

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

APP-CSE 2023 FORM as of September 14, 2022

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: Benguet State University
 Region: Cordillera Administrative Region
 Address: Km. 5, La Trinidad, Benguet

Agency Code/UACS: Z113
 Organization Type: Government-Educational Institution

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 20 July 2022)	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	112	0	0	112	5,359.20	1	0	0	1	47.85	21	0	0	21	1,004.85	0	0	0	0	0.00	134	47.85	6,411.90	
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	361	0	0	361	119,328.55	4	0	0	4	1,322.20	15	0	0	15	4,958.25	1	0	0	1	330.55	381	330.55	125,939.55	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	9	0	0	9	296.19	2	0	0	2	65.82	14	0	0	14	460.74	2	0	0	2	65.82	27	32.91	888.57	
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	150	0	0	150	5,454.00	22	0	0	22	799.92	19	0	0	19	690.84	0	0	0	0	0.00	191	36.36	6,944.76	
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	144	0	0	144	643.68	65	0	0	65	290.55	21	0	0	21	93.87	0	0	0	0	0.00	230	4.47	1,028.10	
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	1173	0	0	1173	26,040.60	312	0	0	312	6,926.40	188	0	0	188	4,173.60	90	0	0	90	1,998.00	1763	22.20	39,138.60	
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	1058	0	0	1058	23,487.60	206	0	0	206	4,573.20	186	0	0	186	4,129.20	90	0	0	90	1,998.00	1540	22.20	34,188.00	
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	353	0	0	353	7,836.60	96	0	0	96	2,131.20	104	0	0	104	2,308.80	30	0	0	30	666.00	583	22.20	12,942.60	
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	69	0	0	69	11,122.80	1	0	0	1	161.20	0	0	0	0	0.00	0	0	0	0	0.00	70	161.20	11,284.00	
BATTERIES AND CELLS AND ACCESSORIES																											
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	274	0	0	274	5,614.26	65	0	0	65	1,331.85	61	0	0	61	1,249.89	0	0	0	0	0.00	400	20.49	8,196.00	
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	393	0	0	393	7,207.62	63	0	0	63	1,155.42	38	0	0	38	696.92	0	0	0	0	0.00	494	18.34	9,059.96	
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	231	0	0	231	22,222.20	0	0	0	0	0.00	5	0	0	5	481.00	0	0	0	0	0.00	236	96.20	22,703.20	
CLEANING EQUIPMENT AND SUPPLIES																											
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	73	0	0	73	5,999.72	7	0	0	7	571.48	14	0	0	14	1,142.96	2	0	0	2	163.28	96	81.64	7,837.44	
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	96	0	0	96	13,079.04	1	0	0	1	136.24	4	0	0	4	544.96	0	0	0	0	0.00	101	136.24	13,760.24	
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	80	0	0	80	1,822.40	0	0	0	0	0.00	2	0	0	2	45.56	0	0	0	0	0.00	82	22.78	1,867.96	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	91	0	0	91	3,785.60	10	0	0	10	416.00	10	0	0	10	416.00	0	0	0	0	0.00	111	41.60	4,617.60	

