

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

APP-CSE 2023 FORM as of September 14, 2022

Introduction:

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

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 Virtual Store.
- 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](http://www.ps-philgeps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II. If necessary, note that this is only applicable in the PART II of the form.
- 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).
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be 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 09182954426 or 09278478245, 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](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: DOH-BUCOR  
 Region: IV - B  
 Address: SIPPE - SABLAYAN OCCIDENTAL  
MINDORO

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

Contact Person: CO3 ZANDER N RAMOS  
 Position: ACTING SUPPLY OFFICER  
 E-mail: [zramosander78@gmail.com](mailto:zramosander78@gmail.com)  
 Telephone/Mobile Nos: 9339312366

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 29 July 2022)	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	30	0	0	30	1,435.50	30	0	0	30	1,435.50	30	0	0	30	1,435.50	30	0	0	30	1,435.50	120	47.85	5,742.00
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	5	0	0	5	1,652.75	5	0	0	5	1,652.75	5	0	0	5	1,652.75	5	0	0	5	1,652.75	20	330.55	6,611.00
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	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	32.91	0.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	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	36.36	0.00
5	60121534-ER-P01	ERASER, plastic/ rubber	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	4.47	0.00
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	200	0	0	200	4,440.00	200	0	0	200	4,440.00	200	0	0	200	4,440.00	200	0	0	200	4,440.00	800	22.20	17,760.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	100	0	0	100	2,220.00	100	0	0	100	2,220.00	100	0	0	100	2,220.00	100	0	0	100	2,220.00	400	22.20	8,880.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	50	0	0	50	1,110.00	50	0	0	50	1,110.00	50	0	0	50	1,110.00	50	0	0	50	1,110.00	200	22.20	4,440.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	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	161.20	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
10	45121517-OO-C02	DOCUMENT CAMERA, 8 MP	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	23,622.60	0.00
11	45111609-M4-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (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	15,588.00	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	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	20.49	0.00
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	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	18.34	0.00
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	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	96.30	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	50	0	0	50	4,082.00	50	0	0	50	4,082.00	50	0	0	50	4,082.00	50	0	0	50	4,082.00	200	81.64	16,328.00
16	47131604-BR-S01	BROOM, Soft (Walls Tambo)	piece	30	0	0	30	4,087.20	30	0	0	30	4,087.20	30	0	0	30	4,087.20	30	0	0	30	4,087.20	120	136.24	16,348.80
17	47131604-BR-T01	BROOM, Stick (Walls Ting-ting)	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	22.78	0.00

