ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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 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).

Instructions:

1. Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero 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 it include line items or 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020 _DBM_Central Office, APP2020 _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.(02)689-7750 local 4019.

Note: Consistent with ***Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25,*** *the APP-CSE for FY 2021 must be submitted on or before* ***October 31, 2019.***

Department/Bureau/Office: Overseas Workers Welfare Administration
Region: Regional Welfare Office No. IX
Address: 3rd Floor Goodwill Center, Mayor Jaldon St., Canelar Zamboanga City

Agency Account Code:
Organization Type:

Contact Person: ARACELI C. SAAVEDRA
Position: Supervising Administrative Off.
E-mail : region9@owwa.gov.ph
Telephone/Mobile Nos: 062-9912785

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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 PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	5	5	10	20	2,787.20	5	5	10	20	2,787.20	5	5	10	20	2,787.20	5	5	10	20	2,787.20	80	139.36	11,148.80
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		45	45	90	3,941.10	45	45	45	135	5,911.65	45	45	45	135	5,911.65	45	45	45	135	5,911.65	495	43.79	21,676.05
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle				6	184.80				6	184.80				6	184.80				6	184.80	24	30.8	739.20
Films																										
Paper Materials and Products																										

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue	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			
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	5	5	5	15	1,255.80	10	10	10	30	2,511.60	10	10	10	30	2,511.60	5	5	5	15	1,255.80	90	83.72	7,534.80
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			5	5	185.30			5	5	185.30			5	5	185.30			5	5	185.30	20	37.06	741.20
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			10	10	592.80			10	10	592.80			10	10	592.80			10	10	592.80	40	59.28	2,371.20
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			5	5	238.65			5	5	238.65				0	0.00				0	0.00	10	47.73	477.30
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			8	8	96.32			10	10	120.40				0	0.00				0	0.00	18	12.04	216.72
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	20	20	40	80	10,275.20	20	20	20	60	7,706.40	20	20	40	80	10,275.20	20	20	20	60	7,706.40	280	128.44	35,963.20
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	20	20	40	80	13,552.00	20	20	20	60	10,164.00	20	20	40	80	13,552.00	20	20	20	60	10,164.00	280	169.4	47,432.00
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00				0	0.00				0	0.00				0	0.00	0	29.12	0.00
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream			10	10	1,017.10			10	10	1,017.10			10	10	1,017.10			10	10	1,017.10	40	101.71	4,068.40
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00				0	0.00	0	55.64	0.00
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book			15	15	1,060.80			5	5	353.60			10	10	707.20			5	5	353.60	35	70.72	2,475.20
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			5	5	509.60			2	2	203.84			5	5	509.60			2	2	203.84	14	101.92	1,426.88
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	12	12	12	36	3,146.40	12	12	12	36	3,146.40	12	12	12	36	3,146.40	12	12	12	36	3,146.40	144	87.4	12,585.60
Batteries and Cells and Accessories																											
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack			10	10	197.30				0	0.00			10	10	197.30				0	0.00	20	19.73	394.60
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			10	10	197.30				0	0.00			10	10	197.30				0	0.00	20	19.73	394.60
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	96.2	0.00
Manufacturing Components and Supplies																											
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar			30	30	1,863.00			20	20	1,242.00			20	20	1,242.00			20	20	1,242.00	90	62.1	5,589.00
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box			10	10	197.60			10	10	197.60				0	0.00				0	0.00	20	19.76	395.20
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box			20	20	451.00			20	20	451.00			20	20	451.00			20	20	451.00	80	22.55	1,804.00
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll			5	5	93.35				0	0.00			5	5	93.35				0	0.00	10	18.67	186.70
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0	54.6	0.00
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	5	5	5	15	1,599.00	5	5	5	15	1,599.00	5	5	5	15	1,599.00	5	5	5	15	1,599.00	60	106.6	6,396.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll			15	15	299.55			10	10	199.70			10	10	199.70			10	10	199.70	45	19.97	898.65
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			15	15	151.35			5	5	50.45			10	10	100.90			5	5	50.45	35	10.09	353.15
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			15	15	299.55			10	10	199.70			15	15	299.55			10	10	199.70	50	19.97	998.50
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00			5	5	291.20				0	0.00				0	0.00	5	58.24	291.20
Heating and Ventilation and Air Circulation																											
Lighting and Fixtures and Accessories																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece			20	20	787.80				0	0.00			20	20	787.80				0	0.00	40	39.39	1,575.60
47	39101628-LB-L01	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	82.16	0.00

