

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019

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. 2016-9 dated October 27, 2016, 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 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 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 your 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: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
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 nos. (02)561-6094 or (02)563-9352 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office: OCCIDENTAL MINDORO STATE COLLEGE
 Region: IVB - OCCIDENTAL MINDORO
 Address: OMSC Labangan Campus, Labangan Poblacion, San Jose, Occidental Mindoro

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State University and College (SUC)

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																						
Pesticides or Pest Repellents																						
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	17	0	4	21	4	8	15	27	1	2	2	5	5	1	2	6	61	146.00	8,909.66
Solvents																						

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	84	15	20	119	47	20	39	106	54	15	27	96	42	15	14	71	392	46.11	18,073.94
Color Compounds and Dispersions																						
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	27	3	1	31	9	3	8	20	9	2	6	17	8	3	1	12	80	25.81	2,064.90
Films																						
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	4	0	2	6	0	1	0	1	1	0	1	2	0	1	0	1	10	218.55	2,185.45
Paper Materials and Products																						
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	28	2	3	33	5	12	18	35	8	5	7	20	4	3	3	10	98	76.28	7,475.26
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	2	4	0	6	0	0	0	0	5	0	0	5	0	0	4	4	15	715.04	10,725.60
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	1,079.10	2,158.20
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6	1,362.50	8,175.00
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	10	0	4	14	0	0	0	0	0	0	0	0	4	0	0	4	18	802.24	14,440.32
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	2	0	0	2	0	20	0	20	0	0	20	20	0	0	0	0	42	625.50	26,270.85
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	4	1	1	6	1	2	1	4	1	1	2	4	1	1	1	3	17	1,084.55	18,437.35
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	2	0	0	2	0	0	0	0	2	0	0	2	0	0	0	0	4	702.94	2,811.76
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	19	3	1	23	0	5	0	5	3	0	3	6	1	0	0	1	35	33.77	1,181.89
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	16	0	0	16	0	3	0	3	3	0	0	3	1	1	0	2	24	58.75	1,410.02
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	12	3	1	16	0	3	0	3	2	0	1	3	1	0	0	1	23	43.49	1,000.29
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	10	0	0	10	0	0	0	0	0	0	0	0	0	1	0	1	11	12.62	138.84
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	243	95	189	527	154	40	68	262	118	43	43	204	112	37	40	189	1182	162.19	191,710.94
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (a 2mm)	pad	6	0	0	6	7	0	0	7	4	0	0	4	3	1	0	4	31	18.18	381.81

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	6	0	0	6	1	0	0	1	6	0	0	6	1	0	0	1	14	100.83	1,411.55
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mmx11mm x 30m-0.3m	roll	0	0	0	0	0	1	3	4	0	0	0	0	0	0	0	0	4	51.12	204.48
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	45	10	5	60	16	12	15	43	18	7	11	36	19	7	2	28	167	74.12	12,376.04
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	59	6	3	68	3	12	10	25	16	8	10	34	3	7	3	13	140	106.82	14,954.80
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	46	8	14	68	31	8	25	64	30	17	7	34	36	6	11	33	239	68.56	16,386.08
Batteries and Cells and Accessories																						
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	34	4	15	53	8	15	22	45	15	13	13	41	15	7	11	33	172	30.68	3,556.50
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	14	3	6	23	3	12	10	25	9	8	9	26	8	3	6	17	91	20.44	1,859.81
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	3	3	3	9	3	3	3	9	3	3	3	9	3	3	3	9	36	92.65	3,335.40
Manufacturing Components and Supplies																						
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	73	9	21	103	16	24	21	61	21	10	14	45	12	9	9	30	239	50.12	11,978.25
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	17	0	0	17	3	7	6	16	3	0	3	6	3	2	0	5	44	21.67	953.44
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	90	6	13	109	42	10	29	81	20	7	16	43	28	9	11	48	281	21.02	5,905.27
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	13	1	0	14	10	3	1	14	2	0	2	4	10	0	1	11	43	19.08	820.23
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	25	10	10	45	14	15	11	40	16	9	7	32	10	7	2	19	136	57.77	7,856.72
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	26	1	5	32	10	4	11	25	13	1	9	23	10	6	3	19	99	111.73	11,060.76
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	16	10	8	34	11	20	10	41	8	6	5	19	8	5	1	14	108	19.08	2,060.10
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	95	27	33	155	39	41	56	136	61	19	27	107	40	22	16	78	476	9.54	4,539.85
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	48	21	19	88	31	29	17	77	30	10	18	58	21	15	7	43	266	19.08	5,073.95
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	14	2	0	16	7	0	0	7	10	0	1	11	7	0	1	8	42	53.41	2,243.22

