

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 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. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APP 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:

1. Download the worksheet file APP-CSE 2019 template at [www.psp-phillgeps.gov.ph](http://www.psp-phillgeps.gov.ph)
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
  - a. form used is other than the prescribed format which can be downloaded only at [www.psp-phillgeps.gov.ph](http://www.psp-phillgeps.gov.ph) and;
  - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
  - a. Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office\_APP2019\_DBM\_Region IVA).
  - b. 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.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. 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.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02)689-7750 local 4019 and look for Ms. Evelyn L. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: Department of Education (Capit. Division)  
 Region: VI - Western Visayas  
 Address: Brgy. Banica Roxas City

Note : Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Agency Account Code : 07-001080603  
 Organization Type : DepEd Capital Division

Contact Person: ROEL F. BERMEO, CESO V  
 Position: Schools Division Superintendent  
 Email: [sdrf@deped.gov.ph](mailto:sdrf@deped.gov.ph)  
 Telephone/Mobile Nos: 0966210974 / 0966203773 loc 105

Item #	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>Part I - AVAILABLE AT PROCUREMENT SERVICE STORES</b>																																
<b>Preparatory or Post Preparatory</b>																																
1	INSECTICIDE, aerosol type, net content: 600ml min	can	4	0	0	4	57.44	4	0	0	4	57.44	4	0	0	4	57.44	0	0	0	0	0	0	0	0	0	0.00	12.00	19.36	1,672.32		
<b>Solvents</b>																																
2	ALCOHOL, ethyl, 68%-70%, scented, 500ml (50ml)	bottle	40	0	0	40	1,759.68	40	0	0	40	1,759.68	40	0	0	40	1,759.68	40	0	0	0	0	0	0	0	0	0	0	1,759.68	60.00	43.99	7,038.72
<b>Color Compounds and Dyes</b>																																
3	STAMP PAD INK, purple or violet	bottle	10	0	0	6	394.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	16.00	24.63	394.04	
<b>Films</b>																																
4	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	737.24	0.00	
5	CARBON FILM, PE back, size 210mm x 297mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0.00	208.57	0.00	
6	CARBON FILM, PE back, size 216mm x 297mm	box	4	0	0	4	834.08	0	0	0	4	834.08	4	0	0	4	834.08	0	0	0	0	0	0	0	0	0	0	0.00	12.00	208.52	2,502.24	
<b>Paper Materials and Products</b>																																
7	CARDstock, assorted colors	pack	10	0	0	10	727.79	10	0	0	10	727.79	5	0	0	5	363.90	15	0	0	0	0	0	0	0	0	0	0	1,091.69	40.00	72.78	2,911.17
8	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	0	0	0	0	0	0.00	0.00	682.24	0.00	







