

APP-CSE 2022 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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 Services Code (UNSPC) 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) 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 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.
- 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.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: DAVAO ORIENTAL POLYTECHNIC INSTITUTE
 Region: REGION XI
 Address: ROXAS-PANUNCIALMAN ST. POBLACION LUPON DAVAO ORIENTAL

Agency Code/UACS: _____
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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)																											
PESTICIDES OR PEST REPELLENTS																											
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	4	8	4	16	2,229.76	6	5	3	14	1,951.04	7	7	4	18	2,508.48	7	5	4	16	2,229.76	64.00	139.36	8919.04	
PERFUMES OR COLOGNES OR FRAGRANCES																											
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500ml	bottle	2	3	2	7	1,060.01	0	4	0	4	605.72	2	3	2	7	1,060.01	2	3	2	7	1,060.01	25.00	151.43	3785.75	
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	7	10	7	24	1,597.44	7	10	7	24	1,597.44	7	9	6	22	1,464.32	7	10	7	24	1,597.44	94.00	66.56	6256.64	
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	2	9	0	11	4,267.12	2	9	0	11	4,267.12	2	9	0	11	4,267.12	2	9	0	11	4,267.12	44.00	387.92	17068.48	
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	43.58	0.00	
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	455.00	0.00	
COLOR COMPOUNDS AND DISPERSIONS																											
8	12171703-SI-P01	INK, for stamp pad	bottle	2	8	0	10	315.20	0	1	0	1	31.52	0	4	0	4	126.08	0	1	0	1	31.52	16.00	31.52	504.32	
FILMS																											
9	13111203-AC-F01	ACETATE	roll	3	0	0	3	2,543.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	847.82	2543.46	
10	13111201-CF-P01	CARBON FILM, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00	
11	13111201-CF-P02	CARBON FILM, legal	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	221.00	0.00	
PAPER MATERIALS AND PRODUCTS																											
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	3	1	1	5	418.60	0	0	2	2	167.44	0	1	0	1	83.72	0	0	0	0	0.00	8.00	83.72	669.76	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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	
HEATING AND VENTILATION AND AIR CIRCULATION																											
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1109.68	0.00	
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	3	0	0	3	4,109.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	1369.68	4109.04	
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	2	0	2	1,713.72	0	1	0	1	856.86	0	0	0	0	0.00	0	0	0	0	0.00	3.00	856.86	2570.58	
52	40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	unit	0	1	0	1	674.96	0	0	0	0	0.00	0	1	0	1	674.96	0	0	0	0	0.00	2.00	674.96	1349.92	
MEDICAL THERMOMETERS AND ACCESSORIES																											
53	41112224-TG-T02	THERMOGUN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2532.40	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	6	2	0	8	1,646.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	205.82	1646.56	
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	4	8	0	12	985.92	0	0	0	0	0.00	1	0	0	1	82.16	0	0	0	0	0.00	13.00	82.16	1068.08	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
56	41111604-RU-P02	RULER, plastic, 450mm	piece	4	2	3	9	159.12	3	0	3	6	106.08	3	0	3	6	106.08	3	0	3	6	106.08	27.00	17.68	477.36	
CLEANING EQUIPMENT AND SUPPLIES																											
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	9	14	4	27	2,435.94	10	14	4	28	2,526.16	9	14	4	27	2,435.94	10	14	4	28	2,526.16	110.00	90.22	9924.20	
58	47131604-BR-S01	BROOM, soft, tambo	piece	8	4	2	14	1,907.36	0	2	0	2	272.48	7	4	2	13	1,771.12	3	0	2	5	681.20	34.00	136.24	4632.16	
59	47131604-BR-T01	BROOM, stick, ting-ting	piece	8	2	0	10	182.00	2	0	0	2	36.40	7	2	0	9	163.80	1	1	0	2	36.40	23.00	18.20	418.60	
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	6	13	1	20	832.00	3	14	2	19	790.40	4	13	1	18	748.80	3	14	1	18	748.80	75.00	41.60	3120.00	
