

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Instructions:
 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 2021 FORM at www.ps-philgeps.gov.ph
 - Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
 - The agency should indicate zero "0" 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 revise the template.
 - 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
 - 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. To add or insert items are only applicable in PART II.
 - Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office_APP2021_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.
 - 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. 8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 02 June 2020, issued by AQ 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: DEPARTMENT OF ENERGY
 Region: NATIONAL CAPITAL REGION
 Address: Energy Center, Rizal Drive Cor. 34th St., BGC, Taguig City

Agency Account Code: 0001 (FUND 101)
 Organization type: NSA

Contact Person: JHEBDA M. ROXAS (U)
 Position: SUPERVISING AO
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PART I AVAILABLE AT PROCUREMENT SERVICE STORES

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1			

1	10191505-IN-401	INSECTICIDE, aerosol type, net content: 500ml/ml	can	391	120	181	694	96,715.84	172	27	115	314	43,759.04	222	30	56	308	42,972.88	159	13	43	215	29,962.40	1,531.00	139.36	21,350.16
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2	53131926-45-S01	HAND SAUNITZER, 200 ml	bottle	426	3221	223	991	148,552.83	396	76	167	599	90,706.57	264	195	201	680	102,972.40	362	75	86	523	79,197.89	2,782.00	151.43	-21,429.69
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3	12191801-4L-601	ALCOHOL, ethyl, 68%-72%, scented, 500ml (.50l)	bottle	714	679	490	1874	81,668.92	485	247	358	1090	47,102.20	674	248	253	-975	42,190.50	528	134	308	970	-42,272.60	4,909.00	43.58	21,394.22
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4	12191801-4L-602	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	180	33	44	239	109,356.46	120	3	26	162	74,131.20	97	4	24	119	54,451.40	64	3	24	121	55,395.60	641.00	457.60	29,321.60
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5	51471901-4L-101	ALCOHOL, isopropyl, 68%-72%, 300ml (.30l)	bottle	173	280	373	1026	44,713.08	275	73	335	683	29,755.14	158	42	219	419	18,260.02	186	34	119	349	15,205.42	2,472.00	43.58	10,794.66
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6	51471901-4L-102	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	69	10	51	130	59,150.00	43	7	48	96	43,680.00	18	4	24	46	20,530.00	34	3	22	39	17,245.00	311.00	455.00	14,156.00
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7	51471505-PC-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	26	20	46	91	18,905.25	10	10	45	65	13,003.75	2	1	20	23	4,778.25	1	1	31	23	4,778.25	-202.00	207.75	4,565.50
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8	12117103-SI-P01	STRAP PLO BK, purple or violet, 50ml (cm.)	bottle	55	11	10	76	2,395.52	16	1	7	24	756.48	27	2	10	39	1,229.28	13	1	8	22	693.44	161.00	31.52	5074.72
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9	13111203-AC-P01	ACETATE, thickness: 0.075mm (mil) (Gauge #3)	roll	14	11	2	17	14,412.94	4	0	1	5	4,239.10	2	0	1	3	2,513.46	5	9	1	5	5,086.92	31.00	847.82	26,282.42
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99	44122105-BR-C01	CLIP, BACKFOLD, all metal, clamping, 15mm (1mm)	box	136	156	75	467	4,226.35	73	3	47	123	1,113.15	189	4	33	197	1,782.85	76	5	34	115	1,040.75	902.00	9.05
