

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UACS:

AGENCY NAME:

ORGANIZATION TYPE:

REGION:

ADDRESS:

CONTACT PERSON:

DESIGNATION:

EMAIL:

CONTACT NUMBER:

- 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.
- REMEMINDERS:**
- The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).
 - All information must be provided accurately.
 - To fill-out, find the item in the "List of Items - 1" tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.
 - Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://forms.gle/4Jd8u0>
 - For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-0255199 (Smart), or email app_cse_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
 - The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price	Total Amount for the year			
					Jan	Feb	Mar	Q1	Q2 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q2 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	-	Alcohol, rubbing, 70% ethyl, 18L		container			13		13	32,500.00		8		8	20,000.00		8		8	20,000.00		0	0.00	29	2,500.00	72,500.00	
2	-	Ballpen, black		piece	100	60	160	1,600.00		60	60	600.00		60	600.00		60	600.00		60	600.00		0	0.00	280	10.00	2,800.00
3	-	Ballpen, blue		piece	56	60	116	1,160.00		60	60	600.00		60	600.00		60	600.00		60	600.00		0	0.00	236	10.00	2,360.00
4	-	Ballpen, red		piece	34	12	46	460.00		12	12	120.00		12	120.00		12	120.00		12	120.00		0	0.00	70	10.00	700.00
5	-	Battery C-type		piece	17	17	34	2,720.00		17	17	1,360.00		17	1,360.00		17	1,360.00		17	1,360.00		0	0.00	68	80.00	5,440.00
6	-	Battery, dry cell, AA, 2 pcs/pack		pack	55		55	2,200.00				0		0	0.00			0		0	0.00		0	0.00	55	40.00	2,200.00
7	-	Battery, dry cell, AAA, 2 pcs/pack		pack	54		54	3,240.00				0		0	0.00			0		0	0.00		0	0.00	54	60.00	3,240.00
8	-	Battery, dry cell, AA, Alkaline 4 pcs/pack		pack		15	15	3,000.00		15	15	3,000.00		15	15	3,000.00		15	15	3,000.00		0	0.00	45	300.00	9,000.00	
9	-	Battery, dry cell, AAA, Alkaline 4 pcs/pack		pack		15	15	3,300.00		15	15	3,300.00		15	15	3,300.00		15	15	3,300.00		0	0.00	45	220.00	9,900.00	
10	-	Bond paper, 8.5"x13", 520, 70 gsm		ream	67	50	117	26,910.00		50	50	11,500.00		50	50	11,500.00		50	50	11,500.00		0	0.00	217	230.00	49,910.00	
11	-	Bond Paper, A4, 520, 70 gsm		ream	95	200	295	60,475.00		200	200	41,000.00		200	200	41,000.00		200	200	41,000.00		0	0.00	695	305.00	142,475.00	
12	-	Calculator, 14 digits, desktop-type		piece	15	3	18	16,200.00		3	3	2,700.00		3	3	2,700.00		3	3	2,700.00		0	0.00	24	900.00	21,600.00	
13	-	Correction pen, 7ml		piece	16		16	880.00				0		0	0.00			0		0	0.00		0	0.00	16	55.00	880.00
14	-	Cutter blade refill, big, 10pcs/tube		tube	13		13	585.00				0		0	0.00			0		0	0.00		0	0.00	13	45.00	585.00
15	-	Cutter knife, 18mm		piece	14		14	1,120.00				0		0	0.00			0		0	0.00		0	0.00	14	80.00	1,120.00
16	-	Empty sacks, new/unused, 50kgs		piece		200	200	3,600.00				0		0	0.00		100	100	1,800.00		0	0.00	300	18.00	5,400.00		
17	-	Envelope, long, expanding with garter tie		piece	284		284	7,100.00		200	200	5,000.00		200	200	5,000.00		200	200	5,000.00		0	0.00	484	25.00	12,100.00	
18	-	Envelope, plastic		piece	83		83	1,245.00				0		0	0.00			0		0	0.00		0	0.00	83	15.00	1,245.00
19	-	Eraser, rubber, 43x19x13mm		piece	16		16	880.00				0		0	0.00			0		0	0.00		0	0.00	16	55.00	880.00
