

APP-CSE 2024 FORM - Other Items  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS**

**Introduction:**  
 This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

- Reminders:**
- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-dbm.gov.ph).
  - 2.0 All information must be provided accurately.
  - 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
  - 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://shorturl.at/hoas8> (Please copy the link and paste in your browser)
  - 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [appcae.helpdesk@ps-philgeps.gov.ph](mailto:appcae.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE Form.

**Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.**

Department/Bureau/Office: BATANGAS STATE UNIVERSITY ARASOF-Nasugbu  
 Region: IV-A  
 Address: R. MARTINEZ STREET, BRGY. BUCANA, NASUGBU, BATANGAS

Agency Code/UACS: 80380003993  
 Organization Type: SUC

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No.	UNSPSC Code	Item Description	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	
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	30111601	Cement	bag			2	2	540.00							0	0.00							0	0.00	2	270.00	540.00
2	14111805	Checks or check books	pad			10	10	7,000.00							0	0.00							0	0.00	10	700.00	7,000.00
3	-							0.00							0	0.00							0	0.00	0	0.00	0.00
4	-							0.00							0	0.00							0	0.00	0	0.00	0.00
5	-							0.00							0	0.00							0	0.00	0	0.00	0.00
6	-							0.00							0	0.00							0	0.00	0	0.00	0.00
7	-							0.00							0	0.00							0	0.00	0	0.00	0.00
8	-							0.00							0	0.00							0	0.00	0	0.00	0.00
9	-							0.00							0	0.00							0	0.00	0	0.00	0.00
10	-							0.00							0	0.00							0	0.00	0	0.00	0.00
11	-							0.00							0	0.00							0	0.00	0	0.00	0.00
12	-							0.00							0	0.00							0	0.00	0	0.00	0.00
13	-							0.00							0	0.00							0	0.00	0	0.00	0.00
14	-							0.00							0	0.00							0	0.00	0	0.00	0.00
15	-							0.00							0	0.00							0	0.00	0	0.00	0.00
16	-							0.00							0	0.00							0	0.00	0	0.00	0.00
17	-							0.00							0	0.00							0	0.00	0	0.00	0.00
18	-							0.00							0	0.00							0	0.00	0	0.00	0.00
19	-							0.00							0	0.00							0	0.00	0	0.00	0.00
20	-							0.00							0	0.00							0	0.00	0	0.00	0.00
21	-							0.00							0	0.00							0	0.00	0	0.00	0.00
22	-							0.00							0	0.00							0	0.00	0	0.00	0.00
23	-							0.00							0	0.00							0	0.00	0	0.00	0.00
24	-							0.00							0	0.00							0	0.00	0	0.00	0.00
25	-							0.00							0	0.00							0	0.00	0	0.00	0.00
26	-							0.00							0	0.00							0	0.00	0	0.00	0.00
27	-							0.00							0	0.00							0	0.00	0	0.00	0.00
28	-							0.00							0	0.00							0	0.00	0	0.00	0.00
29	-							0.00							0	0.00							0	0.00	0	0.00	0.00
30	-							0.00							0	0.00							0	0.00	0	0.00	0.00
31	-							0.00							0	0.00							0	0.00	0	0.00	0.00
32	-							0.00							0	0.00							0	0.00	0	0.00	0.00

No.	UNSPSC Code	Item Description	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
33	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
34	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
35	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
36	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
37	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
39	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
40	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
41	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
42	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
43	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
44	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
45	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
46	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
47	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
48	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
49	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
50	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
51	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
52	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
53	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
54	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
55	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
56	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
57	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
58	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
59	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
60	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
61	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
62	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
63	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
64	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
65	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
66	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
67	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
68	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
69	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
70	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
71	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
72	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
73	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
74	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
75	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
76	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
77	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00



