

APP-CSE 2025 FORM  
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) 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).

Reminders:

- 1.0 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 mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqO>. Instructions on how to fill-out is included in the reminders of the form.
- 6.0 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 mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS 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 served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.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.

Department/Bureau/Office: DAR - BILIRAN  
 Region: VIII  
 Address: SITIO BLISS, BRGY. CALUMPANG,  
NAVAL, BILIRAN

Agency Code/UACS: \_\_\_\_\_  
 Organization Type: \_\_\_\_\_

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail : \_\_\_\_\_  
 Telephone/Mobile Nos: \_\_\_\_\_

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	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						
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																														
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																														
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	5		40	45	2,269.35						0	0.00					36	36	1,815.48			0	0.00	81	50.43	4,084.83	
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	2		12	14	4,999.26						0	0.00					52	52	18,568.68			0	0.00	66	357.09	23,567.94	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																														
3	60121413-CB-P01	CLEARBOOK, A4 size	piece				0	0.00		3				3	105.48							0	0.00			0	0.00	3	35.16	103.48
4	60121413-CB-P02	CLEARBOOK, Legal size	piece				0	0.00		3				3	109.08							0	0.00			0	0.00	3	36.36	109.08
5	60121534-ER-P01	ERASER, plastic/rubber	piece	8			8	66.08						0	0.00							0	0.00			0	0.00	8	8.26	66.08
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	30		20	50	1,110.00						0	0.00					20	20	444.00			0	0.00	70	22.20	1,554.00	
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	20		67	87	3,890.64				12	12	536.64						30	30	1,341.60			0	0.00	129	44.72	5,768.88	
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	30		80	110	6,292.00						0	0.00					50	50	2,860.00			0	0.00	160	57.20	9,152.00	
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	30		12	42	932.40				12	12	266.40								0	0.00			0	0.00	54	22.20	1,198.80
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	20		25	45	2,012.40						0	0.00							0	0.00			0	0.00	45	44.72	2,012.40
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	30		80	110	6,292.00						0	0.00					50	50	2,860.00			0	0.00	160	57.20	9,152.00	
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece			20	20	915.20						0	0.00							0	0.00			0	0.00	20	45.76	915.20
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																														
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit			1	1	16,588.00						0	0.00							0	0.00			0	0.00	1	16,588.00	16,588.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																														
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	7		3	10	204.90		20				20	409.80					3	3	61.47			0	0.00	33	20.49	676.17	
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	7			7	128.38		20				20	366.80							0	0.00			0	0.00	27	18.34	495.18
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																														
20	47131812-AF-A01	AIR FRESHENER	can	3		5	8	698.48		5				5	436.55					5	5	436.55			0	0.00	18	87.31	1,571.58	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price	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	
21	47131604-BR-S01	BROOM (Walis Tambo)	piece				0	0.00	2					2	249.60					0	0.00	2	124.80	249.60	
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle				0	0.00	4					4	166.40					0	0.00	4	41.60	166.40	
