

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 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office:	<u>PALAWAN STATE UNIVERSITY</u>	Agency Account Code:	<u></u>
Region:	<u>MIMAROPA-IVB</u>	Organization Type:	<u>ACADEME</u>
Address:	<u>PUERTO PRINCESA CITY,</u>		<u></u>
	<u>PALAWAN</u>		<u></u>

Item & Specifications			Unit of Measure	Monthly Quantity Requirement								Total Quantity for the year	Price Catalogue	Total Amount for the year
				Q1	Q1 AMOUNT	Q2	Q2 AMOUNT	Q3	Q3 AMOUNT	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	2	278.72	2	278.72	1	139.36	1	139.36	6.00	139.36	836.16
Solvents														
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	103	4,510.37	102	4,466.58	102	4,466.58	104	4,554.16	411.00	43.79	17,997.69
Color Compounds and Dispersions														
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	20	616.00	20	616.00	20	616.00	19	585.20	79.00	30.8	2,433.20
Films														
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	50	42,391.00	50	42,391.00	0	50.00	0	53.00	100.00	847.82	84,782.00
Paper Materials and Products														
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	90	7,534.80	90	7,534.80	90	7,534.80	92	7,702.24	362.00	83.72	30,306.64
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	8	5,457.92	8	5,457.92	8	5,457.92	6	4,093.44	30.00	682.24	20,467.20
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	1	1,029.60	0	0.00	0	0.00	0	0.00	1.00	1029.6	1,029.60
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	2	74.12	1	37.06	1	37.06	1	37.06	5.00	37.06	185.30
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	23	1,363.44	23	1,363.44	23	1,363.44	24	1,422.72	93.00	59.28	5,513.04
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	13	620.49	12	572.76	11	525.03	11	525.03	47.00	47.73	2,243.31
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	66	794.64	66	794.64	67	806.68	67	806.68	266.00	12.04	3,202.64
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	250	42,640.00	250	42,640.00	250	42,640.00	250	42,640.00	1,000.00	170.56	170,560.00
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	500	90,710.00	500	90,710.00	500	90,710.00	500	90,710.00	2,000.00	181.42	362,840.00

21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	250	32,110.00	250	32,110.00	250	32,110.00	250	32,110.00	1,000.00	128.44	128,440.00
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	500	84,700.00	500	84,700.00	500	84,700.00	500	84,700.00	2,000.00	169.4	338,800.00
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	5	508.55	5	508.55	5	508.55	5	508.55	20.00	101.71	2,034.20
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	2	111.28	2	111.28	1	55.64	1	55.64	6.00	55.64	333.84
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	40	2,828.80	40	2,828.80	40	2,828.80	43	3,040.96	163.00	70.72	11,527.36
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	18	1,834.56	18	1,834.56	18	1,834.56	18	1,834.56	72.00	101.92	7,338.24
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	196	17,130.40	196	17,130.40	196	17,130.40	196	17,130.40	784.00	87.4	68,521.60
Batteries and Cells and Accessories														
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	3	59.19	0	0.00	0	0.00	0	0.00	3.00	19.73	59.19
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	13	256.49	13	256.49	13	256.49	15	295.95	54.00	19.73	1,065.42
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	14	1,346.80	14	1,346.80	14	1,346.80	15	1,443.00	57.00	96.2	5,483.40
Manufacturing Components and Supplies														
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	25	1,552.50	25	1,552.50	25	1,552.50	25	1,552.50	100.00	62.1	6,210.00
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	2	39.52	1	19.76	1	19.76	1	19.76	5.00	19.76	98.80
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	27	608.85	27	608.85	27	608.85	208	4,690.40	289.00	22.55	6,516.95
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	5	93.35	5	93.35	5	93.35	5	93.35	20.00	18.67	373.40
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	5	273.00	5	273.00	0	0.00	0	0.00	10.00	54.6	546.00
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	5	533.00	5	533.00	0	0.00	0	0.00	10.00	106.6	1,066.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	5	99.85	5	99.85	5	99.85	0	0.00	15.00	19.97	299.55
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	12	121.08	12	121.08	12	121.08	12	121.08	48.00	10.09	484.32

