

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

APP-CSE 2021 FORM

**Instructions:**

1. Download the worksheet file APP-CSE 2021 FORM at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)  
 2. Indicate the agency's monthly requirement per item in the APP-CSE 1021 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](http://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/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

**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 8, 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).

**PART I. AVAILABLE AT PROCUREMENT SERVICE STORES**

**PESTICIDES OR PEST REPELLENTS**

**PERFUMES OR COLOGNES OR FRAGRANCES**

**ALCOHOL OR ACETONE BASED ANTISEPTICS**

**COLOR COMPOUNDS AND DISPERSIONS**

**FILMS**

**PAPER MATERIALS AND PRODUCTS**

1 10191509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml min  
 2 53131626-HS-501 HAIRD SANITIZER, 500 ml  
 3 12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)  
 4 12191603-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters  
 5 51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)  
 6 51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters  
 7 51471505-PO-P01 Povidone Iodine, 10 % solution, 120 ml  
 8 12171703-SL-P01 STAMP PAD INK, purple or violet, 50ml (ml.)  
 9 13111203-AC-F01 ACETATE, thickness: 0.075mm min (Gauge # 3)  
 10 13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm  
 11 13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm  
 12 14111525-CA-A01 CARTOON, assorted colors

| Item # | Item & Specifications  | Unit of Measure | Monthly Quantity Requirement |     |     |           |          |     |      |           |      |          |      |           | Total Quantity for the year | Price Catalogue | 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 |
| 1      | 10191509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml min  | can             | 13                           | 18  | 18  | 54        | 7,525.44 | 18  | 18   | 18        | 54   | 7,525.44 | 18   | 18        | 18                          | 54              | 7,525.44                  | 216.00 | 139.36 | 30101.76 |           |
| 2      | 53131626-HS-501 HAIRD SANITIZER, 500 ml                            | bottle          | 15                           | 10  | 10  | 35        | 5,300.05 | 10  | 10   | 10        | 30   | 4,542.90 | 10   | 10        | 10                          | 30              | 4,542.90                  | 125.00 | 151.43 | 18928.75 |           |
| 3      | 12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)     | bottle          | 30                           | 22  | 22  | 74        | 3,224.92 | 30  | 22   | 22        | 74   | 3,224.92 | 30   | 22        | 22                          | 74              | 3,224.92                  | 296.00 | 43.58  | 12899.68 |           |
| 4      | 12191603-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters     | gallon          | 10                           | 5   | 5   | 20        | 9,152.00 | 10  | 5    | 5         | 20   | 9,152.00 | 10   | 5         | 5                           | 20              | 9,152.00                  | 80.00  | 457.60 | 36080.00 |           |
| 5      | 51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)          | bottle          | 30                           | 22  | 22  | 74        | 3,224.92 | 30  | 22   | 22        | 74   | 3,224.92 | 30   | 22        | 22                          | 74              | 3,224.92                  | 296.00 | 43.58  | 12899.68 |           |
| 6      | 51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters | gallon          | 10                           | 5   | 5   | 20        | 9,100.00 | 10  | 5    | 5         | 20   | 9,100.00 | 10   | 5         | 5                           | 20              | 9,100.00                  | 80.00  | 455.00 | 36400.00 |           |
| 7      | 51471505-PO-P01 Povidone Iodine, 10 % solution, 120 ml             | gallon          | 5                            | 5   | 5   | 15        | 3,116.25 | 1   | 1    | 2         | 4    | 831.00   | 2    | 1         | 1                           | 0               | 1                         | 207.75 | 25.00  | 207.75   | 5193.75   |
| 8      | 12171703-SL-P01 STAMP PAD INK, purple or violet, 50ml (ml.)        | bottle          | 1                            | 1   | 1   | 3         | 94.56    | 1   | 1    | 1         | 3    | 94.56    | 1    | 1         | 1                           | 3               | 94.56                     | 12.00  | 31.52  | 378.24   |           |
| 9      | 13111203-AC-F01 ACETATE, thickness: 0.075mm min (Gauge # 3)        | roll            | 1                            | 0   | 0   | 1         | 847.82   | 1   | 0    | 0         | 1    | 847.82   | 1    | 0         | 0                           | 1               | 847.82                    | 4.00   | 847.82 | 3391.28  |           |
| 10     | 13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm         | box             | 1                            | 0   | 0   | 1         | 221.00   | 0   | 0    | 0         | 0    | 0.00     | 1    | 0         | 1                           | 3               | 663.00                    | 5.00   | 221.00 | 1105.00  |           |
| 11     | 13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm         | box             | 1                            | 0   | 0   | 1         | 208.52   | 1   | 0    | 0         | 1    | 208.52   | 1    | 0         | 0                           | 1               | 208.52                    | 4.00   | 208.52 | 834.08   |           |
| 12     | 14111525-CA-A01 CARTOON, assorted colors                           | pack            | 1                            | 0   | 1   | 2         | 167.44   | 1   | 0    | 0         | 1    | 83.72    | 1    | 0         | 1                           | 2               | 167.44                    | 6.00   | 83.72  | 502.52   |           |