106	441031-10-109	FOLDER, TAGBOARD, for A4 size documents	pack	20	0	0	0	0	20	4,347.20	10	0	0	0	10	2,173.60	10	0	0	0	10	2,173.60	10	0	0	0	10	2,173.60	10	0	0	0	10	2,173.60	50.00	217.36	10,868.00
107	441031-10-104	FOLDER, TAGBOARD, for legal size documents	pack	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	279.64	0.00	
108	441030-10-101	INDEX TAB, self-adhesive, transparent	box	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	51.88	0.00	
109	441031-MF-401	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	41.60	0.00	
110	441031-MF-101	MARKER, FLUORESCENT, 3 assorted colors per set	set	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	37.23	0.00	
111	441030-MW-101	MARKER, whiteboard, black, felt tip, bullet type	piece	30	0	0	0	0	30	309.19	30	0	0	0	60	618.38	0	0	0	0	10	103.06	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10.31	1,030.64	
112	441030-MW-100	MARKER, whiteboard, blue, felt tip, bullet type	piece	30	0	0	0	0	30	309.19	30	0	0	0	60	618.38	0	0	0	0	10	103.06	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10.31	1,030.64	
113	441030-MW-103	MARKER, whiteboard, red, felt tip, bullet type	piece	10	0	0	0	0	10	103.06	10	0	0	0	10	103.06	0	0	0	0	10	103.06	10	0	0	0	0	0.00	0	0	0	0	0	0.00	10.31	412.26	
114	441030-MW-102	MARKER, PERMANENT, bullet type, black	piece	30	0	0	0	0	30	289.54	30	0	0	0	60	579.07	0	0	0	0	10	96.51	0	0	0	0	0	0.00	0	0	0	0	0	0.00	9.65	965.12	
115	441030-MW-100	MARKER, PERMANENT, bullet type, blue	piece	30	0	0	0	0	30	289.54	30	0	0	0	60	579.07	0	0	0	0	10	96.51	0	0	0	0	0	0.00	0	0	0	0	0	0.00	9.65	965.12	
116	441030-MW-103	MARKER, PERMANENT, bullet type, red	piece	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	9.65	0.00	
117	441030-MC-101	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	15	0	0	0	0	15	89.70	15	0	0	0	15	89.70	20	0	0	0	20	119.60	0	0	0	0	0	0.00	0	0	0	0	0	0.00	5.98	299.00	
118	441030-MC-102	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	15	0	0	0	0	15	191.10	15	0	0	0	15	191.10	20	0	0	0	20	354.80	0	0	0	0	0	0.00	0	0	0	0	0	0.00	12.74	637.00	
119	441030-PE-101	PENCIL, lead, w/ eraser, wood cased, handless, HB	box	50	0	0	0	0	50	1,039.48	50	0	0	0	50	1,039.48	0	0	0	0	50	1,039.48	50	0	0	0	0	0.00	0	0	0	0	0	0.00	20.79	4,157.92	
120	441030-PE-102	PENCIL, lead, w/ eraser, plastic, 3mm x 1.5mm	bundle	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	201.64	0.00	
121	441030-EL-101	RUBBER BAND, 70mm min by flat length (28)	box	10	0	0	0	0	10	967.20	0	0	0	0	10	967.20	0	0	0	0	0	0.00	5	0	0	0	0	0.00	0	0	0	0	0	0.00	96.72	2,418.00	
122	441030-SF-101	STAMP PAD, FELT, pad dimension: 60mm x 100mm min	piece	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	27.66	0.00	
