

APP-CSE 2024 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

Introduction:

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

Reminders:

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out; copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the <https://shorturl.at/hos58> (Please copy the link and paste in your browser).
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email apccse.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 Form.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bur: DENR-PENRO AGUSAN DEL NORTE
 Region: CARAGA-13
 Address: TINIWISAN, BUTUAN CITY

Agency Code/UACS: _____
 Organization Type: _____

Contact Person: LIZA B. TORRALBA
 Position: ADMIN. OFFICER I
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No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	-	Technical Pen, 0.2	piece	0	1	0	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,500.00	1,500.00	
2	-	Jotter Ballpoint Sign Pen; 1.0 Medium[Black]; ideal for tracing/map paper	piece	0	3	0	3	5,100.00	0	2	0	2	3,400.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,700.00	8,500.00	
3	-	SIGN PEN .07,BLACK	box	0	3	0	3	750.00	0	0	2	2	500.00	0	0	0	0	0.00	1	0	0	1	250.00	6	250.00	1,500.00	
4	-	SIGN PEN .07,BLUE	box	0	2	0	2	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	250.00	500.00	
5	-	SIGN PEN, BLACK, liquid/gel ink, 0.5mm ,black,needle tip	box	2	9	14	25	6,250.00	11	0	9	20	5,000.00	11	10	10	31	7,750.00	2	0	0	2	500.00	78	250.00	19,500.00	
6	-	SIGN PEN, BLUE, liquid/gel ink, 0.5mm ,Red,needle tip	box	0	2	1	3	750.00	0	0	1	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	4	250.00	1,000.00	
7	-	SIGN PEN, RED, liquid/gel ink, 0.5mm ,Red,needle tip	box	0	2	0	2	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	250.00	500.00	
8	-	SIGN PEN, BLACK, liquid/gel ink, 0.4mm needle tip	box	1	6	0	7	1,750.00	0	0	0	0	0.00	1	0	0	1	250.00	0	0	0	0	0.00	8	250.00	2,000.00	
9	-	SIGN PEN, BLUE, liquid/gel ink, 0.4mm needle tip	box	1	0	0	1	250.00	0	0	0	0	0.00	1	0	0	1	250.00	0	0	0	0	0.00	2	250.00	500.00	
10	-	SIGN PEN, GREEN, liquid/gel ink, 0.4mm needle tip	box	1	0	0	1	250.00	0	0	0	0	0.00	1	0	0	1	250.00	0	0	0	0	0.00	2	250.00	500.00	
11	-	SIGN PEN, RED, liquid/gel ink, 0.4mm needle tip	box	1	1	0	2	500.00	0	0	0	0	0.00	1	0	0	1	250.00	0	0	0	0	0.00	3	250.00	750.00	
12	-	SIGN PEN, REFILL BLACK, liquid/gel ink, 0.4mm needle tip	box	3	0	0	3	690.00	0	0	0	0	0.00	3	0	0	3	690.00	0	0	0	0	0.00	6	230.00	1,380.00	
13	-	SIGN PEN, REFIL BLUE, liquid/gel ink, 0.4mm needle tip	box	3	0	0	3	690.00	0	0	0	0	0.00	3	0	0	3	690.00	0	0	0	0	0.00	6	230.00	1,380.00	
14	-	SIGN PEN, GREEN REFILN, liquid/gel ink, 0.4mm needle tip	box	3	0	0	3	690.00	0	0	0	0	0.00	2	0	0	2	460.00	0	0	0	0	0.00	5	230.00	1,150.00	
15	-	SIGN PEN,REFILL RED, liquid/gel ink, 0.4mm needle tip	box	3	0	0	3	690.00	0	0	0	0	0.00	3	0	0	3	690.00	0	0	0	0	0.00	6	230.00	1,380.00	
16	-	SIGN PEN, REFILL .05,BLACK (MYGEL)	box	14	16	17	47	10,810.00	1	2	2	5	1,150.00	15	15	15	45	10,350.00	7	0	0	7	1,610.00	104	230.00	23,920.00	
17	-	SIGN PEN,REFILL .05,RED (MYGEL)	box	1	0	0	1	230.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	230.00	230.00	
18	-	SIGN PEN,REFILL .07,BLACK (MYGEL)	box	10	12	7	29	6,670.00	0	3	2	5	1,150.00	0	0	12	12	2,760.00	5	0	0	5	1,150.00	51	230.00	11,730.00	
19	-	CORRECTION PEN, Rolling Ball metal tip	piece	10	13	2	25	3,250.00	0	5	2	7	910.00	0	0	8	8	1,040.00	0	0	0	0	0.00	40	130.00	5,200.00	
20	-	ENVELOPE WITH STRING, PLASTIC,VERTICAL-BLUE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	100	100	2,000.00	100	20.00	2,000.00	
21	-	ENVELOPE WITH STRING, PLASTIC,VERTICAL-YELLOW	piece	0	0	300	300	6,000.00	0	0	0	0	0.00	0	200	0	200	4,000.00	0	0	100	100	2,000.00	600	20.00	12,000.00	
22	-	ENVELOPE WITH STRING, PLASTIC,VERTICAL-Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	100	100	2,000.00	100	20.00	2,000.00	
23	-	ENVELOPE WITH STRING, PLASTIC,VERTICAL-Green	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	100	100	2,000.00	100	20.00	2,000.00	
24	-	ENVELOPE WITH STRING, PLASTIC,VERTICAL-White	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	100	100	2,000.00	100	20.00	2,000.00	
25	-	Survey Plastic Envelope (Lavender)	piece	0	0	100	100	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	50.00	5,000.00	
26	-	Battery AA-Rechargeable 2pcs/pack, good quality	pack	0	3	0	3	1,500.00	0	3	0	3	1,500.00	2	2	0	4	2,000.00	0	0	0	0	0.00	10	500.00	5,000.00	
27	-	Battery AAA-Rechargeable 2pcs/pack, good quality	pack	0	2	0	2	1,000.00	0	2	0	2	1,000.00	2	2	0	4	2,000.00	0	0	0	0	0.00	8	500.00	4,000.00	