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
Measuring and Observing and Testing Equipment																											
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece			10	10	176.80			5	10	176.80			5	5	88.40			5	5	88.40	30	17.68	530.40
Cleaning Equipment and Supplies																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	10	10	10	30	2,581.80	10	10	10	30	2,581.80	10	10	10	30	2,581.80	10	10	10	30	2,581.80	120	86.06	10,327.20
50	47131604-BR-S01	BROOM, soft (tambo)	piece			5	5	681.20			5	5	681.20			5	5	681.20			5	5	681.20	20	136.24	2,724.80
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece			5	5	91.00			5	5	91.00			5	5	91.00			5	5	91.00	20	18.2	364.00
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	8	8	8	24	998.40	8	8	8	24	998.40	8	8	8	24	998.40	8	8	8	24	998.40	96	41.6	3,993.60
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	2	2	2	6	143.52	2	2	2	6	143.52	2	2	2	6	143.52	2	2	2	6	143.52	24	23.92	574.08
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	3	3	3	9	81.27	3	3	3	9	81.27	3	3	3	9	81.27	3	3	3	9	81.27	36	9.03	325.08
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	3	3	3	9	336.87	3	3	3	9	336.87	3	3	3	9	336.87	3	3	3	9	336.87	36	37.43	1,347.48
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	10	10	10	30	3,868.80	10	10	10	30	3,868.80	10	10	10	30	3,868.80	10	10	10	30	3,868.80	120	128.96	15,475.20
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece			6	6	148.98			6	6	148.98			6	6	148.98			6	6	148.98	24	24.83	595.92
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0	309.76	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can			20	20	2,310.60			15	15	1,732.95			20	20	2,310.60			15	15	1,732.95	70	115.53	8,087.10
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit			1	1	2,288.00			1	1	2,288.00			1	1	2,288.00			1	1	2,288.00	4	2288	9,152.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece			3	3	436.80			3	3	436.80			3	3	436.80			3	3	436.80	12	145.6	1,747.20
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	3	3	3	9	1,113.84	3	3	3	9	1,113.84	3	3	3	9	1,113.84	3	3	3	9	1,113.84	36	123.76	4,455.36
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle			10	10	538.20			10	10	538.20			10	10	538.20			10	10	538.20	40	53.82	2,152.80
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	3	3	3	9	964.08	3	3	3	9	964.08	3	3	3	9	964.08	3	3	3	9	964.08	36	107.12	3,856.32
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	3	3	3	9	1,212.12	3	3	3	9	1,212.12	3	3	3	9	1,212.12	3	3	3	9	1,212.12	36	134.68	4,848.48
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece			41	41	967.19				0	0.00				0	0.00				0	0.00	41	23.59	967.19
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	unit			4	4	156,832.00				0	0.00				0	0.00				0	0.00	4	39208	156,832.00
68	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			9	9	24,426.00				0	0.00				0	0.00				0	0.00	9	2714	24,426.00
69	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece			10	10	1,674.40			4	4	669.76				0	0.00				0	0.00	14	167.44	2,344.16
70	43211503-LCT-03	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	45747.52	0.00
71	43211708-MO-O01	MOUSE, optical, USB connection type	unit			8	8	890.40				0	0.00				0	0.00				0	0.00	8	111.3	890.40
Office Equipment and Accessories and Supplies																											
75	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0	29.64	0.00
76	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box			10	10	90.50				0	0.00				0	0.00				0	0.00	10	9.05	90.50
77	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			20	20	305.40			10	10	152.70				0	0.00				0	0.00	30	15.27	458.10

