

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](http://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](http://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. 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:	MARITIME INDUSTRY AUTHORITY	Agency Account Code:	Contact Person:	ARNALDO P. VALLESFINO
Region:	NCR-CENTRAL OFFICE	Organization:	Position:	Chief Administrative Officer
Address:	A. BONIFACIO DRIVE CORNER 20th STREET, PORT AREA, MANILA		E-mail:	<a href="mailto:supply_section_oad@yahoo.com">supply_section_oad@yahoo.com</a>
			Tel./Mobile Nos:	8-5246518

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					
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>Pesticides or Pest Repellents</b>																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	31	10	9	50	6,968.00	23	9	10	42	5,853.12	29	10	9	48	6,689.28	23	9	10	42	5,853.12	182.00	139.36	25,363.52
<b>Solvents</b>																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	258	66	68	392	17,244.86	258	66	68	392	17,244.86	318	66	68	452	19,884.38	326	133	133	592	26,043.26	1,828.00	43.992	80,417.38
<b>Color Compounds and Dispersions</b>																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	25	32	5	62	1,526.89	8	4	7	19	467.92	12	32	5	49	1,206.73	8	4	6	18	443.29	148.00	24.6272	3,644.83
<b>Films</b>																										
4	13111203-AC-P01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	2	0	2	1,474.47	0	3	0	3	2,211.71	0	0	0	0	0.00	5.00	737.2352	3,686.18
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	2	0	0	2	417.04	0	0	1	1	208.52	0	0	0	0	0.00	0	0	1	1	208.52	4.00	208.52	834.08
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	2	0	0	2	417.04	0	0	1	1	208.52	0	0	2	2	417.04	0	0	1	1	208.52	6.00	208.52	1,251.12
<b>Paper Materials and Products</b>																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack	8	24	4	36	2,620.05	3	0	4	7	509.45	10	1	1	12	873.35	4	0	1	5	363.90	60.00	72.7792	4,366.75
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	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	682.24	0.00
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	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	1029.6	0.00
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	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	1300	0.00



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			
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
44	40101604-EF-501	ELECTRIC FAN, STAND type, plastic blade	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	1006.3872	0.00
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	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	669.656	0.00
<b>Lighting and Fixtures and Accessories</b>																										
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	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	40.56	0.00
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	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	72.488	0.00
<b>Measuring and Observing and Testing Equipment</b>																										
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	18	26	0	44	680.91	1	1	10	12	185.70	3	1	0	4	61.90	8	1	0	9	139.28	69.00	15.4752	1,067.79
<b>Cleaning Equipment and Supplies</b>																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	49	24	18	91	7,831.46	37	25	18	80	6,884.80	36	28	15	79	6,798.74	34	22	14	70	6,024.20	320.00	86.06	27,539.20
50	47131604-BR-S01	BROOM, soft (tambo)	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	130	0.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	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	30.576	0.00
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	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	41.6	0.00
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	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	23.92	0.00
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	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	8.008	0.00
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	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	37.4296	0.00
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	17	9	11	37	4,550.26	17	9	11	37	4,550.26	13	9	11	33	4,058.34	14	9	11	34	4,181.32	141.00	122.98	17,340.18
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	24.84	0	0	0	0	0.00	1.00	24.8352	24.84
58	47131802-FW-P02	FLOOR WAX, PASTE, 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	269.36	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	4	4	4	12	1,048.32	4	4	4	12	1,048.32	4	4	4	12	1,048.32	4	4	4	12	1,048.32	48.00	87.36	4,193.28
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	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	1911	0.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	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	145.6	0.00
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	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	110.24	0.00
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	49.6912	0.00
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	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	102.96	0.00
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	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	139.88	0.00
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	26	79	4	109	2,571.00	4	1	15	20	471.74	4	79	4	87	2,052.09	1	1	0	2	47.17	218.00	23.5872	5,142.01
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																										
67	43211507-DCT-03	Desktop Computer, branded	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	39208	0.00
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	19	10	0	29	79,019.20	1	5	10	16	43,596.80	2	1	0	3	8,174.40	0	0	0	0	0.00	48.00	2724.8	130,790.40
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	71	40	44	155	42,879.20	22	12	7	41	11,342.24	51	17	7	75	20,748.00	17	9	32	58	16,045.12	329.00	276.64	91,014.56
71	43211503-LCT-03	Laptop Computer, branded	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	35916.4	0.00
72	43211708-MO-C01	MOUSE, optical, USB connection type	unit	34	5	5	44	5,939.65	10	7	3	20	2,699.84	6	5	3	14	1,889.89	5	5	13	23	3,104.82	101.00	134.992	13,634.19
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	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	33131.28	0.00
74	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	7995.52	0.00
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	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







