

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

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 Service 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-phillips.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 09278479245, or email apccae.helpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.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/Division/Office: PHILIPPINE POSTAL CORPORATION
Region: Central Office/DO
Address: Lungsod Bonifacio, Manila

Agency Code/UA/CSC: _____
Organization Type: GOCC

Contact Person: GUZMAN B. MELGAREJO, JR.
Position: Acting Manager, UPMD
E-mail: _____
Telephone/Mobile Nos: 02 85275869

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30-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						
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																												
ALCOHOL OR ACETONE BASED ANTISEPTICS																												
2	12391601-AL-003	ALCOHOL, Ethyl, 1 Gallon	gallon	100	100	100	300	99,165.00	100	100	100	300	99,165.00	100	100	100	300	99,165.00	100	100	100	300	99,165.00	1200	330.55			396,660.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																												
6	60121524-SP-001	SIGN PEN, Black, liquid or gel	piece	60	60	60	240	5,328.00	60	60	60	240	5,328.00	60	60	60	240	5,328.00	60	60	60	240	5,328.00	960	22.20			21,312.00
7	60121524-SP-002	SIGN PEN, Blue, liquid or gel	piece	60	60	60	240	5,328.00	60	60	60	240	5,328.00	60	60	60	240	5,328.00	60	60	60	240	5,328.00	960	22.20			21,312.00
8	60121524-SP-003	SIGN PEN, Red, liquid or gel	piece	20	20	20	60	1,332.00	20	20	20	60	1,332.00	20	20	20	60	1,332.00	20	20	20	60	1,332.00	240	22.20			5,328.00
9	60121124-006-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	41	41	41	123	19,827.60	41	41	50	132	21,278.40	41	41	41	123	19,827.60	41	41	40	122	19,666.40	500	161.20			80,600.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																												
BATTERIES AND CELLS AND ACCESSORIES																												
13	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	350	350	350	1050	21,514.50	350	350	350	1050	21,514.50	350	350	300	1000	20,490.00	350	350	300	1000	20,490.00	4100	20.49			84,099.00
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	150	100	150	400	7,336.00	100	100	100	300	5,502.00	100	100	100	300	5,502.00	100	100	100	300	5,502.00	1300	18.34			23,842.00
CLEANING EQUIPMENT AND SUPPLIES																												
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	20	20	20	60	4,898.40	20	20	20	60	4,898.40	20	20	20	60	4,898.40	20	20	20	60	4,898.40	240	81.64			19,593.60
16	47131604-BR-001	BROOM, Soft (Walls Tambo)	piece	20	20	20	60	8,174.40	20	20	20	60	8,174.40	20	20	20	60	8,174.40	20	20	20	60	8,174.40	240	136.24			32,697.60
17	47131604-BR-101	BROOM, Stick (Walls Ting-ting)	piece	20	20	20	60	1,366.80	20	20	20	60	1,366.80	20	20	20	60	1,366.80	20	20	20	60	1,366.80	240	22.78			5,467.20
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	10	10	10	30	1,248.00	10	10	10	30	1,248.00	10	10	10	30	1,248.00	10	10	10	30	1,248.00	120	41.60			4,992.00
20	47131811-DE-802	DETERGENT BAR, 140g as packed	piece	30	30	30	90	747.00	30	30	30	90	747.00	30	30	30	90	747.00	30	30	30	90	747.00	360	8.30			2,988.00
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	30	30	30	90	4,867.20	30	30	30	90	4,867.20	30	30	30	90	4,867.20	30	30	30	90	4,867.20	360	54.08			19,468.80
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	20	20	20	60	8,393.40	20	20	20	60	8,393.40	20	20	20	60	8,393.40	20	20	20	60	8,393.40	240	139.89			33,573.60
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	10	10	10	30	829.20	10	10	10	30	829.20	10	10	10	30	829.20	10	10	10	30	829.20	120	27.64			3,316.80
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300ml	can	10	10	10	30	3,603.60	10	10	10	30	3,603.60	10	10	10	30	3,603.60	10	10	10	30	3,603.60	120	120.12			14,414.40
26	73051612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	20	20	20	60	2,577.00	20	20	20	60	2,577.00	20	20	20	60	2,577.00	20	20	20	60	2,577.00	240	42.95			10,308.00
27	47221804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	5	5	5	15	34,320.00	5	5	5	15	34,320.00	5	5	5	15	34,320.00	5	5	5	15	34,320.00	60	2,388.00			137,280.00
28	47131613-MP-M02	MOPHANDLE, heavy duty	piece	20	20	20	60	7,488.00	20	20	20	60	7,488.00	20	20	20	60	7,488.00	20	20	20	60	7,488.00	240	124.80			29,952.00
29	47131619-MP-B01	MOPHEAD, made of rayon	piece	30	30	30	90	11,025.90	30	30	30	90	11,025.90	30	30	30	90	11,025.90	30	30	30	90	11,025.90	360	122.51			44,103.60

