

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:
 Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 6, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 Form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at Philgeps website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/darification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: TESDA OCCIDENTAL MINDORO PROVINCIAL OFFICE
 Region: IV-B MIMAROPA
 Address: 2nd Floor, Three Kids Bldg., Bldg. VI San Jose, Occidental Mindoro

Agency Account Code: TESDA OCCIDENTAL MINDORO PROVINCIAL OFFICE
 Organization Type: TESDA OCCIDENTAL MINDORO PROVINCIAL OFFICE

Contact Person: Allan Dominic Y. Borjado
 Position: Supply Officer
 E-mail: region4b.occidentalmindoro@tesda.gov.ph
 Telephone/Mobile Nos: 457-0258

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

ITEM NO.	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	QTY	UNIT PRICE	TOTAL PRICE	
PESTICIDES OR PEST REPELLENTS																					
1	10191509-IN-A01 INSECTICIDE aerosol type, net content: 600ml min	can	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
PERFUMES OR COLOGNES OR FRAGRANCES																					
2	53131626-HS-501 HAND SANITIZER, 500 ml	bottle	1	1	3	454.29	1	1	1	3	454.29	1	1	3	454.29	1	1	3	454.29	12.00	151.43
ALCOHOL OR ACETONE BASED ANTISEPTICS																					
3	12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
4	12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3,785 liters	gallon	1	1	1	457.60	1	1	1	1	457.60	1	1	1	457.60	1	1	1	457.60	4.00	457.60
5	51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
6	51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3,785 liters	gallon	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
7	51471505-PO-F01 Povidone Iodine, 10 % solution, 120 ml	gallon	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
COLOR COMPOUNDS AND DISPERSIONS																					
8	12171203-SI-F01 STAMP PAD INK, purple or violet, 50ml (mln.)	bottle	4	4	126.08	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	4.00	31.52
FILMS																					
9	13111203-AC-F01 ACETATE, thickness: 0.075mm min (Gauge #3)	roll	1	1	847.82	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	1.00	847.82
10	13111201-CF-F01 CARBON FILM, PE, black, size 210mm x 297mm	box	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	221.00
11	13111201-CF-F02 CARBON FILM, PE, black, size 216mm x 330mm	box	1	1	208.52	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	1.00	208.52
PAPER MATERIALS AND PRODUCTS																					
12	14111506-CF-A01 CARTOON, assorted colors	pack	0	0.00	0.00	2	167.44	2	2	167.44	0	0.00	0.00	0	0.00	0.00	0.00	0	0.00	2.00	63.72
13	14111506-CF-I11 CONTINUOUS FORM, 1 PLV, 280 x 241mm	box	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	882.55
14	14111506-CF-I12 CONTINUOUS FORM, 1 PLV, 280 x 378mm	box	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	1029.60

