

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 dated October 27, 2016, 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 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 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-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your 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: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
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 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: _____
 Region: _____
 Address: _____

Department of Education - Schools Division of Abra
 Cordillera Administrative Region
 Actividad-economia St., Zone 2, Bangued, Abra, 5800

Agency Account Code: _____
 Organization Type: _____

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Contact Person: Merly B. Bargas
 Position: Administrative Officer IV-Supply
 E-mail: merlybargas12@gmail.com/supplyunit_sdoabrag@gmail.com
 Telephone/Mobile Nos: 63995467857

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year									
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				Q1 AMOUNT	Q2 AMOUNT	Q3 AMOUNT	Q4 AMOUNT					
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																									
Pesticides or Pest Repellents																									
1	1099509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml/min	can	7	2	1	10	1393.60	5	1	3	9	1,254.24	5	1	1	7	975.52	5	1	1	7	975.52	33.00	139.36	4,598.88
Solvents																									
2	1319601-ALE01 ALCOHOL, ethyl, 68%-70%, scented, 500ml (50ml)	bottle	17	10	12	39	1,775.69	14	12	10	36	1,583.71	16	10	12	38	1,671.70	14	11	11	36	1,583.71	149.00	43.99	6,554.81
Color Compounds and Dispersions																									
3	127703-SI-P01 STAMP PAD INK, purple or violet	bottle	20			20	492.54		1		1	24.63				0	0.00		1		1	24.63	22.00	24.63	541.80
Films																									
4	1311203-AC-F01 ACETATE, thickness: 0.075mm/min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	737.24	0.00
5	1311201-CF-P02 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	1311202-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	208.52	0.00
Paper Materials and Products																									

7	1411592-CA-A01	CARTOLINA, assorted colors	pack	100				100			7,277.92	100	7,277.92	100		7,277.92	100	7,277.92	100		400.00	72.78	29,111.68	
8	1411506-CL-L1	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box					0			0.00	0	0.00	0		0.00	0	0.00	0		0.00	582.24	0.00	
9	1411506-CL-L2	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box					0			0.00	0	0.00	0		0.00	0	0.00	0		0.00	1,029.60	0.00	
10	1411506-CL-L2	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box					0			0.00	0	0.00	0		0.00	0	0.00	0		0.00	1,300.00	0.00	
11	1411506-CL-L2	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box					0			0.00	0	0.00	0		0.00	0	0.00	0		0.00	765.44	0.00	
12	1411506-CL-L3	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box					0			0.00	0	0.00	0		0.00	0	0.00	0		0.00	596.80	0.00	
13	1411506-CL-L3	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box					0			0.00	0	0.00	0		0.00	0	0.00	0		0.00	1,034.80	0.00	
14	1411609-LI-CON	LOOSELEAF COVER, made of chipboard, for legal	bundle					0			0.00	0	0.00	0		0.00	0	0.00	0		0.00	670.70	0.00	
15	1411514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	23	1	1	25	805.48	23	1	25	805.48	23	1	1	25	805.48	23	1	1	25	805.48	3,221.92	
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	23	1	1	25	1,401.40	23	1	25	1,401.40	23	1	1	25	1,401.40	23	1	1	25	1,401.40	5,605.60	
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	23	1	1	25	1,037.40	23	1	25	1,037.40	23	1	1	25	1,037.40	23	1	1	25	1,037.40	4,149.60	
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	150	100	100	350	4,215.12	100	100	300	3,612.96	150	100	175	425	5,118.36	100	100	100	300	3,612.96	16,559.40	
19	1411503-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	12			12	1,588.45			12	1,588.45			12	1,588.45				12	1,588.45	48.00	6,353.82	
20	1411503-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	12			12	1,857.02			12	1,857.02			12	1,857.02				12	1,857.02	48.00	7,428.10	
21	1411503-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	146	105	100	351	40,194.55	137	100	347	39,736.50	100	116	110	326	37,331.69	124	100	110	334	38,247.81	155,510.56	
22	1411503-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	144	105	100	349	45,362.74	112	116	110	338	43,932.97	112	100	310	322	41,853.30	121	114	110	345	44,842.82	175,991.84
23	1411514-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00			0	0.00	0			0	0.00	0			0.00	17.35	0.00	
24	1411503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				1	96.20			1	96.20				0	0.00				0.00	96.20	192.40	
25	1411818-TH-P02	PAPER, THERMAL, 56gsm, size: 216mm x 302mm	roll				0	0.00			0	0.00				0	0.00				0.00	48.78	0.00	
26	1411514-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	1			1	70.72			0	0.00	1	70.72	1	1	70.72	1	1	1	1	70.72	212.16	
27	1411514-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	19	10	10	29	2,955.68	4		4	407.88	14	14	14	1436.88	4	4	4	4	407.88	5,197.92		
28	1411704-TI-P01	TOILET TISSUE PAPER 2 plys sheets, 150 pulls	pack	6	7	13	26	1,700.82	5	7	3	15	981.24	15	7	3	25	1,635.40	5	7	3	15	981.24	5,298.70