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Heating and Ventilation and Air Circulation																						
42	40101604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	7	0	0	7	0	4	0	4	1	0	0	1	1	0	0	1	13	1,021.33	13,277.29
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	41	0	0	41	0	4	0	4	0	0	2	2	0	0	0	0	47	1,250.23	58,760.81
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	6	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0	6	1,054.77	6,328.63
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	10	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	10	701.85	7,018.51
Lighting and Fixtures and Accessories																						
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	24	6	6	36	7	6	6	19	12	6	6	24	6	6	6	18	97	43.51	4,133.47
47	39101628-LB-L01	Ligth Bulb, LED, 7 watts 1 pc in individual box	piece	19	20	0	39	4	0	0	4	6	0	0	6	0	0	0	0	49	75.97	3,722.68
Measuring and Observing and Testing Equipment																						
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	20		3	23	2	6	6	14	5	1	11	17	0	4	1	5	59	16.22	956.93
Cleaning Equipment and Supplies																						
50	47131604-BR-S01	BROOM, soft (tambo)	piece	108	12	12	132	8	21	67	96	26	16	2	44	30	1	10	41	313	136.25	42,646.25
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece		1	6	7				0	21	0		21		0		0	28	32.05	897.29
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	58	21	27	106	47	26	27	100	56	21	37	114	53	22	21	96	416	43.60	18,137.60
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	23	3	3	29	6	3	3	12	21	1	3	25	4	3	3	10	76	25.07	1,905.32
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	11	1	4	16	8	2	2	12	10	2	3	15	6	3	2	11	54	8.39	453.22
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	127	44	47	218	69	70	60	199	81	70	37	188	66	46	36	148	753	39.23	29,539.51
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	20	2	9	31	24	3	2	29	19	2	3	24	14	3	2	19	103	128.89	13,275.93
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	74	1	2	77	1	18	25	44	20	1	7	28	22	6	2	30	179	26.03	4,659.23
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	20	3	6	29	7	4	3	14	13	3	6	22	4	6	3	13	78	282.31	22,020.18

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59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	29	7	14	50	7	7	19	33	12	19	8	39	16	7	19	42	164	91.56	15,015.84
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	5	0	0	5	0	2	1	3	0	3	0	5	0	0	0	0	13	2,002.88	26,037.38
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	27	0	10	37	2	10	13	25	9	0	5	14	10	5	0	15	91	152.60	13,886.60
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	29	0	11	40	3	14	13	30	9	3	6	18	12	6	0	18	106	115.54	12,247.24
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	42	2	5	49	4	2	24	30	11	1	3	15	9	4	1	14	108	52.08	5,624.66
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	6	3	3	12	3	3	4	10	3	3	3	9	3	3	3	9	40	107.91	4,316.40
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	68	14	15	97	37	14	16	67	36	14	15	85	36	15	15	66	295	146.61	43,248.48
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	48	1	5	54	20	4	4	28	34	1	19	54	12	0	1	13	149	24.72	3,663.46
Information and Communication Technology (ICT) Equipment and Devices and Accessories																						
67	43211507-DCT-03	Desktop Computer, branded	unit	207	0	0	207	0	0	0	0	0	0	0	0	0	0	0	0	207	41,093.00	8,506,251.00
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	20	0	0	20	0	50	5	55	5	0	0	5	0	0	0	0	80	22.84	1,826.84
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	7	1	1	9	1	2	2	5	0	0	1	1	0	0	0	0	15	2,855.80	42,837.00
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	33	2	2	37	28	1	2	31	2	0	0	2	13	0	0	13	83	289.94	24,065.02
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	47	0	0	47	13	15	1	29	4	0	11	15	0	1	0	1	92	141.48	13,016.34
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	2	0	1	3	0	0	0	0	0	0	0	0	0	0	0	0	3	8,379.92	25,139.76
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	2	0	0	2	0	0	1	1	0	0	0	0	0	0	0	0	3	759.73	2,279.19
Office Equipment and Accessories and Supplies																						
82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	26	8	5	39	20	9	25	54	23	11	5	39	13	5	15	33	165	26.91	4,440.50
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	32	2	1	35	15	17	2	34	18	0	9	27	13	2	2	17	113	7.94	896.68