Item #	Part Number	Description	Unit	QTY	Unit Price	Total Price	Weight (kg)	Volume (L)	Area (sqm)	Length (m)	Width (m)	Height (m)	Material	Notes	
53	39101628-LT-101	LED LINEAR TUBE, 18 WATTS PRO SERIES	piece	1	617.46	617.46	1	1	1	3	617.46	1	1	1	2469.84
54	39101629-LB-101	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	1	246.48	246.48	1	1	1	3	246.48	1	1	1	985.92
MEASURING AND OBSERVING AND TESTING EQUIPMENT															
55	4111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	1	17.68	17.68	1	1	1	0	0.00	1	1	1	35.36
CLEANING EQUIPMENT AND SUPPLIES															
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	1	180.44	180.44	1	1	2	180.44	1	1	2	90.22	721.76
57	47131804-BR-S01	BROOM, soft (bambo)	piece	1	272.48	272.48	1	1	2	272.48	1	1	2	136.24	1089.92
58	47131604-BR-T01	BROOM, STECK (TING-TING), usable length: 760mm min	piece	1	18.20	18.20	1	1	0	0.00	18.20	0	0	2.00	36.40
59	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	1	83.20	83.20	1	1	2	83.20	1	1	2	41.60	332.80
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min/can	can	1	47.84	47.84	1	1	2	47.84	1	1	2	23.92	191.36
61	47131811-DE-B02	DEREGENT BAR, 140 grams as packed	piece	1	18.06	18.06	1	1	2	18.06	1	1	2	9.03	72.24
62	47131811-DE-R02	DEREGENT POWDER, all purpose, 1kg	pack	1	74.86	74.86	1	1	2	74.86	1	1	2	37.43	299.44
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	1	257.92	257.92	1	1	2	257.92	1	1	2	128.96	1031.68
64	47131801-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1	24.83	24.83	1	1	1	1	1	1	2	24.83	49.66
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 lbs	gallon	1	0.00	0.00	0	0	0	0.00	131.25	0	0	131.25	0.00
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle	1	308.88	308.88	1	1	3	308.88	1	1	3	102.96	1235.52
67	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	1	0.00	0.00	0	0	0	0.00	309.76	0	0	309.76	0.00
68	47131800-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	1	231.06	231.06	1	1	2	231.06	1	1	2	115.53	924.24
69	47121804-MB-B01	MOP BUCKET, heavy duty, hard plastic	unit	1	2,288.00	2,288.00	1	1	1	2,288.00	1	1	1	2,288.00	9152.00
70	47131613-MH-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	1	145.60	145.60	1	1	1	145.60	1	1	1	145.60	582.40
71	47131619-MH-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	1	123.76	123.76	1	1	1	123.76	1	1	1	123.76	495.04
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	1	53.82	53.82	1	1	1	53.82	1	1	1	53.82	215.28
73	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	1	107.12	107.12	1	1	1	107.12	1	1	1	107.12	428.48
74	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	1	269.36	269.36	1	1	2	269.36	1	1	2	134.68	1077.44
75	47121702-MB-P01	WASTEBASKET, non-rigid plastic	piece	1	27.96	27.96	1	1	1	27.96	1	1	1	27.96	111.84
PERSONAL PROTECTIVE EQUIPMENT															
76	46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	piece	1	0.00	0.00	0	0	0	0.00	1144.00	0	0	0.00	0.00
77	46181702-FSH01	FACE SHIELD, direct splash protection	piece	1	374.40	374.40	1	1	3	374.40	1	1	3	1497.60	1497.60
78	46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	piece	1	468.00	468.00	1	1	3	468.00	12.00	156.00	1872.00	1872.00	1872.00
79	42131601-PA-A01	Polyethylene Apron (50g)	piece	1	0.00	0.00	0	0	0	0.00	15.08	0	0	15.08	0.00
80	42131702-SG-S01	SURGICAL GOWN	piece	1	0.00	0.00	0	0	0	0.00	299.52	0	0	299.52	0.00
81	42131711-HC-H01	HEAD COVER, disposable	piece	1	0.00	0.00	0	0	0	0.00	2.60	0	0	2.60	0.00
82	42131609-SC-S01	SHOE COVER, disposable	pair	1	0.00	0.00	0	0	0	0.00	8.32	0	0	8.32	0.00
83	42132203-MG-G01	NITRILE GLOVES	piece	1	0.00	0.00	0	0	0	0.00	3.07	0	0	3.07	0.00
84	42132203-MG-G02	PREMIUM LATEX GLOVES	piece	1	0.00	0.00	0	0	0	0.00	5.02	0	0	5.02	0.00
85	42131713-SM-M01	SURGICAL MASK, 3-ply	piece	30	1,263.60	37,902.00	30	30	90	1,263.60	360.00	14.04	5054.40	5054.40	5054.40
86	46182008-KM-M01	KN95 FACE MASK	piece	30	9,360.00	280,800.00	30	30	90	9,360.00	360.00	104.00	37440.00	37440.00	37440.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES															
87	43211507-DS-K01	MITHI DESKTOP, basic	unit	1	0.00	0.00	0	0	0	0.00	24,793.60	0	0	24,793.60	0.00
88	43211507-DS-K02	MITHI DESKTOP, mid-range	unit	1	0.00	0.00	0	0	0	0.00	42,390.40	0	0	42,390.40	0.00
89	43211509-LA-P01	MITHI LAPTOP, mid-range	unit	1	0.00	0.00	0	0	0	0.00	41,392.00	0	0	41,392.00	0.00
90	43201827-HB-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	1	0.00	0.00	0	0	0	0.00	2650.83	0	0	2650.83	0.00
91	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	1	0.00	0.00	0	0	0	0.00	167.44	0	0	167.44	0.00