100	44122105-BR-C02	CLIP, BACKFOLD, all metal, clamping, 25mm (1mm)	box	216	155	75	446	6,810.42	75	3	47	125	1,998.75	183	3	33	218	3,328.86	72	5	34	111	1,694.97	900.00	15.27
101	44122105-BR-C03	CLIP, BACKFOLD, all metal, clamping, 32mm (1mm)	box	165	116	69	350	7,280.00	70	3	47	120	2,495.00	98	3	33	134	2,297.20	66	5	49	120	2,496.00	724.00	20.80
102	44122105-BR-C04	CLIP, BACKFOLD, all metal, clamping, 50mm (1mm)	box	81	117	36	234	11,194.56	40	1	20	61	2,918.24	79	1	6	86	4,114.24	35	1	5	41	1,951.44	422.00	47.84
103	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6mm min	piece	673	153	278	1054	14,777.08	399	78	115	502	7,038.04	438	122	122	682	9,561.64	223	78	80	381	5,341.62	2,619.00	14.02
104	44115151-DR-R01	DATA FILE BOX, made of chipboard, with closed ends	piece	169	76	26	221	17,051.20	33	0	36	69	5,356.80	90	10	11	111	8,589.20	3	0	16	19	1,466.80	420.00	77.20
105	44122011-DR-F01	DATA FOLDER, made of chipboard, tagline book	piece	448	8	85	542	37,202.88	7	0	28	15	2,402.40	17	0	12	29	1,990.56	6	0	10	16	1,098.24	622.00	68.64
106	44131506-EM-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	18	3	12	33	22,211.97	5	2	6	13	8,750.17	7	1	3	11	7,403.99	5	0	4	9	6,057.81	66.00	673.09
107	44131506-EM-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	15	5	8	29	26,897.54	7	1	2	10	9,271.60	6	0	4	10	9,271.60	4	0	6	10	9,271.60	59.00	927.16
108	44131506-EM-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	37	4	9	50	36,920.00	4	0	10	14	10,337.60	3	3	7	18	13,291.20	1	0	1	2	1,476.80	84.00	728.40
109	44131506-EM-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	71	20	103	193	5,884.57	1	20	73	92	2,895.08	21	30	55	106	3,231.94	10	10	32	52	1,585.48	443.00	30.49
110	44131506-EM-H02	ENVELOPE, mailing, white, 70gsm	box	65	21	14	90	34,038.00	19	6	11	46	17,397.20	16	7	35	13,237.00	8	4	4	23	6,698.60	194.00	378.20	
111	44131504-EM-W02	ENVELOPE, mailing, white, with window	box	35	1	11	47	20,352.96	20	0	7	27	11,709.36	2	0	12	9	3,903.12	0	0	2	7	3,035.76	90.00	433.66
112	44119121-EM-R01	ERASER, FELT, for blackboard/whiteboard	piece	31	8	23	62	638.60	3	0	23	26	267.80	8	0	8	16	164.80	1	0	3	4	41.20	108.00	10.20
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	109	66	28	192	16,014.72	41	24	17	62	6,839.62	76	10	7	93	7,757.13	36	2	7	45	3,753.45	412.00	82.41
114	44115151-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	63	20	26	109	9,178.36	6	5	25	34	2,935.36	19	10	8	37	3,883.48	1	0	8	9	774.36	189.00	86.04
115	44120181-FT-D01	FILE TAB DIVIDER, Bristol board, for A4	set	195	301	109	511	5,687.43	91	11	42	144	1,602.72	119	12	19	170	1,892.10	76	11	12	99	1,101.87	924.00	11.13
116	44120181-FT-D02	FILE TAB DIVIDER, Bristol board, for legal	set	126	87	108	322	4,582.05	43	11	27	81	1,152.63	91	13	14	117	1,663.91	28	11	12	51	725.73	571.00	14.23
117	44120011-FO-F01	FOLDER, PANCY, for A4 size documents	bundle	50	3	13	75	20,280.00	7	0	11	18	4,867.20	4	0	1	5	1,352.00	3	0	4	7	1,892.80	105.00	270.40
118	44120011-FO-F02	FOLDER, PANCY, for legal size documents	bundle	24	4	15	47	14,668.36	8	5	13	25	8,108.88	9	5	6	20	6,237.60	8	5	9	22	6,861.36	115.00	311.88
119	44120011-FO-L01	FOLDER, L-TYPE PLASTIC, for A4 size documents	pack	71	53	32	146	25,028.78	29	11	17	57	9,771.51	21	15	11	47	8,057.21	7	4	5	16	2,742.88	266.00	171.45
120	44120011-FO-L02	FOLDER, L-TYPE PLASTIC, for legal size documents	pack	70	28	15	113	27,486.12	27	7	10	44	10,702.56	19	13	9	41	9,972.84	6	2	3	11	2,675.64	209.00	243.24
121	44120227-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (15mm)	box	42	8	13	63	60,016.32	11	2	4	17	16,194.88	19	3	4	26	24,788.64	6	0	2	8	7,621.12	114.00	992.64
