

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-philegps.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-philegps.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. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhileGPS 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 2022 must be submitted on or before _____.

Department/Bureau/Office:	Ligao City Water District	Agency Account Code:		Contact Person:	
Region:	V-Albay	Organization Type:		Position:	
Address:	Natera Street,Durao, Ligao City			E-mail :	
				Telephone/Mobile Nos:	

Item & Specifications			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
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-500l)	bottle	1			1	55.00	1			1	55.00	1			1	55.00	1		1	2	110.00	5.00	55	275.00
Color Compounds and Dispersions																										
3	1217203-S1-F01	STAMP PAD INK, purple or violet	bottle	1			1	24.63				0	0.00				0	0.00			0	0.00	1.00	24.6272		24.63
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	737.2352		0.00
5	13111201-CF-F01	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	208.52		0.00
6	13111201-CF-F02	CARBON FILM, PE, black, size 216mm x 330mm	box	1			1	208.52				0	0.00				0	0.00			0	0.00	1.00	208.52		208.52
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00				0	0.00	1			1	72.78			0	0.00	1.00	72.7792		72.78
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	682.24		0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1029.6		0.00
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1300		0.00
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	765.44		0.00
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	596.804		0.00
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1034.8		0.00
14	14111609-L1-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00			0	0.00	0.00	670.696		0.00
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	32.2192		0.00
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	56.056		0.00
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	41.496		0.00
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	12.0432		0.00
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	132.3712		0.00
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	154.752		0.00
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	114.5144		0.00
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	129.9792		0.00
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (6 2/3" x 24")	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	17.3472		0.00
24	14111503-PA-F01	PAPER, PARACHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	96.2		0.00
25	14111818-TH-P02	PAPER, THERMAL, 57gsm, size: 216mm±1mm x 306±0.3m	roll	208	208	208	624	41,808.00	208	208	208	624	41,808.00	208	208	208	624	41,808.00	208	208	208	624	41,808.00	2,496.00	67	167,232.00
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	5			5	353.60	5			5	353.60	5			5	353.60	5			5	353.60	20.00	70.72	1,414.40
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5			5	509.60	5			5	509.60	5			5	509.60	5			5	509.60	20.00	101.92	2,038.40
28	14111704-TT-F02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	2	2	2	6	392.50	2	2	2	6	392.50	2	2	2	6	392.50	2	2	2	6	392.50	24.00	65.416	1,569.98
Batteries and Cells and Accessories																										
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	2	2	2	6	118.37	2	2	2	6	118.37	2	2	2	6	118.37	2	2	2	6	118.37	24.00	19.7288	473.49
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	2			2	39.00				0	0.00				0	0.00			0	0.00	2.00	19.5		39.00
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	88.4		0.00

