

INDICATIVE ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES & EQUIPMENT (APP-CSE) 2021 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:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should 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.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. 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. To add or insert items are only applicable in PART II.
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
 - a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_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 for reference of the agency. 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.)
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.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: ENGINEERING DEPARTMENT/ILOCOS
NORTE IRRIGATION MANAGEMENT OFFICE/
Region: REGION 1
Address:

Agency Account Code:
Organization Type:

Contact Person:
Telephone/Mobile Nos:
E-mail :
Position:

Items & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Qty. for the Yr	Price Catalogue	Total Amount for the Year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	Jun	Q2	Q2 AMOUNT	Jul	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
PART I. AVAILABLE AT PROCUREMENT STORES																										
FILMS																										
1	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	3	0	0	3	625.56	0	0	0	0	0.00	3	0	0	3	625.56	0	0	0	0	0.00	6	208.52	1,251.12
2	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	3	0	0	3	2,543.46	0	0	0	0	0.00	3	0	0	3	2,543.46	0	0	0	0	0.00	6	847.82	5,086.92
PAPER MATERIALS AND PRODUCTS																										

3	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	6	6	6	18	216.72	6	6	6	18	216.72	6	6	6	18	216.72	6	6	6	18	216.72	72	12.04	866.88
4	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	3	3	3	9	429.57	3	3	3	9	429.57	3	3	3	9	429.57	3	3	3	9	429.57	36	47.73	1,718.28
5	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	2	2	2	6	355.68	3	3	3	9	533.52	2	2	2	6	355.68	3	3	3	9	533.52	30	59.28	1,778.40
6	14111525-CA-A01	CARTOLINA, assorted colors	pack	2	2	2	6	502.32	0	0	0	0	0.00	2	2	2	6	502.32	0	0	0	0	0.00	12	83.72	1,004.64
7	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 276	book	2	2	2	6	424.32	2	2	2	6	424.32	2	2	2	6	424.32	2	2	2	6	424.32	24	70.72	1,697.28
8	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	7	7	7	21	1,835.40	7	7	7	21	1,835.40	7	7	7	21	1,835.40	7	7	7	21	1,835.40	84	87.40	7,341.60

MANUFACTURING COMPONENTS AND SUPPLIES

9	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	3	3	3	9	177.84	3	3	3	9	177.84	3	3	3	9	177.84	3	3	3	9	177.84	36	19.76	711.36
10	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	3	3	3	9	90.81	3	3	3	9	90.81	3	3	3	9	90.81	3	3	3	9	90.81	36	10.09	363.24
11	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	3	3	3	9	179.73	3	3	3	9	179.73	3	3	3	9	179.73	3	3	3	9	179.73	36	19.97	718.92
12	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	2	2	2	6	372.60	0	0	0	0	0.00	2	2	2	6	372.60	0	0	0	0	0.00	12	62.10	745.20

MEASURING AND OBSERVING AND TESTING EQUIPMENT

13	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	1	0	0	1	17.68	1	0	0	1	17.68	1	0	0	1	17.68	1	0	0	1	17.68	4	17.68	70.72
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CLEANING EQUIPMENT AND SUPPLIES

14	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	5	0	0	5	673.40	5	0	0	5	673.40	5	0	0	5	673.40	5	0	0	5	673.40	20	134.68	2,693.60
15	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	1	0	0	1	2,288.00	0	0	0	0	0.00	2	2,288.00	4,576.00
16	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	3	0	0	3	161.46	3	0	0	3	161.46	3	0	0	3	161.46	3	0	0	3	161.46	12	53.82	645.84
17	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	1	0	0	1	24.83	1	0	0	1	24.83	1	0	0	1	24.83	1	0	0	1	24.83	4	24.83	99.32
18	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	3	0	0	3	321.36	3	0	0	3	321.36	3	0	0	3	321.36	3	0	0	3	321.36	12	107.12	1,285.44
19	47131604-BR-S01	BROOM, soft (tambo)	piece	3	0	0	3	408.72	3	0	0	3	408.72	3	0	0	3	408.72	3	0	0	3	408.72	12	136.24	1,634.88
20	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm	piece	3	0	0	3	54.60	3	0	0	3	54.60	3	0	0	3	54.60	3	0	0	3	54.60	12	18.20	218.40
21	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	1	0	0	1	145.60	1	0	0	1	145.60	1	0	0	1	145.60	1	0	0	1	145.60	4	145.60	582.40
22	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	1	0	0	1	123.76	1	0	0	1	123.76	1	0	0	1	123.76	1	0	0	1	123.76	4	123.76	495.04
23	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550	can	3	0	0	3	386.88	0	0	0	0	0.00	3	0	0	3	386.88	0	0	0	0	0.00	6	128.96	773.76
24	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	3	0	0	3	71.76	3	0	0	3	71.76	3	0	0	3	71.76	3	0	0	3	71.76	12	23.92	287.04
25	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece	3	0	0	3	27.09	3	0	0	3	27.09	3	0	0	3	27.09	3	0	0	3	27.09	12	9.03	108.36
26	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	3	0	0	3	112.29	3	0	0	3	112.29	3	0	0	3	112.29	3	0	0	3	112.29	12	37.43	449.16
27	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-	bottle	3	0	0	3	124.80	3	0	0	3	124.80	3	0	0	3	124.80	3	0	0	3	124.80	12	41.60	499.20
28	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per	can	3	0	0	3	346.59	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	346.59	6	115.53	693.18

INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES

29	43211708-MO-O01	MOUSE, OPTICAL, USB CONNECTION TYPE, 1	unit	1	0	0	1	111.30	1	0	0	1	111.30	1	0	0	1	111.30	1	0	0	1	111.30	4	111.30	445.20
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OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES

30	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size	box	1	0	0	1	927.16	0	0	0	0	0.00	1	0	0	1	927.16	0	0	0	0	0.00	2	927.16	1,854.32
31	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	1	0	0	1	14.82	1	0	0	1	14.82	1	0	0	1	14.82	1	0	0	1	14.82	4	14.82	59.28
32	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	2	2	2	6	124.74	2	2	2	6	124.74	2	2	2	6	124.74	2	2	2	6	124.74	24	20.79	498.96
33	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	1	1	1	3	26.94	0	0	0	0	0.00	1	1	1	3	26.94	0	0	0	0	0.00	6	8.98	53.88
34	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	1	1	1	3	40.14	0	0	0	0	0.00	1	1	1	3	40.14	0	0	0	0	0.00	6	13.38	80.28
35	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	2	2	2	6	84.12	0	0	0	0	0.00	2	2	2	6	84.12	0	0	0	0	0.00	12	14.02	168.24
36	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	3	3	3	9	2,892.24	0	0	0	0	0.00	3	3	3	9	2,892.24	0	0	0	0	0.00	18	321.36	5,784.48
37	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	1	0	0	1	109.50	1	0	0	1	109.50	1	0	0	1	109.50	1	0	0	1	109.50	4	109.50	438.00

38	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	2	2	2	6	46.56	2	2	2	6	46.56	2	2	2	6	46.56	2	2	2	6	46.56	24	7.76	186.24
39	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-	box	3	3	3	9	81.45	0	0	0	0	0.00	3	3	3	9	81.45	0	0	0	0	0.00	18	9.05	162.90
40	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-	box	3	3	3	9	137.43	0	0	0	0	0.00	3	3	3	9	137.43	0	0	0	0	0.00	18	15.27	274.86
41	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-	box	3	3	3	9	187.20	0	0	0	0	0.00	3	3	3	9	187.20	0	0	0	0	0.00	18	20.80	374.40
42	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-	box	2	2	2	6	287.04	0	0	0	0	0.00	2	2	2	6	287.04	0	0	0	0	0.00	12	47.84	574.08
43	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	3	3	3	9	750.69	0	0	0	0	0.00	3	3	3	9	750.69	0	0	0	0	0.00	18	83.41	1,501.38

FLAG OR ACCESSORIES

44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	1	0	0	1	284.84	1	0	0	1	284.84	1	0	0	1	284.84	1	0	0	1	284.84	4	284.84	1,139.36
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ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

45	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	6	6	6	18	622.98	0	0	0	0	0.00	6	6	6	18	622.98	0	0	0	0	0.00	36	34.61	1,245.96
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PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Paper Materials And Products

46		Paper, Multi-Purpose (COPY) A4 Size	ream	12	12	12	36	4,623.84	12	12	12	36	4,623.84	12	12	12	36	4,623.84	12	12	12	36	4,623.84	144	128.44	18,495.36
47		PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	12	12	12	36	6,098.40	12	12	12	36	6,098.40	12	12	12	36	6,098.40	12	12	12	36	6,098.40	144	169.40	24,393.60
48		Plotter Paper CAN-500, 80 gsm/2"core (24"x50"	roll	2	0	0	2	3,759.12	0	0	0	0	0.00	2	0	0	2	3,759.12	0	0	0	0	0.00	4	1,879.56	7,518.24
49		TRACING PAPER, 24X36 inches (A-1)	roll	2	0	0	2	5,356.71	0	0	0	0	0.00	2	0	0	2	5,356.71	0	0	0	0	0.00	4	2,678.36	10,713.43