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 MIMAROPA REGIONAL OFFICE  
 Region: MIMAROPA REGION  
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|  |                 |  |        |    |    |    |    |           |          |    |    |    |           |    |    |    |           |    |      |        |         |          |
|--|-----------------|--|--------|----|----|----|----|-----------|----------|----|----|----|-----------|----|----|----|-----------|----|------|--------|---------|----------|
| 51   | 40101604-EF-W01 | ELECTRIC FAN, WALL type, plastic blade             | unit   | 1  | 5  | 0  | 0  | 6         | 4,049.76 | 0  | 0  | 0  | 0         | 0  | 0  | 0  | 0         | 0  | 0.00 | 6.00   | 674.96  | 4049.76  |
| <b>MEDICAL THERMOMETERS AND ACCESSORIES</b>          |                 |  |        |    |    |    |    |           |          |    |    |    |           |    |    |    |           |    |      |        |         |          |
| 52   | 41112224-TG-T01 | THERMOCOU  | piece  | 3  | 0  | 0  | 3  | 9,204.00  | 1        | 0  | 0  | 1  | 3,068.00  | 0  | 0  | 0  | 0         | 0  | 0.00 | 4.00   | 3068.00 | 12272.00 |
| <b>LIGHTING AND FIXTURES AND ACCESSORIES</b>         |                 |  |        |    |    |    |    |           |          |    |    |    |           |    |    |    |           |    |      |        |         |          |
| 53   | 39101628-LT-I01 | LED LINEAR TUBE, 18 WATTS PRO SERIES               | piece  | 18 | 0  | 0  | 18 | 3,704.76  | 0        | 0  | 0  | 0  | 0.00      | 18 | 0  | 18 | 3,704.76  | 0  | 0    | 36.00  | 205.82  | 7409.52  |
| 54   | 39101628-LB-I01 | LIGHT BULB, Light Emitting Diode (LED), 6W         | piece  | 18 | 0  | 0  | 18 | 1,478.88  | 0        | 0  | 0  | 0  | 0.00      | 18 | 0  | 18 | 1,478.88  | 0  | 0    | 36.00  | 82.16   | 2957.76  |
| <b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b> |                 |  |        |    |    |    |    |           |          |    |    |    |           |    |    |    |           |    |      |        |         |          |
| 55   | 41111604-RU-P02 | RULER, plastic, 450mm (18"), width: 38mm           | piece  | 5  | 0  | 0  | 5  | 88.40     | 1        | 1  | 1  | 3  | 53.04     | 0  | 0  | 0  | 0         | 0  | 0.00 | 8.00   | 17.68   | 141.44   |
| <b>CLEANING EQUIPMENT AND SUPPLIES</b>               |                 |  |        |    |    |    |    |           |          |    |    |    |           |    |    |    |           |    |      |        |         |          |
| 56   | 47131812-AF-A01 | AIR FRESHENER, aerosol, 280ml/150g min             | can    | 10 | 5  | 5  | 20 | 1,804.40  | 15       | 5  | 20 | 40 | 3,608.80  | 5  | 5  | 15 | 1,353.30  | 5  | 5    | 90.00  | 90.22   | 8119.80  |
| 57   | 47131604-BK-S01 | BROOM, soft (tampo)                                | piece  | 15 | 2  | 1  | 18 | 2,452.32  | 5        | 2  | 1  | 8  | 1,089.92  | 1  | 1  | 3  | 408.72    | 1  | 0    | 30.00  | 136.24  | 4087.20  |
| 58   | 47131604-BK-T01 | BROOM, STICK (TING-TING), usable length: 760mm min | piece  | 10 | 5  | 5  | 20 | 361.00    | 5        | 5  | 5  | 15 | 273.00    | 2  | 2  | 6  | 109.20    | 2  | 2    | 47.00  | 18.20   | 855.40   |