122	44120011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	28	3	9	40	11,160.00	4	1	9	14	3,906.00	6	2	3	11	3,069.00	4	1	5	11	3,069.00	76.00	279.00
123	44120011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	29	2	8	39	12,533.04	5	0	8	13	4,177.68	8	1	3	12	3,856.32	5	0	5	10	3,213.60	74.00	321.36
124	44120081-IT-T01	INDEX TAB, self-adhesive, transparent	box	119	41	49	209	11,946.12	24	0	36	60	3,400.80	80	0	21	101	5,724.68	26	0	6	32	1,813.76	402.00	56.68
125	44115151-MF-R02	MAGAZINE FILE BOX, largest size, made of chipboard	piece	130	29	15	184	7,654.40	40	5	25	68	2,828.80	69	3	15	87	3,619.20	15	3	10	28	1,164.80	367.00	41.60
126	44117151-MH-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	302	84	59	445	20,772.60	84	5	30	119	5,354.92	123	10	25	157	7,328.76	35	5	35	56	2,614.08	777.00	46.68
127	44121709-MW-R01	MARKER, whiteboard, black, felt tip, bullet type	piece	230	201	98	529	7,078.02	85	35	55	176	2,354.88	123	26	18	167	2,234.46	46	11	8	65	869.20	937.00	13.38
128	44121709-MW-R02	MARKER, whiteboard, blue, felt tip, bullet type	piece	218	159	87	474	6,342.12	57	32	57	146	1,953.48	113	12	17	142	1,899.96	30	7	7	44	588.72	806.00	13.28
129	44121709-MW-R03	MARKER, whiteboard, red, felt tip, bullet type	piece	130	50	58	238	3,184.44	55	27	27	107	1,431.66	76	2	17	95	1,271.10	30	2	7	39	521.82	479.00	13.28
130	44121709-MW-R04	MARKER, PERMANENT, bullet type, black	piece	310	202	75	591	5,307.16	107	35	48	190	1,706.20	158	28	28	182	1,634.36	68	10	8	85	772.28	1,049.00	8.98
131	44121709-MW-R05	MARKER, PERMANENT, bullet type, blue	piece	267	158	65	490	4,400.20	90	34	37	161	1,445.78	112	9	17	138	1,239.24	56	9	7	72	616.56	561.00	8.98
132	44121709-MW-R06	MARKER, PERMANENT, bullet type, red	piece	170	43	20	233	2,082.24	52	25	17	98	880.04	72	2	17	93	833.14	41	4	7	52	466.96	476.00	8.98
133	44121041-PC-G01	PAPER, CLIP, vinyl/plastic coat, length: 29mm min	box	359	50	119	468	3,631.68	88	3	30	121	938.96	130	3	24	157	1,218.32	67	3	5	75	582.00	821.00	7.76
134	44121041-PC-G02	PAPER, CLIP, vinyl/plastic coat, length: 50mm min	box	275	63	119	378	6,478.92	61	18	30	109	1,868.26	113	3	25	141	2,416.74	80	3	5	68	1,158.52	688.00	12.14
135	44121706-PE-U01	PENCIL, lead w/ eraser, wood cased, hardness: HB	box	106	59	95	263	5,457.77	44	2	40	86	1,787.94	47	2	25	74	1,538.46	27	2	0	29	602.91	452.00	20.79
136	44122023-RB-P10	RUBBER BANDER, plastic, 32mm, 84 rings	bundle	18	8	10	36	8,632.44	5	0	5	21	5,035.55	12	0	12	74	1,538.46	0	0	0	0	0.00	69.00	239.79
137	44122101-RU-R01	RUBBER BAND, 70mm min by bar length (#18)	box	30	14	17	61	6,679.50	13	0	5	18	1,971.00	15	1	6	22	2,409.00	1	0	0	2	219.00	103.00	109.50
138	44121905-SF-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	48	16	15	80	2,796.00	10	3	5	18	629.10	9	0	5	14	489.30	0	0	0	0	0.00	112.00	34.95
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	143	16	56	209	3,097.38	25	0	20	45	666.90	27	10	10	47	696.54	0	5	5	10	148.20	311.00	14.82
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	125	13	63	201	6,719.43	34	4	24	62	2,072.66	19	15	14	48	1,604.64	4	9	9	22	738.46	333.00	33.43
141	44102023-DS-K01	DATING AND STAMPING MACHINE, heavy duty	piece	32	7	6	45	20,428.20	10	0	2	12	5,447.52	0	0	0	0	0.00	0	0	0	0	0.00	57.00	453.96
142	44121619-PS-K01	PENCIL, SHARPER, manual, single cutter head	piece	26	4	11	42	8,517.68	13	0	2	15	3,042.00	3	1	0	4	811.20	5	0	1	4	811.20	65.00	202.80
143	4410602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	47	21	13	81	10,688.76	10	10	6	26	3,430.96	0	0	0	0	0.00	5	0	5	10	1,319.60	117.00	131.96
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	229	109	104	442	17,927.52	18	31	24	73	2,860.88	48	9	23	80	3,244.80	4	5	9	18	730.08	613.00	40.56