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container				0	0.00	4					4	95.68					0	0.00	4	23.92	95.68	
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch				0	0.00	2					2	108.16					0	0.00	2	54.08	108.16	
27	47131803-DS-A01	DISINFECTANT SPRAY	can				0	0.00	4					4	559.56					0	0.00	4	139.89	559.56	
29	47131802-FW-P03	FLOOR WAX, paste type, red	can	2		6	8	2,478.08	3					3	929.28					0	0.00	11	309.76	3,407.36	
30	47131830-FC-A01	FURNITURE CLEANER	can	2			2	282.78						0	0.00					0	0.00	2	141.39	282.78	
31	73101612-HS-L01	HAND SOAP, liquid, 500ml	bottle			3	3	128.85						0	0.00					0	0.00	3	42.95	128.85	
32	47121804-MP-B01	MOP BUCKET	unit				0	0.00						0	0.00					0	0.00	0	2,288.00	0.00	
33	47131501-RG-C01	RAGS	kilo				0	0.00	2					2	138.94					0	0.00	2	69.47	138.94	
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack				0	0.00	3					3	390.00					0	0.00	3	130.00	390.00	
37	47121701-TB-P05	TRASHBAG, XL size	roll/pack				0	0.00	3					3	277.68					0	0.00	3	92.56	277.68	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																									
39	12171703-SI-P01	INK, for stamp pad	bottle	1		2	3	86.37						0	0.00					0	0.00	3	28.79	86.37	
<b>FILMS</b>																									
41	13111203-AC-F01	ACETATE	roll			1	1	1,243.84						0	0.00					0	0.00	1	1,243.84	1,243.84	
<b>FLAG OR ACCESSORIES</b>																									
44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece			1	1	284.84						0	0.00					0	0.00	1	284.84	284.84	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																									
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit			1	1	3,014.96						0	0.00					0	0.00	1	3,014.96	3,014.96	
54	43202010-FD-U04	FLASH DRIVE	piece			4	4	610.96						0	0.00					0	0.00	4	152.74	610.96	
56	43211503-LAP-P03	LAPTOP COMPUTER, Lightweight	unit	1			1	46,800.00						0	0.00					0	0.00	1	46,800.00	46,800.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																									
60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece			6	6	1,234.92	2					2	411.64					0	0.00	8	205.82	1,646.56	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																									
61	31201610-GL-X02	GLUE, all-purpose	bottle			12	12	745.68						0	0.00					2	2	124.28	14	62.14	869.96
63	31151804-SW-S01	STAPLE WIRE, standard	box			6	6	142.56	3					3	71.28					2	2	47.52	11	23.76	261.36
64	31201502-TA-E02	TAPE, electrical	roll			2	2	38.90						0	0.00					0	0.00	2	19.45	38.90	
65	31201503-TA-M01	TAPE, masking, 24mm	roll			62	62	3,452.16	5		10	15	835.20		0.00					0	0.00	77	55.68	4,287.36	
66	31201503-TA-M02	TAPE, masking, 48 mm	roll			56	56	6,784.96	5		6	11	1,332.76		0.00					0	0.00	67	121.16	8,117.72	
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll			58	58	1,296.88	8		6	14	313.04		0.00					2	2	44.72	74	22.36	1,654.64
68	31201512-TA-T01	TAPE, transparent, 24mm	roll			48	48	848.64	5		12	17	300.56		0.00					5	5	88.40	70	17.68	1,237.60
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll			25	25	564.25	5					5	112.85					5	5	112.85	35	22.57	789.95
70	31151507-TW-P01	TWINE, plastic	roll			3	3	199.86	2					2	133.24					1	1	66.62	6	66.62	399.72
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																									
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube			8	8	130.96						0	0.00					0	0.00	8	16.37	130.96	
75	44101807-CA-C01	CALCULATOR, Compact	unit	1			1	235.77						0	0.00					0	0.00	1	235.77	235.77	
77	44122105-BF-C01	CLIP, backfold, 19mm	box			102	102	954.72						0	0.00					0	0.00	102	9.36	954.72	
78	44122105-BF-C02	CLIP, backfold, 25mm	box			102	102	1,591.20						0	0.00					0	0.00	102	15.60	1,591.20	
79	44122105-BF-C03	CLIP, backfold, 32mm	box			107	107	3,560.96						5	5	166.40				0	0.00	112	33.28	3,727.36	