219	44103103-HP-V51	Ink Cartridge, HP T61,97AA (HP905) Yellow Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	453.62	0.00
220	44103103-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black Original	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	741.28	0.00
221	44103112-EP-605	RIBBON CART, EPSON C135015S16 (#8750), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	77.43	0.00
222	44103112-EP-607	RIBBON CART, EPSON C135015S31 (#015085), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	756.32	0.00
223	44103112-EP-613	RIBBON CART, EPSON C135015S62, Black, for LX-310	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	77.94	0.00
224	44103103-BR-803	TONER CART, BROTH-ER TN-2025, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2695.28	0.00
225	44103103-BR-804	TONER CART, BROTH-ER TN-2130, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1892.80	0.00
226	44103103-BR-805	TONER CART, BROTH-ER TN-2150, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2695.28	0.00
227	44103103-BR-809	TONER CART, BROTH-ER TN-320, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3567.20	0.00
228	44103103-BR-811	TONER CART, BROTH-ER TN-3350, Black, for HL5450DN	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	5002.40	0.00
229	44103103-HP-812	TONER CART, HP C9455A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3380.00	0.00
230	44103103-HP-814	TONER CART, HP C9540A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3397.36	0.00
231	44103103-HP-818	TONER CART, HP CE355A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	7382.00	0.00
232	44103103-HP-821	TONER CART, HP CE278A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3952.00	0.00
233	44103103-HP-822	TONER CART, HP CE285A (HP85A), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3452.00	0.00
234	44103103-HP-823	TONER CART, HP CE310A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2360.80	0.00
235	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2542.80	0.00
236	44103103-HP-V23	TONER CART, HP CE312A, Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2542.80	0.00
237	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2542.80	0.00
238	44103103-HP-B24	TONER CART, HP CE320A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	2316.16	0.00
239	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3072.16	0.00
240	44103103-HP-V24	TONER CART, HP CE322A, Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3072.16	0.00
241	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3072.16	0.00
242	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	7856.16	0.00
243	44103103-HP-B26	TONER CART, HP CE400A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6990.40	0.00
244	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10193.04	0.00
245	44103103-HP-V26	TONER CART, HP CE402A, Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10193.04	0.00
246	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10193.04	0.00
247	44103103-HP-B27	TONER CART, HP CE410A (HP905), Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4201.60	0.00
248	44103103-HP-C27	TONER CART, HP CE411A (HP905), Cyan	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6011.20	0.00
249	44103103-HP-V27	TONER CART, HP CE412A (HP905), Yellow	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6011.20	0.00
250	44103103-HP-M27	TONER CART, HP CE413A (HP905), Magenta	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6011.20	0.00
251	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4466.80	0.00
252	44103103-HP-B28	TONER CART, HP CE505X, Black, high cap	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	7332.00	0.00
253	44103103-HP-B52	TONER Cartridge, HP CP217A (HP17A) Black LaserJet	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3044.01	0.00
254	44103103-HP-B53	TONER Cartridge, HP CP226A (HP26A) Black LaserJet	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	5787.60	0.00
255	44103103-HP-B55	TONER Cartridge, HP CP280A, LaserJet Pro M401/M425	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	5200.00	0.00
256	44103103-HP-B51	HP Toner CF280XC	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	7112.56	0.00
257	44103103-HP-B56	TONER Cartridge, HP CP281A (HP81A) Black LaserJet	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	8606.00	0.00
258	44103103-HP-B57	TONER Cartridge, HP CP283A (HP83A) LaserJet Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	3241.70	0.00
259	44103103-HP-B51	TONER Cartridge, HP CP283XC (HP83X) Bk Contract L	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4056.00	0.00
260	44103103-HP-B58	TONER Cartridge, HP CP287A (HP87) black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	10051.00	0.00
261	44103103-HP-B52	TONER Cartridge, HP CP295XC (HP25X) Black LaserJet	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	13156.00	0.00