No.	UNSPSC Code	Item Description	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	
78	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
79	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
80	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
81	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
82	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
83	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
84	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
85	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
86	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
87	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
88	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
89	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
90	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
91	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
92	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
93	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
94	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
95	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
96	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
97	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
98	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
99	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
100	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
101		Air Conditioning Coil Cleaner, 1 gallon	piece			1	1	900.00			1	1	900.00			1	1	900.00			1	1	900.00	4	900.00	3,600.00	
102		Aircon Outlet	piece			10	10	1,400.00					0	0.00			10	10	1,400.00				0	0.00	20	140.00	2,800.00
103		Aircon Plug, rated current: 20A, rated voltage: 250V	piece			10	10	1,150.00					0	0.00			10	10	1,150.00				0	0.00	20	115.00	2,300.00
104		Bidet, stainless with complete fittings	piece			10	10	6,000.00					0	0.00			0	0.00				0	0.00	10	600.00	6,000.00	
105		Black Screw for metal, 1"	piece			21	21	21.00			4	4	4.00				0	0.00				0	0.00	25	1.00	25.00	
106		Black Screw for wood, 1 1/2"	piece			21	21	21.00					0	0.00			0	0.00				0	0.00	21	1.00	21.00	
107		Builder Bond, 300 ml	piece			10	10	3,500.00					0	0.00			0	0.00				0	0.00	10	350.00	3,500.00	
108		Cable Clip, A.R. 0.5, at least 100 pcs./pack	pack			10	10	1,200.00					0	0.00			0	0.00				0	0.00	10	120.00	1,200.00	
109		Door Knob, stainless steel, fit to doors 1 3/8" - 1 3/4" thick - 2 3/8" or 2 3/4"	piece			10	10	5,000.00					0	0.00			0	0.00				0	0.00	10	500.00	5,000.00	
110		Drill Bit, 6mm masonry	piece			10	10	1,600.00					0	0.00			0	0.00				0	0.00	10	160.00	1,600.00	
111		Drill Bit, 5mm masonry	piece			10	10	650.00					0	0.00			0	0.00				0	0.00	10	65.00	650.00	
112		Drill Bit, 3/16" for masonry	piece			10	10	1,100.00					0	0.00			0	0.00				0	0.00	10	110.00	1,100.00	
113		Access Valve, 1/4"	piece			15	15	975.00					0	0.00			15	15	975.00				0	0.00	30	65.00	1,950.00
114		Dual Capacitor, - 30+4uf	piece			5	5	1,750.00					0	0.00			0	0.00				0	0.00	5	350.00	1,750.00	
115		Dual Capacitor, - 25+4uf	piece			5	5	1,750.00					0	0.00			0	0.00				0	0.00	5	350.00	1,750.00	
116		Dual Capacitor, - 40+7uf	piece			5	5	2,000.00					0	0.00			0	0.00				0	0.00	5	400.00	2,000.00	
117		Electrical Tape, Size: 0.16mm x 19mm x 16m, color: black	roll			10	10	600.00			10	10	600.00			10	10	600.00			10	10	600.00	40	60.00	2,400.00	
118		Faucet, gooseneck, stainless, sink type	piece			10	10	9,000.00					0	0.00			0	0.00				0	0.00	10	900.00	9,000.00	
119		Female Adaptor, 1/2"	piece			20	20	500.00					0	0.00			0	0.00				0	0.00	20	25.00	500.00	
120		Female Adaptor, 1"	piece			20	20	600.00					0	0.00			0	0.00				0	0.00	20	30.00	600.00	
121		Fill Valve, adjustable height from 5" to 11"	piece			10	10	3,500.00					0	0.00			0	0.00				0	0.00	10	350.00	3,500.00	
122		Flat Cord, #16, 150meters	roll			1	1	4,200.00					0	0.00			0	0.00				0	0.00	1	4,200.00	4,200.00	