20	-	Fastener, vinyl coated, 8.5cm, 50pcs/box		box	32		32	4,800.00				0		0	0.00		30	30	4,500.00		0	0.00	62	150.00	9,300.00		
21	-	File box, 17.5"x9"x12", big, red, w/cover		piece	21		21	5,880.00		10	10	2,800.00		5	5	1,400.00		5	1,400.00		0	0.00	36	280.00	10,080.00		
22	-	Folder with plastic cover		piece	39		39	585.00				0		0	0.00			0		0	0.00		0	0.00	39	15.00	585.00
23	-	Folder, expanding, long, green		piece	489		489	4,890.00		200	200	2,000.00		200	200	2,000.00		200	200	2,000.00		0	0.00	889	10.00	8,890.00	
24	-	Folder, long, white		piece	443		443	3,544.00		100	100	800.00		100	100	800.00		100	800.00		0	0.00	643	8.00	5,144.00		
25	-	Folder, short, white		piece	131		131	786.00				0		0	0.00			0		0	0.00		0	0.00	131	6.00	786.00
26	-	Glue, all purpose, 473ml		bottle	13		13	2,470.00				0		0	0.00		5	5	950.00		0	0.00	18	190.00	3,420.00		
27	-	Ink refill, permanent marker, black, 30ml		bottle	12		12	912.00				0		0	0.00			0		0	0.00		0	0.00	12	76.00	912.00
28	-	Lead for mechanical pencil #0.5		case	6		6	360.00				0		0	0.00			0		0	0.00		0	0.00	6	60.00	360.00
29	-	Lead for mechanical pencil #0.7		case	6		6	480.00				0		0	0.00			0		0	0.00		0	0.00	6	80.00	480.00
30	-	Masking tape, 2"x50m		roll	35		35	2,975.00		10	10	850.00		10	10	850.00		10	10	850.00		0	0.00	45	85.00	3,825.00	
31	-	Paste, all-purpose, water well, 200g		jar	8		8	480.00				0		0	0.00			0		0	0.00		0	0.00	8	60.00	480.00
32	-	Pen, permanent marker, black, fine, 12pcs/box		box	7		7	4,200.00				0		0	0.00		5	5	3,000.00		0	0.00	12	600.00	7,200.00		
33	-	Pen, permanent marker, blue, fine, 12pcs/box		box	6		6	3,600.00				0		0	0.00		5	5	3,000.00		0	0.00	11	600.00	6,600.00		
34	-	Pen, permanent marker, red, fine, 12pcs/box		box	7		7	4,200.00				0		0	0.00		5	5	3,000.00		0	0.00	12	600.00	7,200.00		
35	-	Pen, whiteboard marker, black, 12pcs/box		box	8	4	12	7,200.00				0		0	0.00		4	4	2,400.00		0	0.00	16	600.00	9,600.00		
36	-	Pen, whiteboard marker, blue, 12pcs/box		box	5	4	9	5,400.00				0		0	0.00		4	4	2,400.00		0	0.00	13	600.00	7,800.00		
37	-	Pen, whiteboard marker, red, 12pcs/box		box	6		6	3,600.00				0		0	0.00		4	4	2,400.00		0	0.00	10	600.00	6,000.00		
38	-	Pencil sharpener, manual, table type, heavy duty		piece	9		9	4,050.00				0		0	0.00			0		0	0.00		0	0.00	9	450.00	4,050.00
39	-	Pencil w/eraser, #2, 12pcs/box		box	15		15	1,800.00				0		0	0.00			0		0	0.00		0	0.00	15	120.00	1,800.00
40	-	Pencil, mechanical, #0.5		piece	5		5	1,400.00				0		0	0.00			0		0	0.00		0	0.00	5	280.00	1,400.00
41	-	Pencil, mechanical, #0.7		piece	5		5	1,500.00				0		0	0.00			0		0	0.00		0	0.00	5	300.00	1,500.00
42	-	Photo paper glossy, A4, 20pcs/pack		pack	7		7	840.00				0		0	0.00			0		0	0.00		0	0.00	7	120.00	840.00
43	-	Punches, heavy duty, 2 hole		piece	7		7	2,100.00				0		0	0.00			0		0	0.00		0	0.00	7	300.00	2,100.00
44	-	Push pin, colored, 50pcs/box		box	5		5	175.00				0		0	0.00		5	5	175.00		0	0.00	10	35.00	350.00		
45	-	PVC Binding Cover, A4, 300 microns, 10x/pack		pack	4		4	720.00		3	3	540.00		3	3	540.00		3	3	540.00		0	0.00	7	180.00	1,260.00	
46	-	Scissors, heavy duty, #8		pair	18		18	2,160.00				0		0	0.00			0		0	0.00		0	0.00	18	120.00	2,160.00
47	-	Sign pen, gel ink, #5, black, 12pcs/box		box	11		11	3,300.00		10	10	3,000.00		10	10	3,000.00		10	10	3,000.00		0	0.00	21	300.00	6,300.00	


