

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 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 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020 _DBM_Central Office, APP2020 _DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

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

Department/Bureau/Office:	Philippine Postal Corporation	Agency Account Code:	Contact Person:	Engr. Irenia G. Villamor
Region:	Central Office Manila	Organization Type: GOCC	Position:	Manager, LPMID
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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	20	20	20	60	8,361.60	20	20	20	60	8,361.60	20	20	20	60	8,361.60	20	20	20	60	8,361.60	240.00	139.36	33,446.40
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	41	41	41	123	5,386.17	41	41	4	86	3,765.94	41	41	41	123	5,386.17	43	43	43	129	5,648.91	461.00	43.79	20,187.19
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	100	100	100	300	9,240.00	100	100	100	300	9,240.00	100	100	100	300	9,240.00	100	100	100	300	9,240.00	1,200.00	30.8	36,960.00
Films																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	847.82	0.00
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	5	5	5	15	3,315.00	5	5	5	15	3,315.00	5	5	5	15	3,315.00	5	5	5	15	3,315.00	60.00	221	13,260.00
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	3	5	3	11	2,293.72	5	3	5	13	2,710.76	5	3	3	11	2,293.72	3	5	5	13	2,710.76	48.00	208.52	10,008.96
Paper Materials and Products																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	83.72	0.00
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.6	0.00
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1528.8	0.00
11	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
12	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	0.00

13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1508	0.00	
14	14111609-LL-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	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	37.06	0.00	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	15	15	15	45	2,667.60	15	15	15	45	2,667.60	15	15	15	45	2,667.60	15	15	15	45	2,667.60	180.00	59.28	10,670.40
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0	0.00				0	0.00				0	0.00			0	0.00	0.00	47.73	0.00	
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	15	15	15	45	541.80	15	15	15	45	541.80	15	15	15	45	541.80	15	15	15	45	541.80	180.00	12.04	2,167.20
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	170.56	0.00	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	181.42	0.00	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	1700	1850	1700	5250	674,310.00	1700	1850	1700	5250	674,310.00	1700	1850	1700	5250	674,310.00	1700	1850	1700	5250	674,310.00	21,000.00	128.44	2,697,240.00
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	500	500	500	1500	254,100.00	1000	500	1000	2500	423,500.00	500	500	500	1500	254,100.00	1000	500	1000	2500	423,500.00	8,000.00	169.4	1,355,200.00
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	18	16	16	50	1,456.00	18	16	16	50	1,456.00	18	16	16	50	1,456.00	18	16	16	50	1,456.00	200.00	29.12	5,824.00
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00			0	0.00	0.00	101.71	0.00	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	55.64	0.00	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0	0.00				0	0.00				0	0.00			0	0.00	0.00	70.72	0.00	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	333	334	333	1000	101,920.00	333	334	333	1000	101,920.00	333	334	333	1000	101,920.00	333	334	333	1000	101,920.00	4,000.00	101.92	407,680.00
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	87.4	0.00	
Batteries and Cells and Accessories																										
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	16	18	16	50	986.50	16	18	16	50	986.50	16	18	16	50	986.50	16	18	16	50	986.50	200.00	19.73	3,946.00
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	16	18	16	50	986.50	16	18	16	50	986.50				0	0.00			0	0.00	100.00	19.73	1,973.00	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00			0	0.00	0.00	96.2	0.00	
Manufacturing Components and Supplies																										
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	40	40	40	120	7,452.00	40	40	40	120	7,452.00	40	40	40	120	7,452.00	40	40	40	120	7,452.00	480.00	62.1	29,808.00
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0	0.00				0	0.00				0	0.00			0	0.00	0.00	19.76	0.00	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	125	125	125	375	8,456.25	125	125	125	375	8,456.25	125	125	125	375	8,456.25	125	125	125	375	8,456.25	1,500.00	22.55	33,825.00
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	18.67	0.00	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	80	80	80	240	13,104.00	80	80	80	240	13,104.00	80	80	80	240	13,104.00	80	80	80	240	13,104.00	960.00	54.6	52,416.00
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	80	80	80	240	25,584.00	80	80	80	240	25,584.00	80	80	80	240	25,584.00	80	80	80	240	25,584.00	960.00	106.6	102,336.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	250	250	250	750	14,977.50	250	250	250	750	14,977.50	250	250	250	750	14,977.50	250	250	250	750	14,977.50	3,000.00	19.97	59,910.00
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	80	80	80	240	2,421.60	80	80	80	240	2,421.60	80	80	80	240	2,421.60	80	80	80	240	2,421.60	960.00	10.09	9,686.40
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	166	168	166	500	9,985.00	166	168	166	500	9,985.00	166	168	166	500	9,985.00	166	168	166	500	9,985.00	2,000.00	19.97	39,940.00
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00				0	0.00				0	0.00			0	0.00	0.00	58.24	0.00	
Heating and Ventilation and Air Circulation																										
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1109.68	0.00	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	1369.68	0.00	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	856.88	0.00	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00			0	0.00	0.00	770.11	0.00	
Lighting and Fixtures and Accessories																										
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00				0	0.00				0	0.00			0	0.00	0.00	39.39	0.00	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	20	20	20	60	4,929.60	20	20	20	60	4,929.60	20	20	20	60	4,929.60	20	20	20	60	4,929.60	240.00	82.16	19,718.40
Measuring and Observing and Testing Equipment																										

