

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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:

- Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" 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 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. To add or insert items are only applicable in PART II.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before **December 15, 2020.**

Department/Bureau/Office: Department of Education Regional Office Agency Account Code: F001 Contact Person: Daisy P. Eswat
 Region: Cordillera Administrative Region Organization Type: National Government Agency Position: Admin. Officer V
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 Telephone/Mobile Nos: 9175975671

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																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	0	3	3	6	836.16	3	3	3	9	1,254.24	3	3	3	9	1,254.24	3	3	3	9	1,254.24	33.00	139.36	4598.88
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	20	20	20	60	9,085.80	20	20	20	60	9,085.80	20	20	20	60	9,085.80	20	20	20	60	9,085.80	240.00	151.43	36343.20
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	50	50	50	150	6,537.00	30	30	30	90	3,922.20	30	30	30	90	3,922.20	30	30	30	90	3,922.20	420.00	43.58	18303.60
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	457.60	0.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	43.58	0.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	20	20	9,100.00	20	20	20	60	27,300.00	20	20	20	60	27,300.00	20	20	20	60	27,300.00	200.00	455.00	91000.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	5	5	1,038.75	0	0	0	0	0.00	0	0	5	5	1,038.75	0	0	0	0	0.00	10.00	207.75	2077.50
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	0	5	0	5	157.60	0	5	0	5	157.60	0	0	0	0	0.00	5	0	0	5	157.60	15.00	31.52	472.80
FILMS																										
9	13111203-AC-P01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	5	5	5	15	12,717.30	5	5	5	15	12,717.30	5	5	5	15	12,717.30	5	5	5	15	12,717.30	60.00	847.82	50869.20
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	221.00	0.00
11	13111201-CF-P02	CARBON FILM, PE, black, size 215mm x 330mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																										
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	50	50	50	150	12,558.00	50	50	50	150	12,558.00	50	50	50	150	12,558.00	50	50	50	150	12,558.00	600.00	83.72	50232.00
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	18	18	18	54	47,657.70	18	18	18	54	47,657.70	18	18	18	54	47,657.70	18	18	18	54	47,657.70	216.00	882.55	190630.80
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	18	18	18	54	55,598.40	18	18	18	54	55,598.40	18	18	18	54	55,598.40	18	18	18	54	55,598.40	216.00	1029.60	222393.60
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	18	18	18	54	82,555.20	18	18	18	54	82,555.20	18	18	18	54	82,555.20	18	18	18	54	82,555.20	216.00	1528.80	330220.80
16	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	906.36	0.00
17	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	884.00	0.00
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	50	50	50	150	226,200.00	50	50	50	150	226,200.00	50	50	50	150	226,200.00	50	50	50	150	226,200.00	600.00	1508.00	904800.00
19	14111609-LI-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	794.96	0.00

291	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart					0	0.00			0	0.00			0	0.00			0	0.00	0.00	6442.80	0.00				
292	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart					0	0.00			0	0.00			0	0.00			0	0.00	0.00	7323.14	0.00				
293	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart					0	0.00			0	0.00			0	0.00			0	0.00	0.00	3962.24	0.00				
294	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart					0	0.00			0	0.00			0	0.00			0	0.00	0.00	4066.40	0.00				
295	44103103-BR-B15	TONER CART, BROTHER TN-3478 Black	cart					0	0.00			0	0.00			0	0.00			0	0.00	0.00	6370.00	0.00				
296	44103103-CA-800	TONER CART, CANON CRG 324 II	cart					0	0.00			0	0.00			0	0.00			0	0.00	0.00	13399.36	0.00				
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																												
297	45121517-DO-CD2	DOCUMENT CAMERA	unit	0	4	0	4	94,494.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	23623.60	94494.40		
298	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	17472.00	0.00		
FLAG OR ACCESSORIES																												
299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece					0	0.00		15		15	4,272.60										0	0.00	15.00	284.84	4272.60
PRINTED PUBLICATIONS																												
300	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book					0	0.00																0.00	37.21	0.00	
FIRE FIGHTING EQUIPMENT																												
301	46191601-FE-H01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5lgs	unit	0	25	0	25	28,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25.00	1144.00	28600.00		
302	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5lgs	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5613.25	0.00		
CONSUMER ELECTRONICS																												
303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	5	0	5	32,078.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	6415.64	32078.20		
FURNITURE AND FURNISHINGS																												
304	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	303.68	0.00		
305	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	301.60	0.00		
306	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1336.40	0.00		
307	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1315.60	0.00		
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																												
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	50	50	50	150	5,967.00	50	50	50	150	5,967.00	50	50	50	150	5,967.00	50	50	50	150	5,967.00	600.00	39.78	23868.00		
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	50	50	50	150	6,357.00	50	50	50	150	6,357.00	50	50	50	150	6,357.00	50	50	50	150	6,357.00	600.00	42.38	25428.00		
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	0	10	10	44.20	0	0	10	10	44.20	0	0	10	10	44.20	0	10	0	10	44.20	40.00	4.42	176.80		
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	20	20	20	60	2,076.60	20	20	20	60	2,076.60	20	20	20	60	2,076.60	20	20	20	60	2,076.60	240.00	34.61	8306.40		
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	20	20	20	60	2,076.60	20	20	20	60	2,076.60	20	20	20	60	2,076.60	20	20	20	60	2,076.60	240.00	34.61	8306.40		
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	20	5	5	30	1,038.30	20	5	5	30	1,038.30	20	5	5	30	1,038.30	20	5	5	30	1,038.30	120.00	34.61	4153.20		
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack					0	0.00					0	0.00									0	0.00	154.84	0.00	
SOFTWARE																												
1	43231513-SFT-001	Business function specific software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
5	43232202-SFT-005	Content management software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
6	43232304-SFT-006	Data management and query software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
7	43232402-SFT-007	Development software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
8	43232505-SFT-008	Educational or reference software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
10	43232701-SFT-010	Network applications software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
11	43232802-SFT-011	Network management software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
12	43232905-SFT-012	Networking software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
13	43233004-SFT-013	Operating environment software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	
14	43233205-SFT-014	Security and protection software	license					0	0.00					0	0.00									0	0.00	0.00	0.00	