80	44122105-BF-C04	CLIP, backfold, 50mm	box			100	100	6,032.00						0	0.00					0	0.00	100	60.32	6,032.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	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	
81	44121001-CT-R02	CORRECTION TAPE	piece	25		100	125	1,687.50	20			20	270.00			20	20	270.00			0	0.00	165	13.50	2,227.50	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece			2	2	63.44				0	0.00			0	0.00			0	0.00	2	31.72	63.44		
83	44111513-DF-B01	DATA FILE BOX	piece	5		30	35	5,106.15				0	0.00			0	0.00			0	0.00	35	145.89	5,106.15		
84	44122011-DF-F01	DATA FOLDER	piece			5	5	415.05				0	0.00			0	0.00			0	0.00	5	83.01	415.05		
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box			1	1	829.92	1			1	829.92			0	0.00			0	0.00	2	829.92	1,658.84		
87	44121506-EN-D02	ENVELOPE, Documentary, legal,	box			1	1	1,057.58	1			1	1,057.58			0	0.00			0	0.00	2	1,057.58	2,115.16		
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box			6	6	5,639.70	1			1	939.95			0	0.00			0	0.00	7	939.95	6,579.65		
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece				0	0.00	3			3	91.47			0	0.00			0	0.00	3	30.49	91.47		
90	44121506-EN-M02	ENVELOPE, Mailing	box			11	11	4,757.72	2			2	865.04			0	0.00			0	0.00	13	432.52	5,622.76		
93	44122118-FA-P01	FASTENER	box	5		22	27	2,955.28			5	5	473.20			5	5	473.20			0	0.00	37	94.64	3,501.68	
99	44122011-FO-L01	FOLDER, L-type, A4	pack				0	0.00	1			1	200.28			0	0.00			0	0.00	1	200.28	200.28		
100	44122011-FO-L02	FOLDER, L-type, Legal	pack			2	2	498.16	1			2	3	747.24			0	0.00			0	0.00	5	249.08	1,245.40	
102	44122011-FO-T01	FOLDER with tab, A4	pack			4	4	1,518.40	2			2	759.20			1	1	379.60			0	0.00	7	379.60	2,657.20	
103	44122011-FO-T02	FOLDER with tab, Legal	pack	3		5	8	3,311.36	3			2	5	2,069.60			1	1	413.92			0	0.00	14	413.92	5,794.88
105	44121716-MA-P01	MARKER, Flourescent	set			3	3	93.33				0	0.00			3	3	93.33			0	0.00	6	31.11	186.66	
106	44121708-MP-B01	MARKER, Permanent, Black	piece	2		58	60	496.20				0	0.00			0	0.00			0	0.00	60	8.27	496.20		
107	44121708-MP-B02	MARKER, Permanent, Blue	piece			50	50	413.50				0	0.00			0	0.00			0	0.00	50	8.27	413.50		
108	44121708-MP-B03	MARKER, Permanent, Red	piece			50	50	413.50				0	0.00			0	0.00			0	0.00	50	8.27	413.50		
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	3		8	11	106.15				0	0.00			0	0.00			0	0.00	11	9.65	106.15		
112	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box			52	52	458.64				0	0.00			0	0.00			0	0.00	52	8.82	458.64		
113	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box			52	52	1,011.92				0	0.00			0	0.00			0	0.00	52	19.46	1,011.92		
114	44101603-PS-M02	PAPER SHREDDER	unit			1	1	18,718.96				0	0.00			0	0.00			0	0.00	1	18,718.96	18,718.96		
116	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box			10	10	447.10				0	0.00			0	0.00			0	0.00	10	44.71	447.10		
117	44121619-PS-M01	PENCIL SHARPENER	piece			2	2	472.16				0	0.00			0	0.00			0	0.00	2	236.08	472.16		
118	44101602-PU-F01	PUNCHER, paper, heavy duty	piece	4		4	8	1,231.36				0	0.00			0	0.00			0	0.00	8	153.92	1,231.36		
119	44122101-RU-B01	RUBBER BAND No. 18	box			10	10	1,352.00				0	0.00			5	5	676.00			0	0.00	15	135.20	2,028.00	
120	44121905-SP-F01	STAMP PAD, felt	piece	1		2	3	119.76	2			2	79.84			0	0.00			0	0.00	5	39.92	199.60		
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	3		12	15	982.80	2			2	131.04			0	0.00			0	0.00	17	65.52	1,113.84		
122	44121615-ST-S01	STAPLER, standard type	piece			14	14	2,766.40				0	0.00			0	0.00			0	0.00	14	197.60	2,766.40		
123	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	1			1	693.15				0	0.00			0	0.00			0	0.00	1	693.15	693.15		
124	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	3			3	139.53				0	0.00			0	0.00			0	0.00	3	46.51	139.53		
125	44121605-TD-T01	TAPE DISPENSER, table top	piece			1	1	77.58				0	0.00			0	0.00			0	0.00	1	77.58	77.58		