145	44121615-ST-501	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	141	20	51	262	46321.60	23	1	10	44	7729.20	21	1	5	27	4773.60	4	1	5	10	1768.00	343.00	176.80	6062.40	
146	44121615-ST-801	STAPLER, BINDER TYPE, heavy duty, desktop	unit	10	2	5	17	15340.72	0	0	0	0	0.00	10	0	0	12	10599.92	0	0	0	0	0.00	20.00	914.16	26510.64	
147	44121613-SR-P01	STABLE REMOVER, PLESTER-TYPE	piece	139	84	71	413	10289.70	7	4	22	33	821.70	58	3	6	67	1,688.30	4	3	5	12	298.80	525.00	24.90	13072.50	
148	44121605-TD-101	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	83	15	48	150	9,630.00	15	0	5	20	1,284.00	1	3	5	9	577.80	0	0	0	0	0.00	179.00	64.20	11,491.80	
149	44101602-PR-P01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9534.72	0.00	
150	44101807-CR-C01	CALCULATOR, compact, 12 digits	unit	49	4	12	65	22,546.25	15	0	2	17	5,895.45	0	5	0	5	1,734.25	5	0	0	5	1,734.25	92.00	345.85	3,1910.20	
151	44101714-R-P01	FACSIMILE MACHINE, uses thermal paper	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5641.00	0.00	
152	44101601-PR-P01	PAPER TRIMMER/CUTTING MACHINE, max paper size: 84	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9291.50	0.00	
153	44101603-PR-P01	PAPER SHREDDER, cutting width: 3mm-1mm (Entry Level)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5699.20	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																											
154	4410109-RR-D05	DRUM CART, BROTHER DR-3455	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6947.20	0.00	
155	441010105-RR-B04	INK CART, BROTHER LC57B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	910.00	0.00	
156	441010105-RR-B05	INK CART, BROTHER LC57H9C, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1601.60	0.00	
157	4410109-RR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6760.00	0.00	
158	4410103-RR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5080.40	0.00	
159	4410103-RR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9569.60	0.00	
160	4410103-RR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
161	4410103-RR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
162	4410103-SR-B03	TONER CART, SAMSUNG ML-2025S09, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5116.80	0.00	
163	4410105-CR-C04	INK CART, CANON CL-741, Col.	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	988.04	0.00	
164	4410105-CR-C02	INK CART, CANON CL-811, Colored	Cart	15	0	0	15	15,444.00	0	0	0	0	0.00	7	0	0	7	7,207.20	6	0	0	6	6,177.60	28.00	1025.60	28828.80	
165	4410105-CR-B04	INK CART, CANON PG-740, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	754.00	0.00	
166	4410105-CR-B02	INK CART, CANON PG-810, Black	Cart	11	0	0	11	8,580.00	5	0	0	5	3,900.00	7	0	0	7	5,460.00	3	0	0	3	2,340.00	26.00	780.00	20280.00	
167	4410105-PR-B17	INK CART, EPSON C17664100 (T6641), Black	Cart	15	0	0	15	3,744.00	18	0	0	18	4,192.80	5	0	0	5	1,748.00	15	0	0	15	3,744.00	53.00	249.60	13228.80	