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					
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
1	44111905-WB-N01	White Board		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	3800	0.00
3		Counting Machine	unit	1			1	14,500.00					0	0.00				0	0.00			0	0.00	1.00	14500	14,500.00
4		Adding Machine/calculator	unit	1			1	10,000.00					0	0.00				0	0.00			0	0.00	1.00	10000	10,000.00
<b>Common Office Supplies</b>																										
1		BALL PEN (BLK)	PCS	148	14	14	176	1,760.00	86	14	14	114	1,140.00	148	14	14	176	1,760.00	86	14	14	114	1,140.00	580.00	10	5,800.00
2		BALL PEN (BLUE)	PCS	148	14	14	176	1,760.00	86	14	14	114	1,140.00	148	14	14	176	1,760.00	86	14	14	114	1,140.00	580.00	10	5,800.00
3		BALL PEN (RED)	pc	61			61	610.00	30			30	300.00	61			61	610.00	35			35	350.00	187.00	10	1,870.00
4		sign pen, green (0.5mm)	pc	12			12	600.00				0	0.00				0	0.00				0	0.00	12.00	50	600.00
5		Pilot Hi-techpoint V7 Grip (0.7), black	pc	10			10	750.00				0	0.00	10			10	750.00				0	0.00	20.00	75	1,500.00
6		Pilot Hi-techpoint V7 Grip (0.7), blue	pc	10			10	750.00				0	0.00	10			10	750.00				0	0.00	20.00	75	1,500.00
7		ACETATE, A4 15PC/pack	PACK	6		2	8	480.00			2	2	120.00			2	2	120.00			2	2	120.00	14.00	60	840.00
8		ACETATE, LEGAL 5pcs/pack	PACK			2	2	140.00			2	2	140.00			2	2	140.00			2	2	140.00	8.00	70	560.00
9		INDEX BOX, 5X8	PC	5			5	500.00				0	0.00				0	0.00				0	0.00	5.00	100	500.00
10		STORAGE BOX with LID	set	15			15	3,750.00				0	0.00				0	0.00				0	0.00	15.00	250	3,750.00
11		Corrugated box	piece		150		150	6,000.00		150		150	6,000.00		150		150	6,000.00		150		150	6,000.00	600.00	40	24,000.00
12		Cork board, 12x16	piece		2		2	2,000.00		2		2	2,000.00		1		1	1,000.00		1		1	1,000.00	6.00	1000	6,000.00
13		Paste, solid with applicator	piece		5		5	250.00		5		5	250.00		5		5	250.00		5		5	250.00	20.00	50	1,000.00
14		Clip, bulldog	piece		30		30	300.00		30		30	300.00		30		30	300.00		30		30	300.00	120.00	10	1,200.00
15		Book stands	piece		5		5	125.00		5		5	125.00		5		5	125.00				0	0.00	15.00	25	375.00
<b>Office Equipment and Accessories</b>																										
1		Transfer Belt for Printer MC 651	pc			1	1	15,000.00				0	0.00				0	0.00				0	0.00	1.00	15000	15,000.00
2		Fuser for Printer MC 651	pc			1	1	15,000.00				0	0.00				0	0.00				0	0.00	1.00	15000	15,000.00
3		Steel rack (open shelves)		10			10	50,000.00				0	0.00				0	0.00				0	0.00	10.00	5000	50,000.00
4		Multi Function Coffee urn electric coffee percolator, tea & water heater dispenser 14.5 L (stainless)	unit	1			1	7,500.00				0	0.00				0	0.00				0	0.00	1.00	7500.00	7,500.00
<b>Office Supplies</b>																										
1		PILOT V10 (blue)	pc	12	12	12	36	2,880.00	12	12	12	36	2,880.00	12	12	12	36	2,880.00	12	12	12	36	2,880.00	144.00	80	11,520.00
2		PILOT V10 (black)	pc	6			6	480.00		6		6	480.00		6		6	480.00		6		6	480.00	24.00	80	1,920.00
3		PILOT V10 (red)	pc		12		12	960.00				0	0.00				0	0.00		6		6	480.00	18.00	80	1,440.00
4		FOLDER PLASTIC LONG (RED)	pc			30	30	1,500.00				0	0.00				0	0.00				0	0.00	30.00	50	1,500.00
5		FOLDER PLASTIC LONG (BLACK)	pc			50	50	2,500.00				0	0.00				0	0.00				0	0.00	50.00	50	2,500.00
6		FOLDER PLASTIC LONG BLUE	pc			50	50	2,500.00				0	0.00				0	0.00				0	0.00	50.00	50	2,500.00
7		Face mask	box	10			10	500.00	10			10	500.00	10			10	500.00	10			10	500.00	40.00	50	2,000.00
8		Hand sanitizer	Gal.	4	4	4	12	5,760.00	4	4	4	12	5,760.00	4	4	4	12	5,760.00	4	4	4	12	5,760.00	48.00	480	23,040.00
9		MARINA Flag	pc	4			4	16,000.00				0	0.00	4			4	16,000.00				4	16,000.00	12.00	4000	48,000.00