Item No	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 29 July 2022)	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	81	0	0	81	1,937.52	0	0	0	0	0.00	5	0	0	5	119.60	0	0	0	0	0.00	86	23.92	2,057.12	
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	57	0	0	57	473.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	57	8.30	473.10	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	113	0	0	113	6,111.04	10	0	0	10	540.80	10	0	0	10	540.80	0	0	0	0	0.00	133	54.08	7,192.64	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	92	0	0	92	12,869.88	12	0	0	12	1,678.68	10	0	0	10	1,398.90	2	0	0	2	279.78	116	139.89	16,227.24	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	72	0	0	72	1,990.08	0	0	0	0	0.00	5	0	0	5	138.20	0	0	0	0	0.00	77	27.64	2,128.28	
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	65	0	0	65	20,134.40	3	0	0	3	929.28	3	0	0	3	929.28	3	0	0	3	929.28	74	309.76	22,922.24	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	23	0	0	23	2,762.76	2	0	0	2	240.24	1	0	0	1	120.12	0	0	0	0	0.00	26	120.12	3,123.12	
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	160	0	0	160	6,872.00	2	0	0	2	85.90	12	0	0	12	515.40	0	0	0	0	0.00	174	42.95	7,473.30	
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	65	0	0	65	148,720.00	1	0	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	66	2,288.00	151,008.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	18	0	0	18	2,246.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	124.80	2,246.40	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	22	0	0	22	2,695.22	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	122.51	2,695.22	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	73	0	0	73	3,879.22	2	0	0	2	106.28	6	0	0	6	318.84	0	0	0	0	0.00	81	53.14	4,304.34	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	39	0	0	39	2,259.27	2	0	0	2	115.86	0	0	0	0	0.00	0	0	0	0	0.00	41	57.93	2,375.13	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	151	0	0	151	21,750.04	12	0	0	12	1,728.48	17	0	0	17	2,448.68	10	0	0	10	1,440.40	190	144.04	27,367.60	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	91	0	0	91	2,903.81	5	0	0	5	159.55	10	0	0	10	319.10	0	0	0	0	0.00	106	31.91	3,382.46	
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	43	0	0	43	1,243.13	3	0	0	3	86.73	14	0	0	14	404.74	0	0	0	0	0.00	60	28.91	1,734.60	
CONSUMER ELECTRONICS																											
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	4	0	0	4	29,356.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	7,339.16	29,356.64	
FACE MASK																											
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	90	0	0	90	6,975.00	17	0	0	17	1,317.50	27	0	0	27	2,092.50	3	0	0	3	232.50	137	77.50	10,617.50	
FILMS																											
37	13111203-AC-F01	ACETATE, 50 meters	roll	5	0	0	5	4,849.40	1	0	0	1	969.88	0	0	0	0	0.00	0	0	0	0	0.00	6	969.88	5,819.28	
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	6	0	0	6	1,326.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	221.00	1,326.00	
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	7	0	0	7	1,669.78	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	238.54	1,669.78	
FLAG OR ACCESSORIES																											
42	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	3	0	0	3	854.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	284.84	854.52	
FURNITURE AND FURNISHINGS																											
43	56101504-CH-B01	MONOBLOC CHAIR, beige	piece	265	0	0	265	92,063.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	265	347.41	92,063.65	
44	56101504-CH-W01	MONOBLOC CHAIR, white	piece	2	0	0	2	689.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	344.92	689.84	
HEATING AND VENTILATION AND AIR CIRCULATION																											
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	3	0	0	3	3,666.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,222.00	3,666.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	19	0	0	19	16,280.34	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	19	856.86	16,280.34	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	32	0	0	32	24,593.92	4	0	0	4	3,074.24	0	0	0	0	0.00	0	0	0	0	0.00	36	768.56	27,668.16	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	37	0	0	37	103,318.80	11	0	0	11	30,716.40	0	0	0	0	0.00	0	0	0	0	0.00	48	2,792.40	134,035.20	
56	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	113	0	0	113	16,922.88	3	0	0	3	449.28	0	0	0	0	0.00	0	0	0	0	0.00	116	149.76	17,372.16	
MANUFACTURING COMPONENTS AND SUPPLIES																											