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price per Unit (as of 10/20/22)	Total Amount for the Year					
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
			0	0	0	0	0	0	0	0	0	0	0	0				0	0	0	0	0
18	4713183-TR-01 CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	30	0	0	30	1,280.00	30	0	0	0	30	1,280.00	30	0	0	0	30	1,280.00	120	41.60	4,992.00
19	4713185-Q-101 CLEANER, Scouring Powder, 350g	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
20	4713111-CE-692 DETERGENT BULK, 16g in bucket	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
21	4713111-CE-692 DETERGENT POWDER, all purpose, 1kg	pouch	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
22	4713103-DS-441 DISINFECTANT SPRAY, Antisept type, 900g	can	30	0	0	30	4,196.70	30	0	0	0	30	4,196.70	30	0	0	0	30	4,196.70	120	139.89	16,786.80
23	4713161-OU-011 DUST PAN, rigid non breakable plastic	piece	30	0	0	30	829.20	30	0	0	0	30	829.20	30	0	0	0	30	829.20	120	27.64	3,316.80
24	4713182-W-402 FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
25	4713180-C-401 FURNITURE CLEANER, Aerosol type, 200ml	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
26	7161812-F-6-011 LIQUID HAND SOAP, 500ml	bottle	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
27	4713184-F-831 MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
28	4713133-F-402 MICROFIBRE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
29	4713133-F-402 MICROFIBRE, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
30	4713129-SC-011 RAGS, all cotton, 1.8m per bundle	bundle	30	0	0	30	1,594.20	30	0	0	0	30	1,594.20	30	0	0	0	30	1,594.20	120	53.14	6,376.80
31	4713102-SC-481 SCOURING PADS, 3 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
32	4713101-TR-004 TRIGGER GUN, black, 37" x 47" x 10, 10 pieces per roll or pack	pack	10	0	0	10	1,480.40	10	0	0	0	10	1,480.40	10	0	0	0	10	1,480.40	40	148.04	5,921.60
33	4713102-MS-015 WATERBAGET, rigid plastic	piece	30	0	0	30	927.30	30	0	0	0	30	927.30	30	0	0	0	30	927.30	120	31.91	3,829.20
<b>COLOR COMPANIONS AND DISPELERS</b>																						
34	1217102-S1-011 INK, for stamp pad, 50ml	bottle	10	0	0	10	289.10	10	0	0	0	10	289.10	10	0	0	0	10	289.10	40	28.91	1,156.40
<b>CONSUMER ELECTRONICS</b>																						
35	5218252-V-401 DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
<b>FACE MASKS</b>																						
36	4211113-SM-405 FACE MASK, 3 ply, 100 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
<b>FILES</b>																						
37	1311103-AC-011 ACTIVE, 30 reams	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
38	1311101-CF-011 CARBON FILM, A4, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
39	1311101-CF-402 CARBON FILM, Legal, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
<b>FIRE FIGHTING EQUIPMENT</b>																						
40	4619041-FE-401 FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
41	4619041-FE-401 FIRE EXTINGUISHER, pneu H2OC	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
<b>FLAG OR ACCESSORIES</b>																						
42	9512102-NV-011 PHILIPPINE NATIONAL FLAG	piece	15	0	0	15	4,277.60	15	0	0	0	15	4,277.60	15	0	0	0	15	4,277.60	50	284.84	14,242.00
<b>FURNITURE AND FURNISHINGS</b>																						
43	9510104-CH-001 MONOCHOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
44	9510104-CH-001 MONOCHOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
45	9510105-TR-001 MONOCHOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
46	9510105-TR-002 MONOCHOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																						
47	4910104-FE-011 ELECTRIC FAN, ceiling mount, cdbt type	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
48	4910104-FE-011 ELECTRIC FAN, pedestal, grand type	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
49	4910104-FE-011 ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
50	4910104-FE-011 ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity Ordered for the year	Price (as of 12/31/2022)	Total Amount for the year													
			Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4					
						01	01				02	02							03	03				04	04					
87	EMELOE, Documenter, legal, 500 pieces per box	box	10	0	0	10	9,807.20	20	0	0	10	9,807.20	20	0	0	10	9,807.20	20	0	0	10	9,807.20	20	0	0	40	960.72	39,238.80		
88	EMELOE, Expanding, legal, 100 pieces per box	box	20	0	0	20	14,768.00	20	0	0	20	14,768.00	20	0	0	20	14,768.00	20	0	0	20	14,768.00	20	0	0	80	738.40	59,073.00		
89	EMELOE, Expanding, plaink	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	0	0	0	0	30.99	0.00	
90	EMELOE, Padlock, 500 pieces per box	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	0	0	0	0	432.52	0.00	
91	EMELOE, Padlock, with window, 500 pieces per box	box	20	0	0	20	4,888.00	10	0	0	10	4,888.00	10	0	0	10	4,888.00	10	0	0	10	4,888.00	10	0	0	10	4,888.00	40	488.80	19,552.00
92	EMERSON, legal, for hardboard whiteboard	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	0	0	0	0	11.41	0.00	
93	FASIMILE MACHINE	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	0	0	0	0	5,642.00	0.00	