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84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	27	1	7	35	6	12	10	28	13	3	12	28	6	2	5	13	104	14.04	1,460.08
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	20	0	4	24	0	9	27	36	5	0	9	14	0	0	2	2	76	21.54	1,636.92
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	32	1	7	40	9	13	11	33	16	2	15	33	10	0	5	15	121	41.42	5,011.82
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	139	32	68	239	110	52	71	233	114	33	44	191	108	30	28	168	829	18.40	15,252.94
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	213	32	110	355	90	32	43	165	118	5	24	147	56	3	21	80	747	73.14	54,634.83
89	44122011-DF-F01	DATA FOLDER, made of chipboard, tag/la lock	piece	68	3	3	74	3	9	11	23	17	3	7	27	6	2	2	10	134	71.94	9,639.96
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	5	0	0	5	1	2	11	14	2	0	2	4	0	0	0	0	23	427.76	9,838.47
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	9	0	0	9	0	4	15	19	3	1	1	5	0	0	0	0	33	542.98	17,918.46
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	15	1	6	22	2	2	100	104	9	0	1	10	3	1	0	4	140	773.90	108,346.00
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	36	0	0	36	10	10	10	30	2	0	10	12	0	0	0	0	78	31.96	2,492.79
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box	4	0	1	5	0	0	0	0	2	0	0	2	0	0	0	0	7	344.44	2,411.08
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box	4	0	1	5	0	0	1	1	2	0	1	3	0	0	0	0	9	430.55	3,874.95
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	56	3	40	99	23	44	29	96	42	4	34	80	28	33	7	68	343	11.64	3,992.93
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	39	0	2	41	15	3	5	23	18	0	4	22	19	1	1	21	107	82.71	8,849.88
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	19	2	2	23	1	6	21	28	7	0	3	10	11	1	0	12	73	74.00	5,402.01
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	2	0	0	2	0	6	0	6	2	1	0	3	0	0	0	0	11	13.08	143.88
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	5	0	2	7	0	6	0	6	3	0	1	4	0	1	0	1	18	17.44	313.92
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	12	0	1	13	1	2	1	4	4	0	1	5	0	0	0	0	22	265.47	5,840.33

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	12	0	3	15	3	4	10	17	8	0	3	11	2	2	3	7	50	305.20	15,260.00
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	6	0	0	6	3	0	0	3	6	1	0	7	2	0	0	2	18	179.31	3,227.49
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	6	0	4	10	2	0	3	5	6	0	0	6	3	0	2	5	36	224.00	5,823.87
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	15	0	0	15	4	2	5	11	8	0	0	8	4	0	0	4	38	782.62	29,739.56
106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	4	0	0	4	2	1	0	3	1	0	1	2	0	0	0	0	9	227.81	2,050.29
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	31	0	3	34	3	1	12	16	7	0	3	10	12	1	0	13	73	293.08	21,394.78
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	12	0	2	14	0	4	5	9	12	0	4	16	0	2	0	2	41	54.37	2,229.14
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	15	0	0	15	0	0	13	13	10	0	5	15	2	0	0	2	45	43.60	1,962.00
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	19	3	11	33	5	4	18	27	14	3	4	21	11	3	3	17	98	39.02	3,824.16
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	108	7	17	132	51	46	46	143	48	16	38	102	88	11	6	105	482	10.80	5,206.52
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	44	2	1	47	12	6	4	22	21	1	6	28	12	2	1	15	112	10.80	1,209.81
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	10	0	0	10	0	0	10	10	11	0	1	12	1	0	0	1	33	10.80	356.46
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	108	3	12	123	29	21	67	117	53	3	18	74	30	4	3	37	351	10.12	3,550.44
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	30	0	3	33	10	6	11	27	19	0	2	21	10	1	0	11	82	10.12	829.45
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	11	0	0	11	1	0	5	6	11	1	1	13	1	0	0	1	31	10.12	313.57
117	44122104-PC-C01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	47	11	20	78	15	9	26	50	28	7	15	50	15	12	8	35	213	6.27	1,334.98
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	43	18	19	80	39	18	41	98	34	19	17	70	24	15	17	56	304	13.35	4,059.16

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	54	14	40	108	8	11	21	40	14	4	37	55	8	3	5	16	219	21.79	4,771.81
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	13	2	20	35	10	33	1	44	0	0	2	2	1	0	0	1	82	211.33	17,328.99
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	6	0	1	7	1	2	3	6	2	1	0	3	0	1	0	1	17	101.37	1,723.29
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	26	2	1	29	1	2	2	5	2	1	3	6	2	2	1	5	45	28.99	1,304.73
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	12	0	3	15	0	2	0	2	6	0	4	10	0	0	0	0	27	12.34	333.15
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	19	5	3	27	2	6	5	13	4	1	8	13	2	0	3	5	58	28.72	1,665.85
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	7	1	1	9	0	2	0	2	0	1	1	2	0	1	0	1	14	501.38	7,019.29
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	23	2	4	29	0	1	15	16	1	2	1	4	3	0	0	3	52	196.20	10,302.40
127	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	16	4	5	27	0	2	16	18	1	2	2	5	1	0	0	1	51	138.30	7,053.26
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	37	7	5	49	14	11	12	37	13	0	5	18	6	6	0	12	116	16.35	1,896.60
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	37	10	5	52	4	8	34	46	12	3	9	24	3	3	1	7	129	86.11	11,108.19
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	18	0	1	19	2	3	0	5	8	0	3	11	2	0	1	3	38	19.05	724.02
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	22	1	1	24	2	1	3	6	2	1	1	4	0	2	1	3	37	58.51	2,164.91
133	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	3	0	0	3	0	0	0	0	0	0	0	0	1	0	0	1	4	10,900.00	43,600.00
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	14	0	1	15	0	2	0	2	2	0	0	2	0	0	0	0	19	141.70	2,692.30
136	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	2	8,476.93	16,953.86
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0	0	0	0	1	0	1	0	0	0	0	0	0	0	0	1	5,973.20	5,973.20