Batteries and Cells and Accessories

29	2611702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	2			2	394.58	2	2	6	118.37	2	2	4	78.92	2	2	2	4	78.92	34.00	670.78
30	2611702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack				0	0.00			0	0.00			0	0.00				0	0.00	0.00	0.00
31	2611702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00			0	0.00			0	0.00				0	0.00	88.40	0.00

Manufacturing Components and Supplies

32	3101600-CL-S01	GLUE, all purpose, gross weight: 200 grams min	jar	23	3	74	100	4,781.92	1	1	2	95.64	2	1	3	143.46	1	1	1	1	47.82	106.00	5,068.84
33	3115804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	11	2	2	15	310.13	7	2	9	186.08	4	4	4	82.70	4	4	4	4	82.70	32.00	661.61
34	3115804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	38			6	882.35	43	2	45	902.30	46	2	48	962.46	43	3	3	46	922.36	183.00	3,659.37
35	3201502-TA-S01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00			0	0.00			0	0.00				0	0.00	0.00	0.00
36	3201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	33			1	1,322.88	22	1	23	1,267.76	33	1	24	1,322.88	22	2	1	25	1,378.00	96.00	5,291.52
37	3201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	100			100	10,660.00			0	0.00			0	0.00				0	0.00	100.00	10,660.00