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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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
48	-	Sign pen, gel ink, #5, blue, 12pcs/box		box	11			11	3,300.00		10		10	3,000.00			0	0.00			0	0.00	21	300.00	6,300.00		
49	-	Sign pen, gel ink, #5, red, 12pcs/box		box	7			7	2,100.00		5		5	1,500.00			0	0.00			0	0.00	12	300.00	3,600.00		
49	-	Sign pen, gel ink, #7, black, 12pcs/box		box	10			10	3,000.00		10		10	3,000.00			0	0.00			0	0.00	20	300.00	6,000.00		
51	-	Sign pen, gel ink, #7, blue, 12pcs/box		box	10			10	3,000.00		10		10	3,000.00			0	0.00			0	0.00	20	300.00	6,000.00		
52	-	Sign pen, gel ink, #7, red, 12pcs/box		box	4			4	1,200.00		3		3	900.00			0	0.00			0	0.00	7	300.00	2,100.00		
53	-	Sign pen, gel ink, #1, blue, 12pcs/box		box		2		2	600.00		2		2	600.00			0	0.00			0	0.00	4	300.00	1,200.00		
54	-	Stamp pad ink, 30ml, purple color		bottle	5			5	175.00					0		5	5	175.00			0	0.00	10	35.00	350.00		
55	-	Stamp pad ink, 500ml, purple color, with applicator		bottle	11			11	550.00					0	0.00			0	0.00			0	0.00	11	50.00	550.00	
56	-	Stamp pad, 3.5"x5", purple/violet color		piece	7			7	490.00		5		5	350.00			0	0.00			0	0.00	12	70.00	840.00		
57	-	Staple wire #35, approximately 1000pc/box		box	36			36	2,160.00					0	0.00			0	0.00			0	0.00	36	60.00	2,160.00	
58	-	Stapler, 84mm stapling depth, cartridge 150 24/6 or 200 26/6 staples		piece	17			17	7,650.00		5		5	2,250.00			0	0.00			0	0.00	22	450.00	9,900.00		
59	-	Sticker paper, A4, white, matte, 10pc/pack		pack	19			19	1,235.00		30		30	1,950.00			0	0.00			0	0.00	49	65.00	3,185.00		
60	-	Sticky notes 1"x1.5", w/sign here & arrow text, 2strips/pack		pad	58			58	2,610.00		50		50	2,250.00			0	0.00			0	0.00	108	45.00	4,860.00		
61	-	Sticky notes 1.8"x0.5", translucent/semi-transparent, 5strips/pack		pack	55			55	2,750.00		50		50	2,500.00		25	25	1,250.00			0	0.00	130	50.00	6,500.00		
62	-	Sticky notes, 2"x2", high visibility colors, 100sheets/pack		pad	19			19	475.00					0	0.00			0	0.00			0	0.00	19	25.00	475.00	
63	-	Sticky notes, 2"x3", high visibility colors, 100sheets/pack		pad	33			33	990.00					0	0.00			0	0.00			0	0.00	33	30.00	990.00	
64	-	Sticky notes, 3"x3", high visibility colors, 100sheets/pack		pad	24			24	840.00					0	0.00			0	0.00			0	0.00	24	35.00	840.00	
65	-	Sticky notes, 3"x4", high visibility colors, 100sheets/pack		pad		20			800.00					0	0.00		20	20	800.00			0	0.00	40	40.00	1,600.00	
66	-	Storage box, polypropylene (PP), white, 120L		piece	55			55	66,000.00					0	0.00	10	10	12,000.00			0	0.00	65	1,200.00	78,000.00		
67	-	Storage box, polypropylene (PP), white, 155L		piece	5			5	7,000.00					0	0.00			0	0.00			0	0.00	5	1,400.00	7,000.00	
68	-	Storage box, polypropylene (PP), white, 70L		piece	10			10	9,000.00					0	0.00			0	0.00			0	0.00	10	900.00	9,000.00	
69	-	Storage box, polypropylene (PP), white, 95L		piece	7			7	7,700.00					0	0.00			0	0.00			0	0.00	7	1,100.00	7,700.00	
70	-	Tape dispenser, non-slip rubber base, up to 1" tape		piece	5			5	1,250.00					0	0.00			0	0.00			0	0.00	5	250.00	1,250.00	
71	-	Tape, double-sided, 1"x10m		roll	21			21	1,575.00					0	0.00			0	0.00			0	0.00	21	75.00	1,575.00	
72	-	Tape, double-sided, foam-type, 1"x5m		roll	12			12	1,200.00					0	0.00			0	0.00			0	0.00	12	100.00	1,200.00	
