

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 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:

- Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - 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.
- 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.)
- 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.
- 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, 2020**.

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.

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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	6	6	12	24	3,344.64	6	6	12	24	3,344.64	6	6	12	24	3,344.64	6	6	12	24	3,344.64	96	139.36	13,378.56
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		50	50	100	4,379.00	50	50	50	150	6,568.50	50	50	50	150	6,568.50	50	50	50	150	6,568.50	550	43.79	24,084.50
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle				7	215.60				7	215.60				7	215.60				7	215.60	28	30.8	862.40
Films																										
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	6	6	6	18	1,506.96	12	12	12	36	3,013.92	12	12	12	36	3,013.92	6	6	6	18	1,506.96	108	83.72	9,041.76
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad			6	6	222.36			6	6	222.36			6	6	222.36			6	6	222.36	24	37.06	889.44
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			12	12	711.36			12	12	711.36			12	12	711.36			12	12	711.36	48	59.28	2,845.44

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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
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			6	6	286.38			6	6	286.38				0	0.00			0	0.00	12	47.73	572.76	
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece			9	9	108.36			12	12	144.48				0	0.00			0	0.00	21	12.04	252.84	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	22	22	44	88	11,302.72	22	22	22	66	8,477.04	22	22	44	88	11,302.72	22	22	22	66	8,477.04	308	128.44	39,559.52
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	22	22	44	88	14,907.20	22	22	22	66	11,180.40	22	22	44	88	14,907.20	22	22	22	66	11,180.40	308	169.4	52,175.20
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			12	12	1,220.52			12	12	1,220.52			12	12	1,220.52			12	12	1,220.52	48	101.71	4,882.08
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			17	17	1,202.24			6	6	424.32			12	12	848.64			6	6	424.32	41	70.72	2,899.52
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			6	6	611.52			4	4	407.68			6	6	611.52			3	3	305.76	19	101.92	1,936.48
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	14	14	14	42	3,670.80	14	14	14	42	3,670.80	14	14	14	42	3,670.80	14	14	14	42	3,670.80	168	87.4	14,683.20
Batteries and Cells and Accessories																										
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack			12	12	236.76				0	0.00			12	12	236.76				0	0.00	24	19.73	473.52
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			12	12	236.76				0	0.00			12	12	236.76				0	0.00	24	19.73	473.52
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			33	33	2,049.30			22	22	1,366.20			22	22	1,366.20			22	22	1,366.20	99	62.1	6,147.90
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box			12	12	237.12			12	12	237.12				0	0.00				0	0.00	24	19.76	474.24
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box			22	22	496.10			22	22	496.10			22	22	496.10			22	22	496.10	88	22.55	1,984.40
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll			6	6	112.02				0	0.00			6	6	112.02				0	0.00	12	18.67	224.04
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	6	6	6	18	1,918.80	6	6	6	18	1,918.80	6	6	6	18	1,918.80	6	6	6	18	1,918.80	72	106.6	7,675.20
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll			17	17	339.49			12	12	239.64			12	12	239.64			12	12	239.64	53	19.97	1,058.41
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			17	17	171.53			6	6	60.54			12	12	121.08			6	6	60.54	41	10.09	413.69
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			17	17	339.49			12	12	239.64			17	17	339.49			12	12	239.64	58	19.97	1,158.26
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00			6	6	349.44				0	0.00				0	0.00	6	58.24	349.44
Heating and Ventilation and Air Circulation																										
Lighting and Fixtures and Accessories																										
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece			22	22	866.58				0	0.00			22	22	866.58				0	0.00	44	39.39	1,733.16
47	39101628-LB-L01	Ligh 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
Measuring and Observing and Testing Equipment																										
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece			12	12	212.16			6	12	212.16			6	6	106.08			6	6	106.08	36	17.68	636.48
Cleaning Equipment and Supplies																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	12	12	12	36	3,098.16	12	12	12	36	3,098.16	12	12	12	36	3,098.16	12	12	12	36	3,098.16	144	86.06	12,392.64
50	47131604-BR-S01	BROOM, soft (tambo)	piece			6	6	817.44			6	6	817.44			6	6	817.44			6	6	817.44	24	136.24	3,269.76