38	330557-A-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	100																	0	0.00	0	0.00	0	0.00	100.00	18.20	1,820.00		
39	330552-A-T01	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	5	2	26	1	2	29		26	2	2	2	2	2	2	2	2	2	30	273.00	22	1	25	227.50	118.00	9.10	1,073.80		
40	330553-A-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	4		4		4			4	4									4	72.80	4	4	72.80	16.00	18.20	291.20			
41	330559-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	2	2		2	1	4	20	203.84	2	1	4	203.84	2	1	1	4		4	203.84	1	3	153.88	31.00	50.96	1,579.76			
Heating and Ventilation and Air Circulation																															
42	400604-EF-C01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit						0		974.48										0	0.00				0	0.00	1.00	974.48		
43	400604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	2			2			4	4,771.52										0	0.00					4.00	1,192.88			
44	400604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit							0	0.00										0	0.00					0.00	1,006.39			
45	400604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	2	3	5	3	3	0	0.00	3,348.28										0	0.00					5.00	669.56	3,348.28		
Lighting and Fixtures and Accessories																															
46	390605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece						0		0.00										0	0.00					0.00	0.00	40.56		
47	390608-LB-L01	Light Bulb, LED, 7 watts 1 pc in individual box	piece						0		0.00										0	0.00					0.00	72.49	0.00		
Measuring and Observing and Testing Equipment																															
48	4110604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece						0		0.00										0	0.00					0.00	15.48	0.00		
Cleaning Equipment and Supplies																															
49	4730604-AF-A01	AIR FRESHENER, aerosol, 280ml/5oz /min	can	2	2	3	2	10	15	23	1,979.38	3	2	10	15	2	2	2	2	14	0	1,204.84	3	2	10	15	1,290.90	67.00	86.06	5,766.02	
50	4730604-BR-S01	BROOM, soft (tambo)	piece	1	1	3	1	1	3	3	390.00	1	3	1	1	3	1	3	1	5		650.00					1	130.00	12.00	1,560.00	
51	4730604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1						2	61.15									1		30.58					1	30.58	5.00	30.58	
52	4730603-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	4	16	20	4	1	20	25	1,040.00	4	4	20	25	4	4	4	20	24		998.40	4	15	19	790.40	88.00	41.60	3,660.80		
53	4730605-CL-P01	CLEANER, SCOURING POWDER, 350g min./can	can							0	0.00									0		0.00					0	0.00	23.92	0.00	
54	4730604-DE-B02	DETERGENT BAR, 140 grams as packed	bar							0	0.00										0	0.00					0	0.00	8.01	0.00	
55	4730604-DE-P02	DETERGENT POWDER, all purpose, kg	pack	2	1	16	19	2	24	19	711.16	2	1	21	24	2	2	2	24	24		898.31	2	1	21	24	673.73	85.00	37.43	3,181.52	
56	4730603-PS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	4	16	20	3	21	24	20	2,459.60	3	3	21	24	3	3	3	21	24		2,951.52	3	13	16	1,967.68	84.00	122.98	10,330.32		
57	4730601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2	1	7	10			10	248.35									1		24.84					0	0.00	24.84	273.19	
58	4730602-FW-P02	FLOOR WAX, PASTE, RED	can							0	0.00									0		0.00					0	0.00	269.36	0.00	
59	4730603-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can							0	0.00										0	0.00					0	0.00	87.36	0.00	
60	4730604-MP-B01	MOP HANDLE, heavy duty, hard plastic screw type	unit							0	0.00										0	0.00					0	0.00	1,911.00	0.00	
61	4730603-MP-B02	MOP HANDLE, heavy duty, aluminum, screw type	piece							0	0.00										0	0.00					0	0.00	145.60	0.00	
62	4730609-MP-B01	MOP HEAD, made of rayon, weight: 400 grams min	piece							0	0.00										0	0.00					0	0.00	110.24	0.00	
63	4730604-RG-C01	RAGS, all cotton, 3x pieces per kilogram min	bundle	4	1	5	4	1	5	5	248.46	4	1	5	5	4	4	1	5	5		248.46	3		3	149.07	18.00	49.69	894.44		
64	4730603-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	2	1	3	2	1	3	3	308.88	2		3	3	2	2	2	3	3		308.88	5		5	514.80	13.00	102.96	1,338.48		
65	4730603-TB-P02	TRASHBAG, plastic, transparent	roll							0	0.00									0		0.00					0	0.00	139.88	0.00	
66	4730603-WB-P01	WASTEBASKET, non-rigid plastic	piece							0	0.00										0	0.00					0	0.00	23.59	0.00	

137	4110603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	5,699.20	0.00	
138	4110603-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	0	0.00	0.00	0.00	0.00	
Printer or Facsimile or Photocopier Supplies																			
139	4410305-BR-D05	DRUM CART, BROTHER DR-3455	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6,864.00	0.00	0.00	
140	4410305-CA-C04	INK CART, CANON CL-741, Col.	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,001.52	0.00	0.00	
141	4410305-CA-C02	INK CART, CANON CL-811, Colored	cart	15	17,503.20	10	26	10	26	10	26	10	26	10	26	16,473.60	85.00	87,516.00	
142	4410305-CA-B04	INK CART, CANON PG-740, Black	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	754.00	0.00	0.00	
143	4410305-CA-B02	INK CART, CANON PG-810, Black	cart	5	12,480.00	5	10	1	16	10	16	5	10	16	12,480.00	74.00	57,720.00		
144	4410305-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	6	4,841.20	5	18	6	19	6	19	6	19	6	19	4,841.20	72.00	18,345.60	
145	4410305-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	5	4,076.80	4	7	4	15	6	5	6	5	16	4,076.80	60.00	15,288.00		
146	4410305-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	5	4,076.80	4	7	4	15	6	5	6	5	16	4,076.80	60.00	15,288.00		
147	4410305-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	5	4,076.80	4	7	4	15	6	5	6	5	16	4,076.80	60.00	15,288.00		
Audio and Visual Equipment and Supplies																			
191	4510157-DO-C01	DOCUMENT CAMERA, 3.1M pixels	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	28,860.00	0.00	0.00	
192	4511603-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	18,616.00	0.00	0.00	
Flags or Accessories																			
193	5510105-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	319.28	0.00	0.00	
Printed Publications																			
194	5101015-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	46.28	0.00	0.00	
Fire Fighting Equipment																			
195	4510101-FF-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,144.00	0.00	0.00	
196	4510101-FF-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4,992.00	0.00	0.00	
Consumer Electronics																			
197	5210153-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6,828.14	0.00	0.00	
Furniture and Furnishings																			
198	5610104-CA-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	262.60	0.00	0.00	
199	5610104-CA-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	262.60	0.00	0.00	
200	5610159-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")/min	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,326.00	0.00	0.00	
201	5610159-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	1,326.00	0.00	0.00	
Arts and Crafts Equipment and Accessories and Supplies																			
202	6010143-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	39.78	0.00	0.00	
203	6010143-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	42.38	0.00	0.00	
204	6010154-ER-P01	ERASER, PLASTIC/RUBBER, for pencil craft/writing	piece	20	88.40	20	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4.42	20.00	88.40	