| 59   | 47131829-TB-C01 | CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap  | bottle | 10 | 10 | 5  | 25 | 1,940.00  | 5        | 5  | 5  | 15 | 624.00    | 5  | 5  | 15 | 624.00    | 5  | 5    | 70.00  | 41.60   | 2912.00  |
| 60   | 47131805-CL-P01 | CLEANSER, SCOURING POWDER, 350g min/can            | can    | 20 | 10 | 10 | 40 | 956.80    | 10       | 10 | 10 | 30 | 717.60    | 5  | 5  | 15 | 358.80    | 5  | 5    | 100.00 | 23.92   | 2392.00  |
| 61   | 47131811-DE-R02 | DETERGENT BAR, 140 grams as packed                 | piece  | 10 | 10 | 10 | 30 | 270.90    | 10       | 10 | 10 | 30 | 270.90    | 10 | 10 | 30 | 270.90    | 10 | 10   | 120.00 | 9.03    | 1083.60  |
| 62   | 47131811-DE-P02 | DETERGENT POWDER, all purpose, 1kg                 | pack   | 20 | 10 | 20 | 50 | 1,871.50  | 10       | 10 | 10 | 30 | 1,122.90  | 10 | 10 | 30 | 1,122.90  | 10 | 10   | 140.00 | 37.43   | 5240.20  |
| 63   | 47131803-DS-A01 | DISINFECTANT SPRAY, aerosol type, 400-550 grains   | can    | 10 | 5  | 5  | 20 | 2,579.20  | 5        | 5  | 5  | 15 | 1,934.40  | 5  | 5  | 15 | 1,934.40  | 5  | 5    | 65.00  | 128.96  | 8382.40  |
| 64   | 47131601-DU-P01 | DUST PAN, non-rigid plastic, w/ detachable handle  | piece  | 5  | 5  | 5  | 15 | 372.45    | 1        | 0  | 0  | 1  | 24.83     | 1  | 0  | 1  | 24.83     | 1  | 0    | 18.00  | 24.83   | 446.94   |
| 65   | 51241952-SH-S01 | SODIUM HYPOCHLORITE, 3.785 liters                  | gallon | 10 | 5  | 1  | 16 | 2,100.00  | 2        | 2  | 2  | 6  | 787.50    | 2  | 2  | 6  | 787.50    | 2  | 2    | 34.00  | 131.25  | 4462.50  |
| 66   | 73101612-HS-I01 | HAND SOAP, Liquid, 500ml                           | bottle | 10 | 6  | 6  | 22 | 2,065.12  | 7        | 7  | 7  | 21 | 2,462.16  | 10 | 7  | 24 | 2,471.04  | 7  | 7    | 88.00  | 102.96  | 9060.48  |
| 67   | 47131802-FW-P02 | FLOOR WAX, PASTE, RED                              | can    | 1  | 0  | 0  | 1  | 309.76    | 0        | 0  | 0  | 0  | 0.00      | 0  | 0  | 0  | 0.00      | 0  | 0    | 1.00   | 309.76  | 309.76   |
| 68   | 47131830-FC-A01 | FURNITURE CLEANER, aerosol type, 300ml min per can | can    | 20 | 10 | 10 | 40 | 4,624.20  | 10       | 10 | 10 | 30 | 3,465.90  | 10 | 10 | 30 | 3,465.90  | 10 | 10   | 130.00 | 115.53  | 15018.90 |
| 69   | 47121804-MP-B01 | MOP BUCKET, heavy duty, hard plastic               | unit   | 2  | 0  | 2  | 4  | 9,152.00  | 2        | 0  | 0  | 2  | 4,576.00  | 0  | 0  | 0  | 0.00      | 0  | 0    | 6.00   | 2288.00 | 13728.00 |
| 70   | 47131613-MP-H02 | MOPHANDLE, heavy duty, aluminum, screw type        | piece  | 2  | 0  | 2  | 4  | 582.40    | 2        | 0  | 0  | 2  | 291.20    | 0  | 0  | 0  | 0.00      | 0  | 0    | 6.00   | 145.60  | 873.60   |
| 71   | 47131619-MP-R01 | MOPHEAD, made of rayon, weight: 400 grams min      | piece  | 2  | 0  | 2  | 4  | 495.04    | 2        | 0  | 0  | 2  | 247.52    | 0  | 0  | 0  | 0.00      | 0  | 0    | 6.00   | 123.76  | 742.56   |
| 72   | 47131501-RG-C01 | RAGS, all cotton, 32 pieces per kilogram min       | bundle | 10 | 5  | 5  | 20 | 1,076.40  | 10       | 5  | 15 | 30 | 1,614.60  | 5  | 5  | 15 | 807.30    | 5  | 5    | 80.00  | 53.82   | 4305.60  |