168	4410105-PR-C17	INK CART, EPSON C17664200 (T6642), Cyan	Cart	23	0	0	23	5,740.80	9	0	0	9	2,246.40	3	0	0	3	748.80	7	0	0	7	1,747.20	42.00	249.60	10463.20	
169	4410105-PR-M17	INK CART, EPSON C17664300 (T6643), Magenta	Cart	23	0	0	23	5,740.80	9	0	0	9	2,246.40	3	0	0	3	748.80	7	0	0	7	1,747.20	42.00	249.60	10463.20	
170	4410105-PR-Y17	INK CART, EPSON C17664400 (T6644), Yellow	Cart	23	0	0	23	5,740.80	9	0	0	9	2,246.40	3	0	0	3	748.80	7	0	0	7	1,747.20	42.00	249.60	10463.20	
171	4410105-PR-B40	INK CART, HP C2P044A (HP62), Black	Cart	14	0	0	14	10,832.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	773.76	10832.64	
172	4410105-PR-T40	INK CART, HP C2P064A (HP62), Tri-color	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	590.56	0.00	
173	4410105-PR-B09	INK CART, HP C3931AA (HP21), Black	Cart	1	1	1	3	2,386.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	795.60	2386.80	
174	4410105-PR-T10	INK CART, HP C3932AA (HP22), Tri-color	Cart	1	1	1	3	2,761.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	920.40	2761.20	
175	4410105-PR-PR8	INK Cartridge, HP C3937A (HP72), 69ml Photo Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1956.80	0.00	
176	4410105-PR-PR8	INK Cartridge, HP C3936A (HP72), 69ml Cyan	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1956.80	0.00	
177	4410105-PR-M48	INK Cartridge, HP C3939A (HP72), 69ml Magenta	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1956.80	0.00	
178	4410105-PR-Y48	INK Cartridge, HP C3940A (HP72), 69ml Yellow	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1956.80	0.00	
179	4410105-PR-PR8	INK Cartridge, HP C3941A (HP72), 69ml Gray	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1956.80	0.00	
180	4410105-PR-PR8	INK Cartridge, HP C3943A (HP72), 130ml Matte Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3016.00	0.00	
181	4410105-PR-PR8	INK CART, HP C3940WA (HP60), Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	769.60	11544.00	
182	4410105-PR-T17	INK CART, HP C3943WA (HP60), Tri-color	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	15.00	769.60	
183	4410105-PR-B35	INK CART, HP C3987AA (HP703), Black	Cart	3	0	0	3	1,098.24	0	0	0	0	0.00	5	0	0	5	4,576.00	0	0	0	0	0.00	15.00	915.20	13728.00	
184	4410105-PR-T35	INK CART, HP C3988AA (HP703), Tri-color	Cart	3	0	0	3	1,098.24	0	0	0	0	0.00	5	0	0	5	4,576.00	0	0	0	0	0.00	15.00	915.20	13728.00	
185	4410105-PR-PR8	INK CART, HP C3972AA (HP 920XL), Cyan	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	4392.96	
186	4410105-PR-M40	INK CART, HP C3973AA (HP 920XL), Magenta	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	4392.96	
187	4410105-PR-Y40	INK CART, HP C3974AA (HP 920XL), Yellow	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	4392.96	
188	4410105-PR-PR8	INK CART, HP C3975AA (HP 920XL), Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	4392.96	
189	4410105-PR-B20	INK CART, HP C3951WA (HP61), Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	656.24	0.00	