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	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece			6	6	109.20			6	6	109.20			6	6	109.20			6	6	109.20	24	18.2	436.80	
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	9	9	9	27	1,123.20	9	9	9	27	1,123.20	9	9	9	27	1,123.20	9	9	9	27	1,123.20	108	41.6	4,492.80	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	3	3	3	9	215.28	3	3	3	9	215.28	3	3	3	9	215.28	3	3	3	9	215.28	36	23.92	861.12	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	4	4	4	12	108.36	4	4	4	12	108.36	4	4	4	12	108.36	4	4	4	12	108.36	48	9.03	433.44	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	4	4	4	12	449.16	4	4	4	12	449.16	4	4	4	12	449.16	4	4	4	12	449.16	48	37.43	1,796.64	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	12	12	12	36	4,642.56	12	12	12	36	4,642.56	12	12	12	36	4,642.56	12	12	12	36	4,642.56	144	128.96	18,570.24	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece			7	7	173.81			7	7	173.81			7	7	173.81			7	7	173.81	28	24.83	695.24	
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			22	22	2,541.66			17	17	1,964.01			22	22	2,541.66			17	17	1,964.01	78	115.53	9,011.34	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit			2	2	4,576.00			2	2	4,576.00			2	2	4,576.00			2	2	4,576.00	8	2288	18,304.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece			4	4	582.40			4	4	582.40			4	4	582.40			4	4	582.40	16	145.6	2,329.60	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	4	4	4	12	1,485.12	4	4	4	12	1,485.12	4	4	4	12	1,485.12	4	4	4	12	1,485.12	48	123.76	5,940.48	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle			12	12	645.84			12	12	645.84			12	12	645.84			12	12	645.84	48	53.82	2,583.36	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	4	4	4	12	1,285.44	4	4	4	12	1,285.44	4	4	4	12	1,285.44	4	4	4	12	1,285.44	48	107.12	5,141.76	
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	4	4	4	12	1,616.16	4	4	4	12	1,616.16	4	4	4	12	1,616.16	4	4	4	12	1,616.16	48	134.68	6,464.64	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece			46	46	1,085.14				0	0.00				0	0.00				0	0.00	46	23.59	1,085.14	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	unit			5	5	196,040.00				0	0.00				0	0.00				0	0.00	5	39208	196,040.00	
68	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			10	10	27,140.00				0	0.00				0	0.00				0	0.00	10	2714	27,140.00	
69	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece			12	12	2,009.28			5	5	837.20				0	0.00				0	0.00	17	167.44	2,846.48	
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-C01	MOUSE, optical, USB connection type	unit			9	9	1,001.70				0	0.00				0	0.00				0	0.00	9	111.3	1,001.70	
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			12	12	108.60				0	0.00				0	0.00				0	0.00	12	9.05	108.60	
77	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box			22	22	335.94			12	12	183.24				0	0.00				0	0.00	34	15.27	519.18	
78	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box			22	22	457.60			12	12	249.60				0	0.00				0	0.00	34	20.8	707.20	
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			66	66	925.32			44	44	616.88			66	66	925.32			44	44	616.88	220	14.02	3,084.40	
81	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece			88	88	6,793.60			22	22	1,698.40			88	88	6,793.60				0	0.00	198	77.2	15,285.60	
82	44122011-DF-P01	DATA FOLDER, made of chipboard, taglia lock	piece			220	220	15,100.80			220	220	15,100.80			220	220	15,100.80				0	0.00	660	68.64	45,302.40	
83	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box			4	4	2,692.36				0	0.00			3	3	2,019.27				0	0.00	7	673.09	4,711.63	
84	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box			4	4	3,708.64			3	3	2,781.48			3	3	2,781.48				0	0.00	10	927.16	9,271.60	
85	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box			4	4	2,953.60			3	3	2,215.20			3	3	2,215.20			3	3	2,215.20	13	738.4	9,599.20	