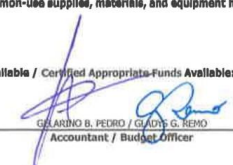
Item & Specifications		Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year			
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT		
30	47121501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	20	20	20	60	3,188.40	20	20	20	60	3,188.40	20	20	20	60	3,188.40	20	20	20	60	3,188.40	240	53.14		12,753.60
32	47121701-TB-P04	TRASHBAG, black, 37" x 48", XL, 10 pieces per roll or pack	pack	500	500	500	1500	216,060.00	500	500	500	1500	216,060.00	200	200	200	600	86,424.00	200	200	200	600	86,424.00	4200	144.04		604,968.00
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	20	20	20	60	1,914.60	20	20	20	60	1,914.60	20	20	20	60	1,914.60	20	20	20	60	1,914.60	240	31.91		7,658.40
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	INK, for stamp pad, 50ml	bottle	200	200	200	600	17,346.00	200	200	200	600	17,346.00	200	200	200	600	17,346.00	200	200	200	600	17,346.00	2400	28.91		69,384.00
FILMS																											
37	13111203-AC-P01	ACETATE, 50 meters	roll	20	20	20	60	58,192.80	20	20	20	60	58,192.80	20	20	20	60	58,192.80	20	20	20	60	58,192.80	240	969.88		232,771.20
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	10	10	10	30	6,630.00	10	10	10	30	6,630.00	10	10	10	30	6,630.00	10	10	10	30	6,630.00	120	221.00		26,520.00
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	6	6	6	18	4,293.72	6	6	6	18	4,293.72	6	6	6	18	4,293.72	6	6	6	18	4,293.72	72	238.54		17,174.88
FIRE FIGHTING EQUIPMENT																											
FLAG OR ACCESSORIES																											
42	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	0	0	5	5	1,424.20	0	0	5	5	1,424.20	0	0	5	5	1,424.20	0	0	5	5	1,424.20	20	284.84		5,696.80
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	10	10	0	20	55,848.00	10	10	0	20	55,848.00	10	10	0	20	55,848.00	10	10	0	20	55,848.00	80	2,792.40		223,392.00
56	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	10	10	10	30	4,492.80	10	10	10	30	4,492.80	10	10	140	160	23,961.60	10	10	10	30	4,492.80	250	149.76		37,440.00
LIGHTING AND FIXTURES AND ACCESSORIES																											
MANUFACTURING COMPONENTS AND SUPPLIES																											
62	31201610-GL-X01	GLUE, all-purpose, 200 grams	jar	50	50	50	150	10,608.00	50	50	50	150	10,608.00	50	50	50	150	10,608.00	50	50	50	150	10,608.00	600	70.72		42,432.00
64	31151804-SIV-S01	STAPLE WIRE, standard	box	5500	5500	5000	15500	360,160.00	5500	5500	5000	16000	360,160.00	5500	5500	5000	16000	360,160.00	5500	5500	5500	15500	368,280.00	63500	23.76		1,508,760.00
66	31201503-TA-M01	TAPE, masking, 24mm	roll	200	200	200	600	37,128.00	200	200	200	600	37,128.00	200	200	200	600	37,128.00	200	200	200	600	37,128.00	2400	61.88		148,512.00