Cleaning Equipment And Supplies

50		AIR FRESHENER, aerosol, 280ml/150g min	can	3	0	0	3	258.18	0	0	0	0	0.00	3	0	0	3	258.18	0	0	0	0	0.00	6	86.06	516.36
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*Other Categories

51		Alcohol, ethyl 68%-70%, Scented 500ml(-5ml)	bottle	3	0	0	3	131.37	0	0	0	0	0.00	3	0	0	3	131.37	0	0	0	0	0.00	6	43.79	262.74
52		INK CANON PIXMA G4010, Black	bottle	3	0	0	3	1,200.00	3	0	0	3	1,200.00	3	0	0	3	1,200.00	3	0	0	3	1,200.00	12	400.00	4,800.00
53		INK CANON PIXMA G4010, Cyan	bottle	3	0	0	3	1,200.00	3	0	0	3	1,200.00	3	0	0	3	1,200.00	3	0	0	3	1,200.00	12	400.00	4,800.00
54		INK CANON PIXMA G4010, Magenta	bottle	3	0	0	3	1,200.00	3	0	0	3	1,200.00	3	0	0	3	1,200.00	3	0	0	3	1,200.00	12	400.00	4,800.00
55		INK CANON PIXMA G4010, Yellow	bottle	3	0	0	3	1,200.00	3	0	0	3	1,200.00	3	0	0	3	1,200.00	3	0	0	3	1,200.00	12	400.00	4,800.00
56		INK REFILL, EPSON L110/L120/L360, Black	bottle	3	3	3	9	2,970.00	0	0	0	0	0.00	3	3	3	9	2,970.00	0	0	0	0	0.00	18	330.00	5,940.00
57		Ink Refill, Epson SC-T313ON, T40B2/T40A2 (C)	bottle	1	0	0	1	3,999.00	1	0	0	1	3,999.00	1	0	0	1	3,999.00	2	0	0	2	7,998.00	5	3,999.00	19,995.00
58		INK REFILL, L110/L120/L360, Cyan	bottle	3	3	3	9	2,970.00	0	0	0	0	0.00	3	3	3	9	2,970.00	0	0	0	0	0.00	18	330.00	5,940.00
59		INK REFILL, L110/L120/L360, Magenta	bottle	3	3	3	9	2,970.00	0	0	0	0	0.00	3	3	3	9	2,970.00	0	0	0	0	0.00	18	330.00	5,940.00
60		INK REFILL, L110/L120/L360, Yellow	bottle	3	3	3	9	2,970.00	0	0	0	0	0.00	3	3	3	9	2,970.00	0	0	0	0	0.00	18	330.00	5,940.00
61		INK, BROTHER DCP T700W/T710W, Black	bottle	3	0	3	6	2,880.00	0	0	0	0	0.00	3	0	3	6	2,880.00	0	0	0	0	0.00	12	480.00	5,760.00
62		INK, BROTHER DCP T700W/T710W, Cyan	bottle	3	0	3	6	2,880.00	0	0	0	0	0.00	3	0	3	6	2,880.00	0	0	0	0	0.00	12	480.00	5,760.00
63		INK, BROTHER DCP T700W/T710W, Magenta	bottle	3	0	3	6	2,880.00	0	0	0	0	0.00	3	0	3	6	2,880.00	0	0	0	0	0.00	12	480.00	5,760.00
64		INK, BROTHER DCP T700W/T710W, Yellow	bottle	3	0	3	6	2,880.00	0	0	0	0	0.00	3	0	3	6	2,880.00	0	0	0	0	0.00	12	480.00	5,760.00
65		Stamp Pad Ink, purple or violet	bottle	3	0	0	3	92.40	0	0	0	0	0.00	3	0	0	3	92.40	0	0	0	0	0.00	6	30.80	184.80
66		Toner, Sharp AR5618	unit	1	0	0	1	8,800.00	0	0	0	0	0.00	1	0	0	1	8,800.00	0	0	0	0	0.00	2	8,800.00	17,600.00
67		Toner, Sharp AR6020 NV	unit	1	0	0	1	9,000.00	1	0	0	1	9,000.00	1	0	0	1	9,000.00	1	0	0	1	9,000.00	4	9,000.00	36,000.00