123	441031-BL-101	CUTTER BLADE, for heavy duty cutter	piece	10	0	0	0	0	10	117.73	0	0	0	0	5	58.86	0	0	0	0	5	58.86	10	0	0	0	0	0.00	0	0	0	0	0	0.00	11.77	353.18	
124	441031-ZL-101	CUTTER KNIFE, for general purpose	piece	10	0	0	0	0	10	274.04	10	0	0	0	10	274.04	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	27.40	548.08	
125	441030-OS-101	DAITING AND STAMPING MACHINE, heavy duty	piece	5	0	0	0	0	5	2,391.90	5	0	0	0	5	2,391.90	5	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	478.38	7,175.69	
126	441016-9S-101	PENCIL SHARPENER, manual, single cutter head	piece	10	0	0	0	0	10	1,872.00	5	0	0	0	5	936.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	187.20	3,744.00	
127	441030-AL-101	PUNCHER, paper, heavy duty, with two hole guide	piece	10	0	0	0	0	10	1,319.55	10	0	0	0	10	1,319.55	10	0	0	0	10	1,319.55	10	0	0	0	0	0.00	0	0	0	0	0	0.00	131.96	5,278.21	
128	441030-SS-101	SCISSORS, symmetrical, blade length: 65mm min	pair	30	0	0	0	0	30	468.00	15	0	0	0	15	234.00	15	0	0	0	15	234.00	15	0	0	0	0	0.00	0	0	0	0	0	0.00	15.60	1,170.00	
129	441105-SF-101	STAPLER, STANDARD TYPE, load cap: 300 staples min	piece	30	0	0	0	0	30	2,464.80	10	0	0	0	10	821.60	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	82.16	4,108.00	
130	441105-SF-101	STAPLER, BINDER TYPE, heavy duty, desktop	unit	10	0	0	0	0	10	8,788.00	10	0	0	0	10	8,788.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	878.80	17,576.00	
131	441103-SF-101	STAPLE REMOVER, PLIER TYPE	piece	20	0	0	0	0	20	363.58	10	0	0	0	10	181.79	10	0	0	0	10	181.79	10	0	0	0	0	0.00	0	0	0	0	0	0.00	18.18	908.96	
132	441105-TP-101	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	10	0	0	0	0	10	558.27	10	0	0	0	10	558.27	5	0	0	0	5	279.14	5	0	0	0	0	0.00	0	0	0	0	0	0.00	55.83	1,634.83	
133	441030-PR-101	BINDING CAP, 5mm	unit	1	0	0	0	0	1	10,400.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	10,400.00	10,400.00	
134	441030-CA-101	CALCULATOR, compact, 12 digits	unit	15	0	0	0	0	15	2,028.00	5	0	0	0	5	676.00	0	0	0	0	5	676.00	5	0	0	0	0	0.00	0	0	0	0	0	0.00	135.20	4,056.00	
135	441074-FX-101	FACE-SHIRT MACHINE, uses thermal paper	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	4,711.20	0.00	
136	441010-TR-101	PAPER TRIMMER/CUTTING MACHINE, max paper size: 84	unit	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	8,088.08	0.00	
137	441030-PS-101	PAPER SHREDDER, cutting width: 3mm (Euro Level)	unit	1	0	0	0	0	1	5,699.20	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	5,699.20	5,699.20	
138	441030-PS-101	PAPER SHREDDER, cutting width: 3mm (Mid-Level)	unit	1	0	0	0	0	1	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00	
<b>Total of Products or Functions Supplied</b>																																					
139	441030-DR-101	DRUM CART, BROTHER DR-3455	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	6,864.00	0.00	



