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				
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																									
10	DOTr Flag	pc	2			2	8,000.00				0	0.00				0	0.00			0	0.00	2.00	4000	8,000.00	
<b>Audio and visual presentation and composing equipment</b>																									
1	52161505-TV-S01 SMART Television				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2	52161520-MC-M01 Microphone		8		8	9,600.00				0	0.00				0	0.00				0	0.00	8.00	1,200	9,600.00	
3	52161512-SP-K01 Speakers		8		8	32,000.00				0	0.00				0	0.00				0	0.00	8.00	4000	32,000.00	
4	32101514-AM-P01 Amplifier		2		2	16,000.00				0	0.00				0	0.00				0	0.00	2.00	8000	16,000.00	
5	52161517-EQ-E01 Equalizer		2		2	29,000.00				0	0.00				0	0.00				0	0.00	2.00	14,500.00	29,000.00	
<b>Cleaning Equipment and Supplies</b>																									
1	Vacuum cleaner, portable	unit	2		2	7,000.00				0	0.00				0	0.00				0	0.00	2.00	3500	7,000.00	
2	Silver flux, cup	platic bottle	1		1	350.00				0	0.00	1			1	350.00				0	0.00	2.00	350	700.00	
3	sacks (50 kilos)	pc	100		100	350.00				0	0.00				0	350.00				0	0.00	100.00	14	1,400.00	
<b>Paper Materials and Products</b>																									
1	SPECIALTY BOARD 220 GSM (COLOR: PALE CREAM) 8 1/2 X 13 (10 SHEETS PER PACK)	PACK		7	7	43.75			7	7	350.00			7	7	350.00			7	7	350.00	28.00	50	1,400.00	
2	BOARD PAPER 200 GSM (COLOR: NEW JAVA WHITE) 8.5 X 11 (10 SHEETS PER PACK)	PACK		7	7	39.75			7	7	350.00			7	7	350.00			7	7	350.00	28.00	50	1,400.00	
3	VELLUM BOARD 200 GSM (COLOR: WHITE)	PACK	5	5	5	15	25.25	5	5	5	15	750.00	5	5	5	15	750.00	5	5	5	15	750.00	60.00	50	3,000.00
4	Copier paper (hard copy), 8 1/2" x 11" 20/70gsm	ream	10		10	1,500.00	5		5	750.00			0	0.00					0	0.00	15.00	150	2,250.00		
5	Morocco folder, short (blue with slide)	pc		25	25	375.00				0	0.00				0	0.00				0	0.00	25.00	15	375.00	
6	Frames, A4 size for certificates	piece	25		25	3,750.00		25	25	3,750.00		25	25	3,750.00		25	25	3,750.00		25	25	3,750.00	100.00	150	15,000.00
7	Paper board, specialty paper for certificates	pack	25		25	1,250.00		25	25	1,250.00		25	25	1,250.00		25	25	1,250.00		25	25	1,250.00	100.00	50	5,000.00
8	Sticker paper, 10 pcs per pack	pack	10	20	30	1,500.00		15	20	35	1,750.00		10	20	30	1,500.00		15	20	35	1,750.00	130.00	50	6,500.00	
9	Envelope, Mailing with MARINA Logo	box	10	5	15	3,000.00		5		5	1,000.00		5		5	1,000.00		5		5	1,000.00	30.00	200	6,000.00	
10	Agenda Folders with MARINA logo (improved style)	piece	150		150	5,250.00		150		150	5,250.00		150		150	5,250.00		150		150	5,250.00	600.00	35	21,000.00	
11	Cartolina, white, 20 pcs per pack	pack	5	5	5	1,125.00	5	5	5	15	1,125.00	5	5	5	15	1,125.00	5	5	5	15	1,125.00	60.00	75	4,500.00	
12	Letterhead, MARINA A4	ream	150	150		300	150,000.00			0	0.00				0	0.00				0	0.00	300.00	500	150,000.00	
13	Letterhead, MARINA Legal	ream	20		20	12,000.00				0	0.00				0	0.00				0	0.00	20.00	600	12,000.00	
14	Envelope Mailing (MARINA w/ logo)	box	10	10		20	10,000.00			0	0.00				0	0.00				0	0.00	20.00	500	10,000.00	
15	Board Paper, A4 size	pack	20		20	1,000.00				0	0.00				0	0.00				0	0.00	20.00	50	1,000.00	
16	Corrugated Box	pack	1,500	500		2000	100,000.00			0	0.00				0	0.00				0	0.00	2,000.00	50	100,000.00	
17	Paper, Mimeo, A4	pack	50		50	6,000.00				0	0.00				0	0.00				0	0.00	50.00	120	6,000.00	
18	Paper, Mimeo, Legal	pack	50		50	2,500.00				0	0.00				0	0.00				0	0.00	50.00	50	2,500.00	
<b>Lighting and fixtures and accessories</b>																									
1	39112102-LB-B01 LED bulb				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2	LED bulb	9w, piece	15	15	15	45	13,500.00	15	15	15	45	13,500.00	15	15	15	45	13,500.00	15	15	16	46	13,800.00	181.00	300	54,300.00
3	T8, LED Tube light	9w, piece	82	12	12	106	23,320.00	12	12	12	36	7,920.00	12	12	12	36	7,920.00	12	12	12	36	7,920.00	214.00	220	47,080.00