41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	2	116.48	1	58.24	1	58.24	1	58.24	5.00	58.24	291.20
Heating and Ventilation and Air Circulation														
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	2	2,219.36	2	2,219.36	1	1,109.68	0	0.00	5.00	1109.68	5,548.40
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	6	8,218.08	6	8,218.08	0	0.00	0	0.00	12.00	1369.68	16,436.16
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	8	6,855.04	8	6,855.04	8	6,855.04	8	6,855.04	32.00	856.88	27,420.16
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	3	2,310.33	3	2,310.33	0	0.00	0	0.00	6.00	770.11	4,620.66
Measuring and Observing and Testing Equipment														
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	3	53.04	3	53.04	2	35.36	1	17.68	9.00	17.68	159.12
Cleaning Equipment and Supplies														
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	69	5,938.14	69	5,938.14	69	5,938.14	0	69.00	207.00	86.06	17,814.42
50	47131604-BR-S01	BROOM, soft (tambo)	piece	8	1,089.92	8	1,089.92	8	1,089.92	8	1,089.92	32.00	136.24	4,359.68
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	2	36.40	1	18.20	1	18.20	1	18.20	5.00	18.2	91.00
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	5	208.00	5	208.00	5	208.00	5	208.00	20.00	41.6	832.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	5	119.60	5	119.60	5	119.60	5	119.60	20.00	23.92	478.40
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	30	270.90	30	270.90	29	261.87	29	261.87	118.00	9.03	1,065.54
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	18	673.74	18	673.74	18	673.74	18	673.74	72.00	37.43	2,694.96
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	15	1,934.40	15	1,934.40	15	1,934.40	16	2,063.36	61.00	128.96	7,866.56
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	7	173.81	7	173.81	7	173.81	6	148.98	27.00	24.83	670.41
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	4	1,239.04	4	1,239.04	8	2,478.08	0	0.00	16.00	309.76	4,956.16
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	10	1,155.30	5	577.65	5	577.65	0	0.00	20.00	115.53	2,310.60

61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	6	873.60	6	873.60	6	873.60	7	1,019.20	25.00	145.6	3,640.00
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	5	618.80	5	618.80	5	618.80	5	618.80	20.00	123.76	2,475.20
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	5	673.40	5	673.40	5	673.40	5	673.40	20.00	134.68	2,693.60
Information and Communication Technology (ICT) Equipment and Devices and Accessories														
67	43211507-DCT-03	Desktop Computer, branded	unit	64	2,509,312.00	64	2,509,312.00	64	2,509,312.00	64	2,509,312.00	256.00	39208	10,037,248.00
68	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	17	46,138.00	17	46,138.00	17	46,138.00	17	46,138.00	68.00	2714	184,552.00
69	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	6	1,004.64	6	1,004.64	6	1,004.64	6	1,004.64	24.00	167.44	4,018.56
70	43211503-LCT-03	Laptop Computer, branded	unit	14	640,465.28	13	594,717.76	13	594,717.76	13	594,717.76	53.00	45747.52	2,424,618.56
71	43211708-MO-O01	MOUSE, optical, USB connection type	unit	4	445.20	4	445.20	4	445.20	3	333.90	15.00	111.3	1,669.50
Office Equipment and Accessories and Supplies														
75	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	4	118.56	4	118.56	8	237.12	0	0.00	16.00	29.64	474.24
76	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	10	90.50	10	90.50	0	0.00	0	0.00	20.00	9.05	181.00
77	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	5	76.35	5	76.35	5	76.35	5	76.35	20.00	15.27	305.40
78	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	10	208.00	5	104.00	5	104.00	0	0.00	20.00	20.8	416.00
79	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	12	574.08	3	143.52	0	0.00	0	0.00	15.00	47.84	717.60
80	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	329	4,612.58	329	4,612.58	329	4,612.58	329	4,612.58	1,316.00	14.02	18,450.32
81	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	13	1,003.60	13	1,003.60	13	1,003.60	14	1,080.80	53.00	77.2	4,091.60
82	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	12	823.68	12	823.68	13	892.32	14	960.96	51.00	68.64	3,500.64
85	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	7	5,168.80	5	3,692.00	5	3,692.00	5	3,692.00	22.00	738.4	16,244.80
86	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	150	4,573.92	150	4,573.92	150	4,573.92	150	4,573.92	600.00	30.4928	18,295.68

