

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020

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 6, 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 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero 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 it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - 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. (02)689-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before October 31, 2019.

Department/Bureau/Office:	WAO WATER DISTRICT	Agency Account Code:	_____	Contact Person:	ENGR. TOMAS C. CARUMBA JR.
Region:	BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO	Organization Type:	_____	Position:	GENERAL MANAGER
Address:	BRGY. WESTERN- WAO, LANA O DEL SUR	E-mail:	_____	E-mail:	waowaterd@yahoo.com
		Telephone/Mobile:	_____	Telephone/Mobile:	0917 625 3595

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																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can				0	0.00							0	0.00					0	0.00	0.00	139.36	0.00	
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 60% - 70%, scented, 500ml (-5ml)	bottle	14	0	0	14	613.06	14	0	0	14	613.06	14	0	0	14	613.06	14	0	0	14	613.06	56.00	43.79	2,452.24

Films																										
1	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	0	1	208.52	1	0	0	1	208.52	0	0	0	0	0.00	0	0	0	0.00	2.00	208.52	417.04	
Paper Materials and Products																										
1	14111505-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	2	0	0	2	1,364.48	1	0	0	1	682.24	1	0	0	1	682.24	1	0	0	1	682.24	5.00	682.24	3,411.20
2	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	2	0	0	2	341.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	176.56	341.12
3	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	30	0	0	30	3,853.20	30	0	0	30	3,853.20	20	0	0	20	2,568.80	20	0	0	20	2,568.80	100.00	128.44	12,844.00
4	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	20	0	0	20	3,388.00	10	0	0	10	1,694.00	10	0	0	10	1,694.00	10	0	0	10	1,694.00	50.00	169.4	8,470.00
5	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	12	0	0	12	846.64	10	0	0	10	707.20	10	0	0	10	707.20	10	0	0	10	707.20	42.00	70.72	2,970.24
6	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	2	0	0	2	203.84	2	0	0	2	203.84	1	0	0	1	101.92	1	0	0	1	101.92	6.00	101.92	611.52
7	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 mils	pack	5	0	0	5	437.00	0	0	0	0	0.00	5	0	0	5	437.00	0	0	0	0	0.00	10.00	87.4	674.00
Manufacturing Components and Supplies																										
1	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	10	0	0	10	621.00	10	0	0	10	621.00	10	0	0	10	621.00	7	0	0	7	434.70	37.00	62.1	2,297.70
2	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/23)	box	15	0	0	15	296.40	12	0	0	12	237.12	12	0	0	12	237.12	10	0	0	10	197.60	49.00	19.76	968.24
3	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	1	0	0	1	54.60	1	0	0	1	54.60	1	0	0	1	54.60	0	0	0	0	0.00	3.00	54.6	163.80
4	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	3	0	0	3	319.80	2	0	0	2	213.20	2	0	0	2	213.20	0	0	0	0	0.00	7.00	106.6	746.20
5	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	5	0	0	5	99.85	5	0	0	5	99.85	4	0	0	4	79.88	0	0	0	0	0.00	14.00	19.97	279.58
6	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	5	0	0	5	50.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	10.09	50.45
7	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	1	0	0	1	19.97	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	19.97	19.97
Measuring and Observing and Testing Equipment																										
1	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	1	0	0	1	17.68	1	0	0	1	17.68	1	0	0	1	17.68	0	0	0	0	0.00	3.00	17.68	53.04
Cleaning Equipment and Supplies																										
1	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	4	0	0	4	344.24	2	0	0	2	172.12	2	0	0	2	172.12	2	0	0	2	172.12	10.00	86.06	860.60
2	47131604-BR-S01	BROOM, soft (tampo)	piece	3	0	0	3	406.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	136.24	408.72
3	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1	0	0	1	18.20	1	0	0	1	18.20	1	0	0	1	18.20	0	0	0	0	0.00	3.00	18.2	54.60
4	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 380ml min per can	can	6	0	0	6	693.18	0	0	0	0	0.00	6	0	0	6	693.18	0	0	0	0	0.00	12.00	115.53	1,386.36
5	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2288	0.00
6	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	145.6	0.00
7	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	123.76	0.00