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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			3	3	1,087.32			3	3	1,087.32			3	3	1,087.32			3	3	1,087.32	12	362.44	4,349.28
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			6	6	61.80				0	0.00				0	0.00				0	0.00	6	10.3	61.80
90	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box			33	33	2,752.53			12	12	1,000.92			12	12	1,000.92			12	12	1,000.92	69	83.41	5,755.29
91	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			12	12	1,032.48			12	12	1,032.48			12	12	1,032.48			12	12	1,032.48	48	86.04	4,129.92
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-P01	FOLDER, FANCY, for A4 size documents	bundle			3	3	811.20				0	0.00			3	3	811.20				0	0.00	6	270.4	1,622.40
95	44122011-FO-P02	FOLDER, FANCY, for legal size documents	bundle			5	5	1,559.40				0	0.00			3	3	935.64				0	0.00	8	311.88	2,495.04
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			4	4	3,810.56			3	3	2,857.92			3	3	2,857.92			3	3	2,857.92	13	952.64	12,384.32
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			22	22	7,069.92			12	12	3,856.32			12	12	3,856.32			12	12	3,856.32	58	321.36	18,638.88
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			12	12	532.92			12	12	532.92			12	12	532.92				0	0.00	36	44.41	1,598.76
104	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece			33	33	441.54			22	22	294.36			33	33	441.54			22	22	294.36	110	13.38	1,471.80
105	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece			33	33	441.54			22	22	294.36			33	33	441.54			22	22	294.36	110	13.38	1,471.80
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	17	17	33	67	601.66	17	17	33	67	601.66	17	17	33	67	601.66	17	17	17	51	457.98	252	8.98	2,262.96
108	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	17	17	17	51	457.98	17	17	17	51	457.98	17	17	17	51	457.98	17	17	17	51	457.98	204	8.98	1,831.92
109	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece			12	12	107.76				0	0.00			12	12	107.76				0	0.00	24	8.98	215.52
110	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			6	6	46.56			6	6	46.56			6	6	46.56			6	6	46.56	24	7.76	186.24
111	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	12	12	12	36	505.44	12	12	12	36	505.44	12	12	12	36	505.44	12	12	12	36	505.44	144	14.04	2,021.76
112	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			6	6	124.74			6	6	124.74			6	6	124.74			6	6	124.74	24	20.79	498.96
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-RJ-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	6	6	12	24	2,628.00	6	6	12	24	2,628.00	6	6	12	24	2,628.00	6	6	12	24	2,628.00	96	109.5	10,512.00
115	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			12	12	409.56			12	12	409.56			12	12	409.56			12	12	409.56	48	34.13	1,638.24
116	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece			4	4	59.28				0	0.00				0	0.00				0	0.00	4	14.82	59.28
117	44121612-CJ-H01	CUTTER KNIFE, for general purpose	piece			4	4	133.72				0	0.00				0	0.00				0	0.00	4	33.43	133.72
118	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece			4	4	1,815.84				0	0.00				0	0.00				0	0.00	4	453.96	1,815.84
119	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece			4	4	811.20				0	0.00				0	0.00				0	0.00	4	202.8	811.20
120	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece			12	12	1,583.52			5	5	659.80				0	0.00				0	0.00	17	131.96	2,243.32