Manufacturing Components and Supplies																			
32	31201610-G-J01	GLUE, all purpose, gross weight: 200 grams min	jar						0	0.00						0	0.00	0.00	47.8192
33	31151604-SW-H01	STAPLE WIRE, for heavy duty staples, (23/13)	box						0	0.00						0	0.00	0.00	20.6752
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box						0	0.00						0	0.00	0.00	20.0512
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	1					1	18.20						1	18.20	2.00	18.2
36	31201503-TA-H01	TAPE, MASKING, width: 24mm (±1mm)	roll	5	5	5	15	826.80	5	5	5	15	826.80	5	5	15	826.80	60.00	55.12
37	31201502-TA-H02	TAPE, MASKING, width: 48mm (±1mm)	roll					0.00				0	0.00			0	0.00	0.00	106.6
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	1				18.20	2			2	36.40			0	0.00	5.00	18.2
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	6				54.60	6			6	54.60	6		6	109.20	30.00	9.1
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll					0.00				0	0.00			0	0.00	0.00	18.2
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll					0.00				0	0.00			0	0.00	0.00	50.96
Heating and Ventilation and Air Circulation																			
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0				0.00				0	0.00			0	0.00	0.00	974.48
43	40101604-EF-G01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit					0.00				0	0.00			0	0.00	0.00	1192.88
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	3		2	5	5,031.94	4			4	4,025.55			0	0.00	9.00	1006.3872
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit					0.00				0	0.00			0	0.00	0.00	669.656
Lighting and Fixtures and Accessories																			
46	39101605-F-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular, (T8)	piece					0.00				0	0.00			0	0.00	0.00	40.56
47	39101628-LB-L01	Light Bulb, LED, 7 watts 1 pc in individual box	piece	25			25	1,812.20	25			25	1,812.20			0	0.00	50.00	72.488
Measuring and Observing and Testing Equipment																			
Cleaning Equipment and Supplies																			
49	47131012-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	1				86.06				0	0.00			1	86.06	2.00	86.06
50	47131604-BR-S01	BROOM, soft (bambo)	piece	1				130.00	1			1	130.00	1		1	130.00	4.00	130
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1				30.58	1			1	30.58	1		1	30.58	4.00	30.576
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	1				41.60				0	0.00	1		1	41.60	2.00	41.6
53	47131605-CL-P01	CLEANER, SCOURING POWDER, 350g min./can	can					0.00				0	0.00			0	0.00	0.00	23.92
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	2	2	2	6	48.05	2	2	2	6	48.05	2	2	6	48.05	24.00	8.008
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	1	1	1	3	112.29	1	1	1	3	112.29	1	1	3	112.29	12.00	37.4296
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can					0.00				0	0.00			0	0.00	0.00	122.98
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1				24.84				0	0.00	1		1	24.84	2.00	24.8352
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can					0.00				0	0.00			0	0.00	0.00	269.36
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can					0.00				0	0.00			0	0.00	0.00	87.36
60	47121804-MP-S01	MOP BUCKET, heavy duty, hard plastic	unit	1				1,911.00				0	0.00	1		1	1,911.00	2.00	1911
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece					0.00				0	0.00			0	0.00	0.00	145.6
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece					0.00				0	0.00			0	0.00	0.00	110.24
63	47131501-NG-C01	PAGS, all cotton, 32 pieces per kilogram min	bundle					0.00				0	0.00			0	0.00	0.00	49.6912
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack					0.00				0	0.00			0	0.00	0.00	102.96
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	3	3	3	9	1,258.92	3	3	3	9	1,258.92	3	3	9	1,258.92	36.00	139.88
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece					0.00				0	0.00			0	0.00	0.00	23.5872

Information and Communication Technology (ICT) Equipment and Devices and Accessories

67	43211507-DC7-Q3	Desktop Computer, branded	unit	2			2	78,416.00	2				2	78,416.00	1				1	39,208.00				0	0.00	5.00	39,208	196,040.00
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5HDD, USB 3.0	piece	1			1	2,724.80						0.00					0	0.00				0	0.00	1.00	2724.8	2,724.80
70	43202010-FD-L01	FLASH DRIVE, 16 GB capacity	piece				0	0.00						0.00				0	0.00				0	0.00	0.00	276.64	0.00	
71	43211503-LC7-Q3	Laptop Computer, branded	unit				0	0.00						0.00				0	0.00				0	0.00	0.00	35916.4	0.00	
72	43211708-MO-Q01	MOUSE, optical, USB connection type	unit	4			4	539.97	2					269.98	2				2	269.98				0	0.00	8.00	134,992	1,079.94
73	43212102-PR-Q02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00						0.00				0	0.00				0	0.00	0.00	33131.28	0.00	
74	43212102-PR-Q01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00						0.00				0	0.00				0	0.00	0.00	7995.52	0.00	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00						0.00				0	0.00				0	0.00	0.00	724.88	0.00	