COMMON OFFICE SUPPLIES

68		BALLPEN	piece	10	10	10	30	495.00	10	10	10	30	495.00	10	10	10	30	495.00	10	10	10	30	495.00	120	16.50	1,980.00
69		CARBON FILM, blue, size long	box	1	0	0	1	840.00	1	0	0	1	840.00	1	0	0	1	840.00	1	0	0	1	840.00	4	840.00	3,360.00

70		COLUMNAR BOOK, 6 Columns	piece	1	1	1	3	126.00	0	0	0	0	0.00	1	1	1	3	126.00	0	0	0	0	0.00	6	42.00	252.00
71		COLUMNAR BOOK, 8 Columns	piece	2	2	2	6	252.00	0	0	0	0	0.00	2	2	2	6	252.00	0	0	0	0	0.00	12	42.00	504.00
72		DOUBLE SIDED TAPE, 1"	piece	1	1	1	3	270.00	1	1	1	3	270.00	1	1	1	3	270.00	1	1	1	3	270.00	12	90.00	1,080.00
73		FASTENER, METAL, Long Arm	box	2	2	2	6	1,170.00	2	2	2	6	1,170.00	2	2	2	6	1,170.00	2	2	2	6	1,170.00	24	195.00	4,680.00
74		FASTENER, PLASTIC, 70mm between prongs	box	2	2	2	6	231.00	2	2	2	6	231.00	2	2	2	6	231.00	2	2	2	6	231.00	24	38.50	924.00
75		Paper Clip, Vinyl/plastic coat, Length: 48mm min	box	2	2	2	6	84.24	2	2	2	6	84.24	2	2	2	6	84.24	2	2	2	6	84.24	24	14.04	336.96
76		PAPER, Multi-Purpose (COPY) A3 Size	ream	4	0	4	8	4,480.00	4	0	4	8	4,480.00	4	0	4	8	4,480.00	4	0	4	8	4,480.00	32	560.00	17,920.00
77		PAPER, Multi-Purpose (COPY) Legal, Subs 16	ream	4	4	4	12	2,400.00	4	4	4	12	2,400.00	4	4	4	12	2,400.00	4	4	4	12	2,400.00	48	200.00	9,600.00
78		PAPER, Multi-Purpose (COPY) Letter, Subs 20	ream	4	4	4	12	2,760.00	4	4	4	12	2,760.00	4	4	4	12	2,760.00	4	4	4	12	2,760.00	48	230.00	11,040.00
79		SIGN PEN, BLACK, liquid/gel ink, 0.4mm needle tip	piece	3	3	3	9	348.75	0	0	0	0	0.00	3	3	3	9	348.75	0	0	0	0	0.00	18	38.75	697.50
80		SIGN PEN, BLACK, liquid/gel ink, 0.8mm needle tip	box	1	0	0	1	1,125.00	1	0	0	1	1,125.00	1	0	0	1	1,125.00	1	0	0	1	1,125.00	4	1,125.00	4,500.00
81		STAPLE WIRE REMOVER (Pincher)	piece	2	0	0	2	30.00	2	0	0	2	30.00	2	0	0	2	30.00	2	0	0	2	30.00	8	15.00	120.00
82		STAPLE WIRE. NO. 10	box	1	0	0	1	120.00	1	0	0	1	120.00	2	0	0	2	240.00	2	0	0	2	240.00	6	120.00	720.00
83		STAPLE WIRE. NO. 35	box	5	5	5	15	720.00	5	5	5	15	720.00	5	5	5	15	720.00	5	5	5	15	720.00	60	48.00	2,880.00
84		STAPLER WITH STAPLE REMOVER, NO. 35	piece	2	0	0	2	980.00	2	0	0	2	980.00	2	0	0	2	980.00	2	0	0	2	980.00	8	490.00	3,920.00
Office Supplies																										
85		COLUMNAR BOOK, 16 Columns	piece	2	2	2	6	420.00	0	0	0	0	0.00	2	2	2	6	420.00	0	0	0	0	0.00	12	70.00	840.00
86		COMPACT DISC RE-WRITABLE (CD-RW), 700 mb	piece	3	3	3	9	342.00	3	3	3	9	342.00	3	3	3	9	342.00	3	3	3	9	342.00	36	38.00	1,368.00
87		COMPACT DISC RE-WRITABLE (CD-RW), with	piece	3	3	3	9	432.00	0	0	0	0	0.00	3	3	3	9	432.00	0	0	0	0	0.00	18	48.00	864.00
88		CRAYON, 16s	box	6	6	6	18	775.82	6	6	6	18	775.82	6	6	6	18	775.82	6	6	6	18	775.82	72	43.10	3,103.27
89		ENGINEER'S FIELD BOOK	piece	3	3	3	9	681.75	0	0	0	0	0.00	3	3	3	9	681.75	0	0	0	0	0.00	18	75.75	1,363.50