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	
121	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair			12	12	486.72			5	5	202.80	10			10	405.60				0	0.00	27	40.56	1,095.12	
122	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			12	12	2,121.60			6	6	1,060.80	6			6	1,060.80				0	0.00	24	176.8	4,243.20	
123	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit			3	3	2,742.48				0	0.00				0	0.00				0	0.00	3	914.16	2,742.48	
124	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece			12	12	298.80				0	0.00	6			6	149.40				0	0.00	18	24.9	448.20	
125	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			6	6	334.98				0	0.00				0	0.00				0	0.00	6	55.83	334.98	
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			25	25	6,240.00			25	25	6,240.00			25	25	6,240.00			25	25	6,240.00	100	249.6	24,960.00	
138	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	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	
139	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart			20	20	4,992.00			15	15	3,744.00			20	20	4,992.00			15	15	3,744.00	70	249.6	17,472.00	
140	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart			20	20	4,992.00			15	15	3,744.00			20	20	4,992.00			20	20	4,992.00	75	249.6	18,720.00	
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																											
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		25	25	25	75	4,875.00	25	25	25	75	4,875.00	25	25	25	75	4,875.00	25	25	25	75	4,875.00	300	65.00	19,500.00	
Common Janitorial Supplies																											
Office Equipment and Accessories																											
1		DVD Re-writable				5	5	225.00			20	20	900.00			0	0.00				0	0.00	25	45.00	1,125.00		
Office Supplies																											
1		Sticky Note / Post it - Neon	pc	22	22	22	66	1,650.00	22	22	22	66	1,650.00	22	22	22	66	1,650.00	22	22	22	66	1,650.00	264	25.00	6,600.00	
Audio and visual presentation and composing equipment																											
Photographic or filming or video equipment																											
Cleaning Equipment and Supplies																											

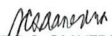
Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
1		TOILET DEODORANT CAKE, albatross	pc	10	10	10	30	1,350.00	10	10	10	30	1,350.00	10	10	10	30	1,350.00	10	10	10	30	1,350.00	120	45.00	5,400.00	
2		CLEANSING ACID	bot	5	5	5	15	5,925.00	5	5	5	15	5,925.00	5	5	5	15	5,925.00	5	5	5	15	5,925.00	60	395.00	23,700.00	
3		DISHWASHER LIQUID, joy	bot	7	7	7	21	2,205.00	7	7	7	21	2,205.00	7	7	7	21	2,205.00	7	7	7	21	2,205.00	84	105.00	8,820.00	
4		DISHWASHER FOAM	pc	7	7	7	21	945.00	7	7	7	21	945.00	7	7	7	21	945.00	7	7	7	21	945.00	84	45.00	3,780.00	
5		DOMEX, 500 ml	bot	5	5	5	15	2,400.00	5	5	5	15	2,400.00	5	5	5	15	2,400.00	5	5	5	15	2,400.00	60	160.00	9,600.00	
6		FABRIC SOFTENER, downy	bot	5	5	5	15	3,450.00	5	5	5	15	3,450.00	5	5	5	15	3,450.00	5	5	5	15	3,450.00	60	230.00	13,800.00	
7		Trash Bag Blk XL	roll			27	27	3,749.76			27	27	3,749.76			27	27	3,749.76			24	24	3,333.12	105	138.88	14,582.40	
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	7	7	7	21	12,180.00	7	7	7	21	12,180.00	7	7	7	21	10,440.00	7	7	7	21	12,180.00	84	580.00	48,720.00	
10		TRASH CAN	pc			4	4	4,000.00				0	0.00				0	0.00				0	0.00	4	1000.00	4,000.00	
11		TRASH BASKET	pc		44		44	11,000.00				0	0.00				0	0.00				0	0.00	44	250.00	11,000.00	
12		ZONROX	bot	4	4	4	12	2,340.00	4	4	4	12	2,340.00	4	4	4	12	2,340.00	4	4	4	12	2,340.00	48	195.00	9,360.00	
13		Gloves	pcs	7	7	7	21	3,045.00	7	7	7	21	2,610.00	7	7	7	21	2,610.00	7	7	7	21	3,045.00	84	145.00	12,180.00	
14		Door Mat	pc			12	12	2,376.00			6	6	1,188.00			12	12	2,376.00			0	0	0.00	30	198.00	5,940.00	
15		Glass Cleaner	bot			7	7	1,365.00			7	7	1,365.00			7	7	1,170.00			7	7	1,365.00	28	195.00	5,460.00	
Paper Materials and Products																											
1		PAPER WITH OWWA LETTERHEAD-WHITE	ream				0	0.00				0	3,500.00				0	0.00				0	0.00	0	3,500.00	3,500.00	
2		PAPER WITH OWWA LETTERHEAD-YELLOW	ream				0	0.00			1	1	3,500.00				0	0.00				0	0.00	1	3,500.00	3,500.00	
3		Manila Paper	pcs			33	33	165.00			33	33	165.00				0	0.00				0	0.00	66	5.00	330.00	
4		Bond Paper NAPCO - BLUE	ream			10	10	5,500.00			10	10	5,500.00			10	10	5,500.00				6	3,300.00	36	550.00	19,800.00	
Lighting and fixtures and accessories																											
2		Extension Wire	pc			4	4	2,000.00				0	0.00				0	0.00				0	0.00	4	500.00	2,000.00	
3		Socket 3 gang	pc			4	4	2,000.00				0	0.00				0	0.00				0	0.00	4	500.00	2,000.00	
4		Plug, Heavy Duty	pc			4	4	2,000.00				0	0.00				0	0.00				0	0.00	4	500.00	2,000.00	
Electrical equipment and components and supplies																											
Computer Supplies																											
1		Brother Ink BTD6oBK - Black				2	2	900.00			2	2	900.00			2	2	900.00			2	2	900.00	8	450.00	3,600.00	
2		Brother Ink BTD6oM - Pink				2	2	900.00			2	2	900.00			2	2	900.00			2	2	900.00	8	450.00	3,600.00	
3		Brother Ink BTP6oC - Blue				2	2	900.00			2	2	900.00			2	2	900.00			2	2	900.00	8	450.00	3,600.00	
4		Brother Ink BTP6oY - Yellow				2	2	900.00			2	2	900.00			2	2	900.00			2	2	900.00	8	450.00	3,600.00	
5		Toner for Kyocera Photocopier TK 4109				2	2	3,600.00			2	2	3,600.00			2	2	3,600.00			0	0	0.00	6	1,800.00	10,800.00	
6		EPSON Cart LQ-310 for continuous paper				2	2	1,160.00			0	0	0.00			2	2	1,160.00			0	0	0.00	4	580.00	2,320.00	
Common ICT Equipment																											
OTHER SOFTWARE																											

