	2,775.00	45	40	40	125	2,775.00	45	40	40	125	2,775.00	500	22.20	11,100.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	75	75	75	225	4,995.00	75	75	75	225	4,995.00	75	75	75	225	4,995.00	75	75	75	225	4,995.00	900	22.20	19,980.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	10	10	10	30	666.00	10	10	10	30	666.00	10	10	10	30	666.00	10	10	10	30	666.00	120	22.20	2,664.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	1	0	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																										
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	0	0	0	0.00	0	23,623.60	0.00
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	1	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	12	12	12	36	737.64	12	12	12	36	737.64	12	12	12	36	737.64	12	12	12	36	737.64	144	20.49	2,950.56
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	5	5	5	15	275.10	5	5	5	15	275.10	5	5	5	15	275.10	5	5	5	15	275.10	60	18.34	1,100.40
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister 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	96.20	0.00
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	8	8	8	24	1,959.36	8	8	8	24	1,959.36	8	8	8	24	1,959.36	8	8	8	24	1,959.36	96	81.64	7,837.44
16	47131604-BR-S01	BROOM, Soft (Walis Tambu)	piece	9	0	0	9	1,226.16	9	0	0	9	1,226.16	9	0	0	9	1,226.16	9	0	0	9	1,226.16	36	136.24	4,904.64
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	9	0	0	9	205.02	9	0	0	9	205.02	9	0	0	9	205.02	9	0	0	9	205.02	36	22.78	820.00
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	4	4	4	12	499.20	4	4	4	12	499.20	4	4	4	12	499.20	4	4	4	12	499.20	48	41.60	1,996.80

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue No (of 28 May 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			
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	4	4	2	10	239.20	4	4	2	10	239.20	4	4	2	10	239.20	4	4	2	10	239.20	40	23.92	956.80	
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	1	1	1	3	24.90	1	1	1	3	24.90	1	1	1	3	24.90	1	1	0	2	16.60	11	8.30	91.30	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	2	0	2	4	216.32	2	0	2	4	216.32	2	0	2	4	216.32	2	0	2	4	216.32	16	54.08	865.28	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	8	8	7	23	3,217.47	8	8	7	23	3,217.47	8	8	7	23	3,217.47	8	8	7	23	3,217.47	92	139.89	12,869.88	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	4	0	0	4	110.56	4	0	0	4	110.56	4	0	0	4	110.56	4	0	0	4	110.56	16	27.64	442.24	
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	10	0	0	10	1,201.20	10	0	0	10	1,201.20	10	0	0	10	1,201.20	10	0	0	10	1,201.20	40	120.12	4,804.80	
26	73101612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	13	12	12	37	1,589.15	13	12	12	37	1,589.15	13	12	12	37	1,589.15	13	12	12	37	1,589.15	148	42.95	6,356.60	
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,288.00	2,288.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	4	0	0	4	499.20	4	0	0	4	499.20	4	0	0	4	499.20	4	0	0	4	499.20	16	124.80	1,996.80	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	4	0	0	4	490.04	4	0	0	4	490.04	4	0	0	4	490.04	4	0	0	4	490.04	16	122.51	1,960.16	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	5	5	5	15	797.10	5	5	5	15	797.10	5	5	5	15	797.10	5	5	5	15	797.10	60	53.14	3,188.40	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	7	0	0	7	405.51	7	0	0	7	405.51	7	0	0	7	405.51	7	0	0	7	405.51	28	57.93	1,622.04	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	15	10	10	35	5,041.40	15	10	10	35	5,041.40	15	10	10	35	5,041.40	15	10	10	35	5,041.40	140	144.04	20,165.60	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	4	0	0	4	127.64	4	0	0	4	127.64	4	0	0	4	127.64	4	0	0	4	127.64	16	31.91	510.56	