8	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	1	0	0	1	53.82	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1.00	53.82	53.82	
9	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack					0	0.00				0	0.00							0	0.00	107.12	0.00	
10	47121701-TB-P04	TRASHBAG, plastic, transparent	roll					0	0.00				0	0.00							0	0.00	0.00	134.68	0.00
11	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece					0	0.00				0	0.00							0	0.00	0.00	23.59	0.00

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

1	43211907-DCT-03	Desktop Computer, branded	unit	2	0	0	2	78,416.00	0	0	0	0	0.00	1	0	0	1	39,208.00	0	0	0	0	0.00	3.00	39208	117,624.00
2	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	5	0	0	5	837.20	0	0	0	0	0.00	5	0	0	5	837.20	0	0	0	0	0.00	10.00	167.44	1,674.40
3	43211503-LCT-03	Laptop Computer, branded	unit	1			1	45,747.52					0	0.00							0	0.00	1.00	45747.52	45,747.52	
4	43211708-MO-O01	MOUSE, optical, USB connection type	unit	2	0	0	2	222.60	2	0	0	2	222.60	1	0	0	1	111.30	0	0	0	0	0.00	5.00	111.3	556.50
5	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	1	0	0	1	38,100.97	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	38100.97	38,100.97

Office Equipment and Accessories and Supplies

1	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	20	0	0	20	305.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	15.27	305.40
2	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	20	0	0	20	416.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	20.8	416.00
3	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	6	0	0	6	287.04	6	0	0	6	287.04	6	0	0	6	287.04	6	0	0	6	287.04	24.00	47.84	1,148.16
4	44121801-CT-R01	CORRECTION TAPE, film base type, 1/8, 6m min	piece	20	0	0	20	280.40	20	0	0	20	280.40	15	0	0	15	210.30	11	0	0	11	154.22	66.00	14.02	925.32
5	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	0	0	0	0	0.00	1	0	0	1	673.09	0	0	0	0	0.00	0	0	0	0	0.00	1.00	673.09	673.09
6	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	0	0	0	0	0.00	1	0	0	1	927.16	0	0	0	0	0.00	0	0	0	0	0.00	1.00	927.16	927.16
7	44121506-EN-M02	ENVELOPE, MAILING, white, 50gsm (-5%)	box	1	0	0	1	362.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	362.44	362.44
8	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	2	0	0	2	558.00	1	0	0	1	279.00	1	0	0	1	279.00	1	0	0	1	279.00	5.00	279	1,395.00
9	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	2	0	0	2	642.72	1	0	0	1	321.36	1	0	0	1	321.36	1	0	0	1	321.36	5.00	321.36	1,606.80
10	44121715-MA-P01	MARKER, FLUORESCENT, 3 assorted colors per set	set	5	0	0	5	222.05	5	0	0	5	222.05	5	0	0	5	222.05	0	0	0	0	0.00	15.00	44.41	666.15
11	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	6	0	0	6	80.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	13.38	80.28
12	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00					0.00	0.00	13.38	0.00
13	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00					0.00	0.00	13.38	0.00
14	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	9	0	0	9	80.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	8.96	80.82
15	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece				0	0.00				0	0.00				0	0.00					0.00	0.00	8.96	0.00
16	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece				0	0.00				0	0.00				0	0.00					0.00	0.00	8.96	0.00