7						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
8						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
9						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
10						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
11						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
12						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
13						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
14						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
15						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00

Paper Materials and Products

1		notebook, writing, 60 leaves 50/peck	peck	0	0	100	100	100,000.00	50	50	50	150	150,000.00	50	50	50	150	150,000.00	50	50	50	150	150,000.00	550.00	1000.00		550000.00
2		paper, multcopy, A3, 80 gm	ream	0	0	0	0	0.00	5	0	0	5	2,500.00	5	0	0	5	2,500.00	5	0	0	5	2,500.00	15.00	500.00		7500.00
3		pre-cut cartolina - Light colors / ream	ream	0	0	10	10	5,000.00	10	10	10	30	15,000.00	10	10	10	30	15,000.00	10	10	10	30	15,000.00	100.00	500.00		50000.00
4						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
5						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
6						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
7						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
8						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
9						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
10						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
11						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
12						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
13						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
14						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
15						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00

Lighting and fixtures and accessories

1	39112102-LB-001	LED bulb				0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
2						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
3						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
4						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
5						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
6						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
7						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
8						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
9						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
10						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
11						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
12						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
13						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00

Electrical equipment and components and supplies

1						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
2						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
3						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
4						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
5						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00
6						0	0.00					0	0.00							0	0.00			0.00	0.00		0.00

7							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
8							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
9							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
10							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
11							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
12							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
13							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
14							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
15							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00

Computer Supplies

1	computer table	unit	0	10	0	10	15,000.00	0	0	0	0	0.00	0	10	0	10	15,000.00	0	0	0	0	0.00	20.00	1500.00	30000.00
2							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
3							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
4							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
5							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
6							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
7							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
8							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
9							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
10							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
11							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
12							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
13							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
14							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00
15							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00

Common ICT Equipment

1	43212104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
2	43212104-PI-C01	PRINTER, Inkjet, Color					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
3	43212105-PP-001	Portable Printer					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
4	43211509-AT-001	Android Tablet	unit	0	0	10	10	150,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	15000.00	150000.00
5	43222610-HS-001	Hub/Switches					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
6	43222609-NR-001	Network Routers					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
7	43222610-WA-001	Wireless Access Point					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
8	43211711-SF-001	Scanner, Flatbed					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
9	45111601-WP-P01	Wireless Pointing Device / Laser Pointer	unit	0	0	10	10	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	11000.00	11000.00
10	81112306-MF-P01	Multi Function PRINTER					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
11	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
12	43191501-MP-001	Mobile Phone	unit	0	0	0	0	0.00	0	5	0	5	75,000.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	15000.00	75000.00
13	43211711-SC-D01	Scanner, Colored, Double sided, feeder type	unit	0	0	0	0	0.00	0	5	0	5	75,000.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	15000.00	75000.00
14		VGA projector splitter	unit	0	10	0	10	30,000.00	0	0	0	0	0.00	0	10	0	10	30,000.00	0	0	0	0	0.00	20.00	3000.00	60000.00
15		wireless mouse	pc	0	10	10	20	9,000.00	0	10	10	20	9,000.00	10	10	10	30	13,500.00	10	10	10	30	13,500.00	100.00	450.00	45000.00
16		keyboard	pc	0	10	0	10	5,000.00	0	0	0	0	0.00	0	10	0	10	5,000.00	0	0	5	5	2,500.00	25.00	500.00	12500.00
17		headset , 3.5 ject , suitable for cellphone, laptop, desktop	unit	0	0	0	0	0.00	10	0	0	10	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	2500.00	25000.00
18							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
19							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	
20							0	0.00					0	0.00					0	0.00	0.00	0.00	0.00	0.00	0.00	

21						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
22						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00
23						0	0.00				0	0.00				0	0.00			0	0.00	0.00	0.00	0.00

9	25111729-AB-001	Auto Battery					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
10							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
11							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
12							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
13							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
14							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
15							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
16							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
17							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
18							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
19							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
20							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
21							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
22							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00
23							0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00	0.00

A. TOTAL						P	16,484,855.34			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)						P	1,648,485.53			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)						P	-			
D. GRAND TOTAL (A + B + C)						P	18,133,340.87			
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:										
F. MONTHLY CASH REQUIREMENTS						P	-			
G.1 Available at Procurement Service Stores		2,786,251.39		2,820,962.52		2,924,686.54		2,815,259.89	P	11,347,160.34
G.2 Other Items not available at PS but regularly purchased from other sources		1,294,730.00		1,460,730.00		1,469,180.00		913,055.00	P	5,137,695.00
TOTAL MONTHLY CASH REQUIREMENTS		4,080,981.39		4,281,692.52		4,393,866.54		3,728,314.89	P	16,484,855.34

*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:



 DAISY B. ESWAT
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:



 CORAZON B. WALCIEN
 Accountant / Local Budget Officer

Approved by:



 ESTELA L. CARIÑO EdD CESO III
 Head of Office/Agency

Date Prepared: _____