44	Scotch Magic Tape 12mm x 50mm CERCD	roll	4.00	206.00	820.00
47	Scotch Magic Tape 48mm x 50mm CERCD	roll	4.00	170.00	680.00
48	Balphen, Black (Records Div)	box	4.00	500.00	2,000.00
49	Balphen, Black (ESD)	pc	372.00	30.00	11,160.00
50	Balphen, Blue (ESD)	pc	372.00	30.00	11,160.00
51	Band Paper Letterhead 44 (VFO)	ream	5.00	1,700.00	8,500.00
52	Envelope Letterhead (mailing) VFO	box	5.00	1,900.00	9,500.00
53	Highlighter VFO	rack	10.00	35.00	350.00
54	Newsprint Super/Lead size VFO	box	5.00	150.00	750.00
55	Band Paper, short VFO	ream	10.00	215.00	2,150.00
56	Sign Here (BAC)	pack	10.00	130.00	1,300.00
57	Columnar Pad - 4 columns (REKCD)	pad	20.00	25.00	500.00
58	Columnar Pad - 10 columns (REKCD)	pad	20.00	48.00	920.00
59	Columnar Pad - 14 columns (REKCD)	pad	20.00	65.00	1,300.00
60	Columnar Pad - 30 columns (REKCD)	pad	20.00	75.00	1,500.00
61	Sign Here, Plastic Tab 50 x 2 sheets 44 x 35mm (Planning)	pack	30.00	150.00	4,500.00
62	Active File Storage Box 175 lbs Braun 12 x 16 in U/Marcos		10.00	85.00	850.00
63	Balphen, Black U/Agulios	pc	16.00	20.00	320.00
64	Balphen, Blue U/Agulios	pc	16.00	20.00	320.00
65	Sign Here, Post It U/Agulios	pc	20.00	120.00	2,400.00
66	Rubber Band, small (DMD)	box	1.00	197.50	197.50
67	Ziplock, Plastic small 10 cm x 13 cm (DMD)	pack	20.00	70.00	1,400.00
68	Plastic bag, 6" x 10" (DMD)	pack	10.00	45.00	450.00
69	Disposable Face Mask (DMD)	box	10.00	13.00	130.00
70	Post It, Sign Here (NGMD)	pack	46.00	200.00	9,200.00
71	Whiteboard, (LFO)	pc	5.00	250.00	1,250.00
72	Sign Pen, Black liquid/gel, 0.4mm needle tip (LFO)	pc	286.00	27.00	7,560.00
73	Sign Pen, Blue liquid/gel, 0.4mm needle tip (LFO)	pc	70.00	37.00	1,890.00
74	Laminating Film, 44 size (LFO)	pack	3.00	150.00	450.00
75	Balphen, Black 0.5mm needle tip	pc	20.00	7.50	150.00
76	Photo Paper, High Gloss, 80gsm, size:210mm x 297mm (LFO)	pc	70.00	110.00	7,700.00
77	Sticker Paper, High Gloss, 80gsm, size:210mm x 297mm (LFO)	pack	40.00	40.00	1,600.00
78	Board Paper, 6.5 x 11, 200gsm, 100 sheets, pale cream (LFO)	pack	6.00	178.75	1,072.50
79	Extension cord, 14 outlets, 3 meters (LFO)	pc	8.00	60.00	5,200.00
80	Extension cord, 16 outlets, 5 meters (LFO)	pc	5.00	90.00	4,500.00
81	Board Work 1055 (U) 90GSM CM/MT 8 1/2 x 11 (Accounting)	pack	0.00	22.75	
82	Balphen, Fiber Castle, Black (Accounting)	pc	0.00	10.00	
83	Balphen, Fiber Castle, Blue (Accounting)	pc	0.00	29.00	
84	Paper Bond, 70 gsm, short (Accounting)	ream	0.00	180.00	
85	Plastic comb binding ring 21, ring 5/16 in 8mm 100/box (Accounting)	box	0.00	1,800.00	
86	Balphen, Black (ES-CD)	pc	20.00	14.00	280.00
87	Sign Here, Post It/RMD	pack	13.00	165.00	2,158.00
88	Post It Note 3 x 3 (RMD)	pack	12.00	60.00	720.00
89	Carbon Bond 316, yellow (MFO)	ream	10.00	175.00	1,750.00
90	Paper bond, comfield cream, 18 gsm (MFO)	pack	50.00	50.00	2,500.00
91	Paper Bond, pale cream, 200 gsm (MFO)	pack	50.00	11.00	1,150.00