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
123		Fluan Valve with complex fittings	set			10	10	8,000.00				0	0.00				0	0.00				0	0.00	10	800.00	8,000.00
124		Freon, R410A	tank			2	2	14,000.00				0	0.00				0	0.00				0	0.00	2	7,000.00	14,000.00
125		Freon, 13.6kgs	tank			2	2	14,000.00				0	0.00				0	0.00				0	0.00	2	7,000.00	14,000.00
126		GI Tie Wire #16	roll			2	2	240.00				0	0.00				0	0.00				0	0.00	2	120.00	240.00
127		Grinding Disc 4", masonry	piece			10	10	2,300.00				0	0.00				0	0.00				0	0.00	10	230.00	2,300.00
128		Grinding Disc 4", metal	piece			10	10	1,100.00				0	0.00				0	0.00				0	0.00	10	110.00	1,100.00
129		Hacksaw Blade, Blade Length: 300 mm, Number of Teeth per Inch: 24	piece			10	10	700.00				0	0.00				0	0.00				0	0.00	10	70.00	700.00
130		LED Tube, 18watts	piece			20	20	4,500.00				0	0.00				0	0.00				0	0.00	20	225.00	4,500.00
131		Male Adaptor, 1/2"	piece			20	20	500.00				0	0.00				0	0.00				0	0.00	20	25.00	500.00
132		Male Adaptor, 1 1/4" blue	piece			20	20	800.00				0	0.00				0	0.00				0	0.00	20	40.00	800.00
133		Map Gas, at least 16 oz	piece			5	5	2,350.00				0	0.00				0	0.00				0	0.00	5	470.00	2,350.00
134		PDX #12, at least 75 meters	roll			1	1	4,700.00				0	0.00			1	1	4,700.00				0	0.00	2	4,700.00	9,400.00
135		PVC Coupling, 1/2"	piece			20	20	300.00				0	0.00				0	0.00				0	0.00	20	15.00	300.00
136		PVC Coupling, 1"	piece			20	20	700.00				0	0.00				0	0.00				0	0.00	20	35.00	700.00
137		PVC Elbow, 1"	piece			20	20	800.00				0	0.00				0	0.00				0	0.00	20	40.00	800.00
138		PVC Elbow, 1/2"	piece			20	20	600.00				0	0.00				0	0.00				0	0.00	20	30.00	600.00
139		PVC Pipe, 1" blue	piece			10	10	1,950.00				0	0.00				0	0.00				0	0.00	10	195.00	1,950.00
140		PVC Pipe, 1 1/4" blue	piece			10	10	2,600.00				0	0.00				0	0.00				0	0.00	10	260.00	2,600.00
141		PVC Reducer, 1 x 1/2"	piece			20	20	700.00				0	0.00				0	0.00				0	0.00	20	35.00	700.00
142		PVC Reducer, 1 x 1 1/2"	piece			20	20	900.00				0	0.00				0	0.00				0	0.00	20	45.00	900.00
143		PVC Tee, with thread 1", blue	piece			20	20	900.00				0	0.00				0	0.00				0	0.00	20	45.00	900.00
144		PVC Tee, 1/2 blue, with thread	piece			20	20	500.00				0	0.00				0	0.00				0	0.00	20	25.00	500.00
145		Refill Of Oxygen, capacity: 300 psi	tank			1	1	3,000.00				0	0.00				0	0.00				0	0.00	1	3,000.00	3,000.00
146		Refill Of Oxygen, capacity: 1800 psi	tank			1	1	1,200.00				0	0.00				0	0.00				0	0.00	1	1,200.00	1,200.00
147		Saw File, #4	piece			5	5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00	1,000.00
148		Silver Rod, #18	piece			15	15	675.00				0	0.00				0	0.00				0	0.00	15	45.00	675.00
149		Surface Type Outlet, duplex with ground	piece			20	20	1,800.00				0	0.00				0	0.00				0	0.00	20	90.00	1,800.00
150		THHN, #12, stranded, 150meters	roll			1	1	5,300.00				0	0.00				0	0.00				0	0.00	1	5,300.00	5,300.00
151		Tox 5mm	pack			5	5	175.00				0	0.00				0	0.00				0	0.00	5	35.00	175.00
152		Tox 6mm	pack			5	5	200.00				0	0.00				0	0.00				0	0.00	5	40.00	200.00
153		Welding Rod, special	box			5	5	1,250.00				0	0.00				0	0.00				0	0.00	5	250.00	1,250.00
154		UPVC Moulding, 1/2" x 8'	piece			10	10	600.00				0	0.00				0	0.00				0	0.00	10	60.00	600.00
155		UPVC Pipe 1/2"	piece			10	10	1,300.00				0	0.00				0	0.00				0	0.00	10	130.00	1,300.00
156		UPVC Pipe #1	piece			10	10	2,400.00				0	0.00				0	0.00				0	0.00	10	240.00	2,400.00
157		Drill Bit, 6mm metal	piece			5	5	900.00				0	0.00				0	0.00				0	0.00	5	180.00	900.00
158		Drill Bit, 5mm metal	piece			10	10	1,100.00				0	0.00				0	0.00				0	0.00	10	110.00	1,100.00
159		Drill Bit, 3/8" for masonry	piece			10	10	700.00				0	0.00				0	0.00				0	0.00	10	70.00	700.00
160		Dual Capacitor, 60+6uf	piece			5	5	5,000.00				0	0.00				0	0.00				0	0.00	5	1,000.00	5,000.00
161		Adaptor Plug, universal	piece			10	10	700.00				0	0.00				0	0.00				0	0.00	10	70.00	700.00
162		Electrical Tape, Size: 0.16mm x 19mm x 16m	piece			1	1	40.00				0	0.00			1	1	40.00				0	0.00	2	40.00	80.00
163		Sticker paper, A4 glossy, 10's	pack			11	11	1,650.00			3	3	450.00				0	0.00				0	0.00	14	150.00	2,100.00
164		Extension Cord, Universal outlet, 5 gang with switch, at least 1.83m length, rigid brass strips	piece			1	1	600.00				0	0.00			1	1	600.00				0	0.00	2	600.00	1,200.00
165		LED Bulb, 7watts	piece			20	20	2,200.00				0	0.00				0	0.00				0	0.00	20	110.00	2,200.00
166		LED Bulb, 13watts	piece			20	20	3,200.00				0	0.00				0	0.00				0	0.00	20	160.00	3,200.00
167		Male Plug (20 piece)	piece			20	20	1,600.00				0	0.00				0	0.00				0	0.00	20	80.00	1,600.00