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
78	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			20	20	416.00			10	10	208.00				0	0.00				0	0.00	30	20.8	624.00
79	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0	47.84	0.00
80	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece			60	60	841.20			40	40	560.80			60	60	841.20			40	40	560.80	200	14.02	2,804.00
81	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece			80	80	6,176.00			20	20	1,544.00			80	80	6,176.00				0	0.00	180	77.2	13,896.00
82	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece			200	200	13,728.00			200	200	13,728.00			100	100	6,864.00				0	0.00	500	68.64	34,320.00
83	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box			3	3	2,019.27				0	0.00			2	2	1,346.18				0	0.00	5	673.09	3,365.45
84	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box			3	3	2,781.48			2	2	1,854.32			2	2	1,854.32				0	0.00	7	927.16	6,490.12
85	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box			3	3	2,215.20			2	2	1,476.80			2	2	1,476.80			2	2	1,476.80	9	738.4	6,645.60
86	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	30.4928	0.00
87	44121506-EN-M02	ENVELOPE, MAILING,white, 80gsm (-5%)	box			2	2	724.88			2	2	724.88			2	2	724.88			2	2	724.88	8	362.44	2,899.52
88	44121504-EN-W02	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0	414.13	0.00
89	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece			5	5	51.50				0	0.00				0	0.00				0	0.00	5	10.3	51.50
90	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box			30	30	2,502.30			10	10	834.10			10	10	834.10			10	10	834.10	60	83.41	5,004.60
91	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			10	10	860.40			10	10	860.40			10	10	860.40			10	10	860.40	40	86.04	3,441.60
92	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0	11.13	0.00
93	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	0	14.23	0.00
94	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle			2	2	540.80				0	0.00			2	2	540.80				0	0.00	4	270.4	1,081.60
95	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle			4	4	1,247.52				0	0.00			2	2	623.76				0	0.00	6	311.88	1,871.28
96	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	187.08	0.00
97	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	243.24	0.00
98	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box			3	3	2,857.92			2	2	1,905.28			2	2	1,905.28			2	2	1,905.28	9	952.64	8,573.76
99	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	279	0.00
100	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack			20	20	6,427.20			10	10	3,213.60			10	10	3,213.60			10	10	3,213.60	50	321.36	16,068.00
101	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00				0	0.00				0	0.00				0	0.00	0	53.14	0.00
102	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	41.6	0.00
103	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set			10	10	444.10			10	10	444.10			10	10	444.10				0	0.00	30	44.41	1,332.30
104	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece			30	30	401.40			20	20	267.60			30	30	401.40			20	20	267.60	100	13.38	1,338.00
105	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece			30	30	401.40			20	20	267.60			30	30	401.40			20	20	267.60	100	13.38	1,338.00
106	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	13.38	0.00
107	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	15	15	30	60	538.80	15	15	30	60	538.80	15	15	30	60	538.80	15	15	15	45	404.10	225	8.98	2,020.50
108	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	15	15	15	45	404.10	15	15	15	45	404.10	15	15	15	45	404.10	15	15	15	45	404.10	180	8.98	1,616.40
109	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece			10	10	89.80				0	0.00			10	10	89.80				0	0.00	20	8.98	179.60

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
110	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			5	5	38.80			5	5	38.80			5	5	38.80			5	5	38.80	20	7.76	155.20
111	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	10	10	10	30	421.20	10	10	10	30	421.20	10	10	10	30	421.20	10	10	10	30	421.20	120	14.04	1,684.80
112	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			5	5	103.95			5	5	103.95			5	5	103.95			5	5	103.95	20	20.79	415.80
113	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0	239.79	0.00
114	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	5	5	10	20	2,190.00	5	5	5	15	1,642.50	5	5	10	20	2,190.00	5	5	5	15	1,642.50	70	109.5	7,665.00
115	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			10	10	341.30			10	10	341.30			10	10	341.30			10	10	341.30	40	34.13	1,365.20
116	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece			3	3	44.46				0	0.00				0	0.00				0	0.00	3	14.82	44.46
117	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece			3	3	100.29				0	0.00				0	0.00				0	0.00	3	33.43	100.29
118	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece			3	3	1,361.88				0	0.00				0	0.00				0	0.00	3	453.96	1,361.88
119	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece			3	3	608.40				0	0.00				0	0.00				0	0.00	3	202.8	608.40
120	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece			10	10	1,319.60			5	5	659.80				0	0.00				0	0.00	15	131.96	1,979.40
121	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair			10	10	405.60			5	5	202.80	10			10	405.60				0	0.00	25	40.56	1,014.00
122	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			10	10	1,768.00			5	5	884.00	5			5	884.00				0	0.00	20	176.8	3,536.00
123	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit			2	2	1,828.32				0	0.00				0	0.00				0	0.00	2	914.16	1,828.32
124	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece			10	10	249.00				0	0.00	5			5	124.50				0	0.00	15	24.9	373.50
125	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			5	5	279.15				0	0.00				0	0.00				0	0.00	5	55.83	279.15
126	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	9534.72	0.00
127	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit			10	10	3,468.50			5	5	1,734.25				0	0.00				0	0.00	15	346.85	5,202.75
Printer or Facsimile or Photocopier Supplies																										
137	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart			20	20	4,992.00			20	20	4,992.00			20	20	4,992.00			20	20	4,992.00	80	249.6	19,968.00
138	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart			15	15	3,744.00			10	10	2,496.00			15	15	3,744.00			10	10	2,496.00	50	249.6	12,480.00
139	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart			15	15	3,744.00			10	10	2,496.00			15	15	3,744.00			10	10	2,496.00	50	249.6	12,480.00
140	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart			15	15	3,744.00			10	10	2,496.00			15	15	3,744.00			10	10	2,496.00	50	249.6	12,480.00
PASSENGER AIR TRANSPORTATION																										
1	43212111-GFA-001	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00