94	FASTER, metal, non-sharp edges, 50 sets per box	box	50	0	0	50	4,713.00	50	0	0	50	4,713.00	70	0	0	70	6,624.80	70	0	0	70	6,624.80	70	0	0	70	6,624.80	290	94.64	22,123.60
95	FILE ORGANIZER, expanding, plaink, legal	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	0	0	0	0	85.20	0.00	
96	FILE TAB/INDEX DIVIDER, letterboard, A4	set	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	0	0	0	0	11.13	0.00	
97	FILE TAB/INDEX DIVIDER, letterboard, legal	set	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	0	0	0	0	14.23	0.00	
98	FOLDER, Fancy with side, A4, 50 pieces per bundle	bundle	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	0	0	0	0	229.40	0.00	
99	FOLDER, Fancy with side, legal, 50 pieces per bundle	bundle	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	0	0	0	0	286.52	0.00	
100	FOLDER, L-Type, A4, 30 pieces per pack	pack	20	0	0	20	3,795.80	20	0	0	20	3,795.80	20	0	0	20	3,795.80	20	0	0	20	3,795.80	20	0	0	20	3,795.80	80	807.94	15,000.20
101	FOLDER, L-Type, legal, 50 pieces per pack	pack	15	0	0	15	3,579.55	15	0	0	15	3,579.55	15	0	0	15	3,579.55	15	0	0	15	3,579.55	15	0	0	15	3,579.55	60	238.57	14,114.20
102	FOLDER, predivided, 100 pieces per box	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	0	0	0	0	0	952.44	0.00
103	FOLDER with top, A4, 100 pieces per pack	pack	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	0	0	0	0	289.12	0.00	
104	FOLDER with top, legal, 100 pieces per pack	pack	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	0	0	0	0	355.26	0.00	
105	INDEX TAB, self-adhesive, transparent, 5 sets per box	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	0	0	0	0	63.11	0.00	
106	MAGAZINE FILE BOX, Large	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	0	0	0	0	41.60	0.00	
107	MARKER, Fluorescent, 3 colors per set	set	100	0	0	100	3,669.00	100	0	0	100	3,669.00	100	0	0	100	3,669.00	200	0	0	100	3,669.00	200	0	0	100	3,669.00	400	36.66	14,664.00
108	MARKER, Permanent, Black	piece	100	0	0	100	747.00	100	0	0	100	747.00	100	0	0	100	747.00	100	0	0	100	747.00	100	0	0	100	747.00	400	7.47	2,988.00
109	MARKER, Permanent, Blue	piece	50	0	0	50	373.50	50	0	0	50	373.50	50	0	0	50	373.50	50	0	0	50	373.50	50	0	0	50	373.50	200	7.47	1,494.00
110	MARKER, Permanent, Red	piece	50	0	0	50	373.50	50	0	0	50	373.50	50	0	0	50	373.50	50	0	0	50	373.50	50	0	0	50	373.50	200	7.47	1,494.00
111	MARKER, Whiteboard, Black	piece	100	0	0	100	965.00	100	0	0	100	965.00	100	0	0	100	965.00	100	0	0	100	965.00	100	0	0	100	965.00	400	9.65	3,860.00
112	MARKER, Whiteboard, Blue	piece	50	0	0	50	482.50	50	0	0	50	482.50	50	0	0	50	482.50	50	0	0	50	482.50	50	0	0	50	482.50	200	9.65	1,902.00
113	MARKER, Whiteboard, Red	piece	50	0	0	50	482.50	50	0	0	50	482.50	50	0	0	50	482.50	50	0	0	50	482.50	50	0	0	50	482.50	200	9.65	1,902.00
114	PAPER, C.B., 9x11/blank coated, 25mm	box	100	0	0	100	882.00	100	0	0	100	882.00	100	0	0	100	882.00	100	0	0	100	882.00	100	0	0	100	882.00	400	8.82	3,528.00
115	PAPER, C.B., 9x11/blank coated, 50mm	box	100	0	0	100	1,378.00	100	0	0	100	1,378.00	100	0	0	100	1,378.00	100	0	0	100	1,378.00	100	0	0	100	1,378.00	400	13.78	5,511.20
116	PAPER, READER-CUTTING MACHINE, table top	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	0	0	0	0	5,297.60	0.00	
117	PEWEE, hand/pencil, with eraser, one (1) dozen per box	box	100	0	0	100	2,079.00	100	0	0	100	2,079.00	100	0	0	100	2,079.00	100	0	0	100	2,079.00	100	0	0	100	2,079.00	400	30.79	8,316.00
118	PEWEE, SHARPER, manual, single cutler head	piece	20	0	0	20	2,128.70	10	0	0	20	2,128.70	10	0	0	20	2,128.70	10	0	0	20	2,128.70	10	0	0	20	2,128.70	40	212.87	8,514.80
119	PICTURE, poster, heavy duty	piece	20	0	0	20	3,079.00	20	0	0	20	3,079.00	20	0	0	20	3,079.00	20	0	0	20	3,079.00	20	0	0	20	3,079.00	60	158.80	9,048.00
120	RING BINDER, plaink, 37 mm, 10 pieces per bundle	bundle	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	0	0	0	0	274.23	0.00	
121	RUBBER BANDS No. 16, 350g	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	0	0	0	0	135.20	0.00	
122	SCISSORS, symmetrical or asymmetrical	piece	10	0	0	10	399.20	10	0	0	10	399.20	10	0	0	10	399.20	10	0	0	10	399.20	10	0	0	10	399.20	40	39.92	1,596.80
123	STAPLER, standard type	piece	30	0	0	30	1,001.10	20	0	0	30	1,001.10	20	0	0	30	1,001.10	20	0	0	30	1,001.10	20	0	0	30	1,001.10	100	33.37	3,337.00
124	STAPLER, heavy duty (gender type), desktop	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	0	0	0	0	886.16	0.00	
125	STAPLER REMOVER, Pike type	piece	30	0	0	30	694.10	30	0	0	30	694.10	30	0	0	30	694.10	30	0	0	30	694.10	30	0	0	30	694.10	120	27.82	3,344.40
127	TAB DIVIDER, tab top	piece	30	0	0	30	728.00	30	0	0	30	728.00	30	0	0	30	728.00	30	0	0	30	728.00	30	0	0	30	728.00	120	72.80	2,912.00



















































Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue / or 17.25.24-2022	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMEX/1	April	May	June	Q2	Q2 AMEX/1	July	Aug	Sept	Q3	Q3 AMEX/1	Oct	Nov	Dec			

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:

  
 CO3 ZANDER N RAMOS  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 CO1 RUBILYNE C BACANI  
 Accountant / Budget Officer

Approved by:

  
 CCINSP JUEL M ARNOLD  
 Head of Office/Agency

Date Prepared: September 22, 2022