No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
28	-	Glue-Washable Clear Glue,147ml	piece	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	50.00	0	0	0	0	0.00	1	50.00	50.00
29	-	INDEX CARD 1/2"	pack	10	0	0	10	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	50.00	500.00
30	-	MARKER: permanent,SUPER COLOR MARKER,broad COLOR BLACK-refillable	box	0	8	5	13	6,240.00	0	0	0	0	0.00	0	0	2	2	960.00	1	0	0	1	480.00	16	480.00	7,680.00
31	-	MARKER: REFILL INK SUPER COLOR MARKER, FINE COLOR BLACK 1 OUNCE BOTTLE WITH DROPPER	bottle	0	2	0	2	200.00	0	2	0	2	200.00	2	2	0	4	400.00	0	2	0	2	200.00	10	100.00	1,000.00
32	-	Split Pins Paper Fastener 20mm	pack	2	0	0	2	189.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	94.64	189.28
33	-	Duct Tape,gray, green and black width:48mm	piece	3	3	7	13	1,300.00	0	2	2	4	400.00	3	0	2	5	500.00	0	0	0	0	0.00	22	100.00	2,200.00
34	-	Double sided tape without foam(1/2")	piece	0	8	0	8	160.00	0	0	0	0	0.00	0	4	0	4	80.00	0	0	0	0	0.00	12	20.00	240.00
35	-	Double sided tape without foam(1")	piece	0	13	0	13	650.00	0	2	0	2	100.00	0	0	0	0	0.00	0	0	0	0	0.00	15	50.00	750.00
36	-	Double sided tape without foam(2")	piece	0	3	0	3	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	80.00	240.00
37	-	Carbon Film, Long, Color Blue and Black,good quality	box	0	0	0	0	0.00	0	0	3	3	3,000.00	1	0	0	1	1,000.00	0	0	0	0	0.00	4	1,000.00	4,000.00
38	-	STAPLE WIRE NO.10	box	2	0	0	2	110.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	55.00	110.00
39	-	Stapler,electric , good quality , heavy duty, 100pages capacity	piece	1	0	0	1	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,000.00	10,000.00
40	-	Data File box with Cover,color red	piece	10	7	0	17	3,740.00	0	0	0	0	0.00	10	0	0	10	2,200.00	0	0	0	0	0.00	27	220.00	5,940.00
41	-	Disinfectant- color safe -900ml	bottle	0	0	0	0	0.00	0	3	0	3	690.00	0	0	0	0	0.00	0	0	0	0	0.00	3	230.00	690.00
42	-	VEHICLE AIR FRESHENER	piece	0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	1,080.00	0	0	0	0	0.00	6	180.00	1,080.00
43	-	MURIATIC,BIG	galon	0	6	1	7	3,850.00	0	2	1	3	1,650.00	0	0	2	2	1,100.00	0	0	0	0	0.00	12	550.00	6,600.00
44	-	Rotating Mop	set	2	0	0	2	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	400.00	800.00
45	-	Trash Bin 120 L (Red, Blue, Yellow, Green)	piece	0	0	4	4	10,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	2,600.00	10,400.00
46	-	Canon Board,Cream color, Legal	pack	4	0	20	24	2,400.00	0	0	0	0	0.00	4	0	20	24	2,400.00	0	0	0	0	0.00	48	100.00	4,800.00
47	-	Canon Board A4(Cream)	box	0	2	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	300.00	600.00