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		
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
4	LED bulb 9 watts	piece	50			50	4,750.00				0	0.00				0	0.00				0	0.00	50.00	95	4,750.00	
5	Flourescent Lamp 28 watts	piece	25			25	2,000.00				0	0.00	25			25	2,000.00				0	0.00	50.00	80	4,000.00	
6	Extension Cord 3 gang outlet	piece	10			10	5,000.00				0	0.00				0	0.00				0	0.00	10.00	500	5,000.00	
<b>Electrical equipment and components and supplies</b>																										
1	Extension cord with 6 outlet		4	2		6	6,000.00				0	0.00				0	0.00			2		2	2,000.00	8.00	1000	8,000.00
2	Extension cord (rolled)		1			1	1,000.00				0	0.00				0	0.00				0	0.00	1.00	1000	1,000.00	
3	Electrical wire, 2.0	box	1			1	4,000.00	1			1	4,000.00	1			1	4,000.00	1			1	4,000.00	4.00	4000	16,000.00	
4	Electric wire, 3.5	box	1			1	4,500.00	1			1	4,500.00	1			1	4,500.00	1			1	4,500.00	4.00	4500	18,000.00	
5	Electrical tape (rubberized)	roll	6			6	1,800.00	6			6	1,800.00	6			6	1,800.00	6			6	1,800.00	24.00	300	7,200.00	
6	Pylon tape	roll	1	1	1	3	540.00	1	1	1	3	540.00	1	1	1	3	540.00	1	1	1	3	540.00	12.00	180	2,160.00	
7	Paint brush, #1	pc	2	2	2	6	360.00	2	2	2	6	360.00	2	2	2	6	360.00	2	2	2	6	360.00	24.00	60	1,440.00	
8	Soldering lead	roll	2	2	2	6	1,500.00	2	2	2	6	1,500.00	2	2	2	6	1,500.00	2	2	2	6	1,500.00	24.00	250	6,000.00	
9	Soldering rod	stick	5	5	5	15	750.00	5	5	5	15	750.00	5	5	5	15	750.00	5	5	5	15	750.00	60.00	50	3,000.00	
10	Rugby	Can	1			1	700.00	1			1	700.00	1			1	700.00	1			1	700.00	4.00	700	2,800.00	
11	Cool pro	Cylinder	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	12.00	500	6,000.00	
12	Polyethelene	roll	1	1	1	3	1,050.00	1	1	1	6	2,100.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	15.00	350	5,250.00	
13	Coil cleaner	Container	1		1	2	7,000.00	1		1	2	7,000.00	1		1	2	7,000.00	1		1	2	7,000.00	8.00	3500	28,000.00	
14	refregirant gas	kilo	50			50	900.00				0	0.00				0	0.00				0	0.00	50.00	900	45,000.00	
15	nitrogen gas	Tank	2			2	15,000.00				0	0.00				0	0.00				0	0.00	2.00	15000	30,000.00	
16	nitrogen regulator	unit	1			1	3,500.00				0	0.00				0	0.00				0	0.00	1.00	3500	3,500.00	
17	Teplon tape, 3/4" , US	roll	30			30	1,500.00				0	0.00				0	0.00				0	0.00	30.00	50	1,500.00	
<b>Computer Supplies</b>																										
1	DVD Rewritable, speed: 4x min, 4.7GB	pc	20		6	26	520.00		6		6	120.00			3	3	60.00				3	3	60.00	38.00	20	760.00
2	wireless mouse	pc	3			3	1,500.00				0	0.00				0	0.00				0	0.00	3.00	500	1,500.00	
<b>Common ICT Equipment</b>																										
10	45111601-WP-P01 Wireless Pointing Device / Laser Pointer			2	1	3	3,000.00		2		2	2,000.00				0	0.00				0	0.00	5.00	1000	5,000.00	
12	39121011-UP-S01 UNINTERRUPTIBLE POWER SUPPLY (UPS)			12	10	22	44,000.00		3		3	6,000.00				0	0.00				0	0.00	25.00	2000	50,000.00	