| 73   | 47131602-SG-N01 | SCOURING PAD, 5 pieces per pack                    | pack   | 5  | 5  | 5  | 15 | 1,606.80  | 5        | 5  | 5  | 15 | 1,606.80  | 5  | 5  | 15 | 1,606.80  | 5  | 5    | 60.00  | 107.12  | 6427.20  |
| 74   | 47121701-TB-P04 | TRASHBAG, GPP specs, black, 940mmx1016mm           | pack   | 20 | 15 | 15 | 50 | 6,734.00  | 15       | 15 | 15 | 45 | 6,060.60  | 15 | 15 | 45 | 6,060.60  | 15 | 15   | 185.00 | 134.68  | 24915.80 |
| 75   | 47121702-WB-P01 | WASTEBASKET, non-rigid plastic                     | piece  | 20 | 1  | 1  | 22 | 615.12    | 5        | 5  | 5  | 15 | 419.40    | 5  | 5  | 15 | 419.40    | 5  | 5    | 67.00  | 27.96   | 1873.32  |
| <b>PERSONAL PROTECTIVE EQUIPMENT</b>                 |                 |  |        |    |    |    |    |           |          |    |    |    |           |    |    |    |           |    |      |        |         |          |
| 76   | 46181503-CA-C01 | COVERALL, non-sterile, protective, medical grade   | piece  | 0  | 0  | 0  | 0  | 0.00      | 0        | 0  | 0  | 0  | 0.00      | 0  | 0  | 0  | 0.00      | 0  | 0    | 0.00   | 1144.00 | 0.00     |
| 77   | 46181702-FSH01  | FACE SHIELD, direct splash protection              | piece  | 30 | 30 | 30 | 90 | 11,232.00 | 30       | 30 | 30 | 90 | 11,232.00 | 30 | 30 | 90 | 11,232.00 | 30 | 30   | 360.00 | 124.80  | 44928.00 |
| 78   | 46181804-GG-C01 | PROTECTIVE SAFETY GOGGLES                          | piece  | 30 | 0  | 0  | 30 | 4,680.00  | 30       | 0  | 0  | 30 | 4,680.00  | 0  | 0  | 0  | 0.00      | 0  | 0    | 90.00  | 156.00  | 14040.00 |
| 79   | 42131601-PA-A01 | Polyethylene Apron (50g)                           | piece  | 10 | 0  | 0  | 10 | 150.80    | 0        | 0  | 0  | 10 | 150.80    | 10 | 0  | 0  | 0.00      | 0  | 0    | 30.00  | 15.08   | 452.40   |
| 80   | 42131702-SG-01  | SURGICAL GOWN                                      | piece  | 0  | 0  | 0  | 0  | 0.00      | 0        | 0  | 0  | 0  | 0.00      | 0  | 0  | 0  | 0.00      | 0  | 0    | 0.00   | 299.52  | 0.00     |
| 81   | 42131711-HC-H01 | HEAD COVER, disposable                             | piece  | 24 | 24 | 24 | 72 | 187.20    | 24       | 24 | 24 | 72 | 187.20    | 24 | 24 | 72 | 187.20    | 24 | 24   | 288.00 | 2.60    | 748.80   |
| 82   | 42131609-SC-S01 | SHOE COVER, disposable                             | pair   | 24 | 24 | 24 | 72 | 599.04    | 24       | 24 | 24 | 72 | 599.04    | 24 | 24 | 72 | 599.04    | 24 | 24   | 288.00 | 8.32    | 2396.16  |
| 83   | 42132203-MG-C01 | NITRILE GLOVES                                     | piece  | 30 | 30 | 30 | 90 | 276.30    | 30       | 30 | 30 | 90 | 276.30    | 30 | 30 | 90 | 276.30    | 30 | 30   | 360.00 | 3.07    | 1105.20  |
| 84   | 42132203-MG-G02 | PREMIUM LATEX GLOVES                               | piece  | 30 | 30 | 30 | 90 | 451.80    | 30       | 30 | 30 | 90 | 451.80    | 30 | 30 | 90 | 451.80    | 30 | 30   | 360.00 | 5.02    | 1807.20  |
| 85   | 42131713-SH-H01 | SURGICAL MASK, 3-ply                               | piece  | 30 | 30 | 30 | 90 | 1,263.60  | 30       | 30 | 30 | 90 | 1,263.60  | 30 | 30 | 90 | 1,263.60  | 30 | 30   | 360.00 | 14.04   | 5054.40  |



















