

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service - Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with updated APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (NGEPS).

Reminders:

- The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phillips.gov.ph) for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the deadline.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be covered by a supplemental APP-CSE.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: Victoria's City Water District Agency Code/UMCS: Local Water Districts Contact Person: Leonie Ann P. Butalon
 Region: VI Address: Quilino St., Victoria's City, Marikina Occidental Organization Type: Local Water Districts Position: Division Manager
 E-mail: leonieb.butalon@vawater.com.ph Telephone/Mobile Nos.: (034) 399-2865/(034) 717-6152

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue as of 30 April 2021	Total Amount for the Year														
			Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4						
						AMOUNT	AMOUNT				AMOUNT	AMOUNT							AMOUNT	AMOUNT						AMOUNT	AMOUNT				
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPTS)																															
PESTICIDES OR PEST REPELLENTS																															
1	10191590-HI-401	INSECTICIDE, aerosol type	can	6	0	0	0	6	836.16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12.00	139.36	1672.32
PERFUMES OR COLOGNES OR FRAGRANCES																															
2	531362-HS-501	LIQUID HAND SANITIZER, 500ML	bottle	10	0	0	0	10	1,514.30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20.00	151.43	3028.60
ALCOHOL OR ACETONE BASED ANTISEPTICS																															
3	12191601-AL-EM4	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	150	0	0	0	150	9,994.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	300.00	66.56	15998.00
4	12191601-AL-EB3	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	387.92	0.00
5	51471901-AL-D01	ALCOHOL, Isopropyl, 68%-72%, 500ml (50ml)	bottle	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	43.58	0.00
6	51471901-AL-J02	ALCOHOL, Isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	455.00	0.00
7	51471901-AL-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPENSERS																															
8	12171703-SI-F01	INK, for stamp pad	bottle	1	0	0	0	1	31.52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	31.52	63.04
FILMS																															
9	13111203-AC-F01	ACETATE	roll	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	847.82	0.00
10	13111201-CF-F01	CARBON FILM, M	box	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	221.00	0.00
11	13111201-CF-F02	CARBON FILM, legal	box	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																															
12	14111525-CA-401	CERTIFIED, assorted colors	pack	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	83.72	0.00
13	14111596-CF-L11	COMPUTER CONTINUOUS FORM, 1 PV, 280 X 241mm	box	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	882.55	0.00
14	14111596-CF-L12	COMPUTER CONTINUOUS FORM, 1 PV, 280 X 378mm	box	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1029.60	0.00
15	14111596-CF-L22	COMPUTER CONTINUOUS FORM, 2 PV, 280 X 378mm	box	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1529.80	0.00
16	14111596-CF-L21	COMPUTER CONTINUOUS FORM, 2 PV, 280 X 241mm	box	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	906.36	0.00
17	14111596-CF-L21	COMPUTER CONTINUOUS FORM, 3 PV, 280 X 241mm	box	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	894.00	0.00
18	14111596-CF-L32	COMPUTER CONTINUOUS FORM, 3 PV, 280 X 378mm	box	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1508.00	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Category (2022)	Total Amount for the year					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
			Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1	Q1				Q1	Q1	Q1	Q1	Q1
286	44103103-HP-C83 Toner Cartridge, HP CE111A (HP110A) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	5616.00	5616.00
287	44103103-HP-C84 Toner Cartridge, HP CE111C (HP110C) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	7472.40	7472.40
288	44103103-HP-Y83 Toner Cartridge, HP CE112A (HP110A) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	5616.00	5616.00
289	44103103-HP-Y84 Toner Cartridge, HP CE112C (HP110C) yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	7472.40	7472.40
270	44103103-HP-M83 Toner Cartridge, HP CE113A (HP110A) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	5616.00	5616.00
271	44103103-HP-M84 Toner Cartridge, HP CE113C (HP110C) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	7472.40	7472.40
272	44103103-HP-B84 Toner Cartridge, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	3906.00	3906.00
273	44103103-HP-B88 Toner Cartridge, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	4399.20	4399.20
274	44103103-5A-806 TONER CART, SAMSUNG MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	3406.00	3406.00
275	44103103-5A-807 TONER CART, SAMSUNG MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	2350.40	2350.40
276	44103103-5A-808 TONER CART, SAMSUNG MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	2454.40	2454.40
277	44103103-5A-809 TONER CART, SAMSUNG MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	3380.00	3380.00
278	44103103-5A-814 TONER CART, Samsung MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	2875.58	2875.58
279	44103103-5A-821 TONER CART, Samsung MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	7299.20	7299.20
280	44103103-5A-818 TONER CART, Samsung MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	3458.00	3458.00
281	44103103-5A-819 TONER CART, Samsung MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	6442.80	6442.80
282	44103103-5A-812 TONER CART, SAMSUNG MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	7211.14	7211.14
283	44103103-5A-805 TONER CART, SAMSUNG MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	3862.24	3862.24
284	44103103-5A-810 TONER CART, SAMSUNG MLT-D201S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	4066.40	4066.40
285	44103103-8R-815 TONER CART, BROTHER TN-3178, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	6370.00	6370.00
286	44103103-CA-800 TONER CART, CANON C824 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	13399.36	13399.36
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																						
287	45111517-00-C02 DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	29823.60	29823.60
288	45111609-MH-F01 MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	17472.00	17472.00
FLAG OR ACCESSORIES																						
289	55112905-HH-F01 PHILIPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	284.84	284.84
PRINTED PUBLICATIONS																						
290	55101354-4A-F01 HANDBOOK (RA 8184), 8th edition	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	37.21	37.21
FIRE FIGHTING EQUIPMENT																						
291	46191601-FF-M01 FIRE EXTINGUISHER, dry chemical	unit	5	0	0	5	5,720.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	5.00	1144.00	5720.00
292	46191601-FF-H01 FIRE EXTINGUISHER, pure HCC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	5613.25	5613.25
CONSUMER ELECTRONICS																						
293	52161355-0V-F01 DIGITAL VOICE RECORDER	unit	1	0	0	1	6415.64	0	0	0	0	0.00	0	0	0	0	0	0	0.00	1.00	6415.64	6415.64
FURNITURE AND FURNISHINGS																						
294	56101504-0H-F01 NONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	303.68	303.68
295	56101504-0H-W01 NONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	301.60	301.60
296	56101516-7H-F01 NONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	1235.52	1235.52
297	56101516-7H-F02 NONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	1088.88	1088.88
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																						
298	60121413-0B-F01 CLEARBROCK, 20 Transparent postcards, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	37.04	37.04
299	60121413-0C-F02 CLEARBROCK, 20 Transparent postcards, Legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	36.41	36.41
300	60121534-8R-F01 BOKSER, plastic/double	piece	7	0	0	7	30.59	0	0	0	0	0.00	0	0	0	0	0	0	0.00	14.00	4.37	61.18


Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Catalog Price / (at 2024)	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	
1	43231313-SFR-001 Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
2	43231602-SFR-002 Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
3	43232004-SFR-003 Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
4	43232107-SFR-004 Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
5	43232202-SFR-005 Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
6	43232304-SFR-006 Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
7	43232302-SFR-007 Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
8	43232305-SFR-008 Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
9	43232603-SFR-009 Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
10	43232701-SFR-010 Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
11	43232802-SFR-011 Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
12	43232905-SFR-012 Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
13	43233004-SFR-013 Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
14	43233205-SFR-014 Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
15	43233405-SFR-015 Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
16	43233501-SFR-016 Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	40101701-AC-M01 Air Conditioning Unit, Window Inverter Type						0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
2	40101701-AC-S01 White Board						0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
3	44111905-WB-M01 White Board, Digital						0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
4	44111911-WB-S01 SMART Television					1	35,990.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	35,990.00		
5	52161505-TV-S01 Microphone					1	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
6	52161520-MC-M01 Speakers					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
7	52161512-SFR-K01 Amplifier					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
8	32101514-AM-F01 Equalizer					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
9	52161517-EQ-E01 HD Camera					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
10	46171615-HD-C01 OSLR Camera					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
11	45121504-DS-C01 Video Camera					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
12	45121516-VH-C01 Video Conference Equipment					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
13	45121506-KC-C01 LED Bulb					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
14	39112102-LB-B01 PRINTER, Inkjet, Monochrome					2	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
15	43212104-PR-M01 PRINTER, Inkjet, Color					2	10,000.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	20,000.00		
16	43212105-PP-001 Portable Printer					1	10,000.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	10,000.00		
17	43211509-AT-001 Android Tablet					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
18	43232610-HS-001 Hubs/Switches					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
19	43232609-RN-001 Network Routers					0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		