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	INK, for stamp pad, 50ml	bottle	2	5	0	7	202.37	2	5	0	7	202.37	2	5	0	7	202.37	2	5	0	7	202.37	28	28.91	809.48	
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																											
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	12	12	12	36	2,790.00	12	12	12	36	2,790.00	12	12	12	36	2,790.00	12	12	12	36	2,790.00	144	77.50	11,160.00	
FILMS																											
37	13111203-AC-P01	ACETATE, 50 meters	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	969.88	0.00	
38	13111201-CF-P01	CARBON FILM, A4, 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	221.00	0.00	
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	1	0	0	1	238.54	0	0	0	0	0.00	1	0	0	1	238.54	0	0	0	0	0.00	2	238.54	477.08	
FIRE FIGHTING EQUIPMENT																											
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	2	0	0	2	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	1,144.00	3	1,144.00	3,432.00	
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	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	5,613.25	0.00	
FLAG OR ACCESSORIES																											
42	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	0	0	10	10	2,848.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	284.84	2,848.40	
FURNITURE AND FURNISHINGS																											
43	56101504-CN-B01	MONOBLOC CHAIR, beige	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	347.41	0.00	
44	56101504-CN-W01	MONOBLOC CHAIR, white	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	344.92	0.00	
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	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	1,248.00	0.00	
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	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	1,248.00	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	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0.00	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	2	0	0	2	1,713.72	2	0	0	2	1,713.72	2	0	0	2	1,713.72	2	0	0	2	1,713.72	8	856.86	6,854.88	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	2	0	0	2	1,537.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	768.56	1,537.12	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price Catalogue (as of 29 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
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	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	0	0	0.00	0	42,390.40	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	2	2	2	6	16,754.40	2	2	2	6	16,754.40	2	2	2	6	16,754.40	2	2	2	6	16,754.40	67,017.60	
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
55	43211503-LAP002	LAPTOP, Lightweight	unit	1	0	0	1	46,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	46,800.00	
56	43211708-MO-C01	MOUSE, OPTICAL, USB connection type	unit	2	2	0	4	599.04	2	2	0	4	599.04	2	2	0	4	599.04	2	2	0	4	599.04	2,396.16	
57	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
58	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
59	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																									
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	2	2	0	4	302.44	2	2	0	4	302.44	2	2	0	4	302.44	2	2	0	4	302.44	1,209.76	
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	2	2	0	4	823.28	2	2	0	4	823.28	2	2	0	4	823.28	2	2	0	4	823.28	3,293.12	