Printer or Facsimile or Photocopier 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	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
141	44103105-CA-C03	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	1	1,079.10	1,079.10
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0	0	0	0	2	0	0	2	0	0	0	0	2	817.50	1,635.00
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	122	34	24	180	65	74	109	248	74	19	25	118	67	28	19	114	660	267.05	176,253.00
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	84	16	12	112	35	61	57	153	35	11	14	60	36	19	9	64	389	267.05	103,882.45
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	85	16	12	113	37	62	57	156	34	12	14	60	37	17	9	63	392	267.05	104,683.60
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	88	16	12	118	35	62	57	154	34	12	14	60	38	17	9	64	394	267.05	105,217.70
207	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	1,907.50	1,907.50
208	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2,741.35	2,741.35
Flag or Accessories																						
293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	6	0	0	6	0	0	0	0	1	0	0	1	0	0	0	0	7	334.63	2,342.41
Printed Publications																						
294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	2	2	0	4	0	0	0	0	0	0	0	0	0	0	0	0	4	48.51	194.02
Fire Fighting Equipment																						
295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	24	0	0	24	1	1	0	2	0	0	0	0	0	0	0	0	26	1,199.00	31,174.00
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	3	5,232.00	15,696.00
Consumer Electronics																						
297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1	0	0	1	0	0	0	0	1	0	0	1	0	0	0	0	2	7,156.43	14,312.83
Furniture and Furnishings																						
298	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	450	0	0	450	0	0	0	0	0	0	0	0	0	0	0	0	450	275.23	123,851.25

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																TOTAL Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4			
299	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	115	0	5	120	5	0	5	10	0	5	0	5	0	0	5	5	140	275.23	38,531.50
300	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	7	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	7	1,389.75	9,728.25
301	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	7	0	0	7	0	0	0	0	0	0	0	0	0	0	0	0	7	1,389.75	9,728.25
Arts and Crafts Equipment and Accessories and Supplies																						
302	60121413-CB-P01	CLEARBOOK, 20 transparent packets, for A4 size	piece	3	0	1	4	0	1	5	6	3	0	1	4	0	0	0	0	14	41.69	583.70
303	60121413-CB-P02	CLEARBOOK, 20 transparent packets, for LEGAL size	piece	11	1	1	13	0	0	1	1	3	1	1	5	1	1	1	3	22	44.42	977.19
304	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	24	0	2	26	1	20	8	29	3	6	5	14	3	2	3	8	77	4.63	356.70
305	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	95	16	15	126	81	26	32	139	78	12	29	119	74	12	9	95	479	36.28	17,375.62
306	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	36	1	1	28	23	3	11	37	24	1	3	28	24	1	1	26	119	36.28	4,316.75
307	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	22	0	1	23	13	0	0	13	19	1	0	20	15	0	1	16	72	36.28	2,611.81
308	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	8	0	0	8	0	0	0	0	2	0	0	2	0	0	0	0	10	135.90	1,359.01
SOFTWARE																						
OTHER SOFTWARE																						
1				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0.00
PASSENGER AIR TRANSPORTATION																						
1	78111501-GFA-001	* Airline Ticket	ticket	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1	700,000.00	700,000.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																						
A. TOTAL																						11,363,153.75

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year																		
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4																					
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				1,136,315.37																		
C. GRAND TOTAL (A + B)																				12,499,469.12																		
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		TWELVE MILLION FOUR HUNDRED NINETY NINE THOUSAND FOUR HUNDRED SIXTY NINE PESOS AND 12/100																		12,499,469.12																		
G. MONTHLY CASH REQUIREMENTS																																						
C.1 Available at Procurement Service Stores		X		11,363,153.75		X		11,363,153.75		X		11,363,153.75		X		11,363,153.75		11,363,153.75				11,363,153.75																
C.2 Other Items not available at PS but regularly purchased from other sources																																						
TOTAL MONTHLY CASH REQUIREMENTS																																						

*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:


AILEENE T. DAGOS

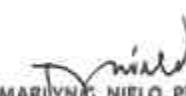
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:


MYRA G. SOMINTAC

Accountant / Local Budget Officer

Approved by:


MARLYN G. NIELO, PH.D.

Head of Office/Agency

Date Prepared: July 27, 2018