395	601524-SP-C01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	50	22	47	119	4,118.73	66	22	38	126	4,361.01	50	37	22	109	3,772.62	70	77	42	189	6,541.52	543.00	34.61	18,793.88	
396	601524-SP-C02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	28	35	47	110	3,807.23	40	22	34	96	3,322.68	27	34	22	83	2,872.73	39	77	35	151	5,226.29	440.00	34.61	15,228.93	
397	601524-SP-C03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	34.61	0.00	
398	601724-WR-P01	WRAPPING PAPER, kraft, 65gsm (5%)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	129.67	0.00	
SOFTWARE																											
1	43330000-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
2	43330000-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
3	43330000-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
4	43330000-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
5	43330000-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
6	43330000-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
7	43330000-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
8	43330000-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
9	43330000-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
10	43330000-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
11	43330000-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
12	43330000-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
13	43330000-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
14	43330000-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
15	43330000-SFT-015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
16	43330000-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
OTHER SOFTWARE																											
1							0	0.00				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	0.00	0.00		0.00	0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
PASSENGER AIR TRANSPORTATION																											
1	7611901-CFA-001	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
COMMON ELECTRICAL SUPPLIES																											
1							0	0.00				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	0.00	0.00		0.00	0.00
COMMON OFFICE EQUIPMENT																											