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					
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																										
<b>Consumables</b>																										
1	DCP - T310 / BTD60 B (Black)		20	5	7	32	12,800.00	9	13	2	24	9,600.00	21	8	7	36	14,400.00	9	13	2	24	9,600.00	116.00	400	46,400.00	
2	DCP -T310 / BT5000 M (Magenta)		13	3	6	22	8,800.00	6	10	1	17	6,800.00	15	5	6	26	10,400.00	6	10	1	17	6,800.00	82.00	400	32,800.00	
3	DCP-T310 / BT5000 C (Cyan)		13	3	6	22	8,800.00	6	10	1	17	6,800.00	15	5	6	26	10,400.00	6	10	1	17	6,800.00	82.00	400	32,800.00	
4	DCP-T310 / BT5000 Y (Yellow)		13	3	6	22	8,800.00	6	10	1	17	6,800.00	15	5	6	26	10,400.00	6	10	1	17	6,800.00	82.00	400	32,800.00	
5	Epson L3110 / 003 B (Black)		13	2	3	18	5,400.00	6	166	2	174	52,200.00	10	5	3	18	5,400.00	6	6	2	14	4,200.00	224.00	300	67,200.00	
6	Epson L3110 / 003 M (Magenta)		9	1	2	12	3,600.00	4	164	1	169	50,700.00	7	3	2	12	3,600.00	4	4	1	9	2,700.00	202.00	300	60,600.00	
7	Epson L3110 / 003 C (Cyan)		9	1	2	12	3,600.00	4	164	1	169	50,700.00	7	3	2	12	3,600.00	4	4	1	9	2,700.00	202.00	300	60,600.00	
8	Epson L3110 / 003 Y (Yellow)		9	1	2	12	3,600.00	4	164	1	169	50,700.00	7	3	2	12	3,600.00	4	4	1	9	2,700.00	202.00	300	60,600.00	
9	HP CF 332AC					0	0.00			1	1	17,545.00				0	0.00				0	0.00	1.00	17545	17,545.00	
10	HP CF 333AC					0	0.00			1	1	17,545.00				0	0.00				0	0.00	1.00	17545	17,545.00	
11	HP CF 331AC					0	0.00			1	1	17,545.00				0	0.00				0	0.00	1.00	17545	17,545.00	
12	HP CF 320AC					0	0.00			2	2	47,500.00				0	0.00				0	0.00	2.00	23750	47,500.00	
13	Samsung MLT D111S				1	1	1,800.00			1	1	1,800.00			1	1	1,800.00			1	1	1,800.00	4.00	1800	7,200.00	
14	TONER CART, SAMSUNG D2850B, Black	Cart	6	2	2	10	60,000.00	6	2	2	10	60,000.00	6	2	2	10	60,000.00	6	2	2	10	60,000.00	40.00	6000	240,000.00	
15	Brother Drum DR-451CL, 30,000 pages	piece	5			5	33,800.00		5		5	33,800.00		5		5	33,800.00	10			10	67,600.00	25.00	6,760	169,000.00	