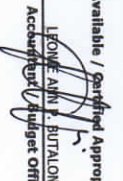
Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Catalogue Price per Unit	Total Amount for the Year						
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT		
21	4322960-WA-001 Wireless Access Point				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
22	4321171-SF-001 Scanner, Flatbed				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
23	4511601-WP-001 Wireless Printing Device / Laser Printer				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
24	8111286-WF-001 Multi-Function PRINTER	1			45,000.00																		45,000.00
25	39211011-UP-001 UNINTERRUPTIBLE POWER SUPPLY (UPS)	5			20,000.00																		36,000.00
26	43191501-WP-001 Mobile Phone				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
27	43211711-SC-001 Scanner, Colored, Double sided, feeder type				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
28	53121601-QB-001 GO BAG, for disaster relief, rescue operations				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
29	60104701-SP-001 Solar Panel				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
30	46161604-WA-001 UK, Vent / Life Jacket (for use in motorboats) / emergency preparedness / for disaster relief / Charge Controller and DC Inverter for Solar Panel				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
31	26111607-CC-001 Change Controller and DC Inverter for Solar Panel				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
32	46181502-BF-W01 Bullet proof vest				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
33	25172502-WW-W01 Wheels, _____ (Type of vehicle)				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
34	40161513-FR-001 Fuel Filters				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
35	48101710-OW-W01 Drinking Water/ Fountain				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
36	26111729-AB-001 Auto Bakery				0	0.00						0	0.00						0	0.00	0.00	0.00	0.00
37	Paper, Bond Short 8.5 x 11 70 GSM	150			22,500.00																		45,000.00
38	Paper, Bond Long 8.5 x 13 70 GSM	100			17,500.00																		28,250.00
39	Ball Point, Black, Fine Tip	300			1,800.00																		3,000.00
40	Ball Point, Blue, Fine Tip	60			360.00																		660.00
41	Ball Point, Red, Fine Tip	24			144.00																		204.00
42	Battery, AA, Rechargeable, Wireless Telephone Compatible, 2 pac./pack, R03	2			400.00																		800.00
43	Building Clip Metal (Eg) 2 inches	35			210.00																		420.00
44	Building Clip Metal (Email) 1 inch	25			150.00																		270.00
45	Non-slip Bookend Bracket Heavy Duty	5			2,500.00																		2,500.00
46	Box, Filing Compacted Carton	30			3,292.50																		6,585.00
47	Carbon Paper short, 8.5 x 11 (100 sheets per box)	3			1,277.16																		2,554.32
48	Carbon Paper short, 8.5 x 11 (100 sheets per box)	4			1,272.32																		3,424.64
49	Desk Organizer, 6-7 compartments, 8.75x5.5", Metal Wire Mesh, Black	3			1,260.00																		1,260.00
50	Double Sided Tape 24mm x 10m	2			60.00																		60.00
51	Envelope, Brown Long 8.5 x 13	150			268.50																		447.50
52	Envelope, Brown Short 8.5 x 11	100			150.00																		300.00
53	Epson Ink, Printer L3150 Black (No. 003)	6			1,860.00																		3,720.00
54	Epson Ink, Printer L3150 Cyan (No. 003)	3			930.00																		1,860.00
55	Epson Ink, Printer L3150 Magenta (No. 003)	3			930.00																		1,860.00
56	Epson Ink, Printer L3150 Yellow (No. 003)	3			930.00																		1,860.00
57	Epson Ink, Printer L6170 Black (No. 001)	2			990.00																		1,980.00


Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Catalogue Price of 30 April 2022	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
			Q1 AMOUNT	Q2 AMOUNT	Q3 AMOUNT	Q4 AMOUNT															
38	Epson Ink, Printer L6170 Yellow (No. 001)		2			2			0	0.00	2							4.00	315.00	1260.00	
39	Epson Ink, Printer L3150 Cyan (No. 001)		2			2			0	0.00	2							4.00	315.00	1260.00	
40	Epson Ink, Printer L3150 Magenta (No. 001)		2			2			0	0.00	2							4.00	315.00	1260.00	
41	Epson Ink, Printer K1100 774		14			14			0	0.00	14							28.00	927.57	25971.96	
42	Epson Ink, Printer M1100 (No. 005)		9			9			0	0.00	9							18.00	799.00	14382.00	
43	Paper Fastener Plastic 70mm		30			30			0	0.00	25							55.00	27.18	1494.90	
44	Paper Fastener Plastic Long 8-1/2 in		5			5			0	0.00	4							9.00	50.00	450.00	
45	Folder, Expandable (Long) 8.5 x 13 Blue		25			25			0	0.00	25							50.00	15.00	750.00	
46	Folder, Expandable (Long) 8.5 x 13 Brown		24			24			0	0.00								24.00	15.00	360.00	
47	Folder, Expandable (Long) 8.5 x 13 Green		40			40			0	0.00	40							80.00	15.00	1200.00	
48	Folder, Expandable (Long) 8.5 x 13 Maroon		24			24			0	0.00								24.00	15.00	360.00	
49	Folder, Expandable (Long) 8.5 x 13 Yellow		25			25			0	0.00	25							50.00	15.00	750.00	
50	Folder, 100% white, thick w/ hole 8.5 x 13		250			250			0	0.00	200							450.00	3.85	1737.00	
51	Folder, 100% white, thick w/ hole 8.5 x 11		200			200			0	0.00	180							380.00	3.38	1284.40	
52	Folder, Hanging, Plastic, Legal Blue		25			25			0	0.00	25							50.00	60.00	3000.00	
53	Folder, Hanging, Plastic, Legal Yellow		25			25			0	0.00	25							50.00	60.00	3000.00	
54	MARVEN, permanent, black/wood type		45			45			0	0.00	45							90.00	28.00	2520.00	
55	MARVEN, permanent, blue/wood type		7			7			0	0.00	7							14.00	28.00	392.00	
56	Paper, Bond Short A3 70 GSM		2			2			0	0.00								2.00	380.00	760.00	
57	Toner Cartridge HP1102 (No. 85A)		3			3			0	0.00	3							6.00	2953.40	17720.40	
58	FLASH DRIVE, 32 GB		3			3			0	0.00	3							6.00	454.84	2729.04	
59	Folder, Clear Front Cover with side long (Yellow)		12			12			0	0.00								12.00	35.00	420.00	
60	UPS 1000VA		5			5			0	0.00	4							9.00	8000.00	72000.00	
61	Data Cable HDMI to HDMI W/M 25ft		1			1			0	0.00								1.00	1200.00	1200.00	
62	Dual USB 3.0 OTG Pen Drive 32GB		8			8			0	0.00								8.00	450.00	3600.00	
63	Automatic Voltage Regulator		1			1			0	0.00								1.00	2000.00	2000.00	
64	Computer Mouse, Wireless, Bluetooth, Right-handed, AA Battery		3			3			0	0.00								3.00	1000.00	3000.00	
65	Wireless Telephone, 1 Handset, Speakerphone, 1.4 in LCD Backlight		2			2			0	0.00								2.00	2500.00	5000.00	
66	Keyboard, USB connection Type		4			4			0	0.00								4.00	250.00	1000.00	
67	Mouse Pad		1			1			0	0.00								1.00	250.00	250.00	
68	Face Shield		100			100			0	0.00	50							150.00	43.93	6589.50	
69	Surgical Mask 3 Ply		7500			7500			0	0.00	7500							15000.00	1.55	23250.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue # of 2021	Total Amount for the year									
		Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4	
					AMOUNT	AMOUNT			AMOUNT	AMOUNT				AMOUNT	AMOUNT				AMOUNT	AMOUNT					
90	M-95 Mark	30			30	2,652.00					0	0.00	30						0	0.00	0	0.00	60.00	88.40	5304.00
91	Alcohol, Sealed (gallon)	60			60	21,600.00					0	0.00	60						0	0.00	0	0.00	120.00	360.00	43200.00
92	Surgeal Gloves	10			10	4,500.00					0	0.00	5						0	0.00	0	0.00	15.00	450.00	6750.00
A. TOTAL																									827,863.49
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									82,786.37
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																									-
D. GRAND TOTAL (A + B + C)																									910,650.86
E. APPROVED BUDGET BY THE AGENCY HEAD																									

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:  **EULAKHRIE D. BACOLOD**
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by:  **LEONE ANN B. BUTALON**
Accounting/Budget Officer

 **AGUSTIN J. DIOS JR.**
Head of Office/Agency

Date Prepared: 08/27/2021