MANUFACTURING COMPONENTS AND SUPPLIES																									
62	31201610-GL-301	GLUE, all-purpose, 200 grams	jar	3	2	2	7	495.04	3	2	2	7	495.04	3	2	2	7	495.04	3	2	2	7	495.04	1,980.16	
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	2	2	0	4	90.20	2	2	0	4	90.20	2	2	0	4	90.20	2	2	0	4	90.20	360.80	
64	31151804-SW-S01	STAPLE WIRE, standard	box	15	15	15	45	1,069.20	15	15	15	45	1,069.20	15	15	15	45	1,069.20	15	15	15	45	1,069.20	4,276.80	
65	31201502-TA-E01	TAPE, electrical	roll	1	1	1	3	58.35	1	1	1	3	58.35	1	1	1	3	58.35	1	1	1	3	58.35	234.40	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	2	1	1	4	247.52	2	1	1	4	247.52	2	1	1	4	247.52	2	1	1	4	247.52	990.08	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	3	3	3	9	1,090.44	3	3	3	9	1,090.44	3	3	3	9	1,090.44	3	3	3	9	1,090.44	4,361.76	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	5	4	4	13	290.68	5	4	4	13	290.68	5	4	4	13	290.68	5	4	4	13	290.68	1,162.72	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	7	7	7	21	234.78	7	7	7	21	234.78	7	7	7	21	234.78	7	7	7	21	234.78	939.12	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	4	4	5	13	293.41	4	4	5	13	293.41	4	4	5	13	293.41	4	4	5	13	293.41	1,173.64	
71	31151507-TW-P01	TWINE, plastic	roll	2	4	2	8	532.96	2	4	2	8	532.96	2	4	2	8	532.96	2	4	2	8	532.96	2,131.84	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																									
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	4	3	3	10	166.40	4	3	3	10	166.40	4	3	3	10	166.40	4	3	3	10	166.40	665.60	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	2	0	0	2	29.64	2	0	0	2	29.64	2	0	0	2	29.64	2	0	0	2	29.64	118.56	
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
75	44101807-CA-C01	CALCULATOR, Compact	unit	4	2	1	7	1,863.68	4	2	1	7	1,863.68	4	2	1	7	1,863.68	4	2	1	7	1,863.68	7,454.72	
76	44121710-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	0.00	0	0	0	0	0.00	0.00	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	6	6	6	18	156.96	6	6	6	18	156.96	6	6	6	18	156.96	6	6	6	18	156.96	627.84	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	6	6	5	17	250.75	6	6	5	17	250.75	6	6	5	17	250.75	6	6	5	17	250.75	1,003.00	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	5	0	1	6	153.36	5	0	1	6	153.36	5	0	1	6	153.36	5	0	1	6	153.36	613.44	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	5	5	2	12	672.48	5	5	2	12	672.48	5	5	2	12	672.48	5	5	2	12	672.48	2,689.92	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	40	40	40	120	1,383.60	40	40	40	120	1,383.60	40	40	40	120	1,383.60	40	40	40	120	1,383.60	5,534.40	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	3	1	0	4	133.72	3	1	0	4	133.72	3	1	0	4	133.72	3	1	0	4	133.72	534.88	
83	44111515-DF-B01	DATA FILE BOX	piece	15	15	15	45	3,474.00	15	15	15	45	3,474.00	15	15	15	45	3,474.00	15	15	15	45	3,474.00	13,896.00	
84	44122011-DF-F01	DATA FOLDER	piece	3	2	2	7	480.48	3	2	2	7	480.48	3	2	2	7	480.48	3	2	2	7	480.48	1,921.92	
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	3	0	0	3	1,361.88	3	0	0	3	1,361.88	0	0	0	0	0.00	0	0	0	0	0.00	2,723.76	
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	2	0	0	2	1,528.80	2	0	0	2	1,528.80	2	0	0	2	1,528.80	2	0	0	2	1,528.80	6,115.20	
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	2	0	0	2	1,961.44	2	0	0	2	1,961.44	2	0	0	2	1,961.44	2	0	0	2	1,961.44	7,845.76	

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	
138	44103103-SA-B21	TONER CARTRIDGE, SAMSUNG MLT-D203E, 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	8,304.40	0.00	