48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	5	5	5	15	265.20	5	5	5	15	265.20	5	5	5	15	265.20	5	5	5	15	265.20	60.00	17.68	1,060.80
Cleaning Equipment and Supplies																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	86.06	0.00
50	47131604-BR-S01	BROOM, soft (tambo)	piece	20		20	60	8,174.40	20	20	20	60	8,174.40	20		20	60	8,174.40	20	20	20	60	8,174.40	240.00	136.24	32,697.60
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	18.2	0.00
52	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	10	10	10	30	1,248.00	20	10	10	40	1,664.00	20	10	10	40	1,664.00	20	10	10	40	1,664.00	150.00	41.6	6,240.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23.92	0.00
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	10	10	10	30	270.90	10	10	10	30	270.90	10	10	10	30	270.90	10	10	10	30	270.90	120.00	9.03	1,083.60
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	10	10	10	30	1,122.90	10	10	10	30	1,122.90	10	10	10	30	1,122.90	10	10	10	30	1,122.90	120.00	37.43	4,491.60
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	128.96	0.00
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	5	5	5	15	372.45	5	5	5	15	372.45	5	5	5	15	372.45	5	5	5	15	372.45	60.00	24.83	1,489.80
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	309.76	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0	0.00				0	0.00				0	0.00				0	0.00	0.00	115.53	0.00
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2288	0.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	5	5	5	15	2,184.00	5	5	5	15	2,184.00	5	5	5	15	2,184.00	5	5	5	15	2,184.00	60.00	145.6	8,736.00
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	10	5	10	25	3,094.00	10	5	10	25	3,094.00	10	5	10	25	3,094.00	10	5	10	25	3,094.00	100.00	123.76	12,376.00
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	5	5	5	15	807.30	5	5	5	15	807.30	5	5	5	15	807.30	5	5	5	15	807.30	60.00	53.82	3,229.20
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	107.12	0.00
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	500	500	500	1500	202,020.00	500	500	500	1500	202,020.00	500	500	500	1500	202,020.00	500	500	500	1500	202,020.00	6,000.00	134.68	808,080.00
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	23.59	0.00
Information and Communication Technology (ICT) Equipment and Devices and Accessories																										
67	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	39208	0.00
68	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece		4		4	10,856.00		4		4	10,856.00		4		4	10,856.00		4		4	10,856.00	16.00	2714	43,424.00
69	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	41	43	41	125	20,930.00	41	43	41	125	20,930.00	41	43	41	125	20,930.00	41	43	41	125	20,930.00	500.00	167.44	83,720.00
70	43211503-LCT-03	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	45747.52	0.00
71	43211708-MO-C01	MOUSE, optical, USB connection type	unit	10	10	10	30	3,339.00	10	10	10	30	3,339.00	10	10	10	30	3,339.00	10	10	10	30	3,339.00	120.00	111.3	13,356.00
72	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	38100.97	0.00
73	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9191.52	0.00
74	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	724.88	0.00
Office Equipment and Accessories and Supplies																										
75	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	29.64	0.00
76	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (~1mm)	box	22	25	22	69	624.45	22	22	25	69	624.45	22	25	22	69	624.45	22	25	22	69	624.45	276.00	9.05	2,497.80
77	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (~1mm)	box	22	25	22	69	1,053.63	22	22	25	69	1,053.63	22	25	22	69	1,053.63	22	25	22	69	1,053.63	276.00	15.27	4,214.52
78	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (~1mm)	box	22	25	22	69	1,435.20	22	22	25	69	1,435.20	22	25	22	69	1,435.20	22	25	22	69	1,435.20	276.00	20.8	5,740.80
79	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (~1mm)	box	22	25	22	69	3,300.96	22	22	25	69	3,300.96	22	25	22	69	3,300.96	22	25	22	69	3,300.96	276.00	47.84	13,203.84
80	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	50	50	50	150	2,103.00	50	50	50	150	2,103.00	50	50	50	150	2,103.00	50	50	50	150	2,103.00	600.00	14.02	8,412.00
81	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	210	210	210	630	48,636.00	210	210	210	630	48,636.00	210	210	210	630	48,636.00	210	210	210	630	48,636.00	2,520.00	77.2	194,544.00
82	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	166	166	168	500	34,320.00	166	166	168	500	34,320.00	166	168	166	500	34,320.00	166	168	166	500	34,320.00	2,000.00	68.64	137,280.00
83	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	25	25	25	75	50,481.75	25	25	25	75	50,481.75	25	25	25	75	50,481.75	25	25	25	75	50,481.75	300.00	673.09	201,927.00
84	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	25	25	25	75	69,537.00	25	25	25	75	69,537.00	25	25	25	75	69,537.00	25	25	25	75	69,537.00	300.00	927.16	278,148.00
85	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	100	100	100	300	221,520.00	100	100	100	300	221,520.00	100	100	100	300	221,520.00	100	100	100	300	221,520.00	1,200.00	738.4	886,080.00