Motor Vehicles

A. For the Exercise of the Executive Functions

B. For the Transport of Personnel, Equipment, Supplies, Product and Materials

D. For Patrol Operations

F. For Disaster Response and Rescue/Relief Operations

H. For Fire Fighting Operations

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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 II. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
Common Electrical Supplies																									
Common Office Equipment																									
Common Office Supplies																									
1	Facial Tissue		20	20	20	60	3,900.00	20	20	20	60	3,900.00	20	20	20	60	3,900.00	20	20	20	60	3,900.00	240	65.00	15,600.00
Common Janitorial Supplies																									
Office Equipment and Accessories																									
1	DVD Re-writable				4	4	180.00			15	15	675.00				0	0.00				0	0.00	19	45.00	855.00
Office Supplies																									
1	Sticky Note / Post it - Neon	pc	20	20	20	60	1,500.00	20	20	20	60	1,500.00	20	20	20	60	1,500.00	20	20	20	60	1,500.00	240	25.00	6,000.00
Audio and visual presentation and composing equipment																									
Photographic or filming or video equipment																									
Cleaning Equipment and Supplies																									
1	TOILET DEODORANT CAKE, albatross	pc	8	8	8	24	1,080.00	8	8	8	24	1,080.00	8	8	8	24	1,080.00	8	8	8	24	1,080.00	96	45.00	4,320.00
2	CLEANSING ACID	bot	3	3	3	9	3,555.00	3	3	3	9	3,555.00	3	3	3	9	3,555.00	3	3	3	9	3,555.00	36	395.00	14,220.00
3	DISHWASHER LIQUID, joy	bot	6	6	6	18	1,890.00	6	6	6	18	1,890.00	6	6	6	18	1,890.00	6	6	6	18	1,890.00	72	105.00	7,560.00
4	DISHWASHER FOAM	pc	6	6	6	18	810.00	6	6	6	18	810.00	6	6	6	18	810.00	6	6	6	18	810.00	72	45.00	3,240.00
5	DOMEX, 500 ml	bot	4	4	4	12	1,920.00	4	4	4	12	1,920.00	4	4	4	12	1,920.00	4	4	4	12	1,920.00	48	160.00	7,680.00
6	FABRIC SOFTENER, downy	bot	4	4	4	12	2,760.00	4	4	4	12	2,760.00	4	4	4	12	2,760.00	4	4	4	12	2,760.00	48	230.00	11,040.00
7	Trash Bag Blk XL	roll			24	24	3,333.12			24	24	3,333.12			24	24	3,333.12			24	24	3,333.12	96	138.88	13,332.48
8	LIQUID SOSA	bot	4	4	4	12	1,200.00	4	4	4	12	1,200.00	4	4	4	12	1,200.00	4	4	4	12	1,200.00	48	100.00	4,800.00
9	LYSOL, big	can	6	6	6	18	10,440.00	6	6	6	18	10,440.00	6	6	6	18	10,440.00	6	6	6	18	10,440.00	72	580.00	41,760.00
10	TRASH CAN	pc			3	3	3,000.00				0	0.00				0	0.00				0	0.00	3	1000.00	3,000.00
11	TRASH BASKET	pc		40		40	10,000.00				0	0.00				0	0.00				0	0.00	40	250.00	10,000.00
12	ZONROX	bot	3	3	3	9	1,755.00	3	3	3	9	1,755.00	3	3	3	9	1,755.00	3	3	3	9	1,755.00	36	195.00	7,020.00
13	Gloves	pcs	6	6	6	18	2,610.00	6	6	6	18	2,610.00	6	6	6	18	2,610.00	6	6	6	18	2,610.00	72	145.00	10,440.00
14	Door Mat	pc			10	10	1,980.00			5	5	990.00			10	10	1,980.00			0	0	0.00	25	198.00	4,950.00
15	Glass Cleaner	bot			6	6	1,170.00			6	6	1,170.00			6	6	1,170.00			6	6	1,170.00	24	195.00	4,680.00
Paper Materials and Products																									
1	PAPER WITH OWWA LETTERHEAD-WHITE	ream			1	1	3,500.00			1	1	3,500.00				0	0.00				0	0.00	2	3,500.00	7,000.00