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	160	160	160	480	58,156.80	160	160	160	480	58,156.80	160	160	160	480	58,156.80	160	160	160	480	58,156.80	1920	121.16		232,627.20
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	500	500	500	1500	33,540.00	500	500	500	1500	33,540.00	500	500	500	1500	33,540.00	500	500	500	1500	33,540.00	6000	22.36		134,160.00
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	200	200	200	600	6,708.00	200	200	200	600	6,708.00	200	200	200	600	6,708.00	200	200	200	600	6,708.00	2400	11.18		26,832.00
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	500	500	500	1500	33,855.00	500	500	500	1500	33,855.00	500	500	500	1500	33,855.00	500	500	500	1500	33,855.00	6000	22.57		135,420.00
71	31151507-TW-P01	TWINE, plastic	roll	50	50	50	150	9,993.00	50	50	50	150	9,993.00	50	50	50	150	9,993.00	50	50	50	150	9,993.00	600	66.62		39,972.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
75	44101807-CA-C01	CALCULATOR, Compact	unit	50	50	50	150	39,936.00	50	50	50	150	39,936.00	50	50	50	150	39,936.00	50	50	50	150	39,936.00	600	266.24		159,744.00
77	44122105-BP-C01	CLIP, backfold, 19mm	box	50	50	50	150	1,308.00	50	50	50	150	1,308.00	50	50	50	150	1,308.00	50	50	50	150	1,308.00	600	8.72		5,232.00
78	44122105-BP-C02	CLIP, backfold, 25mm	box	50	50	50	150	2,212.50	50	50	50	150	2,212.50	50	50	50	150	2,212.50	50	50	50	150	2,212.50	600	14.75		8,850.00
79	44122105-BP-C03	CLIP, backfold, 32mm	box	50	50	50	150	3,834.00	50	50	50	150	3,834.00	50	50	50	150	3,834.00	50	50	50	150	3,834.00	600	25.56		15,336.00
80	44122105-BP-C04	CLIP, backfold, 50mm	box	50	50	50	150	8,406.00	50	50	50	150	8,406.00	50	50	50	150	8,406.00	50	50	50	150	8,406.00	600	56.04		33,624.00
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	200	200	200	600	6,918.00	200	200	200	600	6,918.00	200	200	200	600	6,918.00	200	200	200	600	6,918.00	2400	11.53		27,672.00
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	20	20	20	60	2,005.80	20	20	20	60	2,005.80	20	20	20	60	2,005.80	20	20	20	60	2,005.80	240	33.43		8,023.20
83	44111515-DF-B01	DATA FILE BOX	piece	150	300	150	600	46,320.00	150	300	150	600	46,320.00	150	300	150	600	46,320.00	150	300	150	600	46,320.00	2400	77.20		185,280.00
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	5	5	5	15	11,466.00	5	5	5	15	11,466.00	5	5	5	15	12,230.40	5	5	5	15	12,230.40	62	764.40		47,392.80
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	10	10	12	32	31,363.04	10	10	12	32	31,363.04	10	10	12	32	31,363.04	10	10	12	32	31,363.04	128	980.72		125,532.16
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	25	25	25	75	55,380.00	25	25	25	75	55,380.00	25	25	25	75	55,380.00	25	25	25	75	55,380.00	300	738.40		221,520.00