Office Equipment and Accessories and Supplies

76	44121710-CN-W01	CHALK, molded, white, dustless, length: 78mm min	box					0	0.00						0	0.00												25.6776	0.00	
77	441212105-BF-Q01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box					0	0.00						0	0.00												7.5712	0.00	
78	441212105-BF-Q02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box					0	0.00						0	0.00												13.3952	0.00	
79	441212105-BF-Q03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box					0	0.00						0	0.00												20.5504	0.00	
80	441212105-BF-Q04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box					0	0.00						0	0.00												39.52	0.00	
81	44121801-CT-R01	CORRECTION TAPE, film base type, 6m min	piece	4	5		9	158.00	5	5		10	175.55	4	5		9	158.00	5	5		10	175.55	38.00	17.5552	667.10	2,512.22			
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	6	2	1	9	628.06	6	2	1	9	628.06	6	2	1	9	628.06	6	2	1	9	628.06	36.00	69.784	2,512.22				
83	44122011-DF-R01	DATA FOLDER, made of chipboard, legible lock	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00				68.64	0.00	
84	44121506-EN-Q01	ENVELOPE, DOCUMENTARY, for A4 size document	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00				408.1376	0.00	
85	44121506-EN-Q02	ENVELOPE, DOCUMENTARY, for legal size document	box	1			1	518.08	1			1	518.08	1			1	518.08	1			1	518.08	4.00	518.076	2,072.30			0.00	
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD for legal size doc	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00				738.4	0.00	
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	10			10	304.93	10			10	304.93				0	0.00				0	0.00	20.00	30.4928			609.86		
88	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	328.64			0.00		
89	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	1			1	410.80				0	0.00	1			1	410.80				1	410.80	3.00	410.8	1,232.40			0.00	
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	11.1072				0.00	
91	44121118-FR-P01	FASTENER, METAL, 70mm between prongs	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	78.9152			0.00		
92	44111515-FD-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	70.6056			0.00		
93	44122018-FI-Q01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.48			0.00		
94	44122018-FI-Q02	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	16.64			0.00		
95	44122011-FD-R01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	253.292			0.00		
96	44122011-FD-R02	FOLDER, FANCY, for legal size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	291.2			0.00		
97	44122011-FD-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	171.08			0.00		
98	44122011-FD-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	213.72			0.00		
99	44122027-FD-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	746.72			0.00		
100	44122011-FD-T03	FOLDER, TAGBOARD, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	217.36			0.00		
101	44122011-FD-T04	FOLDER, TAGBOARD, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	279.6352			0.00		
102	44122008-FI-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	51.8752			0.00		
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41.6			0.00		
104	44121716-MR-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	37.232			0.00		
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	2	2	2	6	61.84	2	2	2	6	61.84	2	2	2	6	61.84	2	2	2	6	61.84	24.00	10.3064	247.35				

106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece				0	0.00					0	0.00				0	0.00					0	0.00			10.3064		0.00
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00					0	0.00				0	0.00					0	0.00			10.3064		0.00
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	5	5	5	15	144.77					0	0.00	5	5	5	15	144.77					0	0.00			30.00	9.6512	289.54
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	5	5	5	15	144.77					0	0.00	5	5	5	15	144.77					0	0.00			30.00	9.6512	289.54
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	1			1	9.65	1				1	9.65	1			1	9.65	1				1	9.65	4.00		9.6512		38.60
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	4	4	4	12	71.76	4	4	4	12	71.76	4	4	4	12	71.76	4	4	4	12	71.76	48.00				48.00	5.98	287.04
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	4	4	4	12	152.88	4	4	4	12	152.88	4	4	4	12	152.88	4	4	4	12	152.88	48.00				12.74		611.52
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0	0.00					0	0.00				0	0.00					0	0.00			20.7896		0.00
114	44122037-AB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0	0.00					0	0.00				0	0.00					0	0.00			201.6352		0.00
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#38)	box			3	3	290.16					3	290.16				3	290.16			3	3	290.16	12.00			96.72		1,160.64
116	44121905-SP-F01	STAPLE PAD, FELT, bed dimension: 60mm x 100mm min	piece				0	0.00					0	0.00				0	0.00					0	0.00			27.664		0.00
117	44121612-RL-H01	CUTTER BLADE, for heavy duty cutter	piece	25			25	294.32					25	294.32				25	294.32					0	0.00	50.00		11.7728		588.64
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece				0	0.00					0	0.00				0	0.00					0	0.00			27.404		0.00
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00					0	0.00				0	0.00					0	0.00			476.3792		0.00
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece				0	0.00					0	0.00				0	0.00					0	0.00			0.00		0.00
121	44101602-FU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	1			1	131.96	1				1	131.96	2			2	263.91	2				0	0.00			6.00	131.9552	791.73
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	5			5	78.00	5				5	78.00	5			5	78.00	5				5	78.00	20.00		15.6		312.00
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece				0	0.00					0	0.00				0	0.00					0	0.00			82.16		0.00
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00					0	0.00				0	0.00					0	0.00			878.8		0.00
125	44121613-SR-P01	STAPLE REMOVER, PLEER-TYPE	piece				0	0.00					0	0.00				0	0.00					0	0.00			18.1792		0.00
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0	0.00					0	0.00				0	0.00					0	0.00			55.8272		0.00
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00					0	0.00				0	0.00					0	0.00			104.00		0.00
128	44101807-CA-Q01	CALCULATOR, compact, 12 digits	unit	2	2		4	540.80	2				2	270.40	2			2	270.40	2				2	270.40	10.00		135.2		1,352.00
129	44101714-RX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00					0	0.00				0	0.00					0	0.00			4711.2		0.00
130	44101601-FT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00					0	0.00				0	0.00					0	0.00			8088.08		0.00
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	1			1	5,699.20					0	0.00				0	0.00					0	0.00	1.00		5699.2		5,699.20
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00					0	0.00				0	0.00					0	0.00			0		0.00