73	-	Tape, transparent, 18mm, 50yd		roll	24	10		24	850.00		10		10	250.00		10	10	250.00			0	0.00	54	25.00	1,350.00		
74	-	Tape, transparent, 48mm, 100m		roll	42			42	4,200.00					0	0.00			0	0.00			0	0.00	42	100.00	4,200.00	
75	-	Yellow pad		pad	2			2	150.00		2		2	150.00				0	0.00			0	0.00	4	75.00	300.00	
76	-	Air freshener, disinfectant spray, 510g		can	32			32	19,200.00		15		15	9,000.00		15	15	9,000.00			0	0.00	62	600.00	37,200.00		
77	-	Antibacterial floor cleaner, 1L		bottle	7			7	1,470.00		15		15	3,150.00				0	0.00			0	0.00	22	210.00	4,620.00	
78	-	Bleach, liquid, multi-purpose, 3785ml		bottle	13			13	2,600.00		5		5	1,000.00		5	5	1,000.00			0	0.00	23	200.00	4,600.00		
79	-	Broom, angled plastic mold head, 36"		piece	7			7	2,450.00		5		5	1,750.00				0	0.00			0	0.00	12	350.00	4,200.00	
80	-	Broom, stickbroom with handle		piece	9			9	450.00		2		2	100.00		2	2	100.00			0	0.00	13	50.00	650.00		
81	-	Brush, plastic (toilet bowl) with handle		piece	10			10	1,350.00					0	0.00			0	0.00			0	0.00	10	135.00	1,350.00	
82	-	Car/Aircon freshener in container, 180g		piece	15			15	3,000.00					0	0.00			0	0.00			0	0.00	15	200.00	3,000.00	
83	-	Dipper, plastic, medium		piece		5		5	210.00					0	0.00	5	5	210.00			0	0.00	10	42.00	420.00		
84	-	Dustpan, big		piece	9			9	1,395.00					0	0.00			0	0.00			0	0.00	9	155.00	1,395.00	
85	-	Entrance mat, rubber, 44"x24"		piece	7	3		10	5,000.00		3		3	1,500.00		3	3	1,500.00			0	0.00	16	500.00	8,000.00		
86	-	Fabric conditioner/softener, 900ml, antibacterial		pack	16	15		31	4,960.00		20		20	3,200.00		15	15	2,400.00			0	0.00	66	160.00	10,560.00		
87	-	Floor mat (for entrance door)		piece	10			10	900.00		5		5	250.00		5	5	250.00			0	0.00	20	50.00	1,000.00		
88	-	Floor Mop (w/ steel handle and mophead)		set	5			5	2,000.00					0	0.00			0	0.00			0	0.00	5	400.00	2,000.00	
89	-	Floor mop, heavy duty w/ squeezer		piece	8			8	2,000.00					0	0.00			0	0.00			0	0.00	8	250.00	2,000.00	
90	-	Foot pedal trash bin 15 liters		piece	12			12	12,000.00					0	0.00			0	0.00			0	0.00	12	1,000.00	12,000.00	
91	-	Furniture cleaner spray, 300ml		can	7	5		12	3,300.00		5		5	1,375.00		10	10	2,750.00			0	0.00	27	275.00	7,425.00		
92	-	Glass cleaner, 500ml		bottle		21		21	2,415.00		5		5	575.00		5	5	575.00			0	0.00	31	115.00	3,565.00		
93	-	Glass squeegee w/ stainless handle		piece	5			5	800.00		5		5	800.00				0	0.00			0	0.00	10	160.00	1,600.00	
94	-	Insecticide spray, multi-insect killer, 600ml, double nozzle		can	23	10		33	13,200.00		10		10	4,000.00		10	10	4,000.00			0	0.00	53	400.00	21,200.00		
95	-	Liquid floor wax, 250ml		pack	1			1	185.00		4		4	740.00				0	0.00			0	0.00	5	185.00	925.00	
96	-	Liquid sosa, 500ml		bottle		5		5	700.00					0	0.00	3	3	420.00			0	0.00	8	140.00	1,120.00		
97	-	Mop heads (braided type)		piece		5		5	250.00					0	0.00	5	5	250.00			0	0.00	10	50.00	500.00		
98	-	Muriatic acid, 3785ml		gallon	15			15	3,375.00		5		5	1,125.00		5	5	1,125.00			0	0.00	25	225.00	5,625.00		
99	-	Pal, 4 gallons		piece	8			8	2,000.00					0	0.00			0	0.00			0	0.00	8	250.00	2,000.00	
100	-	Soap, detergent bar (4 slices/bar)		bar	3			3	105.00		3		3	105.00				0	0.00			0	0.00	6	35.00	210.00	
101	-	Soap, detergent powder, 1kg		pack	17			17	2,040.00		15		15	1,800.00		15	15	1,800.00			0	0.00	47	120.00	5,640.00		
102	-	T/B cleaner & grease remover, 900ml		bottle	23			23	6,900.00		10		10														