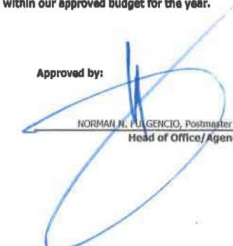
Item # & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for this year	Price Catalogue (as of 20 Jan 2022)	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
89	44121506-DN-V02	ENVELOPE, Expanding, Plastic	piece	100	100	100	300	9,147.00	100	100	100	300	9,147.00	100	100	100	300	9,147.00	100	100	100	300	9,147.00	1200	30.49		36,588.00		
90	44121506-DN-H02	ENVELOPE, Mailing, 500 pieces per box	box	20	20	30	70	30,276.40	30	20	30	80	34,601.60	30	20	30	80	34,601.60	20	20	30	70	30,276.40	300	432.52		129,756.00		
91	44121504-DN-V02	ENVELOPE, Mailing, with window, 500 pieces per box	box	10	10	10	30	14,664.00	10	10	10	30	14,664.00	10	10	10	30	14,664.00	10	10	10	30	14,664.00	120	468.80		56,656.00		
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	400	350	350	1100	104,104.00	400	400	400	1200	113,968.00	350	350	400	1100	104,104.00	400	400	400	1200	113,968.00	4600	94.64		435,344.00		
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	100	100	100	300	56,262.00	100	100	100	300	56,262.00	100	100	100	300	56,262.00	100	100	100	300	56,262.00	1200	187.54		225,048.00		
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	300	300	300	900	214,713.00	300	300	300	900	214,713.00	300	300	300	900	214,713.00	300	300	300	900	214,713.00	3600	238.57		858,852.00		
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	50	50	50	150	9,466.50	50	50	50	150	9,466.50	50	50	50	150	9,466.50	50	50	50	150	9,466.50	600	65.11		37,866.00		
106	44111515-MP-B02	MAGAZINE FILE BOX, Large	piece	100	100	100	300	12,480.00	100	100	100	300	12,480.00	100	100	100	300	12,480.00	100	100	100	300	12,480.00	1200	41.60		49,920.00		
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	20	20	20	60	2,199.60	20	20	20	60	2,199.60	20	20	20	60	2,199.60	20	20	20	60	2,199.60	240	36.66		8,796.40		
108	44121708-MP-B01	MARKER, Permanent, Black	piece	300	300	300	900	6,723.00	300	300	300	900	6,723.00	300	300	300	900	6,723.00	100	100	100	300	2,241.00	3000	7.47		22,410.00		
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	100	100	100	300	2,241.00	100	100	100	300	2,241.00	100	100	100	300	2,241.00	100	100	100	300	2,241.00	1200	7.47		8,964.00		
110	44121708-MP-B03	MARKER, Permanent, Red	piece	50	50	50	150	1,120.50	50	50	50	150	1,120.50	50	50	50	150	1,120.50	50	50	50	150	1,120.50	600	7.47		4,482.00		
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	300	300	300	900	6,665.00	300	300	300	900	6,665.00	300	300	300	900	6,665.00	100	100	100	300	2,895.00	3000	9.65		28,950.00		
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	100	100	100	300	2,895.00	100	100	100	300	2,895.00	100	100	100	300	2,895.00	100	100	100	300	2,895.00	1200	9.65		11,580.00		
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	50	50	50	150	1,447.50	50	50	50	150	1,447.50	50	50	50	150	1,447.50	50	50	50	150	1,447.50	600	9.65		5,790.00		
114	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	200	200	200	600	5,292.00	200	200	200	600	5,292.00	200	200	250	650	5,733.00	200	200	300	700	6,174.00	2550	8.82		22,491.00		
115	44122104-PC-X02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	100	100	100	300	4,134.00	100	100	100	300	4,134.00	100	100	100	300	4,134.00	100	100	100	300	4,134.00	1200	13.78		16,536.00		
118	44121819-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	10	10	10	30	6,386.10	10	10	10	30	6,386.10	10	10	10	30	6,386.10	10	10	10	30	6,386.10	120	212.87		25,544.40		
119	44101602-PJ-P01	PUNCHER, paper, heavy duty	piece	20	20	20	60	9,048.00	10	10	10	30	4,524.00	20	20	20	60	9,048.00	20	20	20	60	9,048.00	210	150.80		31,668.00		
120	44122037-AB-F10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	10	10	10	30	8,226.90	10	10	10	30	8,226.90	10	10	10	30	8,226.90	10	10	10	30	8,226.90	120	274.23		32,907.60		
121	44122101-RJ-B01	RUBBER BAND No. 18, 350g	box	10	10	10	30	4,056.00	10	10	10	30	4,056.00	10	10	10	30	4,056.00	10	10	10	30	4,056.00	120	135.20		16,224.00		