1	Desk Tray, 3 layers	pc	3	1	1	4	1,000.00	0	0	0	0	0	0	0.00	0	0.00	4.00	250.00	1,000.00
2	Stapler #10	pc	20		20	1,500.00	0	0	0	0	0	0	0	0.00	0	0.00	20.00	75.00	1,500.00
COMMON OFFICE SUPPLIES																			
1	Balpen Black	box	8	8	22	2,112.00	0	0	0	0	0	0	0	0.00	0	0.00	130.00	96.00	12,480.00
2	Balpen Blue	box	4	3	13	1,248.00	0	0	0	0	0	0	0	0.00	0	0.00	103.00	96.00	9,888.00
3	Expanding Folder Long	bundle	1		1	761.00	0	0	0	0	0	0	0	0.00	0	0.00	1.00	761.00	761.00
4	Expanding Folder Short	bundle	1		1	761.00	0	0	0	0	0	0	0	0.00	0	0.00	1.00	761.00	761.00
5	ENVELOPE, DOCUMENTARY, Expanding, for A4 size document	bundle	1		1	800.00	0	0	0	0	0	0	0	0.00	0	0.00	1.00	800.00	800.00
6	ENVELOPE, DOCUMENTARY, Expanding, for legal size document	bundle	1		1	850.00	0	0	0	0	0	0	0	0.00	0	0.00	1.00	850.00	850.00
7	Ruler 12"	pc	22	3	27	324.00	0	0	0	0	0	0	0	0.00	0	0.00	32.00	12.00	384.00
8	Clue 300grams	bot	1	1	3	936.00	0	0	0	0	0	0	0	0.00	0	0.00	7.00	45.00	315.00
9	Yellow Pad	pad	5		15	375.00	0	0	0	0	0	0	0	0.00	0	0.00	30.00	25.00	750.00
10	Highlighter	pc	22		28	1,260.00	0	0	0	0	0	0	0	0.00	0	0.00	92.00	45.00	4,140.00
11	Mimeo Paper	ream			6	900.00	0	0	0	0	0	0	0	0.00	0	0.00	6.00	150.00	900.00
12	Columnar Book	book			0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	10.00		0.00
13	Balpen Green	box	2	2	5	480.00	0	0	0	0	0	0	0	0.00	0	0.00	21.00	96.00	2,016.00
14	SIGN PEN, GREEN, liquid/gel ink, 0.5mm needle tip	piece	22	22	66	2,376.00	0	0	0	0	0	0	0	0.00	0	0.00	264.00	36.00	9,504.00
15	Fastener Plastic	box	17		17	1,445.00	0	0	0	0	0	0	0	0.00	0	0.00	68.00	85.00	5,780.00
16	Push pin	box	2	1	3	180.00	0	0	0	0	0	0	0	0.00	0	0.00	12.00	60.00	720.00
17	Manila Paper	pcs	34	8	50	500.00	0	0	0	0	0	0	0	0.00	0	0.00	200.00	10.00	2,000.00
18	INK CART, CANON 110	pcs	2		2	1,560.00	0	0	0	0	0	0	0	0.00	0	0.00	10.00	780.00	7,800.00
19	INK CART, CANON 111	pcs	2		2	1,560.00	0	0	0	0	0	0	0	0.00	0	0.00	10.00	780.00	7,800.00
20	Duplo Ink DA14	pcs	2	2	6	8,400.00	0	0	0	0	0	0	0	0.00	0	0.00	24.00	1,400.00	33,600.00
21	master roll Duplo DRA12	pcs	2	2	6	18,000.00	0	0	0	0	0	0	0	0.00	0	0.00	24.00	3,000.00	72,000.00
22					0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00		0.00
COMMON JANITORIAL SUPPLIES																			
1	Crow Bar	pc			2	2,000.00	0	0	0	0	0	0	0	0.00	0	0.00	2.00	1,000.00	2,000.00
2	Electric Twig and Leaf Crosher	unit			0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00	40,000.00	0.00
3	Rubber hand gloves large	pc	4	4	12	720.00	0	0	0	0	0	0	0	0.00	0	0.00	50.00	60.00	3,000.00
4	Muriatic Acid 1 Hr.	bot	2	1	5	1,000.00	0	0	0	0	0	0	0	0.00	0	0.00	20.00	200.00	4,000.00

5	Toilet brush	pc	1							1	300.00	1						1	300.00	1					300.00	4.00					1,200.00	
6	Rice Sack	pc	20	20	20	60				60	900.00	20	20	20	60	900.00	20	20	900.00	240.00	60					15.00	240.00					3,600.00
7	Soap	bar	1	1	1	3				3	105.00	1	1	1	3	105.00	1	1	105.00	12.00	3					35.00	12.00					420.00
8	Liquid Hand Soap ltr	bot	1	1	1	3				3	600.00	1	1	1	3	600.00	1	1	600.00	12.00	3					200.00	12.00					2,400.00
9	Trash Can Medium Size	pc	1			1				1	200.00					200.00			200.00	1.00	0					200.00	1.00					200.00
10						0				0	0.00					0.00			0.00	0.00	0					0.00	0.00					0.00
11						0				0	0.00					0.00			0.00	0.00	0					0.00	0.00					0.00
12						0				0	0.00					0.00			0.00	0.00	0					0.00	0.00					0.00
13						0				0	0.00					0.00			0.00	0.00	0					0.00	0.00					0.00
14						0				0	0.00					0.00			0.00	0.00	0					0.00	0.00					0.00
15						0				0	0.00					0.00			0.00	0.00	0					0.00	0.00					0.00