61	47131805-CL-P01	CLEANSER, scouring powder	can	4	0	0	4	95.68	4	0	0	4	95.68	4	0	0	4	95.68	4	0	0	4	95.68	16.00	23.92	382.72	
62	47131811-DE-B02	DETERGENT BAR, 140g	piece	3	0	0	3	24.90	0	0	1	1	8.30	0	1	0	1	8.30	1	0	0	1	8.30	6.00	8.30	49.80	
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	9	6	1	16	865.28	2	4	7	13	703.04	2	6	1	9	486.72	3	4	1	8	432.64	46.00	54.08	2487.68	
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	9	10	6	25	3,224.00	9	10	6	25	3,224.00	9	8	6	23	2,966.08	9	10	6	25	3,224.00	98.00	128.96	12638.08	
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	5	0	1	6	148.98	0	1	1	2	49.66	0	3	0	3	74.49	2	1	0	3	74.49	14.00	24.83	347.62	
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	1	0	0	1	131.25	0	0	0	0	0.00	1	0	0	1	131.25	0	0	0	0	0.00	2.00	131.25	262.50	
67	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	11	0	0	11	1,132.56	0	0	5	5	514.80	4	0	0	4	411.84	1	0	0	1	102.96	21.00	102.96	2162.16	
68	47131802-FW-P02	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	309.76	0.00	
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	1	0	0	1	120.12	1	0	0	1	120.12	1	0	0	1	120.12	1	0	0	1	120.12	4.00	120.12	480.48	
70	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	2	0	0	2	4,576.00	0	1	1	2	4,576.00	0	1	0	1	2,288.00	1	0	0	1	2,288.00	6.00	2288.00	13728.00	
71	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece	2	0	0	2	249.60	0	1	1	2	249.60	0	1	0	1	124.80	1	0	0	1	124.80	6.00	124.80	748.80	
72	47131619-MP-R01	MOPHEAD, made of rayon	piece	5	0	0	5	618.80	0	1	0	1	123.76	4	1	0	5	618.80	1	0	0	1	123.76	12.00	123.76	1485.12	
73	47131501-RG-C01	RAGS, all cotton	bundle	13	7	0	20	1,076.40	0	0	0	0	0.00	10	2	0	12	645.84	0	0	0	0	0.00	32.00	53.82	1722.24	
74	47131602-SC-N01	SCOURING PAD	pack	6	0	0	6	673.92	1	0	0	1	112.32	1	0	0	1	112.32	1	0	0	1	112.32	9.00	112.32	1010.88	
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	7	16	1	24	3,232.32	6	13	2	21	2,828.28	1	18	1	20	2,693.60	6	13	1	20	2,693.60	85.00	134.68	11447.80	
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	8	0	0	8	223.68	0	3	4	7	195.72	0	0	0	0	0.00	0	0	0	0	0.00	15.00	27.96	419.40	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
77	43211507-DSK001	DESKTOP FOR BASIC USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24,793.60	0.00	
78	43211507-DSK002	DESKTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	42,390.40	0.00	
79	43211503-LAP001	LAPTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41,392.00	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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				
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	5	3	0	8	20,790.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	2598.84	20790.72	
81	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	6	4	0	10	1,674.40	0	0	3	3	502.32	0	0	0	0	0.00	0	0	0	0	0.00	13.00	167.44	2176.72	
82	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	6	0	0	6	667.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	111.30	667.80	
83	43211708-MO-O02	MOUSE, WIRELESS, USB	unit	3	3	0	6	924.00	0	0	0	0	0.00	0	2	0	2	308.00	0	0	0	0	0.00	8.00	154.00	1232.00	
84	43212102-PR-D02	PRINTER, impact, dot matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	38100.97	0.00	
85	43212102-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9191.52	0.00	
86	43212105-PR-L01	PRINTER, laser, monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	724.88	0.00	
87	43212105-PR-L02	PRINTER, laser, colored	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7899.00	0.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
88	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.64	0.00	
89	44122105-BF-C01	CLIP, backfold, 19mm	box	1	2	0	3	26.28	0	0	0	0	0.00	0	2	0	2	17.52	0	0	0	0	0.00	5.00	8.76	43.80	
90	44122105-BF-C02	CLIP, backfold, 25mm	box	1	6	0	7	106.54	0	8	0	8	121.76	0	6	0	6	91.32	0	6	0	6	91.32	27.00	15.22	410.94	
91	44122105-BF-C03	CLIP, backfold, 32mm	box	1	3	0	4	89.44	0	1	0	1	22.36	0	1	0	1	22.36	0	1	0	1	22.36	7.00	22.36	156.52	