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	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							
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																															
107		Trash bag, plastic, black, medium, 22"x24"		piece	181			181	1,267.00					0	0.00		50		50	350.00					0	0.00	231	7.00	1,617.00		
108		Trash bag, plastic, black, small, 18"x20"		piece	106			106	424.00					0	0.00					0.00					0	0.00	106	4.00	424.00		
109		Trash bag, plastic, black, XXL, 37"x40"		piece	177	120		297	2,673.00		170			170	1,530.00		170		170	1,530.00					0	0.00	637	9.00	5,733.00		
110		Twine, plastic		roll	4	1		5	450.00		4			4	360.00		1		1	90.00					0	0.00	10	90.00	900.00		
111		Waste can with cover, slim and tall		piece	12	3		15	7,500.00		3			3	1,500.00		3		3	1,500.00					0	0.00	21	500.00	10,500.00		
112		Working gloves		pair	21	20		41	3,075.00		20			20	1,500.00		20		20	1,500.00					0	0.00	81	75.00	6,075.00		
113		External hard drive, 500gb, USB 3.0 or higher		piece	7	3		10	30,000.00		3			3	9,000.00		3		3	9,000.00					0	0.00	16	3,000.00	48,000.00		
114		HP printhead kit, 3YP61AE/3R806AA, for HP Deskjet 5800 series		set	6			6	8,400.00		4			4	5,600.00					0.00					0	0.00	10	1,400.00	14,000.00		
115		Ink, Canon G70, black, 170ml, for Canon G5070		bottle	7	5		12	8,040.00		10			10	6,700.00		5		5	3,350.00					0	0.00	27	670.00	18,090.00		
116		Ink, Canon G70, cyan, 70ml, for Canon G5070		bottle	7	3		10	5,600.00		5			5	2,800.00		2		2	1,120.00					0	0.00	17	560.00	9,520.00		
117		Ink, Canon G70, magenta, 70ml, for Canon G5070		bottle	7	3		10	5,600.00		5			5	2,800.00		2		2	1,120.00					0	0.00	17	560.00	9,520.00		
118		Ink, Canon G70, yellow, 70ml, for Canon G5070		bottle	7	3		10	7,000.00		5			5	3,500.00		2		2	1,400.00					0	0.00	17	700.00	11,900.00		
119		Ink, Canon G71, black, 135ml, for Canon G3020		bottle	2	10		12	8,040.00		5			5	3,350.00		5		5	3,350.00					0	0.00	22	670.00	14,740.00		
120		Ink, Canon G71, cyan, 70ml, for Canon G3020		bottle	2	5		7	3,920.00		5			5	2,800.00		5		5	2,800.00					0	0.00	22	560.00	9,520.00		
121		Ink, Canon G71, magenta, 70ml, for Canon G3020		bottle		5		5	2,800.00		5			5	2,800.00		5		5	2,800.00					0	0.00	15	560.00	8,400.00		
122		Ink, Canon G71, yellow, 70ml, for Canon G3020		bottle		5		5	2,800.00		5			5	2,800.00		5		5	2,800.00					0	0.00	15	560.00	8,400.00		
123		Ink, Canon G790, black, 135ml, for Canon G3010		bottle	3			3	2,010.00					0	0.00		3		3	2,010.00					0	0.00	6	670.00	4,020.00		
124		Ink, Canon G790, cyan, 70ml, for Canon G3010		bottle	3			3	2,100.00					0	0.00		3		3	2,100.00					0	0.00	6	700.00	4,200.00		
125		Ink, Canon G790, magenta, 70ml, for Canon G3010		bottle				0	0.00					0	0.00		3		3	1,680.00					0	0.00	3	560.00	1,680.00		
126		Ink, Canon G790, yellow, 70ml, for Canon G3010		bottle	3			3	1,680.00					0	0.00				0	0.00					0	0.00	3	560.00	1,680.00		