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15

Cleaning Equipment and Supplies

Major Materials and Products

Lighting and Fixtures and Accessories

No Data Entry



Electrical equipment and components and supplies

Computer Supplies

Common ICT Equipment

No Data Entry



OTHER SOFTWARE

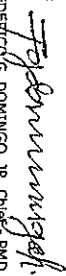
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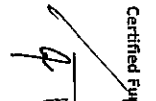
Item #	Description	Unit	Quantity	Unit Price	Total Price
1	Ink Cartridge, Canon 745 XL Black (MFC)	cart	16	760	12,160.00
2	Ink Cartridge, Canon 745, Colored (MFC)	cart	8	1,150	9,200.00
3	Ink Cartridge, Canon, G1790, Black (MFC)	cart	20	350	6,800.00
4	Ink Cartridge, Canon, G1790, Cyan (MFC)	cart	12	311	3,732.00
5	Ink Cartridge, Canon, G1790, Magenta (MFC)	cart	12	311	3,732.00
6	Ink Cartridge, Canon, G1790, Yellow (MFC)	cart	12	311	3,732.00
7	Ink Cartridge HP 704, Black (MFC)	cart	28	300	8,400.00
8	Ink Cartridge HP 704, Colored (MFC)	cart	12	300	3,600.00
9	Toner Cartridge, C3739A (MFC)	cart	28	1,500	42,000.00
10	Toner Cartridge, C3246A (MFC)	cart	28	1,350	37,800.00
11	Toner cartridge HP875A Black Original (PFRD)	cart	3	3,700	11,100.00
12	Toner cartridge HP875A Cyan Original (PFRD)	cart	2	1,200	2,400.00
13	Toner cartridge HP875A Magenta Original (PFRD)	cart	2	4,100	8,200.00
14	Toner cartridge HP875A Yellow Original (PFRD)	cart	2	1,200	2,400.00
15	Ink Cartridge Canon G1790 Black (PFRD)	cart	2	375	750.00
16	Ink Cartridge Canon G1790 Cyan (PFRD)	cart	2	352	704.00
17	Ink Cartridge Canon G1790 Magenta (PFRD)	cart	2	352	704.00
18	Ink Cartridge Canon G1790 Yellow (PFRD)	cart	2	352	704.00
19	Toner Cartridge 19A G1791A Black (PFRD)	cart	2	4,000	8,000.00
20	Ink 975A (Cyan) HP MFP B57350dw (REMB-OD)	cart	0	3,500	-
21	Ink 975A (Magenta) HP MFP B57350dw (REMB-OD)	cart	0	3,500	-
22	Ink 975A (Yellow) HP MFP B57350dw (REMB-OD)	cart	0	3,500	-
23	Ink 975A (Black) HP MFP B57350dw (REMB-OD)	cart	0	3,500	-
24	Toner C G531 HP CLIP 3025 (REMB-OD)	cart	0	3,500	-
25	Toner C G531 HP CLIP 3025 (REMB-OD)	cart	0	3,500	-

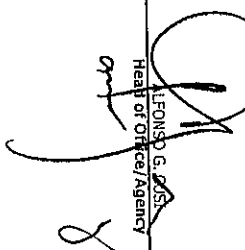
A. TOTAL												13,394,837.27
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)												1,339,483.73
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)												14,734,321.00
D. GRAND TOTAL (A + B + C)												
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:												
F. MONTHLY CASH REQUIREMENTS												
G. 1 Available at Procurement Service Stores		5,247,579.08		2,302,869.50		2,045,424.40		1,288,495.54				10,854,108.52
G. 2 Other Items not available at PS but regularly purchased from other sources												
TOTAL MONTHLY CASH REQUIREMENTS		5,247,579.08		2,302,869.50		2,045,424.40		1,288,495.54				10,854,108.52

*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:

 FEDERICO G. DOMINGO, JR., Chief, PMD
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

 ELISA B. MORALES, Chief, Budget Division
 Accountant / Local Budget Officer

Approved by:

 L.FONSO G. OROS
 Head of Office/Agency