Printer or Facsimile or Photocopier Supplies

133	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00					0	0.00				0	0.00					0	0.00			6864		0.00
134	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00					0	0.00				0	0.00					0	0.00			1001.52		0.00
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart				0	0.00					0	0.00				0	0.00					0	0.00			1029.6		0.00
136	44103105-CA-B04	INK CART, CANON PG-740, Black	cart				0	0.00					0	0.00				0	0.00					0	0.00			754		0.00
137	44103105-CA-B02	INK CART, CANON PG-810, Black	cart				0	0.00					0	0.00				0	0.00					0	0.00			780		0.00
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart				0	0.00					0	0.00				0	0.00					0	0.00			254.8		0.00
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0.00					0	0.00				0	0.00					0	0.00			254.8		0.00
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0.00					0	0.00				0	0.00					0	0.00			254.8		0.00
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0.00					0	0.00				0	0.00					0	0.00			254.8		0.00
142	44103105-HP-P40	INK CART, HP C2P04A4 (HP62) Black	cart				0	0.00					0	0.00				0	0.00					0	0.00			0		0.00
143	44103105-HP-T40 color	INK CART, HP C2P06A4 (HP62) Tri-	cart				0	0.00					0	0.00				0	0.00					0	0.00			0		0.00
144	44103105-HP-B09 Black	INK CART, HP C9351A4 (HP21)	cart				0	0.00					0	0.00				0	0.00					0	0.00			658.32		0.00

Motor Vehicles

A. For the Exercise of the Executive Functions																			
B. For the Transport of Personnel, Equipment, Supplies, Product and Materials																			
C. For the Transport of Sick and/or Injured Persons																			
D. For Patrol Operations																			
F. For Disaster Response and Rescue/Relief Operations																			
H. For Fire Fighting Operations																			

PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Common Electrical Supplies																			
Common Office Equipment																			
1	44111905-WB-N01	White Board						0	0.00						0	0.00			0.00
2	44111911-WB-D01	White Board, Digital						0	0.00						0	0.00	0.00		0.00
3		Counting Machine	unit	1				1	4,500.00						0	0.00	1.00	4,500.00	4,500.00
4								0	0.00						0	0.00	0.00		0.00
5								0	0.00						0	0.00	0.00		0.00
6								0	0.00						0	0.00	0.00		0.00
7								0	0.00						0	0.00	0.00		0.00
8								0	0.00						0	0.00	0.00		0.00
9								0	0.00						0	0.00	0.00		0.00
10								0	0.00						0	0.00	0.00		0.00
11								0	0.00						0	0.00	0.00		0.00
12								0	0.00						0	0.00	0.00		0.00
13								0	0.00						0	0.00	0.00		0.00
14								0	0.00						0	0.00	0.00		0.00
15								0	0.00						0	0.00	0.00		0.00