86	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	166	166	168	500	15,246.40	168	166	166	500	15,246.40	166	168	166	500	15,246.40	166	168	166	500	15,246.40	2,000.00	30.4928	60,985.60
87	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box	83	84	83	250	90,610.00	83	84	83	250	90,610.00	83	84	83	250	90,610.00	83	84	83	250	90,610.00	1,000.00	362.44	362,440.00
88	44121504-EN-W02	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	414.13	0.00
89	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10.3	0.00
90	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	333	334	333	1000	83,410.00	333	334	333	1000	83,410.00	333	334	333	1000	83,410.00	333	334	333	1000	83,410.00	4,000.00	83.41	333,640.00
91	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	86.04	0.00
92	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	11.13	0.00
93	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	14.23	0.00
94	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	270.4	0.00
95	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	311.88	0.00
96	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	187.08	0.00
97	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	243.24	0.00
98	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	952.64	0.00
99	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	100	100	100	300	83,700.00	100	100	100	300	83,700.00	100	100	100	300	83,700.00	100	100	100	300	83,700.00	1,200.00	279	334,800.00
100	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	350	350	350	1050	337,428.00	350	350	350	1050	337,428.00	350	350	350	1050	337,428.00	350	350	350	1050	337,428.00	4,200.00	321.36	1,349,712.00
101	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	53.14	0.00
102	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	41.6	0.00
103	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	30	30	30	90	3,996.90	30	30	30	90	3,996.90	30	30	30	90	3,996.90	30	30	30	90	3,996.90	360.00	44.41	15,987.60
104	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	30	30	20	80	1,070.40	20	30	20	70	936.60	20	30	20	70	936.60	30	30	20	80	1,070.40	300.00	13.38	4,014.00
105	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	10	10	10	30	401.40	10	10	10	30	401.40	10	10	10	30	401.40	10	10	10	30	401.40	120.00	13.38	1,605.60
106	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	10	10	10	30	401.40	10	10	10	30	401.40	10	10	10	30	401.40	10	10	10	30	401.40	120.00	13.38	1,605.60
107	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	40	300	40	380	3,412.40	40	300	40	380	3,412.40	40	300	40	380	3,412.40	40	300	40	380	3,412.40	1,520.00	8.98	13,649.60
108	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	20	20	20	60	538.80	20	20	20	60	538.80	20	20	20	60	538.80	20	20	20	60	538.80	240.00	8.98	2,155.20
109	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	20	20	20	60	538.80	20	20	20	60	538.80	20	20	20	60	538.80	20	20	20	60	538.80	240.00	8.98	2,155.20
110	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	150	170	150	470	3,647.20	150	170	150	470	3,647.20	150	170	150	470	3,647.20	150	170	150	470	3,647.20	1,880.00	7.76	14,588.80
111	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	100	120	100	320	4,492.80	100	100	100	300	4,212.00	100	100	100	300	4,212.00	100	100	100	300	4,212.00	1,220.00	14.04	17,128.80
112	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	20.79	0.00
113	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	239.79	0.00
114	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	109.5	0.00
115	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	34.13	0.00
116	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	45	45	45	135	2,000.70	45	45	45	135	2,000.70	45	45	45	135	2,000.70	45	45	45	135	2,000.70	540.00	14.82	8,002.80
117	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	33.43	0.00
118	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.96	0.00
119	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	20	20	20	60	12,168.00	20	20	20	60	12,168.00	20	20	20	60	12,168.00	20	20	20	60	12,168.00	240.00	202.8	48,672.00
120	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	50	50	50	150	19,794.00	50	50	50	150	19,794.00	50	50	50	150	19,794.00	50	50	50	150	19,794.00	600.00	131.96	79,176.00
121	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	50	50	50	150	6,084.00	50	50	50	150	6,084.00	50	50	50	150	6,084.00	50	50	50	150	6,084.00	600.00	40.56	24,336.00
122	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	50	50	50	150	26,520.00	50	50	50	150	26,520.00	50	50	50	150	26,520.00	50	50	50	150	26,520.00	600.00	176.8	106,080.00
123	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	914.16	0.00
124	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	50	50	50	150	3,735.00	50	50	50	150	3,735.00	50	50	50	150	3,735.00	50	50	50	150	3,735.00	600.00	24.9	14,940.00
125	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	10	10	10	30	1,674.90	10	10	10	30	1,674.90	10	10	10	30	1,674.90	10	10	10	30	1,674.90	120.00	55.83	6,699.60
126	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9534.72	0.00