**PAPER MATERIALS AND PRODUCTS**

126	14111525-CA-A01	CARTOLINA, assorted colors	pack			3	3	251.16	2			2	167.44			0	0.00			0	0.00	5	83.72	418.60	
129	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad			25	25	926.50				0	0.00			5	5	185.30			0	0.00	30	37.06	1,111.80
130	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad			25	25	1,482.00				0	0.00			5	5	296.40			0	0.00	30	59.28	1,778.40
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad			25	25	1,300.00				0	0.00			5	5	260.00			0	0.00	30	52.00	1,560.00
132	14111514-NB-S02	STENO NOTEBOOK	piece	12			12	168.48				0	0.00			0	0.00			0	0.00	12	14.04	168.48	
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	15		392	407	87,016.60			30	30	6,414.00			230	230	49,174.00			0	0.00	667	213.80	142,604.60
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	15		262	277	64,529.92			30	30	6,988.80			120	120	27,955.20			0	0.00	427	232.96	99,473.92
135	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	25		5	30	4,132.20	15			15	2,066.10			0	0.00			0	0.00	45	137.74	6,198.30	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	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
136	1411507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	15		20	35	5,561.85	15					15	2,383.65					0	0.00	50	158.91	7,945.50	
139	1411531-RE-801	RECORD BOOK, 300 PAGES	book	2		34	36	3,301.20						0	0.00					20	20	1,834.00	56	91.70	5,135.20
140	1411531-RE-802	RECORD BOOK, 500 PAGES	book	3		25	28	3,487.68	5					5	622.80					20	20	2,491.20	53	124.56	6,601.68
141	1411704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	25		150	175	5,915.00	20					20	676.00					130	130	4,394.00	325	33.80	10,985.00
142	1411704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	10		124	134	13,378.56	5					5	499.20					120	120	11,980.80	259	99.84	25,858.56
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																									
143	53131626-HS-S01	HAND SANITIZER	bottle			50	50	4,254.00						0	0.00					0	0.00	50	85.08	4,254.00	
<b>PESTICIDES OR PEST REPELLENTS</b>																									
144	10191509-IN-A01	INSECTICIDE	can				0	0.00	5					5	696.80					0	0.00	5	139.36	696.80	
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																									
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart			20	20	4,638.00						0	0.00					20	20	4,638.00	40	231.90	9,276.00
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart			10	10	2,422.00						0	0.00					10	10	2,422.00	20	242.20	4,844.00
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart			10	10	2,422.00						0	0.00					10	10	2,422.00	20	242.20	4,844.00
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart			10	10	2,422.00						0	0.00					10	10	2,422.00	20	242.20	4,844.00
30	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	15			15	6,364.80	20					20	8,486.40					0	0.00	35	424.32	14,851.20	
31	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	10			10	4,243.20	20					20	8,486.40					0	0.00	30	424.32	12,729.60	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																									