90		ENVELOPE, EXPANDING, PAPER, SIZE LEGAL	piece	5	5	5	15	225.00	5	5	5	15	225.00	5	5	5	15	225.00	5	5	16	26	390.00	71	15.00	1,065.00
91		ENVELOPE, PLASTIC, SIZE LONG	piece	5	5	5	15	236.56	5	5	5	15	236.56	5	5	5	15	236.56	5	5	5	15	236.56	60	15.77	946.23
92		FOLDER, SLIDING, PLASTIC FRONT COVER, COLOR GREEN	piece	5	5	5	15	180.00	0	0	0	0	0.00	5	5	6	16	192.00	0	0	0	0	0.00	31	12.00	372.00
93		FOLDER, SLIDING, PLASTIC FRONT COVER, COLOR RED	piece	5	5	5	15	180.00	0	0	0	0	0.00	5	5	5	15	180.00	0	0	0	0	0.00	30	12.00	360.00
94		HANDBOOK (RA 9184), 7th Edition	piece	2	0	0	2	58.24	0	0	0	0	0.00	2	0	0	2	58.24	0	0	0	0	0.00	4	29.12	116.48
95		HIGHLIGHTER (Yellow/Pink/orange)	piece	5	5	5	15	570.00	5	5	5	15	570.00	5	5	5	15	570.00	5	5	5	15	570.00	60	38.00	2,280.00
96		MANILA PAPER	piece	3	3	3	9	36.00	0	0	0	0	0.00	3	3	3	9	36.00	0	0	0	0	0.00	18	4.00	72.00
97		YELLOW PAPER	pad	2	2	2	6	330.00	0	0	0	0	0.00	2	2	2	6	330.00	0	0	0	0	0.00	12	55.00	660.00
Office Equipment and Accessories																										
98		FILE CASE, PLASTIC, SIZE LONG	piece	5	5	5	15	1,650.00	0	0	0	0	0.00	5	5	5	15	1,650.00	0	0	0	0	0.00	30	110.00	3,300.00
99		Ink Refill, Epson SC-T313ON, T40B1/T40A1 (K)	bottle	1	0	0	1	3,999.00	1	0	0	1	3,999.00	1	0	0	1	3,999.00	1	0	0	1	3,999.00	4	3,999.00	15,996.00
100		Ink Refill, Epson SC-T313ON, T40B3/T40A3 (M)	bottle	1	0	0	1	3,999.00	1	0	0	1	3,999.00	1	0	0	1	3,999.00	1	0	0	1	3,999.00	4	3,999.00	15,996.00
101		Ink Refill, Epson SC-T313ON, T40B4/T40A4 (Y)	bottle	1	0	0	1	3,999.00	1	0	0	1	3,999.00	1	0	0	1	3,999.00	1	0	0	1	3,999.00	4	3,999.00	15,996.00
102		STAPLE WIRE, STANDARD, (26/6)	box	3	3	3	9	202.95	3	3	3	9	202.95	3	3	3	9	202.95	3	3	3	9	202.95	36	22.55	811.80
A. TOTAL																										
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)			384,942.27																							
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)			38,494.23																							
D. GRAND TOTAL (A+B +C)			423,436.50																							

E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:									
F. MONTHLY CASH REQUIREMENTS									
G.1. Available at Procurement Stores									
G.2 Other Items not available at PS but regular purchased from									
TOTAL MONTHLY CASH REQUIREMENTS		124,840.31		65,422.83		124,625.72		70,053.42	384,942.27

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

We hereby warrant that the total amount that 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.

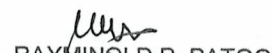
Prepared by:

Submitted by:

Recommending Approval:

Approved By:


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 BAC Secretariat, Head


RAYMINOLD P. PATOC
 Property Officer A


JOHN N. MOLANO
 Supervising Engineer A


DANILO V. GOMEZ
 Division Manager A

Date: 11/27/2020 9:14:34 AM