Office Equipment and Accessories

2	White Board 2mxim	pc	3	1		4					10,000.00							0	0.00	0					2,500.00	4.00					10,000.00		
3	Cont board 3x4ft	pc	2			2			1		2,800.00					1,400.00			0	0.00	0					1,400.00	3.00					4,200.00	
4	White Board with stand	pc	1			1					2,500.00					0	0.00		0	0.00	0					2,500.00	1.00					2,500.00	
5	Photocopier Machine	unit				0					0.00					0	0.00		0	0.00	0					75,000.00	0.00					0.00	
6	Electric Calculator with printer	unit	2			2					7,000.00					0	0.00		0	0.00	0					3,500.00	2.00					7,000.00	
						0					0.00					0	0.00		0	0.00	0						0.00	0.00					0.00
						0					0.00					0	0.00		0	0.00	0						0.00	0.00					0.00

Office Supplies

1	Colored Paper	ream	24			24					9,600.00	2				8,000.00	22	8,800.00	53.00	5					400.00	53.00					21,200.00
2	Binder Spring 1"	unit	10			10					2,016.40					2,016.40	10	2,016.40	20.00	0					201.64	20.00					4,032.80
3	binder Spring 2"	unit	10			10					2,018.40					2,018.40	10	2,018.40	20.00	0					201.84	20.00					4,036.80
4	Thumb tacks	box	1			1					50.00					50.00	1	50.00	50.00	2.00	0				50.00	2.00					100.00
5	printer ink-neo 286	unit	1			1					5,000.00	1				5,000.00	1	5,000.00	4.00	1					5,000.00	4.00					20,000.00
6	Certificate Paper	box	2			2					700.00	1				350.00	1	350.00	350.00	5.00	1				350.00	5.00					1,750.00

Audio and visual presentation and composing equipment

1	microphone with rechargeable battery	unit	2			2					12,000.00					0	0.00		0	0.00	0				6,000.00	2.00					12,000.00	
2						0					0.00					0	0.00		0	0.00	0					0.00	0.00					0.00
3						0					0.00					0	0.00		0	0.00	0					0.00	0.00					0.00
						0					0.00					0	0.00		0	0.00	0					0.00	0.00					0.00
						0					0.00					0	0.00		0	0.00	0					0.00	0.00					0.00

Photographic or filming or video equipment

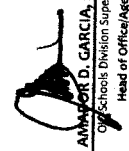
						0					0.00					0	0.00		0	0.00	0				0.00	0.00					0.00
--	--	--	--	--	--	---	--	--	--	--	------	--	--	--	--	---	------	--	---	------	---	--	--	--	------	------	--	--	--	--	------

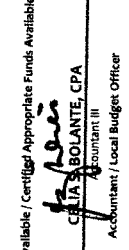
1	Video Card 2ch	unit	1	1	2	3,886.00														0	0.00	2.00	1,943.00	3,886.00	
2					0	0.00														0	0.00	0.00		0.00	
3					0	0.00														0	0.00	0.00		0.00	
Cleaning Equipment and Supplies																									
1	Diswashing Liquid	bot	33	10	33	2,310.00	13	10	10	33	2,310.00	13	10	10	33	2,310.00	13	10	10	33	2,310.00	13	10	70.00	9,240.00
2					0	0.00														0	0.00	0.00		0.00	
3					0	0.00														0	0.00	0.00		0.00	
Paper Materials and Products																									
1					0	0.00														0	0.00	0.00		0.00	
2					0	0.00														0	0.00	0.00		0.00	
3					0	0.00														0	0.00	0.00		0.00	
Lighting and fixtures and accessories																									
1	Emergency light	unit	8		8	12,000.00														0	0.00	8.00	1,500.00	12,000.00	
2					0	0.00														0	0.00	0.00		0.00	
Electrical equipment and components and supplies																									
1					0	0.00														0	0.00	0.00		0.00	
2					0	0.00														0	0.00	0.00		0.00	
3					0	0.00														0	0.00	0.00		0.00	
Computer Supplies																									
1					0	0.00														0	0.00	0.00		0.00	
2					0	0.00														0	0.00	0.00		0.00	
3					0	0.00														0	0.00	0.00		0.00	
Common ICT Equipment																									
1	USB Y Connector	pc	2		2	400.00														0	0.00	2.00	200.00	400.00	
2	USB Hub	unit	2		2	1,500.00														0	0.00	2.00	750.00	1,500.00	
3	USB extension chord 3m	pc	2		2	300.00														0	0.00	2.00	150.00	300.00	
4	Flash drive 32 gb	pc	20	1	22	17,600.00														1	2	25.00	800.00	20,000.00	
5	Multipurpose printer, continous ink, 3 in 1	unit	3		3	25,500.00														0	0.00	3.00	8,500.00	25,500.00	
6	Uninterrupted Power Supply	unit	3		3	10,500.00														0	0.00	3.00	3,500.00	10,500.00	
7	Pointer	pc	1		1	2,000.00														0	0.00	1.00	2,000.00	2,000.00	
CONSUMABLES																									
1	Toner 118	bot	1		1	4,500.00	1													1	4,500.00	4.00	4,500.00	18,000.00	
2	Toner 116	bot	1		3	10,500.00	1	1	1	3	10,500.00	1	1	1	3	10,500.00	1	1	1	3	10,500.00	12.00	3,500.00	42,000.00	