Item #	Description	Unit	QTY	UNIT PRICE	EXT. PRICE	TAX	TOTAL	QTY	UNIT PRICE	EXT. PRICE	TAX	TOTAL	QTY	UNIT PRICE	EXT. PRICE	TAX	TOTAL	QTY	UNIT PRICE	EXT. PRICE	TAX	TOTAL		
1	Bond Paper Cactus (Long)	ream	40	40	120	27,600.00	40	40	120	27,600.00	40	40	120	27,600.00	40	40	120	27,600.00	40	40	120	27,600.00	110,400.00	
2	Bond Paper Cactus (Short)	ream	40	40	120	35,200.00	40	40	120	35,200.00	40	40	120	35,200.00	40	40	120	35,200.00	40	40	120	35,200.00	140,800.00	
3	Ballpen (6.5) Black	piece	28	28	84	2,940.00	28	28	84	2,940.00	28	28	84	2,940.00	28	28	84	2,940.00	28	28	84	2,940.00	11,760.00	
4	Brown Envelope (Long)	piece	83	83	249	1,494.00	83	83	249	1,494.00	83	83	249	1,494.00	83	83	249	1,494.00	83	83	249	1,494.00	6,000.00	
5	Brown Envelope (Short)	piece	83	83	249	1,369.50	83	83	249	1,369.50	83	83	249	1,369.50	83	83	249	1,369.50	83	83	249	1,369.50	5,500.00	
6	Correction Pen	piece	20	0	20	1,900.00	20	0	20	1,900.00	0	0	20	1,900.00	0	0	20	1,900.00	20	0	20	1,900.00	7,600.00	
7	Correction Fluid	piece	20	0	20	1,040.00	0	0	20	1,040.00	0	0	20	1,040.00	0	0	20	1,040.00	0	0	20	1,040.00	3,120.00	
8	Cutter	piece	10	0	10	280.00	0	10	4	352.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	672.00	
9	Dataman Box File (Double)	piece	30	0	30	9,600.00	0	30	30	9,600.00	0	0	30	9,600.00	0	0	30	9,600.00	0	0	30	9,600.00	32,000.00	
10	Dataman Box File (Single)	piece	30	0	30	5,700.00	0	30	30	5,700.00	0	0	30	5,700.00	0	0	30	5,700.00	0	0	30	5,700.00	19,000.00	
11	Expanded Folder (Long)	piece	50	0	50	1,400.00	50	0	50	1,400.00	0	0	50	1,400.00	0	0	50	1,400.00	0	0	50	1,400.00	5,600.00	
12	Folder (Long)	piece	250	0	250	1,750.00	250	0	250	500.00	0	0	250	1,750.00	0	0	250	500.00	0	0	250	500.00	9,800.00	
13	Folder (Short)	piece	250	0	250	1,500.00	250	0	100	350	2,100.00	0	0	200	1,200.00	0	0	200	1,200.00	0	0	200	1,200.00	6,000.00
14	Index Card	piece	500	0	500	500.00	500	0	500	1,000.00	0	0	300	300.00	0	0	100	100.00	0	0	200	200.00	2,000.00	
15	Mailing Envelope Long (Ordinary)	piece	500	0	500	500.00	500	0	500	1,000.00	0	0	300	300.00	0	0	100	100.00	0	0	200	200.00	2,000.00	
16	Mailing Envelope Long (Short)	piece	250	0	250	320.00	250	0	500	750.00	0	0	500	500.00	0	0	500	500.00	0	0	500	500.00	1,500.00	
17	Manila Paper	piece	100	0	100	550.00	0	0	100	550.00	0	0	100	550.00	0	0	100	550.00	0	0	100	550.00	1,650.00	
18	Expanded Folder (Long)	piece	100	0	100	2,800.00	100	0	0	2,800.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	5,600.00	
19	Correction tape	piece	35	0	35	1,715.00	35	0	35	1,715.00	35	0	10	45	2,205.00	150.00	150.00	49.00	0	0	0	0.00	7,350.00	
20	Paper Fastener	box	40	0	40	1,280.00	40	0	40	1,280.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	3,560.00	
21	Penrel Pen (Black)	piece	50	0	50	2,850.00	50	0	50	2,850.00	0	0	50	2,850.00	50	0	50	2,850.00	0	0	50	2,850.00	14,400.00	
22	Penrel Pen (Red)	piece	50	0	50	2,850.00	50	0	50	2,850.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	5,700.00	
23	Eraser (White board/black board)	piece	15	0	15	300.00	15	0	15	300.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	600.00	
24	ERASER, rubber	piece	15	0	15	75.00	15	0	15	75.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	150.00	
25	FILE ORGANIZER, expanding, legal	piece	20	0	20	1,602.80	20	0	20	1,602.80	0	0	0	0.00	0	0	10	801.40	50.00	50.00	10	801.40	4,007.00	
26	FOLDER, clear plastic, L-Type, A4 size, 505pack	pack	50	0	50	9,483.00	0	0	10	1,896.60	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	13,279.20	
27	FOLDER, clear plastic, L-Type, legal size, 505pack	pack	50	0	50	10,575.00	0	0	10	2,115.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	14,805.00	
28	INDEX CARD (5" x 8")	box	50	0	50	2,730.00	0	50	50	5,460.00	50	0	0	0.00	0	0	0	0.00	0	0	0	0.00	10,920.00	
29	Long barrel stapler	pcs	1	0	1	1,200.00	0	1	1	1,200.00	0	0	1	1,200.00	0	0	1	1,200.00	0	0	0	0.00	3,600.00	
30	Puncher	pcs	5	0	5	1,200.00	0	5	5	1,200.00	0	0	5	1,200.00	0	0	5	1,200.00	0	0	5	1,200.00	4,800.00	
31	MAA PIN, round head, 100/case	case	50	0	50	218.40	0	50	50	2,184.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	43.68	
32	AIR FRESHENER, spray	can	15	0	15	3,870.00	0	0	15	3,870.00	0	0	15	3,870.00	0	0	15	3,870.00	0	0	15	3,870.00	4,368.00	