1	80141505-TS-001	BALLPEN	piece	50		330	380	7,600.00						0	0.00					20	20	400.00	400	20.00	8,000.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	1		1	2	32,000.00						0	0.00					0	0.00	2	16,000.00	32,000.00	
3	80141505-TS-003	LAMINATING FILM	pack			2	2	1,600.00						0	0.00					0	0.00	2	800.00	1,600.00	
4	80141505-TS-004	STICKER PAPER	pack	10		10	20	1,700.00	20					20	1,700.00					5	5	425.00	45	85.00	3,825.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll			23	23	1,840.00	2					2	160.00					0	0.00	25	80.00	2,000.00	
6	80141505-TS-006	PHOTO PAPER	pack	3		40	43	4,300.00	5					5	500.00					0	0.00	48	100.00	4,800.00	
7	80141505-TS-007	BLEACHING SOLUTION	bottle				0	0.00	2					2	240.00					0	0.00	2	120.00	240.00	
8	80141505-TS-008	CERTIFICATE FRAME	piece			80	80	9,600.00						0	0.00					0	0.00	80	120.00	9,600.00	
9	80141505-TS-009	CERTIFICATE HOLDER	piece			100	100	10,000.00						0	0.00					0	0.00	100	100.00	10,000.00	
14	80141505-TS-014	MICROPHONE	unit			4	4	4,000.00						0	0.00					0	0.00	4	1,000.00	4,000.00	
17	80141505-TS-017	PLASTIC FASTENER	box			100	100	5,000.00						0	0.00					0	0.00	100	50.00	5,000.00	
18	80141505-TS-018	STEEL FILING CABINET	piece			2	2	30,000.00	2					2	30,000.00					0	0.00	4	15,000.00	60,000.00	
19	80141505-TS-019	VELLUM BOARD PAPER	pack			33	33	2,640.00	10					10	800.00					0	0.00	43	80.00	3,440.00	
20	80141505-TS-020	EXTENSION CORD	piece	2			2	1,600.00						0	0.00					0	0.00	2	800.00	1,600.00	
22	80141505-TS-022	COLOR PAPER	pack				0	0.00	5					5	400.00					0	0.00	5	80.00	400.00	
24	80141505-TS-024	PUSH PIN	pack			2	2	80.00	3					3	120.00					0	0.00	5	40.00	200.00	
25	80141505-TS-025	DOOR MAT	piece				0	0.00	3					3	300.00					0	0.00	3	100.00	300.00	
26	80141505-TS-026	GLUE STICK (PASTE)	piece	5		8	13	650.00						0	0.00					0	0.00	13	50.00	650.00	
28	80141505-TS-028	DEODORANT CAKE	piece				0	0.00	6					6	300.00					0	0.00	6	50.00	300.00	
30	80141505-TS-030	OFFICE CHAIR	piece	1			1	1,500.00						0	0.00					0	0.00	1	1,500.00	1,500.00	
37	80141505-TS-037	STORAGE BOX	piece			3	3	3,900.00	3					3	3,900.00					0	0.00	6	1,300.00	7,800.00	
38	80141505-TS-038	PLASTIC ENVELOPE	piece	10			10	300.00						0	0.00					0	0.00	10	30.00	300.00	
42	80141505-TS-042	GLUE GUN	unit				0	0.00	1					1	500.00					0	0.00	1	500.00	500.00	
46	80141505-TS-046	KEYBOARD	unit				0	0.00	2					2	3,000.00					0	0.00	2	1,500.00	3,000.00	
48	80141505-TS-048	STEEL RACK	set			1	1	9,000.00						0	0.00					0	0.00	1	9,000.00	9,000.00	
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket		2		2	20,000.00	2	2	2			6	60,000.00					2	2	20,000.00	14	10,000.00	140,000.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	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
A. TOTAL																							P	911,328.73
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	91,132.87
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-
D. GRAND TOTAL (A + B+ C)																							P	1,002,461.60
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:

  
 RAGIE L. AGANG  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 XENIA B. LAWSIN  
 Acting Budget Officer, Biliran

Approved by:

  
 ATTY. DANIEL E. PEN  
 PARPO II

Date Prepared: \_\_\_\_\_