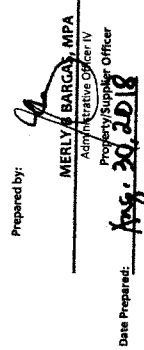
3	Paracetamol tab 500 mg, 100 tab/box	box				4										4	1,200.00			4	1,200.00	12.00	300.00	3,600.00
4	Meftemic Acid 500 mg, 100 tab/box	box				4										4	1,200.00			4	1,200.00	12.00	300.00	3,600.00
5	amoxicillin 500 mg, 100 cap/box	box				4										4	1,600.00			4	1,600.00	12.00	400.00	4,800.00
6	Carbocelstene Cap, 100 cap/box	box				4										4	1,600.00			4	1,600.00	12.00	400.00	4,800.00
7	Cotrimoxazole 400mg, 100 cap/box	box				4										4	1,600.00			4	1,600.00	12.00	400.00	4,800.00
8	Aluminium Magnesium tab, 100 tab/box	box				2										2	800.00			2	800.00	6.00	400.00	2,400.00
9	Paracetamol-Chlorpheniramine maleate-Phenylephrine 625 mg tab, 100 tab/box	box				4										4	1,600.00			4	1,600.00	12.00	400.00	4,800.00
10	Nifedipine 5mg cap, 100 cap/box	box				1										1	450.00			1	450.00	3.00	450.00	1,350.00
11	Cefalexin 500 mg cap, 100 cap/box	box				4										4	1,600.00			4	1,600.00	12.00	400.00	4,800.00
12	gauze (4x4)	box				2										2	500.00			2	500.00	6.00	250.00	1,500.00
13	FaceMask	box				1										2	400.00			2	400.00	6.00	200.00	1,200.00
14	Clean gloves Large	box				1										3	900.00			3	900.00	9.00	300.00	2,700.00
15	Sterile Gloves 6.5	box				1										1	850.00			1	850.00	3.00	850.00	2,550.00
16	Sterile Gloves 7.0	box				1										1	850.00			1	850.00	3.00	850.00	2,550.00
17	Sterile Gloves 7.5	box				1										1	850.00			1	850.00	3.00	850.00	2,550.00
18	adhesive bandage	box				1										1	150.00			1	150.00	3.00	150.00	450.00
19	Betadine Solution 10%	bot				2										2	150.00			2	150.00	6.00	75.00	450.00
20	Alcohol, Isopropyl 75%	bot				2										2	263.94			2	263.94	20.00	43.99	879.80
21	medicl tape	roll				1										1	35.00			1	35.00	5.00	35.00	175.00
22	Aneroid BP Apparatus Adult	set				4										0	6,000.00			0	0.00	4.00	1,500.00	6,000.00
23	Cotton 200gms	pack				1										2	160.00			2	160.00	8.00	80.00	640.00
24	Tranexamic Acid 500mg, 100 cap/box	box				4										4	1,600.00			4	1,600.00	12.00	400.00	4,800.00
25	Lysol Solution Concentrate	bot				1										2	700.00			2	700.00	6.00	350.00	2,100.00
26	plastic cups	pack				0										2	300.00			2	300.00	2.00	150.00	300.00
27	Lidocaine HCl 2%	box				0										4	6,380.00			4	6,380.00	8.00	1,595.00	12,760.00
28	Saliva Ejector tips	box				0										2	300.00			2	300.00	2.00	150.00	300.00
29	Dental Burs, Variations rounds, Inverted Tapering	pcs				0										30	24,900.00			0	0.00	30.00	830.00	24,900.00