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
Consumables																										
1		INK CART, EPSON C03 I-3110 Black				22	22	8,690.00			27	22	8,690.00	12		22	34	13,430.00			20	20	7,900.00	98	395.00	38,710.00
2		INK CART, EPSON C03 I-3110, Cyan				17	17	6,715.00			22	17	6,715.00	7		17	22	8,690.00			15	15	5,925.00	71	395.00	28,045.00
3		INK CART, EPSON C03 I-3110, Magenta				17	17	6,715.00			22	17	6,715.00	7		17	24	9,480.00			15	15	5,925.00	73	395.00	28,835.00
4		INK CART, EPSON C03 I-3110, Yellow				17	17	6,715.00			22	17	6,715.00	7		17	24	9,480.00			15	15	5,925.00	73	395.00	28,835.00
Other Categories																										
A. TOTAL																						P	1,221,892.29			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	122,189.23			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																										
D. GRAND TOTAL (A + B+ C)																						P	1,344,081.52			
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						P	-			
F. MONTHLY CASH REQUIREMENTS																						P	-			
G.1 Available at Procurement Service Stores						425,898.61					138,714.93					153,754.49					110,081.86		P	828,449.89		
G.2 Other Items not available at PS but regularly purchased from other sources						113,140.76					97,032.76					101,625.76					78,838.12		P	390,637.40		
TOTAL MONTHLY CASH REQUIREMENTS						539,039.37					235,747.69					255,380.25					188,919.98		P	1,219,087.29		

**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:


ARACELI C. SAAVEDRA
SAO/Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


NURHANNA A. SAAVEDRA
Accountant / Local Budget Officer

Approved by:


RON LIONEL M. BARTOLOME
Head of Office/Agency

Date Prepared: 14 December 2020