No.	UNSPSC Code	Item Description	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
168		Mercury Bulb, 250watt	piece			2	2	1,470.00				0	0.00			0	0.00				0	0.00	2	735.00	1,470.00	
169		PVC Elbow, # 1/2 with thread	piece			20	20	800.00				0	0.00			0	0.00				0	0.00	20	40.00	800.00	
170		PVC Elbow, # 1 with thread	piece			20	20	900.00				0	0.00			0	0.00				0	0.00	20	45.00	900.00	
171		PVC Pipe, blue 1/2"	piece			10	10	1,100.00				0	0.00			0	0.00				0	0.00	10	110.00	1,100.00	
172		PVC Solvent, 400cc	piece			5	5	1,475.00				0	0.00			0	0.00				0	0.00	5	295.00	1,475.00	
173		PVC Tee, 1/2"	piece			21	21	630.00				0	0.00			0	0.00				0	0.00	21	30.00	630.00	
174		PVC Tee, 1"	piece			21	21	840.00				0	0.00			0	0.00				0	0.00	21	40.00	840.00	
175		Roller Brush #4 Cotton	piece			5	5	500.00				0	0.00			0	0.00				0	0.00	5	100.00	500.00	
176		Roller Brush #7 Cotton	piece			5	5	500.00				0	0.00			0	0.00				0	0.00	5	100.00	500.00	
177		Rubber Flapper No. 102, anti-rust stainless steel chain and hook, Fits most plastic flush valve	piece			10	10	2,500.00				0	0.00			0	0.00				0	0.00	10	250.00	2,500.00	
178		Sand Paper#120	piece			15	15	375.00				0	0.00			0	0.00				0	0.00	15	25.00	375.00	
179		Teflon Tape, big	piece			22	22	1,100.00				0	0.00			0	0.00				0	0.00	22	50.00	1,100.00	
180		Welding Rod, stainless	kilogram			5	5	3,190.00				0	0.00			0	0.00				0	0.00	5	630.00	3,190.00	
181		Archfile, red, legal	piece			2	2	350.00				0	0.00			0	0.00				0	0.00	2	175.00	350.00	
182		Boardpaper, legal, 10's	pack			1	1	80.00				0	0.00			0	0.00				0	0.00	1	80.00	80.00	
183		Bond paper, A4 multi purpose, 70gsm	ream			5	5	1,000.00				0	0.00			0	0.00				0	0.00	5	200.00	1,000.00	
184		Bond paper, premium grade, legal	ream			25	25	6,250.00				0	0.00			0	0.00				0	0.00	25	250.00	6,250.00	
185		Tape, electrical, 18mm x 16mm min.	roll				0	0.00				0	0.00	4		4	74.68				0	0.00	4	18.67	74.68	
186		Bleaching liquid	bottle			15	15	3,450.00			15	15	3,450.00			0	0.00				0	0.00	30	230.00	6,900.00	
187		Doomat, rubber	piece			40	40	2,800.00				0	0.00			0	0.00				0	0.00	40	70.00	2,800.00	
188		Doomat, cloth	piece			63	63	3,150.00				0	0.00			0	0.00				0	0.00	63	50.00	3,150.00	
189		Glass cleaner, 500ml	bottle			26	26	7,800.00			6	6	1,800.00			20	20	6,000.00				0	0.00	52	300.00	15,600.00
190		Muriatic acid, 1 gallon	bottle			5	5	1,500.00			5	5	1,500.00			0	0.00				0	0.00	10	300.00	3,000.00	