87	44121506-EN-M02	ENVELOPE, MAILING,white, 80gsm (-5%)	box	2	724.88	0	0.00	0	0.00	0	0.00	2.00	362.44	724.88
88	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	1	414.13	0	0.00	0	0.00	0	0.00	1.00	414.13	414.13
90	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	5	417.05	0	0.00	0	0.00	0	0.00	5.00	83.41	417.05
91	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	108	9,292.32	108	9,292.32	108	9,292.32	108	9,292.32	432.00	86.04	37,169.28
92	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	23	255.99	20	222.60	0	0.00		0.00	43.00	11.13	478.59
94	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	6	1,622.40	6	1,622.40	0	0.00	0	0.00	12.00	270.4	3,244.80
95	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	4	1,247.52	4	1,247.52	4	1,247.52	4	1,247.52	16.00	311.88	4,990.08
96	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	2	374.16	0	0.00	0	0.00	0	0.00	2.00	187.08	374.16
97	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	5	1,216.20	0	0.00	0	0.00	0	0.00	5.00	243.24	1,216.20
98	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2	1,905.28	0	0.00	0	0.00	0	0.00	2.00	952.64	1,905.28
99	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	2	558.00	0	0.00	0	0.00	0	0.00	2.00	279	558.00
100	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	2	642.72	0	0.00	0	0.00	0	0.00	2.00	321.36	642.72
101	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	20	1,062.80	20	1,062.80	0	0.00	0	0.00	40.00	53.14	2,125.60
102	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	2	83.20	2	83.20	2	83.20	2	83.20	8.00	41.6	332.80
103	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	17	754.97	17	754.97	18	799.38	18	799.38	70.00	44.41	3,108.70
104	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	51	682.38	51	682.38	51	682.38	51	682.38	204.00	13.38	2,729.52
105	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	18	240.84	18	240.84	18	240.84	18	240.84	72.00	13.38	963.36
106	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	33	441.54	33	441.54	33	441.54	27	361.26	126.00	13.38	1,685.88
107	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	12	107.76	0	0.00	0	0.00	0	0.00	12.00	8.98	107.76
108	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	12	107.76	12	107.76	13	116.74	13	116.74	50.00	8.98	449.00

110	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	3	23.28	3	23.28	3	23.28	3	23.28	12.00	7.76	93.12
112	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	30	623.70	30	623.70	31	644.49	31	644.49	122.00	20.79	2,536.38
113	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle	3	719.37	3	719.37	3	719.37	3	719.37	12.00	239.79	2,877.48
114	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	2	219.00	1	109.50	1	109.50	1	109.50	5.00	109.5	547.50
115	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5	170.65	5	170.65	6	204.78	7	238.91	23.00	34.13	784.99
116	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	44	652.08	44	652.08	45	666.90	45	666.90	178.00	14.82	2,637.96
117	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	5	167.15	5	167.15	6	200.58	6	200.58	22.00	33.43	735.46
118	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	4	1,815.84	2	907.92	0	0.00	0	0.00	6.00	453.96	2,723.76
119	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	405.60	0	0.00	0	0.00	0	0.00	2.00	202.8	405.60
120	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	20	2,639.20	20	2,639.20	21	2,771.16	21	2,771.16	82.00	131.96	10,820.72
121	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	53	2,149.68	52	2,109.12	53	2,149.68	53	2,149.68	211.00	40.56	8,558.16
123	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	1	914.16	1	914.16	0	0.00	0	0.00	2.00	914.16	1,828.32
124	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	6	149.40	6	149.40	6	149.40	6	149.40	24.00	24.9	597.60
125	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	8	446.64	5	279.15	5	279.15	5	279.15	23.00	55.83	1,284.09
126	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	2	19,069.44	1	9,534.72	1	9,534.72	1	9,534.72	5.00	9534.72	47,673.60
127	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	25	8,671.25	25	8,671.25	25	8,671.25	26	9,018.10	101.00	346.85	35,031.85
130	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	1	5,699.20	1	5,699.20	0	0.00	0	0.00	2.00	5699.2	11,398.40
Printer or Facsimile or Photocopier Supplies														
132	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart	4	27,788.80	0	0.00	0	0.00	0	0.00	4.00	6947.2	27,788.80
137	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	13	3,244.80	13	3,244.80	12	2,995.20	12	2,995.20	50.00	249.6	12,480.00