92	44122105-BF-C04	CLIP, backfold, 50mm	box	1	9	0	10	546.00	0	9	1	10	546.00	0	10	0	10	546.00	1	7	0	8	436.80	38.00	54.60	2074.80	
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	12	15	4	31	362.08	12	15	3	30	350.40	13	15	4	32	373.76	12	15	3	30	350.40	123.00	11.68	1436.64	
94	44111515-DF-B01	DATA FILE BOX	piece	8	10	0	18	1,389.60	6	0	2	8	617.60	6	10	0	16	1,235.20	6	0	0	6	463.20	48.00	77.20	3705.60	
95	44122011-DF-F01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	68.64	0.00	
96	44121506-EN-D01	ENVELOPE, documentary, A4	box	3	2	0	5	3,365.45	0	0	0	0	0.00	0	2	0	2	1,346.18	0	0	0	0	0.00	7.00	673.09	4711.63	
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	5	8	2	15	13,907.40	2	8	2	12	11,125.92	2	8	2	12	11,125.92	2	8	2	12	11,125.92	51.00	927.16	47285.16	
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	5	1	0	6	4,430.40	0	0	2	2	1,476.80	0	0	0	0	0.00	0	0	0	0	0.00	8.00	738.40	5907.20	
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	33	20	20	73	2,225.77	3	20	0	23	701.27	23	0	0	23	701.27	3	0	0	3	91.47	122.00	30.49	3719.78	
100	44121506-EN-M02	ENVELOPE, mailing	box	0	1	0	1	378.20	0	1	0	1	378.20	0	1	0	1	378.20	0	0	0	0	0.00	3.00	378.20	1134.60	
101	44121504-EN-W02	ENVELOPE, mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	433.68	0.00	
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	6	0	0	6	61.80	0	0	3	3	30.90	0	0	0	0	0.00	0	0	0	0	0.00	9.00	10.30	92.70	
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	23	9	3	35	2,919.35	4	9	6	19	1,584.79	7	9	1	17	1,417.97	5	13	1	19	1,584.79	90.00	83.41	7506.90	
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	5	0	0	5	430.20	0	0	5	5	430.20	0	0	0	0	0.00	0	0	0	0	0.00	10.00	86.04	860.40	
105	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	23	0	0	23	255.99	0	0	3	3	33.39	0	0	0	0	0.00	0	0	0	0	0.00	26.00	11.13	289.38	
106	44122018-FT-D02	FILE TAB DIVIDER, legal	set	23	0	0	23	327.29	0	0	3	3	42.69	0	0	0	0	0.00	0	0	0	0	0.00	26.00	14.23	369.98	
107	44122011-FO-F01	FOLDER, fancy, with slide, A4	bundle	2	1	0	3	811.20	0	0	0	0	0.00	1	0	0	1	270.40	0	0	0	0	0.00	4.00	270.40	1081.60	
108	44122011-FO-F02	FOLDER, fancy, with slide, legal	bundle	3	3	0	6	1,871.28	1	3	0	4	1,247.52	1	3	0	4	1,247.52	1	3	0	4	1,247.52	18.00	311.88	5613.84	
109	44122011-FO-L01	FOLDER, L-type, A4	pack	3	0	0	3	514.29	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	171.43	514.29	
110	44122011-FO-L02	FOLDER, L-type, legal	pack	4	0	0	4	972.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	243.24	972.96	
111	44122027-FO-P01	FOLDER, pressboard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	952.64	0.00	
112	44122011-FO-T03	FOLDER, with tab, A4	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	0.00	279.00	0.00	
113	44122011-FO-T04	FOLDER, with tab, legal	pack	0	2	0	2	642.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	321.36	642.72	
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	56.68	0.00	
115	44111515-MF-B02	MAGAZINE FILE BOX, large	piece	70	105	0	175	7,280.00	0	155	10	165	6,864.00	10	130	0	140	5,824.00	0	130	0	130	5,408.00	610.00	41.60	25376.00	
116	44121716-MA-F01	MARKER, fluorescent	set	10	7	0	17	623.22	4	0	0	4	146.64	4	6	0	10	366.60	4	0	0	4	146.64	35.00	36.66	1283.10	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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			
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	15	2	2	19	703.76	2	2	3	7	259.28	2	2	2	6	222.24	2	2	2	6	222.24	38.00	37.04	1407.52
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	6	2	2	10	384.10	2	2	4	8	307.28	2	2	2	6	230.46	2	2	2	6	230.46	30.00	38.41	1152.30
300	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	0.00	4.37	0.00
301	60121524-SP-G01	SIGN PEN, black	piece	36	36	6	78	1,580.28	12	36	13	61	1,235.86	12	34	8	54	1,094.04	12	34	6	52	1,053.52	245.00	20.26	4963.70
302	60121524-SP-G02	SIGN PEN, blue	piece	17	9	3	29	587.54	6	9	8	23	465.98	6	9	3	18	364.68	6	9	3	18	364.68	88.00	20.26	1782.88
303	60121524-SP-G03	SIGN PEN, red	piece	10	3	3	16	324.16	3	3	8	14	283.64	3	3	3	9	182.34	3	3	3	9	182.34	48.00	20.26	972.48
304	60121124-WR-P01	WRAPPING PAPER, kraft	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	0.00	154.84	0.00