139	44103103-SA-B18	TONER CARTRIDGE, SAMSUNG MLT-D203L, 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	3,956.16	0.00	
140	44103103-SA-B20	TONER CARTRIDGE, SAMSUNG MLT-D203U, 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	6,442.80	0.00	
141	44103103-SA-B12	TONER CARTRIDGE, SAMSUNG MLT-D205E, 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	7,321.14	0.00	
142	44103103-SA-B05	TONER CARTRIDGE, SAMSUNG MLT-D205L, 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	4,533.36	0.00	
143	44103103-SA-B10	TONER CARTRIDGE, SAMSUNG SCX-D6555A, 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	4,066.40	0.00	
SOFTWARE																											
1	43231513-SFT-001	Business function specific software	license	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	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	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	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license	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	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license	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	0.00	0.00	
5	43232202-SFT-005	Content management software	license	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	0.00	0.00	
6	43232304-SFT-006	Data management and query software	license	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	0.00	0.00	
7	43232402-SFT-007	Development software	license	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	0.00	0.00	
8	43232505-SFT-008	Educational or reference software	license	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	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license	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	0.00	0.00	
10	43233301-SFT-016	Information exchange software	license	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	0.00	0.00	
11	43232701-SFT-010	Network applications software	license	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	0.00	0.00	
12	43232802-SFT-011	Network management software	license	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	0.00	0.00	
13	43232905-SFT-012	Networking software	license	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	0.00	0.00	
14	43233004-SFT-013	Operating environment software	license	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	0.00	0.00	
15	43233205-SFT-014	Security and protection software	license	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	0.00	0.00	
16	43233405-SFT-015	Utility and device driver software	license	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	0.00	0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
	Epson ink refill 003 black	bottle	10	10	8	28	9,800.00	10	10	8	28	9,800.00	10	10	8	28	9,800.00	10	10	8	28	9,800.00	112	350.00	39,200.00		
	Epson ink refill 003 cyan	bottle	5	5	5	15	5,250.00	5	5	5	15	5,250.00	5	5	5	15	5,250.00	5	5	5	15	5,250.00	60	350.00	21,000.00		
	Epson ink refill 003 magenta	bottle	5	5	5	15	5,250.00	5	5	5	15	5,250.00	5	5	5	15	5,250.00	5	5	5	15	5,250.00	60	350.00	21,000.00		
	Epson ink refill 003 yellow	bottle	5	5	5	15	5,250.00	5	5	5	15	5,250.00	5	5	5	15	5,250.00	5	5	5	15	5,250.00	60	350.00	21,000.00		
	Brother ink refill black	bottle	5	5	5	15	6,450.00	4	4	4	12	5,160.00	5	5	5	15	6,450.00	4	4	4	12	5,160.00	54	430.00	23,220.00		
	Brother ink refill cyan	bottle	3	1	3	7	3,010.00	3	1	3	7	3,010.00	3	1	3	7	3,010.00	3	1	3	7	3,010.00	28	430.00	12,040.00		