|  |                 |  |  |  |  |  |  |  |  |   |      |   |      |      |   |      |      |      |      |      |      |       |      |
|--|-----------------|--|--|--|--|--|--|--|--|---|------|---|------|------|---|------|------|------|------|------|------|-------|------|
| 12   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 13   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 14   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 15   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| <b>Office Equipment and Accessories</b>                      |                 |  |  |  |  |  |  |  |  |   |      |   |      |      |   |      |      |      |      |      |      |       |      |
| 1  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 2  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 3  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 4  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 5  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 6  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 7  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 8  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 9  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 10   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 11   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 12   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 13   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 14   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 15   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| <b>Office Supplies</b>                                       |                 |  |  |  |  |  |  |  |  |   |      |   |      |      |   |      |      |      |      |      |      |       |      |
| 1  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 2  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 3  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 4  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 5  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 6  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 7  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 8  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 9  |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 10   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 11   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 12   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 13   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 14   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| 15   |                 |  |  |  |  |  |  |  |  | 0 | 0.00 |   |      |      | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |       |      |
| <b>Audio and visual presentation and composing equipment</b> |                 |  |  |  |  |  |  |  |  |   |      |   |      |      |   |      |      |      |      |      |      |       |      |
| 1  | 52161505-TV-501 |  |  |  |  |  |  |  |  | 2 | 2    | 6 | 0.00 | 2    | 2 | 0    | 4    | 0.00 | 0    | 0    | 0.00 | 13.00 | 0.00 |
| 2  | 52161520-MC-M01 |  |  |  |  |  |  |  |  | 2 | 2    | 6 | 0.00 | 3    | 3 | 3    | 9    | 0.00 | 0    | 0    | 0.00 | 18.00 | 0.00 |
| 3  | 52161512-SP-K01 |  |  |  |  |  |  |  |  | 3 | 3    | 3 | 9    | 0.00 | 0 | 3    | 0    | 3    | 0.00 | 3    | 0    | 18.00 | 0.00 |