SOFTWARE

1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
10	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
11	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
12	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
13	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
14	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
15	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00
16	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	0.00

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

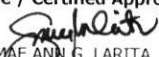
1	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)	pc	3			3	0.00				0	0.00				0	0.00				0	0.00	3.00	0.00	0.00	
2		BALLPEN, BLACK	PC	73	40	15	128	584.00	41	40	25	106	500.00	41	40	15	96	400.00	41	40	15	96	400.00	426.00	0.00	0.00	
3		BALLPEN, BLUE	PC	21		15	36	42.00	15		15	30	0.00	15		15	30	0.00	15		15	30	0.00	126.00	0.00	0.00	
4		BALLPEN, RED	PC	19	4		23	28.00	15	4		19	0.00	15	4		19	0.00	15	4		19	0.00	80.00	0.00	0.00	
5		DOUBLE ADHESIVE 1"	ROLL	7	2	2	11	150.00	3		4	7	90.00	5		2	7	30.00	4		2	6	60.00	31.00	0.00	0.00	
6		GLOSSY PHOTOPAPER	PACK	10	1		11	1,098.40	9			9	890.00	10			10	990.00	9			9	890.00	39.00	0.00	0.00	
7		PUSH PIN	BOX	8	6		14	125.00				3	3	25.00		6		6	0.00		2		2	0.00	25.00	0.00	0.00
8		CONSTRUCTION PAPER (ASSTD COLOR) A4	PACK	7			7	1,000.00	4			4	250.00	4			4	250.00	4			4	250.00	19.00	0.00	0.00	
9		ALIGATOR CLIP	BOX	1			1	100.00				0	0.00				0	0.00				0	0.00	1.00	0.00	0.00	
10		GLASS CLEANER	BOT	1			1	180.00	1			1	180.00	2			2	360.00	1			1	180.00	5.00	0.00	0.00	
11		FEATHER DUSTER	PCS	3			3	300.00				0	0.00				0	0.00				0	0.00	3.00	0.00	0.00	
12		INK, EPSON T003 BLACK	BOT	2	5		7	0.00	2			2	0.00	2			2	0.00	2			2	0.00	13.00	0.00	0.00	
13		INK,EPSON T003 COLORED	BOT	2	5		7	0.00	2			2	0.00	2			2	0.00	2			2	0.00	13.00	0.00	0.00	


Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
14		CONSTRUCTION PAPER LEGAL	PCK		3		3	750.00		3		3	750.00		3	750.00	0	3		3	750.00	12.00	0.00	0.00	
15		DUSTPAN - RIGID OUTDOOR	PCS		3		3	450.00				0	0.00			0	0.00				0	0.00	3.00	0.00	0.00
16		STICKER PAPER A4	PACK	5	160		165	1,440.00	5				500.00	5	150							500.00			

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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		564,745.12		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																				P		56,474.51		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																				P		-		
D. GRAND TOTAL (A + B+ C)																				P		621,219.63		
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: 
 AILYN A. ALINSUB
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by: 
 MAE ANN G. LARITA
 Accountant / Budget Officer


 MA. LETICIA C. SALCEDO
 Head of Office/Agency

Date Prepared: SEPTEMBER 01, 2021