	Brother ink refill magenta	bottle	3	1	3	7	3,010.00	3	1	3	7	3,010.00	3	1	3	7	3,010.00	3	1	3	7	3,010.00	28	430.00	12,040.00		
	Brother ink refill yellow	bottle	3	1	3	7	3,010.00	3	1	3	7	3,010.00	3	1	3	7	3,010.00	3	1	3	7	3,010.00	28	430.00	12,040.00		
	Flash drive 16GB	pieces	1		1	2	700.00					0	0.00	1		1	2	700.00					0	0.00	4	350.00	1,400.00
	Canon ink refill black	bottle	9		9	3,150.00						0	0.00				0	0.00					0	0.00	9	350.00	3,150.00
	Canon ink refill cyan	bottle	5		5	1,750.00						0	0.00				0	0.00					0	0.00	5	350.00	1,750.00
	Canon ink refill magenta	bottle	5		5	1,750.00						0	0.00				0	0.00					0	0.00	5	350.00	1,750.00
	Canon ink refill yellow	bottle	5		5	1,750.00						0	0.00				0	0.00					0	0.00	5	350.00	1,750.00
	HP ink refill black	bottle	5		5	1,750.00						0	0.00				0	0.00					0	0.00	5	350.00	1,750.00
	HP ink refill cyan	bottle	3		3	1,050.00						0	0.00				0	0.00					0	0.00	3	350.00	1,050.00
	HP ink refill magenta	bottle	3		3	1,050.00						0	0.00				0	0.00					0	0.00	3	350.00	1,050.00
	HP ink refill yellow	bottle	3		3	1,050.00						0	0.00				0	0.00					0	0.00	3	350.00	1,050.00
	Universal Power Supply (UPS)	pieces	2		2	9,000.00						0	0.00				0	0.00					0	0.00	2	4,500.00	9,000.00

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	
computer keyboard USB connection type	pieces	7			7	3,500.00				0	0.00				0	0.00				0	0.00	7	900.00	3,500.00	
computer keyboard wireless	pieces	5			5	2,500.00				0	0.00	5			5	2,500.00				0	0.00	10	500.00	5,000.00	
3 in 1 printer (print, scan, copy)	unit	2			2	20,000.00	2			2	20,000.00	2			2	20,000.00	2			2	20,000.00	8	10,000.00	80,000.00	
CD-RW	pieces	5	5	5	15	225.00	5	5	5	15	225.00	5	5	5	15	225.00	5	5	5	15	225.00	60	15.00	900.00	
Fujierox Toner DCS2011	box	1			1	4,949.00				0	0.00				0	0.00				0	0.00	1	4,949.00	4,949.00	
Imaging unit, Lexmark	pieces	1			1	2,600.00				0	0.00				0	0.00				0	0.00	1	2,600.00	2,600.00	
DSLR camera (SGOD)	unit	2			2	99,998.00				0	0.00				0	0.00				0	0.00	2	49,999.00	99,998.00	
Photocopier (Personnel, Accounting, Supply)	unit				0	0.00	3			3	149,697.00				0	0.00				0	0.00	3	49,899.00	149,697.00	
vertical filing cabinet 3 drawers	unit				0	0.00				0	0.00	1			1	7,400.00	1			1	7,400.00	2	7,400.00	14,800.00	
fabric conditioner, 6 sachet 28 ml	pack	10	10	10	30	1,800.00	10	10	10	30	1,800.00	10	10	10	30	1,800.00	10	10	10	30	1,800.00	120	60.00	7,200.00	
working gloves, rubber	pair	10			10	900.00				0	0.00				0	0.00				0	0.00	10	90.00	900.00	
hydrochloric acid concentrated (muriatic acid)	bottle	7	7	7	21	3,360.00	7	7	7	21	3,360.00	7	7	7	21	3,360.00	7	7	7	21	3,360.00	84	160.00	13,440.00	
car air freshener	pieces	4			4	1,200.00				0	0.00	4			4	1,200.00				0	0.00	8	300.00	2,400.00	
doormat rubber, "welcome", brown or gray	pieces	5			5	850.00				0	0.00	5			5	850.00				0	0.00	10	170.00	1,700.00	
doormat cloth	pieces	5			5	600.00				0	0.00	5			5	600.00				0	0.00	10	120.00	1,200.00	
deodorant cake	pieces	7			7	770.00	7			7	770.00	7			7	770.00				0	0.00	21	110.00	2,310.00	
toilet brush, wooden handle	pieces	7			7	560.00	7			7	560.00	7			7	560.00	7			7	560.00	28	80.00	2,240.00	
pail, non-rigid plastic, 24L min with comfort grip handle	pieces	10			10	1,650.00				0	0.00	10			10	1,650.00	7			7	1,155.00	27	165.00	4,455.00	
dipper, plastic	pieces	7			7	560.00				0	0.00	7			7	560.00	2			2	4	320.00	18	80.00	1,440.00
sponge	pieces	2		2	4	200.00	2		2	4	200.00	2		2	4	200.00	5	5	5	15	750.00	27	50.00	1,350.00	