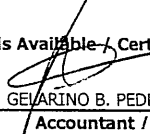
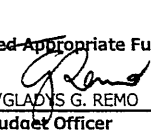
127	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	50	50	50	150	52,027.50	50	50	50	150	52,027.50	50	50	50	150	52,027.50	50	50	50	150	52,027.50	600.00	346.85	208,110.00	
128	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5642	0.00	
129	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9297.6	0.00	
130	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5699.2	0.00	
131	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0	0.00	
Printer or Facsimile or Photocopier Supplies																											
132	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6947.2	0.00	
133	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	989.04	0.00	
134	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1029.6	0.00	
135	44103105-CA-B04	INK CART, CANON PG-740, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	754	0.00	
136	44103105-CA-B02	INK CART, CANON PG-810, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	780	0.00	
137	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00	
138	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00	
139	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00	
140	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.6	0.00	
141	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	773.76	0.00	
142	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	950.56	0.00	
143	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	795.6	0.00	
144	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	920.4	0.00	
145	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1492.4	0.00	
146	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00	
147	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00	
148	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00	
149	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00	
150	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.8	0.00	
151	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3016	0.00	
152	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	769.6	0.00	
153	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	915.2	0.00	
154	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00	
155	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00	
156	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00	
157	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00	
158	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00	
159	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1269.84	0.00	
160	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	656.24	0.00	
161	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	821.6	0.00	
162	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1944.8	0.00	
163	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00	
164	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00	
165	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.2	0.00	
166	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1570.4	0.00	

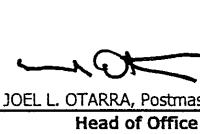
A. TOTAL											10,781,541.03
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)											1,078,154.10
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)											
D. GRAND TOTAL (A + B + C)											11,859,695.13
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:											
F. MONTHLY CASH REQUIREMENTS											
G.1 Available at Procurement Service Stores		2,611,274.86		2,779,473.07		2,610,289.76		2,780,503.34	P		10,781,541.03
G.2 Other Items not available at PS but regularly purchased from other sources		-		-		-		-	P		-
TOTAL MONTHLY CASH REQUIREMENTS		2,611,274.86		2,779,473.07		2,610,289.76		2,780,503.34	P		10,781,541.03

**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: 
 JERWIN I. ENRILE/ENGR. IRENEA G. VILLAMOR
 Chief Supply Division/Manager LPMD

Certified Funds Available / Certified Appropriate Funds Available:
 
 GEIARINO B. PEDRO/GLADYS G. REMO
 Accountant / Budget Officer

Approved by: 
 JOEL L. OTARRA, Postmaster General & CEO
 Head of Office/Agency

Date Prepared: Oct. 24, 2019