191		Pail, 16 liter capacity	piece			9	9	2,700.00				0	0.00			0	0.00				0	0.00	9	300.00	2,700.00	
192		Toilet brush with handle	piece			6	6	720.00			6	6	720.00			0	0.00				0	0.00	12	120.00	1,440.00	
193		Toilet deodorant cake	piece			31	31	3,100.00				0	0.00			30	30	3,000.00				0	0.00	61	100.00	6,100.00
194		Toilet floor brush	piece			10	10	1,500.00			5	5	750.00			0	0.00				0	0.00	15	150.00	2,250.00	
195		Trash bag, black, 10's, 940mm x 1015mm	pack			50	50	6,734.00				0	0.00			50	50	6,734.00				0	0.00	100	134.68	13,468.00
196		Clipboard, vinyl, A4	piece			1	1	34.40				0	0.00			0	0.00				0	0.00	1	34.40	34.40	
197		Clipboard, vinyl, legal	piece			4	4	720.00				0	0.00			0	0.00				0	0.00	4	180.00	720.00	
198		Continuous form, 3ply, 11' x 9 1/2'	box			3	3	4,500.00				0	0.00			3	3	4,500.00				0	0.00	6	1,500.00	9,000.00
199		Custom self-inking stamp, 50 x 30mm, with red ink pad	piece				0	0.00			1	1	1,800.00			0	0.00				0	0.00	1	1,800.00	1,800.00	
200		Custom self-inking stamp, 70 x 25mm, with red ink pad	piece				0	0.00			1	1	1,800.00			0	0.00				0	0.00	1	1,800.00	1,800.00	
201		Ink, stamp pad, 50 ml	bottle			1	1	31.80				0	0.00			0	0.00				0	0.00	1	31.80	31.80	
202		Laminating film, legal, 10's	pack			2	2	280.00				0	0.00			0	0.00				0	0.00	2	140.00	280.00	
203		Employees Leave card	piece			525	525	2,756.25				0	0.00			0	0.00				0	0.00	525	5.25	2,756.25	
204		Ribbon, Olympia	piece			7	7	5,950.00				0	0.00			0	0.00				0	0.00	7	850.00	5,950.00	
205		Ring binder, 1 1/2" x 44"	piece			1	1	60.00				0	0.00			0	0.00				0	0.00	1	60.00	60.00	
206		Replacement for self-inking stamp	piece			1	1	455.05				0	0.00			0	0.00				0	0.00	1	455.05	455.05	
207		Specialty paper, legal, 10's, pale cream	pack			2	2	300.00			2	2	300.00			2	2	300.00			1	1	150.00	7	150.00	1,050.00
208		Specialty paper, A4, 10's, pale cream	pack			9	9	1,080.00			2	2	240.00			2	2	240.00			2	2	240.00	15	120.00	1,800.00
209		Specialty paper, A4, 10's, pale cream	pack			2	2	330.00				0	0.00			0	0.00				0	0.00	2	165.00	330.00	
210		Trodat ink, 30ml, Red	bottle			2	2	500.00				0	0.00			0	0.00				0	0.00	2	250.00	500.00	
211		Trodat ink, 28ml, violet	bottle			2	2	400.00				0	0.00			0	0.00				0	0.00	2	200.00	400.00	
212		Drum unit, Fujixerox DC 2011	piece			1	1	14,000.00				0	0.00			0	0.00				0	0.00	1	14,000.00	14,000.00	