30	Frothy Brush	pcs																				0	0.00	0	0.00	50.00	286.00	14,300.00
31	Mouth Mirrors	pcs																				0	0.00	0	0.00	50.00	570.00	28,500.00
32	Frothy paste	tube																				0	0.00	0	0.00	5.00	1,050.00	5,250.00
33	topical anesthesia	tube																				0	0.00	0	0.00	3.00	1,200.00	3,600.00
34																						0	0.00	0	0.00	0.00		0.00
35																						0	0.00	0	0.00	0.00		0.00
Other Categories																												
1	Office Table	unit	1																			1	10,000.00	0	0.00	0	0.00	10,000.00
2	Small Table	unit																				1	2,000.00	0	0.00	0	0.00	2,000.00
3	Executive Swivel Chair	unit	2																			2	1,800.00	0	0.00	0	0.00	3,600.00
4	Steel Cabinet 2 drawers	unit																				1	3,000.00	0	0.00	0	0.00	3,000.00
5	Wall Clock	unit	1																			3	1,950.00	1	350.00	0	0.00	350.00
6	Wall paper with artistic design	roll	20																			20	1,500.00	0	0.00	0	0.00	1,500.00
7	Extension cord 5' meters	roll	2																			5	1,500.00	0	0.00	0	0.00	75.00
8	extension cord 10m	roll	1																			1	700.00	1	300.00	0	0.00	300.00
9	Car wax	bot	3																			3	1,950.00	3	1,950.00	12.00	350.00	4,200.00
10	Rain coat	pc																				5	1,500.00	0	0.00	0	0.00	1,500.00
11	Car Duster	pc	6																			6	600.00	6	600.00	24.00	100.00	2,400.00
12	Car Freshener	can	6																			6	1,500.00	6	1,500.00	24.00	250.00	6,000.00
13	Sunshield dust board cleaner	can	1																			3	1,200.00	1	1,200.00	12.00	400.00	4,800.00
14	Kanebo	pc	1																			1	450.00	1	450.00	2.00	450.00	900.00
15	GPS Holder	pc	1																			1	2,500.00	1	2,500.00	2.00	2,500.00	5,000.00

40	hammer (heavy duty)	pc	1		2	500.00																	1,000.00
41	electric stove	unit	1		1	2,000.00																	2,000.00
42	extension chord (20)	roll	3		3	700.00																	2,100.00
43	extension chord (15 ms)	roll	3		3	600.00																	1,800.00
44	extension chord (10 ms)	roll	3		3	400.00																	1,200.00
45	Aluminum ladder (6 ft)	unit	2		2	5,000.00																	10,000.00
46	ice cooker (6lg)	unit	1		1	1,500.00																	1,500.00
48	coffee rings	pcs	24		24	35.00		2		3		0.00											840.00
A. TOTAL																							
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							
C. GRAND TOTAL (A+B)																							3,777,202.43
D. APPROVED BUDGET BY THE AGENCY HEAD																							
E. MONTHLY CASH REQUIREMENTS																							
G.1 Available at Procurement Service Stores						304,042.01																	
G.2 Other items not available at PS but regularly purchased from other sources						357,835.74																	
TOTAL MONTHLY CASH REQUIREMENTS						661,877.75																	
<p>G.3 Available at Procurement Service Stores</p> <p>G.4 Other items not available at PS but regularly purchased from other sources</p> <p>TOTAL MONTHLY CASH REQUIREMENTS</p>																							

Approved by: 
ANTONIO D. GARCIA, SR., PH.D.
 Schools Division Superintendent
 Head of Office/Agency

Certified Funds Available / Certified Appropriate Funds Available:
 Accountant / Local Budget Officer: 
CELIA S. BOLANTE, CPA
 Accountant III

Prepared by: 
MERLYN BARGAN, MPA
 Administrative Officer IV
 Property/Supply Officer

Date Prepared: Aug. 29, 2018

We hereby warrant that the total amount reflected in this Annual Supplier 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.

*Agency must post the monthly requirement for air refills both local and international.