138	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	5	1,248.00	5	1,248.00	5	1,248.00	5	1,248.00	20.00	249.6	4,992.00
139	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	5	1,248.00	5	1,248.00	5	1,248.00	5	1,248.00	20.00	249.6	4,992.00
140	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	5	1,248.00	5	1,248.00	5	1,248.00	5	1,248.00	20.00	249.6	4,992.00
143	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	53	42,166.80	53	42,166.80	53	42,166.80	53	42,166.80	212.00	795.6	168,667.20
156	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	33	21,175.44	33	21,175.44	33	21,175.44	34	21,817.12	133.00	641.68	85,343.44
157	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	61	39,142.48	61	39,142.48	61	39,142.48	61	39,142.48	244.00	641.68	156,569.92
158	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	26	16,683.68	26	16,683.68	26	16,683.68	26	16,683.68	104.00	641.68	66,734.72

Audio and Visual Equipment and Supplies

284	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit	1	28,860.00	0	0.00	0	0.00	0	0.00	1.00	28860	28,860.00
285	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	3	52,416.00	0	0.00	0	0.00	0	0.00	3.00	17472	52,416.00

Flag or Accessories

286	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	2	569.68	1	284.84	1	284.84	1	284.84	5.00	284.84	1,424.20
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Printed Publications

287	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	6	174.72	2	58.24	2	58.24	0	0.00	10.00	29.12	291.20
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Fire Fighting Equipment

288	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	27	30,888.00	27	30,888.00	27	30,888.00	27	30,888.00	108.00	1144	123,552.00
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Consumer Electronics

290	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	4	25,662.56	0	0.00	0	0.00	0	0.00	4.00	6415.64	25,662.56
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Furniture and Furnishings

Arts and Crafts Equipment and Accessories and Supplies

295	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	1	39.78	1	39.78	1	39.78	1	39.78	4.00	39.78	159.12
296	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	5	211.90	6	254.28	6	254.28	6	254.28	23.00	42.38	974.74
298	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	7	242.27	7	242.27	7	242.27	0	0.00	21.00	34.61	726.81
299	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	5	173.05	5	173.05	5	173.05	5	173.05	20.00	34.61	692.20
300	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5	173.05	5	173.05	5	173.05	5	173.05	20.00	34.61	692.20

A. TOTAL					P	15,080,229.45
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)					P	1,508,022.95
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)						
D. GRAND TOTAL (A + B+ C)					P	16,588,252.40
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:					P	-
F. MONTHLY CASH REQUIREMENTS					P	-
G.1 Available at Procurement Service Stores	3,966,907.82	3,749,369.68	3,685,169.81	3,678,954.14	P	15,080,401.45
G.2 Other Items not available at PS but regulary purchased from other sources	-	-	-	-	P	-
TOTAL MONTHLY CASH REQUIREMENTS	3,966,907.82	3,749,369.68	3,685,169.81	3,678,954.14	P	15,080,401.45

****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:

GREGORIO P. RODRIGUEZ
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

DOMINGO M. PALATINO
Accountant / Local Budget

RAMON M. DOCTO
Head of Office/Agency

Date Prepared: December 10, 2019