17	envelope, expanding, long, glossy (Ment)	piece	5		5	100.00	5		5	100.00	5		5	100.00	5		5	100.00	20.00	20.00	480.00
18	envelope, expanding, long, ordinary (Ment)	piece	5		5	115.00	5		5	115.00	5		5	115.00	5		5	115.00	20.00	23.00	460.00
19	envelope, expanding, short, glossy (Ment)	piece	5		5	80.00	5		5	80.00	5		5	80.00	5		5	80.00	20.00	16.00	320.00
20	envelope, expanding, short, ordinary (Ment)	piece	5		5	105.00	5		5	105.00	5		5	105.00	5		5	105.00	20.00	21.00	420.00
21	envelope, long, brown (Vesco)	piece	50		50	250.00	50		50	250.00	50		50	250.00	50		50	250.00	200.00	5.00	1000.00
22	eraser, small (Etsaad et)	piece	2		2	70.00	2		2	70.00	2		2	70.00	2		2	70.00	8.00	35.00	280.00
23	fasteners, plastic paper, (Thrice)	boxes	2		2	90.00	2		2	90.00	2		2	90.00	2		2	90.00	8.00	45.00	360.00
24	File box, assorted colors(Star file)	piece	5		5	1,000.00	5		5	1,000.00	5		5	1,000.00	5		5	1,000.00	20.00	200.00	4000.00
25	folder, clear long (Thrice)	piece	5		5	215.00	2		2	86.00	2		2	86.00	2		2	86.00	11.00	43.00	473.00
26	folder, clear short (Prince)	piece	5		5	90.00	2		2	36.00	2		2	36.00	2		2	36.00	11.00	18.00	198.00
27	Folder, ordinary long,	ream	1		1	600.00	1		1	600.00	1		1	600.00	1		1	600.00	4.00	600.00	2400.00
28	Folder, short, 100 pcs	piece	100		100	500.00			100	500.00			100	500.00			100	500.00	200.00	5.00	1000.00
29	Glue stick, small	piece	10		10	40.00	10		10	40.00	10		10	40.00	10		10	40.00	40.00	4.00	160.00
30	multi-purpose glue, 130g (Elmers Glue - All)	bottle	2		2	120.00	2		2	120.00	2		2	120.00	2		2	120.00	8.00	60.00	480.00
31	highlighter, assorted colors (Stabilo)	piece	2		2	80.00	2		2	80.00	2		2	80.00	2		2	80.00	8.00	40.00	320.00
32	ILLUSTRATION BOARD, (10"x15")	piece	50		50	450.00			50	450.00			50	450.00			50	450.00	100.00	9.00	900.00
33	INDEX CARD, 5"x8", 500 pieces per pack	pack			0	0.00	1		1	140.00			1	140.00			0	0.00	1.00	140.00	140.00
34	index tabs, five feet, clear (Speedo500)per pack	pack			0	0.00	1		1	90.00			1	90.00			0	0.00	1.00	90.00	90.00
35	laminating pouch, 100 pcs (Laminating Film)	pack			0	0.00	1		1	230.00			1	230.00			0	0.00	1.00	230.00	230.00
36	linen paper, short(Canon)	pack			0	0.00	1		1	38.00			1	38.00			0	0.00	1.00	38.00	38.00
37	MANILA PAPER, 10sheets per pack	piece			1	26.00			1	26.00			1	26.00			1	26.00	4.00	26.00	104.00
38	MAP PIN, round head, 100 pieces per case	case			0	0.00	1		1	40.00			1	40.00			0	0.00	1.00	40.00	40.00
39	masking tape 1" (Crocodile)	piece			2	50.00			2	50.00			2	50.00			2	50.00	8.00	25.00	200.00
40	masking tape 2" (Crocodile)	piece			2	140.00			2	140.00			2	140.00			2	140.00	8.00	70.00	560.00
41	masking tape 3" (Crocodile)	piece			2	140.00			2	140.00			2	140.00			2	140.00	8.00	70.00	560.00
42	metal ring, 3"	box			1	350.00			1	350.00			1	350.00			0	0.00	2.00	350.00	700.00
43	Oil, for general purpose lubricant, 120 ml	bottle			0	0.00			0	0.00			0	0.00			0	0.00	0.00	36.90	0.00
44	padding tape, 2" (Crocodile)	piece	2		2	130.00			2	130.00			2	130.00			0	0.00	4.00	65.00	260.00
45	paper clip, Big, 100 pieces, 3mm (Joy)	box	3		3	78.00			3	78.00			3	78.00			3	78.00	12.00	26.00	312.00
46	paper clip, small, 100 pieces, 3mm (Joy)	box	5		5	50.00			5	50.00			5	50.00			5	50.00	20.00	10.00	200.00
47	parchment paper	pack			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,050.00	0.00
48	pencil, No. 2 (Mongol)	piece	10		10	80.00	10		10	80.00	10		10	80.00	10		10	80.00	40.00	8.00	320.00
49	penball pen, black, broad (Pine)	box	2		2	90.00			1	45.00			1	45.00			1	45.00	5.00	45.00	225.00
50	PHILIPPINE NATIONAL FLAG, 100% polyester	unit			1	135.00			0	0.00			0	0.00			0	0.00	1.00	135.00	135.00
51	PLUSH PIN, flat head type, assorted colors, 100 pieces per case	case			0	0.00			1	25.00			0	0.00			0	0.00	1.00	25.00	25.00
52	RECORD BOOK, 150 PAGES	piece			2	90.00			0	0.00			2	90.00			0	0.00	4.00	45.00	180.00
53	RECORD BOOK, 300 PAGES	piece			2	150.00			0	0.00			2	150.00			0	0.00	4.00	75.00	300.00
54	RIBBON, for manual typewriter, in box, with each spool individually wrapped in plastic	spool			1	20.00			0	0.00			0	0.00			0	0.00	1.00	20.00	20.00
55	RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle			1	150.80			0	0.00			0	0.00			0	0.00	1.00	150.80	150.80
56	RING BINDER, Plastic 50mm, 10 pieces per bundle	bundle			1	291.03			0	0.00			0	0.00			0	0.00	1.00	291.03	291.03
57	scotch tape, 1" (Crao)	roll			4	80.00			4	80.00			4	80.00			4	80.00	16.00	20.00	320.00
58	sign pen, black,blue C.5 (My Gel)	piece			10	300.00			10	300.00			10	300.00			10	300.00	40.00	30.00	1200.00
59	sign pen, black,blue 1.0 uniball Gel Impact	piece			10	800.00			10	800.00			10	800.00			10	800.00	40.00	80.00	3200.00