17	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box				0	0.00			0	0.00			0	0.00			0	0.00	0.00	7.76	0.00			
18	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	6	0	0	6	84.24	6	0	0	6	84.24	6	0	0	6	84.24	24.00	14.04			336.96			
19	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	2	0	0	2	41.58	2	0	0	2	41.58	1	0	0	1	20.79	1	0	0	1	20.79	6.00	20.79	124.74
20	44122037-RB-P10	RING BINDER, 60 rings, plastic, 32mm x 1.12m	bundle				0	0.00				0	0.00				0	0.00				0.00		239.79	0.00	
21	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#10)	box				0	0.00				0	0.00				0	0.00				0.00		109.5	0.00	
22	44121905-SP-P01	STAMP PAD, FELT, bed dimensions: 60mm x 100mm min	piece				0	0.00				0	0.00				0	0.00				0.00		34.13	0.00	
23	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece				0	0.00				0	0.00				0	0.00				0.00		14.82	0.00	
24	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	2	0	0	2	66.86	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	33.43	66.86
25	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00				0	0.00				0	0.00				0.00		453.96	0.00	
26	44121619-PS-M01	PENCIL SHARPENER, manual, slonic cutter head	piece				0	0.00				0	0.00				0	0.00				0.00		202.8	0.00	
27	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	2	0	0	2	263.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	131.96	263.92
28	44121618-SS-S01	SCISSORS, symmetrical, blade length: 60mm min	pair	2	0	0	2	81.12	2	0	0	2	81.12	0	0	0	0	0.00	0	0	0	0	0.00	4.00	40.56	162.24
29	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	4	0	0	4	707.20	4	0	0	4	707.20	4	0	0	4	707.20	0	0	0	0	0.00	12.00	176.8	2,121.60
30	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0.00		914.16	0.00	
31	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	9	0	0	9	224.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	24.9	224.10
32	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	5	0	0	5	1,734.25	5	0	0	5	1,734.25	0	0	0	0	0.00	0	0	0	0	0.00	10.00	346.85	3,468.50
Printer or Facsimile or Photocopier Supplies																										
1	44103105-EP-B17	INK CART, EPSON C131664100 (16641) Black	cart	15	0	0	15	3,744.00	6	0	0	6	1,497.60	5	0	0	5	1,248.00	0	0	0	0	0.00	26.00	249.6	6,489.60
2	44103105-EP-C17	INK CART, EPSON C131664200 (16642) Cyan	cart	10	0	0	10	2,496.00	6	0	0	6	1,497.60	0	0	0	0	0.00	0	0	0	0	0.00	16.00	249.6	3,993.60
3	44103105-EP-M17	INK CART, EPSON C131664300 (16643) Magenta	cart	10	0	0	10	2,496.00	6	0	0	6	1,497.60	0	0	0	0	0.00	0	0	0	0	0.00	16.00	249.6	3,993.60
4	44103105-EP-Y17	INK CART, EPSON C131664400 (16644) Yellow	cart	10	0	0	10	2,496.00	6	0	0	6	1,497.60	0	0	0	0	0.00	0	0	0	0	0.00	16.00	249.6	3,993.60
5	44103112-EP-R13	RIBBON CART, EPSON C13S015632 Black for X-310	cart	6	0	0	6	464.58	6	0	0	6	464.58	6	0	0	6	464.58	6	0	0	6	464.58	24.00	77.43	1,858.32
Arts and Crafts Equipment and Accessories and Supplies																										
1	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	5	0	0	5	22.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	4.42	22.10
2	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	20	0	0	20	692.20	20	0	0	20	692.20	10	0	0	10	346.10	0	0	0	0	0.00	50.00	34.61	1,730.50
3	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	20	0	0	20	692.20	20	0	0	20	692.20	10	0	0	10	346.10	0	0	0	0	0.00	50.00	34.61	1,730.50