62	31201610-GL-X01	GLUE, all-purpose, 200 grams	jar	105	0	0	105	7,425.60	11	0	0	11	777.92	10	0	0	10	707.20	0	0	0	0	0.00	126	70.72	8,910.72	
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	90	0	0	90	2,029.50	3	0	0	3	67.65	17	0	0	17	383.35	1	0	0	1	22.55	111	22.55	2,503.05	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
64	31151804-SW-S01	STAPLE WIRE, standard	box	393	0	0	393	9,337.68	15	0	0	15	356.40	37	0	0	37	879.12	1	0	0	1	23.76	446	23.76	10,596.96	
65	31201502-TA-E01	TAPE, electrical	roll	128	0	0	128	2,489.60	6	0	0	6	116.70	10	0	0	10	194.50	1	0	0	1	19.45	145	19.45	2,820.25	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	257	0	0	257	15,903.16	38	0	0	38	2,351.44	24	0	0	24	1,485.12	8	0	0	8	495.04	327	61.88	20,234.76	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	195	0	0	195	23,626.20	39	0	0	39	4,725.24	21	0	0	21	2,544.36	8	0	0	8	969.28	263	121.16	31,865.08	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	174	0	0	174	3,890.64	16	0	0	16	357.76	12	0	0	12	268.32	7	0	0	7	196.52	209	22.36	4,673.24	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	386	0	0	386	4,315.48	74	0	0	74	827.32	67	0	0	67	749.06	3	0	0	3	33.54	530	11.18	5,925.40	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	304	0	0	304	6,861.28	43	0	0	43	970.51	48	0	0	48	1,083.36	3	0	0	3	67.71	398	22.57	8,982.86	
71	31151507-TW-P01	TWINE, plastic	roll	37	0	0	37	2,464.94	2	0	0	2	133.24	5	0	0	5	333.10	0	0	0	0	0.00	44	66.62	2,931.28	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	170	0	0	170	2,828.80	2	0	0	2	33.28	1	0	0	1	16.64	0	0	0	0	0.00	173	16.64	2,878.72	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	85	0	0	85	1,259.70	1	0	0	1	14.82	0	0	0	0	0.00	0	0	0	0	0.00	86	14.82	1,274.52	
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	19	0	0	19	181,159.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	19	9,534.72	181,159.68	
75	44101807-CA-C01	CALCULATOR, Compact	unit	27	0	0	27	7,188.48	2	0	0	2	532.48	0	0	0	0	0.00	0	0	0	0	0.00	29	266.24	7,720.96	
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	29	0	0	29	956.13	10	0	0	10	329.70	10	0	0	10	329.70	0	0	0	0	0.00	49	32.97	1,615.53	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	370	0	0	370	3,226.40	65	0	0	65	566.80	27	0	0	27	235.44	12	0	0	12	104.64	474	8.72	4,133.28	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	370	0	0	370	5,457.50	48	0	0	48	708.00	25	0	0	25	368.75	10	0	0	10	147.50	453	14.75	6,681.75	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	338	0	0	338	8,639.28	44	0	0	44	1,124.64	24	0	0	24	613.44	10	0	0	10	255.60	416	25.56	10,632.96	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	248	0	0	248	13,897.92	44	0	0	44	2,465.76	29	0	0	29	1,625.16	10	0	0	10	560.40	331	56.04	18,549.24	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	1143	0	0	1143	13,178.79	356	0	0	356	4,104.68	142	0	0	142	1,637.26	40	0	0	40	461.20	1681	11.53	19,381.93	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	189	0	0	189	6,318.27	4	0	0	4	133.72	17	0	0	17	568.31	0	0	0	0	0.00	210	33.43	7,020.30	
83	44111515-DF-B01	DATA FILE BOX	piece	151	0	0	151	11,657.20	10	0	0	10	772.00	30	0	0	30	2,316.00	0	0	0	0	0.00	191	77.20	14,745.20	
84	44122011-DF-F01	DATA FOLDER	piece	111	0	0	111	7,619.04	105	0	0	105	7,207.20	30	0	0	30	2,059.20	0	0	0	0	0.00	246	68.64	16,885.44	
85	44103202-05-M01	DATING AND STAMPING MACHINE	piece	41	0	0	41	18,612.36	2	0	0	2	907.92	1	0	0	1	453.96	0	0	0	0	0.00	44	453.96	19,974.24	
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	9	0	0	9	6,879.60	1	0	0	1	764.40	0	0	0	0	0.00	0	0	0	0	0.00	10	764.40	7,644.00	
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	61	0	0	61	59,823.92	3	0	0	3	2,942.16	3	0	0	3	2,942.16	1	0	0	1	980.72	68	980.72	66,688.96	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	45	0	0	45	33,228.00	4	0	0	4	2,953.60	2	0	0	2	1,476.80	1	0	0	1	738.40	52	738.40	38,396.80	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	82	0	0	82	2,500.18	20	0	0	20	609.80	0	0	0	0	0.00	0	0	0	0	0.00	102	30.49	3,109.98	
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	20	0	0	20	8,650.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	432.52	8,650.40	
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	0	0	0	0	0.00	1	0	0	1	488.80	0	0	0	0	0.00	0	0	0	0	0.00	1	488.80	488.80	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	147	0	0	147	1,677.27	60	0	0	60	684.60	20	0	0	20	228.20	25	0	0	25	285.25	252	11.41	2,875.32	
93	44101714-FX-M01	FACSIMILE MACHINE	unit	1	0	0	1	5,642.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,642.00	5,642.00	