|                  |  |  |  |  |  |  |  |   |    |      |    |           |    |    |    |           |    |    |      |           |    |    |    |           |    |      |      |           |        |           |
|------------------|--|--|--|--|--|--|--|---|----|------|----|-----------|----|----|----|-----------|----|----|------|-----------|----|----|----|-----------|----|------|------|-----------|--------|-----------|
| 24               |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           | 0  | 0.00 | 0.00 | 0.00      | 0.00   |           |
| 25               |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 26               |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 27               |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 28               |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 29               |  |  |  |  |  |  |  |   | 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 | 0.00      | 0.00   |           |
| 2                |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 3                |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 4                |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 5                |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 6                |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 7                |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 8                |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 9                |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 10               |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 11               |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 12               |  |  |  |  |  |  |  |   | 0  | 0.00 |    |           |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| Consumables      |  |  |  |  |  |  |  |   |    |      |    |           |    |    |    |           |    |    |      |           |    |    |    |           |    |      |      |           |        |           |
| 1                |  |  |  |  |  |  |  | bottle  | 30 | 30   | 90 | 67,500.00 | 30 | 30 | 90 | 67,500.00 | 30 | 30 | 90   | 67,500.00 | 30 | 30 | 90 | 67,500.00 | 30 | 30   | 90   | 67,500.00 | 750.00 | 270000.00 |
| 2                |  |  |  |  |  |  |  | bottle  | 20 | 20   | 60 | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20 | 60   | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20   | 60   | 57,000.00 | 950.00 | 179550.00 |
| 3                |  |  |  |  |  |  |  | bottle  | 20 | 20   | 60 | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20 | 60   | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20   | 60   | 57,000.00 | 950.00 | 228000.00 |
| 4                |  |  |  |  |  |  |  | bottle  | 20 | 20   | 60 | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20 | 60   | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20   | 60   | 57,000.00 | 950.00 | 228000.00 |
| 5                |  |  |  |  |  |  |  | bottle  | 30 | 30   | 90 | 67,500.00 | 30 | 30 | 90 | 67,500.00 | 30 | 30 | 90   | 67,500.00 | 30 | 30 | 90 | 67,500.00 | 30 | 30   | 90   | 67,500.00 | 750.00 | 270000.00 |
| 6                |  |  |  |  |  |  |  | bottle  | 20 | 20   | 60 | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20 | 60   | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20   | 60   | 57,000.00 | 950.00 | 228000.00 |
| 7                |  |  |  |  |  |  |  | bottle  | 20 | 20   | 60 | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20 | 60   | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20   | 60   | 57,000.00 | 950.00 | 228000.00 |
| 8                |  |  |  |  |  |  |  | bottle  | 20 | 20   | 60 | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20 | 60   | 57,000.00 | 20 | 20 | 60 | 57,000.00 | 20 | 20   | 60   | 57,000.00 | 950.00 | 228000.00 |
| 9                |  |  |  |  |  |  |  |   |    |      | 0  | 0.00      |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 10               |  |  |  |  |  |  |  |   |    |      | 0  | 0.00      |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 11               |  |  |  |  |  |  |  |   |    |      | 0  | 0.00      |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 12               |  |  |  |  |  |  |  |   |    |      | 0  | 0.00      |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| Other Categories |  |  |  |  |  |  |  |   |    |      |    |           |    |    |    |           |    |    |      |           |    |    |    |           |    |      |      |           |        |           |
| 1                |  |  |  |  |  |  |  |   |    |      | 0  | 0.00      |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 2                |  |  |  |  |  |  |  | Solar Panel   |    |      | 0  | 0.00      |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |
| 3                |  |  |  |  |  |  |  | Life Vest / Life Jacket<br>(for emergency purposes / emergency preparedness / for disaster relief /<br>rescue operations) |    |      | 0  | 0.00      |    |    |    |           |    | 0  | 0.00 |           |    |    |    |           |    | 0    | 0.00 | 0.00      | 0.00   |           |