disinfectant bleaching solution, min 500ml	cart	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	5	5	5	15	3,000.00	60	200.00	12,000.00	
glass and multi-surface cleaner 500ml min	bottle	5	6	5	16	3,520.00	5	5	5	15	3,300.00	5	6	5	16	3,520.00				0	0.00	47	220.00	10,340.00	
tornado mop and spin dry bucket with set with 1 microfiber mop head	pieces	7			7	5,250.00				0	0.00	7			7	5,250.00				0	0.00	14	750.00	10,500.00	
caution wet floor signage	pieces	3			3	1,200.00				0	0.00				0	0.00	2			2	800.00	5	400.00	2,000.00	
dishwashing liquid, 500ml	pieces	2			2	200.00	2			2	200.00	2			2	200.00				0	0.00	6	100.00	600.00	
file folder kraft tagboard A4 brown	pack	1			1	290.00				0	0.00	1			1	290.00				0	0.00	2	290.00	580.00	
file folder kraft tagboard legal brown	pack	1			1	330.00				0	0.00	1			1	330.00				0	0.00	2	330.00	660.00	
ballpen fine point blue	pieces	7	7	7	21	315.00	6	7	6	19	285.00	7	7	7	21	315.00	6	7	6	19	285.00	80	15.00	1,200.00	
sticker paper, matte, A4	pack	2	1		3	144.00	2	1		3	144.00	2	1		3	144.00	2	1		3	144.00	12	48.00	576.00	
storage box, legal size with cover, heavy duty	pieces	25	20	20	65	9,750.00	20	20	20	60	9,000.00	20	23	23	66	9,900.00	23	23	43	89	13,350.00	280	150.00	42,000.00	
ballkaban box	pieces	3	3	3	9	1,350.00	3	3	3	9	1,350.00	3	3	3	9	1,350.00	3	3	3	9	1,350.00	36	150.00	5,400.00	
sign pen green, liquid or gel	pieces	3	3	3	9	199.80	3	3	3	9	199.80	3	3	3	9	199.80	3	3	3	9	199.80	36	22.20	799.20	
paper cutter, long wood type	pieces	1			1	1,200.00				0	0.00				0	0.00				0	0.00	1	1,200.00	1,200.00	
ballpen fine point black	pieces	5	5	5	15	225.00	5	5	5	15	225.00	5	5	5	15	225.00	5	5	5	15	225.00	60	15.00	900.00	
board paper, A4, 180-200gsm, 10 pcs per pack	pack	5	5	5	15	750.00	5	5	5	15	750.00	5	5	5	15	750.00	5	5	5	15	750.00	60	50.00	3,000.00	
office duct tape	roll	1	1	1	3	540.00	1	1	1	3	540.00	1	1	1	3	540.00	1	1	1	3	540.00	12	180.00	2,160.00	
paper fastener long, 70mm x 6 1/2 in long, 50 sets	box	2			2	340.00	2			2	340.00	2			2	340.00	2			2	340.00	8	170.00	1,360.00	
correction fluid, pen type	pcs	4	3	3	10	2,000.00	4	3	3	10	2,000.00	4	3	3	10	2,000.00	4	3	3	10	2,000.00	40	200.00	8,000.00	
Black Toner for Brother DCP-L2540DW TN 660	cart	1			1	2,500.00				0	0.00	1			1	2,500.00				0	0.00	2	2,500.00	5,000.00	
plastic bins 60x40x30cm with cover, transparent	pieces		3		3	2,700.00		3		3	2,700.00		3		3	2,700.00		3		3	2,700.00	12	900.00	10,800.00	

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
		padding glue, stick up red, 1/2 kg	bottle	1			1	200.00				0	0.00	1			1	200.00						
Free standing hot and cold water dispenser	unit		2		2	15,000.00				0	0.00		2		2	15,000.00				0	0.00	4	7,500.00	30,000.00
Display rack, steel	set				0	0.00	1	1	1	3	22,500.00				0	0.00	1	1	1	3	22,500.00	6	7,500.00	45,000.00
A. TOTAL																						P		1,587,215.21
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		158,721.52
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		-
D. GRAND TOTAL (A + B+ C)																						P		1,745,936.73
E. APPROVED BUDGET BY THE AGENCY HEAD																								
In Figures and Words:																								ONE MILLION SEVEN HUNDRED FORTY FIVE THOUSAND NINE HUNDRED THIRTY SIX PESOS AND 73/100 CENTAVOS

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: 

 MADLON D. MACALINA
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:
 

 GRACE M. BURQUEZ-RUBANG JELOUFF C. MANDAC
 Accountant / Budget Officer

Approved by: 

 JOANN A. CORPUZ EdD, CESO V
 Head of Office/Agency

Date Prepared: September 27, 2022