16	Toner, Cart, Brother TN-456 Black, high yield, 6,500 pages	cart	20	10	10	40	203,216.00	20	10	10	40	203,216.00	20	10	10	40	203,216.00	20	10	10	40	203,216.00	160.00	5,080	812,864.00	
17	Toner, Cart, Brother TN-456 Cyan, high yield, 6,500 pages	cart	9	8	8	25	214,240.00	9	8	8	25	214,240.00	9	8	8	25	214,240.00	9	8	8	25	214,240.00	100.00	8,570	856,960.00	
18	Toner, Cart, Brother TN-456 Yellow, high yield, 6,500 pages	cart	9	8	8	25	214,240.00	9	8	8	25	214,240.00	9	8	8	25	214,240.00	9	8	8	25	214,240.00	100.00	8,570	856,960.00	
19	Toner, Cart, Brother TN-456 Magenta, high yield, 6,500 pages	cart	9	8	8	25	214,240.00	9	8	8	25	214,240.00	9	8	8	25	214,240.00	9	8	8	25	214,240.00	100.00	8,570	856,960.00	
20	Duplo, Black Ink DA14	cart				0	0.00		50		50	45,000.00				0	0.00				0	0.00	50.00	900	45,000.00	
21	Fiji Xerox Toner	cart				0	0.00		5		5	19,750.00				0	0.00				0	0.00	5.00	3,950	19,750.00	
22	Sharp Xerox Toner	cart				0	0.00		5		5	33,000.00				0	0.00				0	0.00	5.00	6,600	33,000.00	
<b>Other Categories</b>																										
9	26111729-AB-001 Auto Battery		18			18	90,000.00					0	0.00				0	0.00				0	0.00	18.00	5000	90,000.00
10	Auto Tires		72			72	396,000.00					0	0.00				0	0.00				0	0.00	72.00	5500	396,000.00
11	Car freshner		9		8	17	4,250.00		8		8	2,000.00	9		8	17	4,250.00		8		8	2,000.00	50.00	250	12,500.00	
12	Hand drier (for Restrooms)	unit	61			61	244,000.00					0	0.00				0	0.00				0	0.00	61.00	4000	244,000.00
13	Door stopper (for offices & restrooms)	piece	100			100	80,000.00					0	0.00				0	0.00				0	0.00	100.00	800	80,000.00
14	Polo Shirts for OPLAN Biyaheng Ayos: Semana Santa, Balik Eskwela, Undas at Kapaskuhan (8 polo shirts / set, P700/polo shirt)	sets		18		18	100,800.00					0	0.00				0	0.00				0	0.00	18.00	5600	100,800.00
15	Wall clock			2		2	2,000.00		2		2	2,000.00				0	0.00				0	0.00	4.00	1000	4,000.00	
16	Electric Air Purifier / Freshener	piece		3		3	1,500.00					0	0.00				0	0.00				0	0.00	3.00	500	1,500.00