No.	UNSPSC Code	Item Description	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				
213		Ink, Epson 003 black, 65ml	bottle			63	63	22,050.00			21	21	7,350.00			41	41	14,350.00			18	18	6,300.00	143	350.00	50,050.00	
214		Ink, Epson 003 cyan, 65ml	bottle			33	33	11,550.00			9	9	3,150.00			11	11	3,850.00			8	8	2,800.00	61	350.00	21,350.00	
215		Ink, Epson 003 magenta, 65ml	bottle			34	34	11,900.00			10	10	3,500.00			12	12	4,200.00			5	5	1,750.00	61	350.00	21,350.00	
216		Ink, Epson 003 yellow, 65ml	bottle			34	34	11,900.00			9	9	3,150.00			12	12	4,200.00			4	4	1,400.00	59	350.00	20,650.00	
217		Ink, Epson 001 yellow	bottle			2	2	700.00			2	2	700.00			2	2	700.00			1	1	350.00	7	350.00	2,450.00	
218		Ribbon for Epson LX310	cart			6	6	467.64				0	0.00			3	3	233.82				0	0.00	9	77.94	701.46	
219		Toner, HP 30A black laserjet	cart			2	2	8,200.00				0	0.00				0	0.00				0	0.00	2	4,100.00	8,200.00	
220		Toner, HP 32A black laserjet	cart			2	2	10,300.00				0	0.00				0	0.00				0	0.00	2	5,150.00	10,300.00	
221		Ink for Epson L4260, cyan 001 series, 70ml	bottle			11	11	3,850.00			1	1	350.00			1	1	350.00				0	0.00	13	350.00	4,550.00	
222		Ink for Epson L4260, magenta 001 series, 70ml	bottle			12	12	4,200.00			2	2	700.00				0	0.00				0	0.00	14	350.00	4,900.00	
223		Ink for Epson L4260, yellow 001 series, 70ml	bottle			10	10	3,500.00				0	0.00				0	0.00				0	0.00	10	350.00	3,500.00	
224		Marking pen, whiteboard, black, refillable	piece			25	25	2,250.00				0	0.00			25	25	2,250.00				0	0.00	50	90.00	4,500.00	
225		Toner, Gestner MP2014	cart			2	2	8,000.00			3	3	12,000.00			1	1	4,000.00				0	0.00	6	4,000.00	24,000.00	
226		Toner for muratec TS-1820	cart			2	2	14,800.00				0	0.00			1	1	7,400.00				0	0.00	3	7,400.00	22,200.00	
227		Ink for Epson L4260, cyan 001 series, 127ml	bottle			17	17	9,350.00			4	4	2,200.00			3	11	6,050.00			1	1	550.00	33	550.00	18,150.00	
228		Clp, bulldog 3"	piece			16	16	320.00				0	0.00				0	0.00				0	0.00	16	20.00	320.00	
229		Carbon film, legal, 100's	pack			1	1	900.00				0	0.00				0	0.00				0	0.00	1	900.00	900.00	
230		Dater, 4mm	piece			3	3	1,409.34				0	0.00				0	0.00				0	0.00	3	469.78	1,409.34	
231		Thumbtacks	box			1	1	20.00				0	0.00				0	0.00				0	0.00	1	20.00	20.00	
232		Pencil	piece			13	13	104.00			5	5	0.00				0	0.00				0	0.00	18	8.00	144.00	
233		Data folder with finger ring, 3" x 9" x 15"	piece			2	2	600.00				0	0.00				0	0.00				0	0.00	2	300.00	600.00	
234		Dater, self-inking mini-dater stamp	piece			2	2	800.00				0	0.00				0	0.00				0	0.00	2	400.00	800.00	
235		Envelope, expanding kraft, legal	piece			6	6	480.00				0	0.00				0	0.00				0	0.00	6	80.00	480.00	
236		Folder, legal, white, 100's	pack			1	1	335.00				0	0.00				0	0.00				0	0.00	1	335.00	335.00	