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	45	0	0	45	4,258.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	45	94.64	4,258.80	
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	87	0	0	87	7,412.40	14	0	0	14	1,192.80	10	0	0	10	852.00	0	0	0	0	0.00	111	85.20	9,457.20	
96	44122018-FT-D01	FILE TAB/INDEX DIVIDER, bristol board, A4	set	73	0	0	73	812.49	19	0	0	19	211.47	20	0	0	20	222.60	0	0	0	0	0.00	112	11.13	1,246.56	
97	44122018-FT-D02	FILE TAB/INDEX DIVIDER, bristol board, legal	set	158	0	0	158	2,248.34	59	0	0	59	839.57	20	0	0	20	284.60	0	0	0	0	0.00	237	14.23	3,372.51	
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	17	0	0	17	4,596.80	3	0	0	3	811.20	0	0	0	0	0.00	0	0	0	0	0.00	20	270.40	5,408.00	
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	26	0	0	26	7,449.52	6	0	0	6	1,719.12	0	0	0	0	0.00	0	0	0	0	0.00	32	286.52	9,186.64	
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	14	0	0	14	2,625.56	4	0	0	4	750.16	1	0	0	1	187.54	0	0	0	0	0.00	19	187.54	3,563.26	
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	37	0	0	37	8,827.09	12	0	0	12	2,862.84	6	0	0	6	1,431.42	5	0	0	5	1,192.85	60	238.57	14,314.20	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
149 14111704-TT-P04 TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	683	0	0	683	23,085.40	53	0	0	53	1,791.40	87	0	0	87	2,940.60	27	0	0	27	912.60	850	33.80	28,730.00
150 14111704-TT-P02 TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	727	0	0	727	62,754.64	132	0	0	132	11,394.24	131	0	0	131	11,307.92	46	0	0	46	3,970.72	1036	86.32	89,427.52
PERFUMES OR COLOGNES OR FRAGRANCES																								
151 53131626-HS-501 LIQUID HAND SANITIZER, 500mL	bottle	91	0	0	91	7,357.35	5	0	0	5	404.25	10	0	0	10	808.50	5	0	0	5	404.25	111	80.85	8,974.35
PESTICIDES OR PEST REPELLENTS																								
152 10191509-IN-A01 INSECTICIDE, 600mL	can	25	0	0	25	3,484.00	6	0	0	6	836.16	0	0	0	0	0.00	0	0	0	0	0.00	31	139.36	4,320.16
PRINTED PUBLICATIONS																								
153 55101524-RA-H01 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	6	0	0	6	223.26	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	37.21	223.26
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																								
1 Ballpen, 0.5MM Ballpoint, Fine (Black)	pc	237	0	0	237	3,555.00	60	0	0	60	900.00	20	0	0	20	300.00	40	0	0	40	600.00	357	15.00	5,355.00
2 Ballpen, 0.5MM Ballpoint, Fine (Blue)	pc	208	0	0	208	3,120.00	50	0	0	50	750.00	20	0	0	20	300.00	40	0	0	40	600.00	318	15.00	4,770.00
3 Ballpen, 0.5MM Ballpoint, Fine (Red)	pc	166	0	0	166	2,490.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	166	15.00	2,490.00
4 Double Sided Tape, w/o foam, 1"	pc	233	0	0	233	6,990.00	30	0	0	30	900.00	25	0	0	25	750.00	25	0	0	25	750.00	313	30.00	9,390.00
5 Cork sheet, 1/6" x 18"	pc	20	0	0	20	3,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	195.00	3,900.00
6 Certificate Holder, A4	pc	185	0	0	185	8,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	185	48.00	8,880.00
7 Certificate Holder, 8.5" x 13"	pc	150	0	0	150	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	50.00	7,500.00
8 Certificate Holder, 8.5" x 11"	pc	220	0	0	220	10,120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	220	46.00	10,120.00
9 Sticker paper, 8.5" x 13"	pack	29	0	0	29	2,175.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29	75.00	2,175.00
10 Sticker paper, 210 mm x 297 mm	pack	5	0	0	5	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	50.00	250.00
11 Specialty paper, legal, 80 gsm, 500 pcs/ream	ream	1	0	0	1	568.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	568.70	568.70
12 Specialty paper, legal, 80 gsm, 10 pcs/pack	pack	20	0	0	20	771.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	38.57	771.40
13 Specialty paper, letter, 80 gsm, 10 pcs/pack	pack	20	0	0	20	771.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	38.57	771.40
A. TOTAL																						P	3,759,386.59	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	375,938.66	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-	
D. GRAND TOTAL (A + B + C)																						P	4,135,318.65	
E. APPROVED BUDGET BY THE AGENCY HEAD																								
In Figures and Words:																						FOUR MILLION ONE HUNDRED TWENTY NINE THOUSAND FIVE HUNDRED EIGHTY TWO PESOS AND EIGHTY EIGHT CENTAVOS ONLY.		

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:


JESSICA S. NAGEN

Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


ESTRELLITA M. DACLAN 9/29
Accountant / Budget Officer

Approved by:


FELIPE SALMING COMILA
Head of Office/Agency

Date Prepared: September 28, 2022