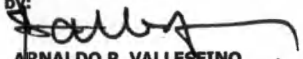
Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year					
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																									
17	Drinking Glasses (for the Board Meeting), 6 pcs per set	set		5		5	5,000.00		5		5	5,000.00				0	0.00				0	0.00	10.00	1000	10,000.00
18	Dinnerware set (preferably white)	set		6		6	6,000.00				0	0.00				0	0.00				0	0.00	6.00	1000	6,000.00
19	Glass pitcher	piece		15		15	2,250.00				0	0.00				0	0.00				0	0.00	15.00	150	2,250.00
20	Good Year Tire	piece	4			4	22,000.00				0	0.00				0	0.00				0	0.00	4.00	5500	22,000.00
21	Engine Oil	piece	1			1	2,000.00				0	0.00	1			1	2,000.00				0	0.00	2.00	2000	4,000.00
22	Disaster Preparedness Emergency Kit (2pcs/item/Floor)	set	24			24	144,000.00		8		8	48,000.00	8		8	16	96,000.00		8		8	48,000.00	56.00	6000	336,000.00
23	Lapel Microphone, Wireless	unit	4			4	2,000.00				0	0.00				0	0.00				0	0.00	4.00	8000	32,000.00

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
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																								
<b>A. TOTAL</b>																						P	18,988,793.30	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																						P	1,898,879.33	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)</b>																								
<b>D. GRAND TOTAL (A + B + C)</b>																						P	20,887,672.63	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																						P	-	
<b>F. MONTHLY CASH REQUIREMENTS</b>																						P	-	
G.1 Available at Procurement Service Stores					3,518,239.68					2,908,113.14												2,562,978.48	P	12,185,534.30
G.2 Other Items not available at PS but regularly purchased from other sources					2,814,439.75					1,522,471.00												1,167,231.00	P	6,712,117.75
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>					6,332,679.43					4,430,584.14												3,730,209.48	P	18,897,652.05

*\*Agency must put the monthly requirement for air tickets both local and international.*

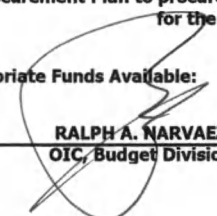
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


  
 ARNALDO P. VALLESFINO  
 Chief Administrative Officer

Date Prepared: 28 October 2019

Certified Appropriate Funds Available:

  
 RALPH A. NARVAEZ  
 OIC, Budget Division

Approved by:

  
 VADM NARCISO A VINGSON JR  
 Officer-In-Charge  
 Office of the Administrator