Common Office Supplies																						
1		Coupon Bond (Long)	ream	3	3	3	9	1,935.00	3	3	3	9	1,935.00	3	3	3	9	1,935.00	36.00	215	7,740.00	
2		Coupon Bond (Short)	ream	4	4	4	12	2,376.00	4	4	4	12	2,376.00	4	4	4	12	2,376.00	48.00	198	9,504.00	
3		Balpen Blue, 0.5 Ink (Faber Castel)	box				0	0.00	4			4	2,200.00				0	0.00	4.00	550	2,200.00	
4		Balpen Black, 0.5 Ink (Faber Castel)	box				0	0.00	4			4	2,200.00				0	0.00	4.00	550	2,200.00	
5		Balpen Red, 0.5 Ink (Faber Castel)	box	1			1	550.00				0	0.00				0	0.00	1.00	550	550.00	
6		Balpen Green, 0.5 Ink (Hy Gel)	box	1			1	598.00				0	0.00				0	0.00	1.00	598	598.00	
7		File Tray	unit	2	2	1	5	2,350.00				0	0.00				0	0.00	5.00	470	2,350.00	
8		Binder Clip (Small)	box	2			2	23.00	2			2	23.00	2			2	23.00	8.00	11.5	92.00	
9		Binder Clip (Medium)	box	2			2	37.00	2			2	37.00	2			2	37.00	8.00	18.5	148.00	
10		Binder Clip (Large)	box	2			2	45.00	2			2	45.00	2	2		2	45.00	10.00	22.5	225.00	
11		Fastener (Long)	box	2			2	360.00	3	2		5	900.00	2	3		3	540.00	15.00	180	2,700.00	
12		Fastener (Short)	box	3	2		5	325.00	3	2		5	325.00	3	2		5	325.00	20.00	65	1,300.00	

Paper Materials and Products																			
1		Official Receipt (4-1/4" x 6-1/4")	pad	2000					2000	204,960.00					0	0.00			
2									0	0.00					0	0.00			204,960.00
3									0	0.00					0	0.00			0.00
4									0	0.00					0	0.00			0.00
5									0	0.00					0	0.00			0.00
6									0	0.00					0	0.00			0.00
7									0	0.00					0	0.00			0.00
8									0	0.00					0	0.00			0.00
9									0	0.00					0	0.00			0.00
10									0	0.00					0	0.00			0.00
11									0	0.00					0	0.00			0.00
12									0	0.00					0	0.00			0.00
13									0	0.00					0	0.00			0.00
14									0	0.00					0	0.00			0.00
15									0	0.00					0	0.00			0.00
Lighting and fixtures and accessories																			
1	39112102-LB-B01	LED bulb							0	0.00					0	0.00			0.00
2		Steel Cabinet	lot	1					1	60,000.00					0	0.00			60,000.00
3		Office Table	lot	1					1	60,000.00					0	0.00			60,000.00
4									0	0.00					0	0.00			0.00
5									0	0.00					0	0.00			0.00
6									0	0.00					0	0.00			0.00
7									0	0.00					0	0.00			0.00
8									0	0.00					0	0.00			0.00
9									0	0.00					0	0.00			0.00
10									0	0.00					0	0.00			0.00
11									0	0.00					0	0.00			0.00
12									0	0.00					0	0.00			0.00
13									0	0.00					0	0.00			0.00
14									0	0.00					0	0.00			0.00
15									0	0.00					0	0.00			0.00
Electrical equipment and components and supplies																			
1		LED bulb, 15 Watts	pcs	15	15	15			45	9,900.00	15	15	15		45	9,900.00	15	15	15
2		Extension Wire	pcs	1					1	250.00	1				1	250.00			
3		Transformer (15KVA)	unit	3					3	195,000.00					0	0.00			195,000.00
4		Emergency Light	lot	1					1	150,000.00					0	0.00			150,000.00
5		Generator Set	lot	1					1	250,000.00					0	0.00			250,000.00
6		Water Pump	lot	1					1	500,000.00					0	0.00			500,000.00
7									0	0.00					0	0.00			0.00
8									0	0.00					0	0.00			0.00