|    |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  |   |      |      |      |      |      |
|----|-----------------|---|--|---|---|---|--|--|--|--|--|--|--|--|--|--|--|--|---|------|------|------|------|------|
| 4  | 26111607-CC-S01 | Charge Controller and DC Inverter for Solar Panel |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5  | 46181502-9F-V01 | Bullet proof vest                                 |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 6  | 25172502-WW-001 | Wheels, _____ (type of vehicle)                   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 7  | 40161513-FF-001 | Fuel Filters                                      |  |   | 2 |   |  |  |  |  |  |  |  |  |  |  |  |  | 2 | 0.00 | 8.00 | 8.00 | 0.00 | 0.00 |
| 8  | 48101710-DW-F01 | Drinking Water/ Fountain                          |  | 6 |   | 2 |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 8.00 | 8.00 | 0.00 | 0.00 |
| 9  | 26111729-AB-001 | Auto Battery                                      |  | 2 |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 2 | 0.00 | 6.00 | 6.00 | 0.00 | 0.00 |
| 10 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 11 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 12 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 14 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 15 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 16 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 17 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 18 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 19 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 20 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 21 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 22 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 23 |                 |   |  |   |   |   |  |  |  |  |  |  |  |  |  |  |  |  | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

|  |  |   |  |               |  |
|--|--|---|--|---------------|--|
| A. TOTAL   |  | P |  | 21,995,128.37 |  |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)                           |  | P |  | 2,199,512.84  |  |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable)         |  | P |  | -             |  |
| D. GRAND TOTAL (A + B + C)   |  | P |  | 24,194,641.21 |  |
| E. APPROVED BUDGET BY THE AGENCY HEAD<br>in Figures and Words:                 |  | P |  | -             |  |
| F. MONTHLY CASH REQUIREMENTS   |  | P |  | -             |  |
| 5.1 Available at Procurement Service Stores                                    |  | P |  | 15,638,618.37 |  |
| 5.2 Other Items not available at PS but regularly purchased from other sources |  | P |  | 6,356,510.00  |  |
| TOTAL MONTHLY CASH REQUIREMENTS  |  | P |  | 21,995,128.37 |  |
|  |  | P |  | 3,422,550.60  |  |
|  |  | P |  | 3,421,262.46  |  |
|  |  | P |  | 628,200.00    |  |
|  |  | P |  | 510,150.00    |  |
|  |  | P |  | 4,049,462.46  |  |
|  |  | P |  | 3,813,851.89  |  |
|  |  | P |  | 656,400.00    |  |
|  |  | P |  | 4,470,251.89  |  |
|  |  | P |  | 4,980,953.42  |  |
|  |  | P |  | 4,561,760.00  |  |
|  |  | P |  | 9,542,713.42  |  |

\*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:

EDDIE BOY L. LITA  
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

VANESSA JANE D. ACEVEDA  
Accountant / Local Budget Officer

GAMALIEL VICENTE, JR., CESO III, ASEAN Eng  
Head of Office/Agency