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
2		PAPER WITH OWWA LETTERHEAD-YELLOW	ream			1	1	3,500.00			1	1	3,500.00				0	0.00				0	0.00	2	3,500.00	7,000.00
3		Manila Paper	pcs			30	30	150.00			30	30	150.00				0	0.00				0	0.00	60	5.00	300.00
4		Bond Paper NAPCO - BLUE	ream			8	8	4,400.00			8	8	4,400.00			8	8	4,400.00				6	3,300.00	30	550.00	16,500.00
Lighting and fixtures and accessories																										
2		Extension Wire	pc			2	2	1,000.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00
3		Socket 3 gang	pc			2	2	1,000.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00
4		Plug, Heavy Duty	pc			2	2	1,000.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00
Electrical equipment and components and supplies																										
Computer Supplies																										
1		Brother Ink BTD60BK - Black				1	1	450.00			1	1	450.00			1	1	450.00			1	1	450.00	4	450.00	1,800.00
2		Brother Ink BTD60M - Pink				1	1	450.00			1	1	450.00			1	1	450.00			1	1	450.00	4	450.00	1,800.00
3		Brother Ink BTP60C - Blue				1	1	450.00			1	1	450.00			1	1	450.00			1	1	450.00	4	450.00	1,800.00
4		Brother Ink BTP60Y - Yellow				1	1	450.00			1	1	450.00			1	1	450.00			1	1	450.00	4	450.00	1,800.00
5		Toner for Kyocera Photocopier TK_4109				1	1	1,800.00			1	1	1,800.00			1	1	1,800.00			0	0	0.00	3	1,800.00	5,400.00
6		EPSON Cart LQ-310 for continuous paper				1	1	580.00			0	0	0.00			1	1	580.00			0	0	0.00	2	580.00	1,160.00
Common ICT Equipment																										
OTHER SOFTWARE																										
Consumables																										
1		INK CART, EPSON C03 I-3110 Black				20	20	7,900.00			25	20	7,900.00	10		20	30	11,850.00			20	20	7,900.00	90	395.00	35,550.00
2		INK CART, EPSON C03 I-3110, Cyan				15	15	5,925.00			20	15	5,925.00	5		15	20	7,900.00			15	15	5,925.00	65	395.00	25,675.00
3		INK CART, EPSON C03 I-3110, Magenta				15	15	5,925.00			20	15	5,925.00	5		15	20	7,900.00			15	15	5,925.00	65	395.00	25,675.00
4		INK CART, EPSON C03 I-3110, Yellow				15	15	5,925.00			20	15	5,925.00	5		15	20	7,900.00			15	15	5,925.00	65	395.00	25,675.00
Other Categories																										

A. TOTAL		₱ 1,010,075.54
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 101,007.55
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)		
D. GRAND TOTAL (A + B+ C)		₱ 1,111,083.09

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						₱		-
F. MONTHLY CASH REQUIREMENTS																						₱		-
G.1 Available at Procurement Service Stores						356,174.68					113,936.62					121,767.34					87,564.42	₱		679,443.06
G.2 Other Items not available at PS but regulary purchased from other sources						97,488.12					80,413.12					84,033.12					68,698.12	₱		330,632.48
TOTAL MONTHLY CASH REQUIREMENTS						453,662.80					194,349.74					205,800.46					156,262.54	₱		1,010,075.54

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:

ROSELLIE A. FLORIDA
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

NURHAYNA A. SAAVEDRA
Accountant / Local Budget Officer

Approved by:

PRISCILLA PAMELLA M. FLORES
Head of Office/Agency

Date Prepared:_____