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

Common Janitorial Supplies

1	Apron	piece	2	0	0	2	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	75	150.00
2	Tornado mop	unit	2	0	0	2	1,660.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	830	1,660.00
3	Bowl (soup)	piece	6	0	0	6	270.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	45	270.00
4	Scrub-brush	piece	2	0	0	2	30.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	15	30.00
5	Cooking pot	piece	1	0	0	1	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	900	900.00
6	Cup and Saucer	set	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	500	500.00
7	Fork	dozen	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	250	250.00
8	Garden bolo	piece	1	0	0	1	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	400	400.00
9	Glass	dozen	1	0	0	1	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	250	250.00
10	Plates, plastic	dozen	1	0	0	1	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	450	450.00
11	Stock pot	piece	4	0	0	4	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	350	1,400.00
12	Glass cleaner	piece	1	0	0	1	250.00	1	0	0	1	250.00	1	0	0	1	250.00	0	0	0	0	0.00	3.00	250	750.00

Office Supplies

1	Data Filer	piece	15	0	0	15	4,500.00	10	0	0	10	3,000.00	7	0	0	7	2,100.00	0	0	0	0	0.00	32.00	300	9,600.00
2	Bond paper, letter size, ordinary	ream	5	0	0	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	250	1,250.00
3	Bond paper, legal size, colored	ream	5	0	0	5	1,500.00	5	0	0	5	1,500.00	2	0	0	2	600.00	0	0	0	0	0.00	12.00	300	3,600.00
4	Bond paper, letter size, colored	ream	2	0	0	2	500.00	1	0	0	1	250.00	1	0	0	1	250.00	0	0	0	0	0.00	4.00	250	1,000.00
5	Ballpen-black	piece	30	0	0	30	300.00	20	0	0	20	200.00	20	0	0	20	200.00	15	0	0	15	150.00	85.00	10	850.00
6	Ballpen-blue	piece	30	0	0	30	300.00	20	0	0	20	200.00	20	0	0	20	200.00	15	0	0	15	150.00	85.00	10	850.00
7	Columnar (10 columns)	piece	2	0	0	2	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	60	120.00
8	Columnar (24 columns)	piece	4	0	0	4	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	50	200.00
9	Columnar (6 columns)	piece	6	0	0	6	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	50	300.00
10	Correctible film (Brother)	rolls	5	0	0	5	575.00	5	0	0	5	575.00	2	0	0	2	230.00	0	0	0	0	0.00	12.00	115	1,380.00
11	Fastener, plastic	box	10	0	0	10	500.00	10	0	0	10	500.00	8	0	0	8	400.00	0	0	0	0	0.00	28.00	50	1,400.00
12	Newsprint, legal size	reams	2	0	0	2	340.00	0	0	0	0	0.00	2	0	0	2	340.00	0	0	0	0	0.00	4.00	170	680.00