66	Shel storage	piece	0	0	0	0	0.00	0	480	0	480	48,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	480.00	100.00	48,000.00
67	Label battery	piece	2	0	0	2	3,600.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	1,800.00	3,600.00		
<b>Audio and Video peripherals and computer equipment</b>																																						
<b>Photographic and Video equipment</b>																																						
1	Photopaper (Long)	pack	5	0	0	5	800.00	5	0	5	800.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	160.00	1,600.00
2						0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00	
<b>Cleaning Equipment and Supplies</b>																																						
1	Industrial mop	piece	2	0	0	2	17,400.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	8,700.00	17,400.00	
2	Dipper	piece	15	0	0	15	225.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15.00	15.00	225.00	
3	Small basin	piece	2	0	0	2	50.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1.00	25.00	50.00		
4	Towlette rags	piece	12	0	0	12	420.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12.00	35.00	420.00		
5	Mirror	piece	1	0	1	2	1,400.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	700.00	1,400.00		
6	Towel	piece	2	0	0	2	1,776.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	588.00	1,776.00			
7	Hedge shear	piece	2	0	0	2	2,840.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	1,420.00	2,840.00		
8	Ticket brush with case	piece	0	0	15	15	1,770.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15.00	78.00	1,770.00		
9	Spazula	piece	0	0	5	5	555.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5.00	105.00	555.00		
10	Small brush (horizontal for table)	piece	2	0	0	2	120.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	60.00	120.00		
11	Large brush with handle	piece	2	0	0	2	790.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00	395.00	790.00		
12	Toilet plunger	piece	6	0	0	6	4,376.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6.00	395.00	2,370.00		
13	Class wiper (short) 8.10 inches	piece	10	0	0	10	1,750.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10.00	175.00	1,750.00		
14	Feather duster	piece	20	0	0	20	1,760.00	10	0	10	880.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30.00	88.00	2,640.00		
15	Floor polisher	piece	1	0	0	1	34,970.00	10	0	10	34,970.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11.00	34,970.00	34,970.00		
16	Vacuum cleaner with backpack	piece	1	0	0	1	10,000.00	10	0	10	10,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11.00	10,000.00	10,000.00		
<b>Paper Materials and Products</b>																																						
<b>Lighting and fixtures and accessories</b>																																						
1	Extension Cord	roll	0	0	3	3	2,350.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3.00	750.00	2,350.00		
<b>Electrical equipment and components and supplies</b>																																						
<b>Computer Supplies</b>																																						
1	KYOCERA Mita Ink Toner TK 7718/100	cart	2	0	0	2	11,000.00	2	0	2	11,000.00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8.00	5,500.00	44,000.00	
2	DUPLO Ink	cart	10	0	0	10	24,000.00	10	0	10	24,000.00	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	40.00	2,400.00	96,000.00	
3	DUPLO Master roll 9"	cart	2	0	0	2	17,400.00	2	0	2	17,400.00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8.00	8,700.00	69,600.00		