60	specialty paper, 10 sheets, short board (Centennial or Canon)	pack	20	20	1,000.00	10	10	500.00	10	1,000.00	10	10	500.00	50.00	50.00	2500.00
61	stamp pad ink, 30 ml, blue, black or violet (Horse)	bottle	2	2	70.00	0	0	0.00	2	70.00	0	0	0.00	4.00	35.00	140.00
62	stamp pad, medium (Prince)	piece	1	1	45.00	0	0	0.00	1	45.00	0	0	0.00	2.00	45.00	90.00
63	staple wire, No. 35, 1000 pieces (Max Staples)	boxes	2	2	90.00	4	4	180.00	2	90.00	4	4	180.00	12.00	45.00	540.00
64	sticky notes, A04	piece	2	2	70.00	4	4	140.00	2	70.00	4	4	140.00	12.00	35.00	420.00
65	USB Flash Drive 32gb (toshiba)	pieces	2	2	1,300.00	0	0	0.00	2	1,300.00	0	0	0.00	4.00	650.00	2600.00
66	white board marker, black (Pilot)/blue/red	pieces	3	3	192.00	3	3	192.00	3	192.00	3	3	192.00	12.00	64.00	768.00
67			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00

Common Janitorial Supplies

1			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
2			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
3			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
4			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
5			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
6			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
7			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
8			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
9			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
10			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
11			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
12			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
13			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
14			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
15			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00

Office Equipment and Accessories

1			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
2			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
3			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
4			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
5			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
6			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
7			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
8			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
9			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
10			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
11			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
12			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
13			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
14			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
15			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00

Office Supplies

1			0	0	0.00	0	0	0.00	0	0.00	0	0	0.00	0.00	0.00	0.00
---	--	--	---	---	------	---	---	------	---	------	---	---	------	------	------	------

Cleaning Equipment and Supplies														
12			0	0.00										0.00
13			0	0.00										0.00
14			0	0.00										0.00
15			0	0.00										0.00
1			0	0.00										0.00
2			0	0.00										0.00
3			0	0.00										0.00
4			0	0.00										0.00
5			0	0.00										0.00
6			0	0.00										0.00
7			0	0.00										0.00
8			0	0.00										0.00
9			0	0.00										0.00
10			0	0.00										0.00
11			0	0.00										0.00
12			0	0.00										0.00
13			0	0.00										0.00
14			0	0.00										0.00
15			0	0.00										0.00