48	-	Canon Board,White color, IEGALsize	box	0	11	0	11	3,300.00	0	0	0	0	0.00	2	0	0	2	600.00	2	0	0	2	600.00	15	300.00	4,500.00
49	-	Canon Board,White color, short size	pack	0	0	0	0	0.00	20	0	0	20	2,000.00	2	0	20	22	2,200.00	0	0	0	0	0.00	42	100.00	4,200.00
50	-	CANON BOARD for certificate subs., color: yellow, A4	pack	0	0	0	0	0.00	0	0	5	5	500.00	0	0	5	5	500.00	0	0	0	0	0.00	10	100.00	1,000.00
51	-	CANON BOARD, for certificate subs. color: Blue, A4	pack	0	0	0	0	0.00	0	0	5	5	500.00	0	0	5	5	500.00	0	0	0	0	0.00	10	100.00	1,000.00
52	-	CANON BOARD, for certificate subs.color: Pink, A4	pack	0	0	0	0	0.00	0	0	5	5	500.00	0	0	5	5	500.00	0	0	0	0	0.00	10	100.00	1,000.00
53	-	Canon Board assorted color, 20pcs/pack, Legal	pack	0	17	0	17	3,060.00	0	0	0	0	0.00	0	5	0	5	900.00	0	0	0	0	0.00	22	180.00	3,960.00
54	-	Construction Paper,assorted color	pack	0	4	0	4	1,280.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	320.00	1,280.00
55	-	Canon Paper, Legal -Cream 20pcs/pack	pack	6	13	4	23	1,265.00	13	0	4	17	935.00	9	4	0	13	715.00	7	0	0	7	385.00	60	55.00	3,300.00
56	-	Canon Paper, long (assorted colors)	pack	3	0	2	5	275.00	0	0	0	0	0.00	2	0	0	2	110.00	0	0	0	0	0.00	7	55.00	385.00
57	-	Canon Paper,A4 (assorted colors)	pack	6	0	0	6	330.00	0	0	0	0	0.00	6	0	0	6	330.00	0	0	0	0	0.00	12	55.00	660.00
58	-	Canon Paper, Legal (Pink, Yellow,Blue,)	pack	0	30	0	30	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	20.00	600.00
59	-	CANON PAPER, color: light green, A4	pack	0	0	25	25	2,500.00	0	0	5	5	500.00	0	0	5	5	500.00	0	0	0	0	0.00	35	100.00	3,500.00
60	-	PhotoPaper,MatteA4,20pcs/pack	pack	0	10	1	11	1,100.00	10	0	1	11	1,100.00	2	0	1	3	300.00	0	0	0	0	0.00	25	100.00	2,500.00
61	-	Sticker PaperA4I,green color	ream	0	1	0	1	500.00	0	0	0	0	0.00	2	0	1	3	1,500.00	0	0	0	0	0.00	4	500.00	2,000.00
62	-	INDEX TAB,arrow,,self-adhesive, transparent, 5 sets per box	box	10	0	40	50	3,155.50	0	0	0	0	0.00	0	10	0	10	631.10	0	0	0	0	0.00	60	63.11	3,786.60
63	-	Clear Sheet Protector for Binder	piece	0	0	100	100	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	2.50	250.00
64	-	Blade (Razor Blade)	box	0	0	1	1	14.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	14.82	14.82
65	-	Arch File Folder	piece	0	0	100	100	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	110.00	11,000.00
66	-	PVC COVER, A4	box	3	12	1	16	9,600.00	2	0	0	2	1,200.00	5	0	0	5	3,000.00	1	0	0	1	600.00	24	600.00	14,400.00
67	-	PVC COVER, LONG	box	2	6	1	9	7,200.00	1	0	0	1	800.00	4	0	0	4	3,200.00	0	0	0	0	0.00	14	800.00	11,200.00