4	DUPLO Master Roll 10x18	roll	2	0	0	2	17,800.00	2	0	0	2	17,800.00	2	0	0	2	17,800.00	2	0	0	2	17,800.00	8.00	8,900.00	71,200.00
5	DUPLO Ink DA 120	piece	10	0	0	10	12,000.00	10	0	0	10	12,000.00	10	0	0	10	12,000.00	10	0	0	10	12,000.00	40.00	1,200.00	48,000.00
6	DUPLO Master DA 120	roll	2	0	0	2	9,000.00	2	0	0	2	9,000.00	2	0	0	2	9,000.00	2	0	0	2	9,000.00	8.00	4,500.00	36,000.00
7	Fax Machine Cartridge	roll	20	0	0	20	1,560.00	0	0	0	20	1,560.00	0	0	0	0	0.00	0	0	0	0	0.00	40.00	76.00	3,120.00
8	Computer Ink Canon 440 Black	cart	20	0	0	20	31,000.00	20	0	0	20	31,000.00	20	0	0	20	31,000.00	20	0	0	20	31,000.00	80.00	1,550.00	134,000.00
9	Computer Ink Canon 441 Colored	cart	10	0	0	10	16,500.00	10	0	0	10	16,500.00	10	0	0	10	16,500.00	10	0	0	10	16,500.00	40.00	1,650.00	66,000.00
10	Computer Ink HP #15, Black	cart	10	0	0	10	18,500.00	0	0	0	0	0.00	10	0	0	10	18,500.00	0	0	0	0	0.00	20.00	1,850.00	37,000.00
11	Computer Ink HP #17, Colored	cart	3	0	0	3	6,300.00	0	0	0	3	6,300.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	2,100.00	12,600.00
12	Computer Ink #60, Black	cart	20	0	0	20	19,300.00	0	0	0	20	19,300.00	0	0	0	0	0.00	0	0	0	0	0.00	60.00	965.00	57,900.00
13	Computer Ink #60, Colored	cart	10	0	0	10	10,500.00	0	0	0	10	10,500.00	0	0	0	10	21,000.00	0	0	0	0	0.00	50.00	1,050.00	53,500.00
14	TONER Kyocera Taskalfa TK 439	cart	10	0	0	10	85,000.00	0	0	0	5	42,500.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	8,500.00	127,500.00
15	Assorted equipment related to Disaster Preparedness	piece	0	0	1	1	34,000.00	0	33	0	33	34,000.00	0	0	0	0	0.00	0	0	0	0	0.00	34.00	34,000.00	34,000.00
16	Refill of Fire Extinguishers	piece	12	0	0	12	33,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	2,750.00	33,000.00
17	Storage bins	piece	20	0	0	20	12,800.00	0	15	0	15	9,600.00	0	0	0	0	0.00	0	0	0	0	0.00	35.00	640.00	22,400.00
18	Fan Motor	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	2	5,600.00	0	0	0	2	5,600.00	2.00	2,800.00	5,600.00
19	Fog Lights	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	2	5,500.00	0	0	0	2	5,500.00	2.00	2,750.00	5,500.00
20	T-shirt w/ printing	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	100	18,400.00	0	0	0	100	18,400.00	100.00	184.00	18,400.00
21	Medals	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	85.00	85.00	0.00
22	Trophies	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	500.00	500.00
23	Trophies ( First Runner up)	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	500.00	500.00
24	Trophies ( 2nd Runner up)	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	500.00	500.00
25	Swivel chair	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	6	40,800.00	0	0	0	6	40,800.00	6.00	6,800.00	40,800.00
26	Jail handdrier	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	2,200.00	0.00
27	Brother Ink	set	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	2,200.00	0.00
28	Laminating Machine	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	6,850.00	0.00
29	Laminating Film A5	pcs	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	2,250.00	0.00
30	Sunscreen	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	5	21,650.00	0	0	0	5	21,650.00	5.00	2,165.00	21,650.00
31	Blade Taskalfa 180	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	2,450.00	0.00
32	Upper Roller Taskalfa 180	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	3,650.00	0.00
33	Blade for FS1118	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	2,750.00	0.00
34	Ring Binder Machine	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	14,500.00	0.00
35	Laminating Machine	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	4,960.00	0.00
36	Paper Shredder	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	13,500.00	0.00
37	Duct tape	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	45.00	0.00
38	Wooden Chair (Seater)	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	6,000.00	0.00
39	Typewriter table	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	2,500.00	0.00



\*Agency must put the monthly requirement for all states 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:

  
RHODELA U. MARTINEZ, MPA  
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
NENITA D. DACLES, MPA  
Accountant / Local Budget Officer

Approved by:

  
ROEL B. BERNILIO, CESO V  
Head of Office/Agency

Date Prepared: August 16, 2018