Paper Materials and Products														
1			0	0.00										0.00
2			0	0.00										0.00
3			0	0.00										0.00
4			0	0.00										0.00
5			0	0.00										0.00
6			0	0.00										0.00
7			0	0.00										0.00
8			0	0.00										0.00
9			0	0.00										0.00
10			0	0.00										0.00
11			0	0.00										0.00
12			0	0.00										0.00
13			0	0.00										0.00
14			0	0.00										0.00
15			0	0.00										0.00

Lighting and Fixtures and Accessories														
1	3912102-LB-801	LED bulb	0	0.00										0.00
2			0	0.00										0.00
3			0	0.00										0.00
4			0	0.00										0.00
5			0	0.00										0.00

6						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
7						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
8						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
9						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
10						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
11						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
12						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
13						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
14						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
15						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
Electrical equipment and components and supplies																																				
Computer Supplies																																				
1						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
2						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
3						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
4						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
5						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
6						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
7						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
8						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
9						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
10						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
11						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
12						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
13						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
14						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
15						0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00
Common ICF equipment																																				
1	43212104-PI-M01	PRINTER, Inkjet, Monochrome				0	0.00					0	0.00							0	0.00									0	0.00	0.00	0.00			0.00

2	43212104-PI-C01	PRINTER, Inkjet, Color		0	0.00				0	0.00					0	0.00			0	0.00							0	0.00	0.00	0.00	0.00
3	43212105-PP-001	Portable Printer		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
4	43211509-AT-001	Android Tablet		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
5	43222610-HS-001	Hub/Switches		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
6	43222609-NR-001	Network Routers		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
7	43222640-WA-P01	Wireless Access Point		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
8	43211711-SF-001	Scanner, Flatbed		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
9	45111601-WMP-P01	Wireless Printing Device / Laser Printer		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
10	81112306-MF-P01	Multi Function PRINTER		2	22,000.00				0	0.00					0	0.00			0	0.00								2	22,000.00	11000.00	22000.00
11	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)		8	11,200.00				0	0.00					0	0.00			0	0.00								8	8,000.00	3,400.00	11,200.00
12	43191501-MR-001	Mobile Phone		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
13	43211711-SC-001	Scanner, Colored, Double sided, feeder type		0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
14				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
15				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
16				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
17				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
18				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
19				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
20				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
21				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
22				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
23				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
24				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
25				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
26				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
27				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
28				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00
29				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00

OTHER SOFTWARE

1				0	0.00				0	0.00					0	0.00			0	0.00								0	0.00	0.00	0.00	
2				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
3				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
4				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
5				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
6				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
7				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
8				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
9				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
10				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
11				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00
12				0	0.00				0	0.00					0	0.00			0	0.00									0	0.00	0.00	0.00

Consumables																			
1	53121601-GB-001	GO BAG, for disaster relief, rescue operations	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
2	60104701-SP-001	Solar Panel	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
3	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
4	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
5	46181502-BF-V01	Bullet proof vest	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
6	25172502-WM-V01	Wheels, _____ (type of vehicle)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
7	40161513-FF-001	Fuel Filters	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
8	48101710-DW-F01	Drinking Water/ Fountain	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
9	26111729-AB-001	Auto Battery	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
10			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
11			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
12			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
13			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
14			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
15			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
16			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
17			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
18			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
19			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
20			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
21			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00
22			0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00

Other Categories

20		0	0.00	0	0.00	0	0.00	0	0.00	0.00	0.00	
A. TOTAL												267,175.71
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)												26,717.57
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)												-
D. GRAND TOTAL (A + B + C)												293,893.28
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:												
F. MONTHLY CASH REQUIREMENTS												
G. 1 Available at Procurement Service Stores		36,267.49	26,811.57	24,564.69	23,576.13	110,219.88						
G. 2 Other Items not available at PS but regularly purchased from other sources		67,866.83	28,955.00	31,742.00	28,392.00	156,955.83						
TOTAL MONTHLY CASH REQUIREMENTS		104,134.32	55,766.57	56,306.69	51,968.13	267,175.71						

*Agency must put the monthly requirement for air tickets both local and international

We hereby warrant that the total amount reflected in this Annual Supplies / Equipment 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: ALMA DOMINIC Y. BOERLARD Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available: ANGEL CLAIR MACAPAS Accountant / Local Budget Officer

Approved by: EDWIN ALBINO C. CETO IV Head of Office / Agency

Date Prepared: 12-07-2020