237		Folder, legal, expanding	piece			300	300	9,000.00				0	0.00				0	0.00				0	0.00	300	30.00	9,000.00	
238		PVC cover, A4, 10's	pack			15	15	2,250.00			5	5	750.00			8	8	1,200.00			2	2	300.00	30	150.00	4,500.00	
239		PVC cover, legal, 10's	pack			2	2	240.00				0	0.00			1	1	120.00				0	0.00	3	120.00	360.00	
240		Plastic cover	yard			1	1	25.00				0	0.00				0	0.00				0	0.00	1	25.00	25.00	
241		Ring binder, 1" x 44"	piece			2	2	100.00				0	0.00				0	0.00				0	0.00	2	50.00	100.00	
242		Ring binder, 3/4" x 44"	piece			2	2	80.00				0	0.00				0	0.00				0	0.00	2	40.00	80.00	
243		Ruler, 18"	piece			2	2	160.00				0	0.00				0	0.00				0	0.00	2	80.00	160.00	
244		Ring binder, 1/2" x 44"	piece			5	5	375.00				0	0.00			5	5	375.00				0	0.00	10	75.00	750.00	
245		Ring binder, 1/2" x 44"	piece			4	4	200.00				0	0.00				0	0.00				0	0.00	4	50.00	200.00	
246		Sign pen, 0.5mm	piece			1	1	20.26				0	0.00				0	0.00				0	0.00	1	20.26	20.26	
247		Specialty board, legal, 10's	pack			9	3	12	2,400.00			1	1	200.00			2	2	400.00				0	0.00	15	200.00	3,000.00
248		Specialty board, A4, 10's, white	pack			10	10	1,500.00			1	1	150.00			3	3	450.00				0	0.00	14	150.00	2,100.00	
249		Specialty board, letter, 10's, white	pack			15	15	1,950.00				0	0.00				0	0.00				0	0.00	15	130.00	1,950.00	
250		Specialty paper, letter, white, 10's	pack			2	2	200.00				0	0.00				0	0.00				0	0.00	2	100.00	200.00	
251		Specialty paper, A4, white, 10's	pack			12	12	1,440.00			1	1	120.00			1	1	120.00				0	0.00	14	120.00	1,680.00	
252		Specialty paper, legal, pale cream, 10's	pack			3	3	450.00			1	1	150.00			1	1	150.00				0	0.00	5	150.00	750.00	
253		Specialty paper, A4, pale cream, 10's	pack			6	6	900.00			1	1	150.00			1	1	150.00			1	1	150.00	9	150.00	1,350.00	
254		Stamp pad ink, black, 50-60ml	bottle			1	1	100.00				0	0.00				0	0.00				0	0.00	1	100.00	100.00	
255		Sticker paper, legal, matte	pack			1	1	40.00				0	0.00	1		1	40.00				0	0.00	2	40.00	80.00		
256		Official receipt, customized	box			7	7	21,181.79				0	0.00				0	0.00				0	0.00	7	3,025.97	21,181.79	
257		Binding machine	unit			1	1	8,000.00				0	0.00				0	0.00				0	0.00	1	8,000.00	8,000.00	



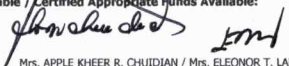
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec			
A. TOTAL																						P		567,423.03
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		56,742.30
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		-
D. GRAND TOTAL (A + B + C)																						P		624,165.33
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:

  
 \_\_\_\_\_  
 Mrs. MAYBELLE R. DELAS ALAS  
 Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 \_\_\_\_\_  
 Mrs. APPLE KHEER R. CHUIDIAN / Mrs. ELEONOR T. LANA  
 Accountant / Budget Officer

Approved by:

  
 \_\_\_\_\_  
 Dr. ENRICO M. DALANGIN  
 Head of Office/Agency

Date Prepared: \_\_\_\_\_