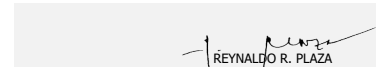
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
				68	-	Paper, Newsprint,Long	ream	10	10	0	20	2,400.00	5	0	0	5	600.00	5	0	0	5	600.00	10			
69	-	PLASTO FOIL CARBON FILM(FOR Judicial Forms)	box	0	0	1	1	1,000.00	0	0	0	0	0.00	0	1	0	1	1,000.00	10	0	0	10	10,000.00	12	1,000.00	12,000.00
70	-	RING BINDER 12mm x 1.12m	pc	0	2	0	2	70.00	0	0	0	0	0.00	2	0	0	2	70.00	10	0	0	10	350.00	14	35.00	490.00
71	-	Ring Binder- 1/4"	pc	10	12	0	22	330.00	0	0	0	0	0.00	7	0	0	7	105.00	10	0	0	10	150.00	39	15.00	585.00
72	-	Ring Binder- 1/2"	pc	10	12	0	22	440.00	0	0	1	1	20.00	7	0	1	8	160.00	0	0	0	0	0.00	31	20.00	620.00
73	-	Ring Binder- 3/4"	pc	10	15	0	25	725.00	0	0	2	2	58.00	15	0	2	17	493.00	0	0	0	0	0.00	44	29.00	1,276.00
74	-	Ring Binder- 1"	pc	10	25	0	35	1,225.00	5	0	0	5	175.00	20	0	0	20	700.00	5	0	0	5	175.00	65	35.00	2,275.00
75	-	Ring Binder- 1.5"	pc	10	16	2	28	1,400.00	0	0	2	2	100.00	8	0	2	10	500.00	0	0	0	0	0.00	40	50.00	2,000.00
76	-	Ring Binder- 2"	pc	10	11	0	21	1,365.00	0	0	0	0	0.00	5	0	0	5	325.00	0	0	0	0	0.00	26	65.00	1,690.00
77	-	LED bulb 20watts- branded, good quality	piece	0	6	0	6	2,100.00	10	6	0	16	5,600.00	0	0	0	0	0.00	10	0	0	10	3,500.00	32	350.00	11,200.00
78	-	Flourescent Assembly LED 20watts, good quality	piece	0	6	0	6	1,500.00	0	6	0	6	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	12	250.00	3,000.00
79	-	Flourescent Assembly LED 40watts, good quality	piece	0	6	0	6	2,100.00	0	6	5	11	3,850.00	0	0	0	0	0.00	0	0	0	0	0.00	17	350.00	5,950.00
80	-	Extension wire (15m) with 4 socket (assembled)	piece	0	1	0	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,500.00	1,500.00
81	-	Mega box 30L	piece	8	0	0	8	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	0.00	0.00
82	-	Mega box 9.5L	piece	6	0	0	6	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	0.00	0.00
83	-	UNINTERRUPTIBLE POWER SUPPLY (UPS) Output Capacity: 625VA/325 Watts; Output Voltage/Frequency (on utility:230V/45-65Hz;Output Connection:3 Asia universal outlets (all with battery backup and surge protection: Input voltage /Frequency:230V/45-65Hz	piece	0	0	0	0	0.00	0	0	0	0	0.00	1	2	0	3	12,000.00	0	0	0	0	0.00	3	4,000.00	12,000.00
84	-	SOLID STATE DRIVE-500GB,2.5	piece	5	0	0	5	30,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	6,000.00	30,000.00
85	-	SOLID STATE DRIVE(SSD) Storage Capacity:2TB;HDInterface:PCIeV4;Specific Usage:Mapping Printer (Basic Parameter, Connect: USB receiver, working distance: 10m, Laser: Infrared, Laser distance: approx 100m, Laser power: <1mW, Battery: AAA, Operating voltage: 1.5V, Standby current: 30uA)	piece	0	0	1	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00	8,000.00
86	-	OTG DUAL FLASH DRIVE, TYPE C, 128 GB	piece	0	4	0	4	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	2,000.00	8,000.00
87	-	Drone Battery	piece	0	0	0	0	0.00	0	2	0	2	30,000.00	0	1	0	1	15,000.00	0	0	0	0	0.00	3	15,000.00	45,000.00
88	-	Spare battery for Drone	piece	0	0	2	2	20,000.00	2	0	0	2	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	10,000.00	40,000.00
89	-	CPU	piece	0	0	0	0	0.00	1	0	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20,000.00	20,000.00
90	-	Powerbank(Weight:40g, size 18x8x2.4cm, battery capacity: 30000mAh,outdoor ports:3x usb, input ports: 2x usb	piece	0	0	0	0	0.00	0	5	0	5	12,500.00	0	0	0	0	0.00	0	0	0	0	0.00	5	2,500.00	12,500.00