122	44121905-SP-P01	STAMP PAD, felt	piece	30	30	30	90	3,592.80	30	30	30	90	3,592.80	30	30	30	90	3,592.80	30	30	30	90	3,592.80	360	39.52		14,371.20		
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	50	60	50	160	5,339.20	50	60	50	160	5,339.20	50	60	50	160	5,339.20	50	60	50	160	5,339.20	640	33.37		21,356.80		
124	44121615-ST-S01	STAPLER, standard type	piece	75	75	75	225	32,760.00	75	75	75	225	32,760.00	75	75	75	225	32,760.00	75	75	75	225	32,760.00	900	145.60		131,040.00		
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	2	2	2	6	5,328.96	2	2	2	6	5,328.96	2	2	2	6	5,328.96	2	2	2	6	5,328.96	24	888.16		21,315.84		
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	20	20	20	60	1,672.20	20	20	20	60	1,672.20	20	20	20	60	1,672.20	20	20	20	60	1,672.20	240	27.87		6,688.80		
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	20	20	20	60	4,368.00	20	20	20	60	4,368.00	20	20	20	60	4,368.00	20	20	20	60	4,368.00	240	72.80		17,472.00		
PAPER MATERIALS AND PRODUCTS																													
136	14111514-MP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	100	100	100	300	11,118.00	100	100	100	300	11,118.00	100	100	100	300	11,118.00	100	100	100	300	11,118.00	1200	37.06		44,472.00		
137	14111514-MP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	100	100	100	300	17,784.00	100	100	100	300	17,784.00	100	100	100	300	17,784.00	100	100	100	300	17,784.00	1200	59.28		71,136.00		
138	14111514-MP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	100	100	100	300	15,600.00	100	100	100	300	15,600.00	100	100	100	300	15,600.00	100	100	100	300	15,600.00	1200	52.00		62,400.00		
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	50	50	50	150	1,806.00	50	50	50	150	1,806.00	50	50	50	150	1,806.00	50	50	50	150	1,806.00	600	12.04		7,224.00		
140	14111507-MP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	3375	3375	3375	10725	1,776,596.25	3375	3375	3375	10725	1,776,596.25	3375	3375	3375	10725	1,776,596.25	3375	3375	3375	10725	1,776,596.25	42900	165.65		7,106,365.00		
141	14111507-MP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	3300	3300	3300	9900	1,872,882.00	3300	3300	3300	9900	1,872,882.00	3300	3300	3300	9900	1,872,882.00	3300	3300	3400	10000	1,891,800.00	39700	189.18		7,510,440.00		
144	14111531-MP-R01	PAD PAPER, ruled	pad	10	10	10	30	645.90	10	10	10	30	645.90	10	10	10	30	645.90	10	10	10	30	645.90	120	21.53		2,583.60		
145	14111503-FA-P01	PAPER, parchment, 100 sheets per box	box	10	10	10	30	2,941.50	10	10	10	30	2,941.50	10	10	10	30	2,941.50	10	10	10	30	2,941.50	120	96.05		11,766.00		
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	500	500	500	1500	93,600.00	500	500	500	1500	93,600.00	500	500	500	1500	93,600.00	500	500	500	1500	93,600.00	6000	62.40		374,400.00		
153	55101524-RA-M01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	5	5	5	15	558.15	5	5	5	15	558.15	5	5	5	15	558.15	5	5	5	15	558.15	60	37.21		2,232.00		
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																													
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																													
	USB FLASH DRIVE		200	200	200	600	0.00	200	200	200	600	0.00	200	200	200	600	0.00	200	200	200	600	0.00	2400	0.00				0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue per unit of 20 July 2020	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
A. TOTAL																						P		22,809,564.08
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		2,380,956.41
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		-
D. GRAND TOTAL (A + B + C)																						P		25,060,520.49
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by: 
 JERWIN I. ENRILE / GUZMAN B. MELGADEJO, JR.
 Property/Supply Officer
 Date Prepared: **SEP 15 2022**

Certified Funds Available / Certified Appropriate Funds Available:

 GERARDO B. PEDRO / GLADYS G. REMO
 Accountant / Budget Officer

Approved by: 
 NORMAN N. PLAGENCIO, Postmaster General & CEO
 Head of Office/Agency