16		Thermal Printer	unit	5				5	22,500.00					0	0.00					0	0.00						0	0.00	5.00	4,500.00	22,500.00
17								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
18								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
19								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
20								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
21								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
22								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
23								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
24								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
25								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
26								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
27								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
28								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
29								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	
30								0	0.00					0	0.00					0	0.00						0	0.00	0.00	0.00	

OTHER SOFTWARE

Consumables

Other Categories

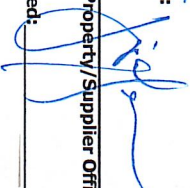
1	53121601-GB-001	GO BAG, for disaster relief, rescue operations					0	0.00						0	0.00					0	0.00					0	0.00	0.00			
2	60104701-SP-001	Solar Panel					0	0.00						0	0.00					0	0.00					0	0.00	0.00		0.00	
3	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)					0	0.00						0	0.00					0	0.00					0	0.00	0.00		0.00	
4	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel					0	0.00						0	0.00					0	0.00					0	0.00	0.00		0.00	
5	46181502-BF-V01	Bullet proof vest					0	0.00						0	0.00					0	0.00					0	0.00	0.00		0.00	
6	25172502-WW-001	Wheels (TSUZU TRAVIS)	unit	1			1	1,500,000.00						0	0.00					0	0.00					0	0.00	1.00	1,500,000.00		1,500,000.00
7	40161513-FF-001	Fuel Filters					0	0.00						0	0.00					0	0.00					0	0.00	0.00		0.00	
8	48101710-DW-F01	Drinking Water/ Fountain					0	0.00						0	0.00					0	0.00					0	0.00	0.00		0.00	
9	26111729-AB-001	Auto Battery	pcs	5			5	29,000.00	5					5	29,000.00					0	0.00					0	0.00	10.00	5,800.00		58,000.00
10		Hard Hat	pcs	40			40	11,200.00						0	0.00					0	0.00					0	0.00	40.00	280.00		11,200.00
11		Rain Coat	pcs	40			40	19,200.00						0	0.00					0	0.00					0	0.00	40.00	480.00		19,200.00
12		Safety Vest	pcs	40			40	8,000.00						0	0.00					0	0.00					0	0.00	40.00	200.00		8,000.00
13		Boots	pairs	40			40	18,000.00						0	0.00					0	0.00					0	0.00	40.00	450.00		18,000.00
14		Wheels (CHARLOT)	unit	1			1	100,000.00						0	0.00					0	0.00					0	0.00	1.00	100,000.00		100,000.00
15		Pipes and Fittings	lot	1			1	5,000,000.00						0	0.00					0	0.00					0	0.00	1.00	5,000,000.00		5,000,000.00
16		Water Meter	lot	1			1	1,000,000.00						0	0.00					0	0.00					0	0.00	1.00	1,000,000.00		1,000,000.00

17	Flow Meter	lot	1			1	100,000.00				0	0.00				0	0.00				0	0.00	1.00	100,000.00	100,000.00
18						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
19						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
20						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
21						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
22						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
23						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00

A. TOTAL																										10,429,104.37
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										1,042,910.44
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor-vehicle and other items)																										
D. GRAND TOTAL (A + B + C)																										11,472,014.80
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																										
F. MONTHLY CASH REQUIREMENTS																										-
G.1 Available at Procurement Service Stores							149,693.21					133,802.41					91,998.14							49,626.11	P	425,119.87
G.2 Other Items not available at PS but regularly purchased from other sources							9,612,857.75					190,497.25					111,207.25							89,422.25	P	10,003,984.50
TOTAL MONTHLY CASH REQUIREMENTS							9,762,550.96					324,299.66					203,205.39							139,048.36	P	10,429,104.37

**Agency must put the monthly requirement for air tickets both local and international.*

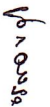
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by: 

Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available: 

Accountant / Local Budget Officer

Approved by: 

Head of Office/Agency

Date Prepared: _____