91	-	3 in 1 Printer with feeder scanner	piece	1	0	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20,000.00	20,000.00
92	-	Printer	piece	0	0	3	3	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	12,000.00	36,000.00
93	-	Eco Tank Printer	piece	0	3	0	3	25,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	8,600.00	25,800.00
94	-	MEMORY CARD 256 GB for EOS 200 D II (Kiss x10 Rebel SL3)	piece	0	0	0	0	0.00	0	0	1	1	5,584.50	0	0	0	0	0.00	0	0	0	0	0.00	1	5,584.50	5,584.50
95	-	Name Badge Holder,plastic,100pcs/pack	piece	100	0	0	100	6,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	65.00	6,500.00
96	-	Drinking Water	bottle	185	185	185	555	19,425.00	185	185	185	555	19,425.00	185	185	185	555	19,425.00	185	185	185	555	19,425.00	2220	35.00	77,700.00
97	-	Oil for Typewriter	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	2	0	2	100.00	0	0	0	0	0.00	2	50.00	100.00
98	-	SERVICES (NMAX of lot survey)	bill	0	0	0	0	0.00	0	1	0	1	5,000.00	0	0	0	0	0.00	0	1	0	1	5,000.00	2	5,000.00	10,000.00
99	-	Lumber crayon	box	0	0	2	2	400.00	0	0	2	2	400.00	0	2	0	2	400.00	2	0		2	400.00	8	200.00	1,600.00
100	-	Rubber Stamps (customized)	pcs	0	0	0	0	0.00	5	0	0	5	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	5	300.00	1,500.00
101	-	Toner, Gestetner2212	tube	0	1	9	10	38,850.00	0	1	2	3	11,655.00	0	6	1	7	27,195.00	4	0	0	4	15,540.00	24	3,885.00	93,240.00
101	-	FASTENER, PLASTIC, 70mm X 8.5 INCH LONG	box	2	15	0	17	2,550.00	12	0	0	12	1,800.00	2	0	5	7	1,050.00	2	0	0	2	300.00	38	150.00	5,700.00
101	-	Printer Ink (Epson L310-003) Black	bottle	29	99	30	158	71,100.00	28	27	10	65	29,250.00	71	33	17	121	54,450.00	37	15	0	52	23,400.00	396	450.00	178,200.00
101	-	Printer Ink (Epson L310-003) Yellow	bottle	15	59	18	92	41,400.00	12	10	7	29	13,050.00	37	16	10	63	28,350.00	17	5	0	22	9,900.00	206	450.00	92,700.00
101	-	Printer Ink Epson L310-003) Magenta	bottle	15	59	18	92	41,400.00	12	10	7	29	13,050.00	37	16	10	63	28,350.00	17	5	0	22	9,900.00	206	450.00	92,700.00

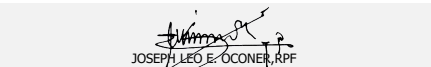
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
101		Printer Ink Epson L310-003) Cyan	bottle	15	59	18	92	41,400.00	12	10	7	29	13,050.00	37	16	10	63	28,350.00	17	5	0	22	9,900.00	206	450.00	92,700.00
101		Epson Ribbon Cart for L300+ II No. 8750	piece	0	6	0	6	870.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	145.00	870.00
101		Printer Ribbon refill (Epson LQ300+II)	piece	0	6	0	6	960.00	0	0	0	0	0.00	2	0	0	2	320.00	0	0	0	0	0.00	8	160.00	1,280.00
101		Steel Mobile Cabinet	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	6,000.00	1	6,000.00	6,000.00
101		Computer Table	piece	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		
				0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0		0	0.00	0		0.00

A. TOTAL		P	1,218,086.20
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	121,808.62
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	1,339,894.82
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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:

 LIZA B. TORRALBA
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 REYNALDO R. PLAZA
 Accountant / Budget Officer

Approved by:

 JOSEPH L. E. OCONER, RPF
 Head of Office/Agency

Date Prepared: July 19, 2023