13		Newsprint, letter size	reams	10	0	0	10	1,500.00	10	0	0	10	1,500.00	10	0	0	10	1,500.00	0	0	0	0	0.00	30.00	150	4,500.00	
14		laminating sheet	roll	1	0	0	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	1500	1,500.00	
15		push pin	box	1	0	0	1	30.00	0	0	0	0	0.00	1	0	0	1	30.00	0	0	0	0	0.00	2.00	30	60.00	
Paper Materials and Products																											
1		Petty cash fund form	reams	1	0	0	1	150.00	0	0	0	0	0.00	1	0	0	1	150.00	0	0	0	0	0.00	2.00	150	300.00	
2		Application form for new conn	reams	3	0	0	3	450.00	0	0	0	0	0.00	3	0	0	3	450.00	0	0	0	0	0.00	6.00	150	900.00	
3		Service Request form	reams	1	0	0	1	150.00	0	0	0	0	0.00	1	0	0	1	150.00	0	0	0	0	0.00	2.00	150	300.00	
4		vehicle trip ticket form	reams	0	0	0	0	0.00	1	0	0	1	150.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	150	150.00	
5		RER form	booklet	5	0	0	5	0.00	5	0	0	5	0.00	4	0	0	4	0.00	0	0	0	0	0.00	14.00		0.00	
Lighting and fixtures and accessories																											
1	39112102-LB-901	LED bulb	piece	5	0	0	5	1,000.00	5	0	0	5	1,000.00	5	0	0	5	1,000.00	0	0	0	0	0.00	15.00	200	3,000.00	
Computer Supplies																											
1		Keyboard USB type	piece	2	0	0	2	1,500.00	2	0	0	2	1,500.00	1	0	0	1	750.00	0	0	0	0	0.00	5.00	750	3,750.00	
2		Mouse pad	piece	6	0	0	6	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	100	600.00	
Common ICT Equipment																											
1	43212105-PP-001	Portable Printer	unit	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	1.00	10000	10,000.00	
2	43211711-SF-001	Scanner, Flatbed	unit	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	1.00	20000	20,000.00	
3	43191501-MP-001	Mobile Phone	unit	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	15000	15,000.00	
Consumables																											
1		Dry lift off tape, Brother	piece	10	0	0	10	350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	35	350.00	
2		Ribbon cart. Epson- LX 2175	cart	1	0	0	1	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	450	450.00	
3		Car freshener	piece	5	0	0	5	1,500.00	0	0	0	0	0.00	5	0	0	5	1,500.00	0	0	0	0	0.00	10.00	300	3,000.00	
4		Epson L3110 ink, black	bottle	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	2	0	0	2	700.00	8.00	350	2,800.00	
5		Epson L3110 ink, cyan	bottle	1	0	0	1	350.00	0	0	0	0	0.00	1	0	0	1	350.00	0	0	0	0	0.00	2.00	350	700.00	
6		Epson L3110 ink, magenta	bottle	1	0	0	1	350.00	0	0	0	0	0.00	1	0	0	1	350.00	0	0	0	0	0.00	2.00	350	700.00	
7		Epson L3110 ink, yellow	bottle	1	0	0	1	350.00	0	0	0	0	0.00	1	0	0	1	350.00	0	0	0	0	0.00	2.00	350	700.00	
8		Thermal paper	roll	150	0	0	150	6,750.00	100	0	0	100	4,500.00	150	0	0	150	6,750.00	100	0	0	100	4,500.00	500.00	45	22,500.00	
9		Official Receipts	booklet	0	0	0	0	0.00	6	0	0	6	600.00	0	0	0	0	0.00	6	0	0	6	600.00	12.00	100	1,200.00	

10	Collectors Official Receipts	box	6	0	0	6	36,000.00	6	0	0	6	36,000.00	6	0	0	6	36,000.00	6	0	0	6	36,000.00	24.00	6000	144,000.00	
11	Checkbook	booklet	0	0	0	0	0.00	5	0	0	5	5,000.00	0	0	0	0	0.00	5	0	0	5	5,000.00	10.00	1000	10,000.00	
Other Categories																										
1	Motorcycle	unit	1	0	0	1	75,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	75000	75,000.00	

A. TOTAL																										P	632,305.19			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											P	63,230.52		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and																														
D. GRAND TOTAL (A + B + C)																											P	695,535.71		
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words)																											P	-		
F. MONTHLY CASH REQUIREMENTS																											P	-		
G.1 Available at Procurement Service Stores							197,121.56					23,096.30					53,604.46										8,782.87	P	282,605.19	
G.2 Other Items not available at PS but regularly purchased from other sources							190,575.00					57,425.00					54,600.00											47,100.00	P	349,700.00
TOTAL MONTHLY CASH REQUIREMENTS							387,696.56					80,521.30					108,204.46										55,882.87	P	632,305.19	


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

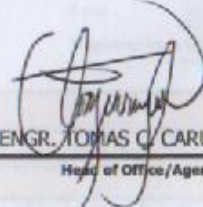
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


JADRIAN A. JUSTALERO
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Availat Approved by:


MARDY GRACE F. LANADO
 Accountant / Local Budget Officer


ENGR. TOMAS C. CARUMBA JR.
 Head of Office/Agency

Date Prepared: _____