127		Ink, Epson 003, black, for Epson L3110/L3210 printer		bottle	10			10	4,500.00		6			6	2,700.00				0	0.00					0	0.00	16	450.00	7,200.00		
128		Ink, Epson 003, cyan, for Epson L3110/L3210 printer		bottle	8			8	3,600.00		3			3	1,350.00				0	0.00					0	0.00	11	450.00	4,950.00		
129		Ink, Epson 003, magenta, for Epson L3110/L3210 printer		bottle	8			8	3,600.00		3			3	1,350.00				0	0.00					0	0.00	11	450.00	4,950.00		
130		Ink, Epson 003, yellow, for Epson L3110/L3210 printer		bottle	8			8	3,600.00		3			3	1,350.00				0	0.00					0	0.00	11	450.00	4,950.00		
131		Ink, Epson T6641, black, for EPSON L210 printer		bottle	16			16	6,000.00		10			10	3,750.00		5		5	1,875.00					0	0.00	31	375.00	11,625.00		
132		Ink, Epson T6642, cyan, for EPSON L210 printer		bottle	11			11	4,125.00					0	0.00		5		5	1,875.00					0	0.00	16	375.00	6,000.00		
133		Ink, Epson T6643, magenta, for EPSON L210 printer		bottle	11			11	4,125.00					0	0.00		5		5	1,875.00					0	0.00	16	375.00	6,000.00		
134		Ink, Epson T6644, yellow, for EPSON L210 printer		bottle	11			11	4,125.00					0	0.00		5		5	1,875.00					0	0.00	16	375.00	6,000.00		
135		Ink, HP 680 black, for HP3835		cart	8			8	5,200.00		5			5	3,250.00		2		2	1,300.00					0	0.00	15	650.00	9,750.00		
136		Ink, HP 680 coloured, for HP3835		cart	8			8	5,200.00		5			5	3,250.00		2		2	1,300.00					0	0.00	15	650.00	9,750.00		
137		Ink, HP GT52, cyan, for HP GT 5800 series		cart	1	2		3	1,395.00		2			2	930.00				0	0.00					0	0.00	5	465.00	2,325.00		
138		Ink, HP GT52, magenta, for HP GT 5800 series		cart	1	2		3	1,395.00		2			2	930.00				0	0.00					0	0.00	5	465.00	2,325.00		
139		Ink, HP GT52, yellow, for HP GT 5800 series		cart	1	2		3	1,395.00		2			2	930.00				0	0.00					0	0.00	5	465.00	2,325.00		
140		Ink, HP GT53, black, for HP GT 5800 series		cart	0	10		10	4,650.00		5			5	2,325.00		5		5	2,325.00					0	0.00	20	465.00	9,300.00		
141		Keyboard and mouse		set	4	2		6	3,600.00		2			2	1,200.00		2		2	1,200.00					0	0.00	10	600.00	6,000.00		
142		Toner for Gestetner MP2001/MP2501		cart		5		5	14,025.00		5			5	14,025.00				0	0.00					0	0.00	10	2,805.00	28,050.00		
143		Toner for Gestetner MP2014		cart		15		15	95,300.00		10			10	37,000.00		15		15	95,300.00					0	0.00	40	3,700.00	148,000.00		
144		Toner, Canon CRG 324		cart	1			1	7,000.00		5			5	35,000.00				0	0.00					0	0.00	6	7,000.00	42,000.00		
145		Toner, CT 203109, for Fuji Xerox P375 dw		cart	0	2		2	18,000.00					0	0.00		2		2	18,000.00					0	0.00	4	9,000.00	36,000.00		
146		Toner, Fuji Xerox Docucentre S2110 (202873)		cartridge	2			2	11,100.00		2			2	11,100.00				0	0.00					0	0.00	4	5,550.00	22,200.00		
147		Toner, Fujifilm Apeos 325, CT203490, K (black)		cartridge	2			2	18,400.00		2			2	18,400.00				2	18,400.00					0	0.00	6	9,200.00	55,200.00		
148		Toner, Fujifilm Apeos 325, CT203491, C (cyan)		cartridge	2			2	18,400.00		2			2	18,400.00				2	18,400.00					0	0.00	6	9,200.00	55,200.00		
149		Toner, Fujifilm Apeos 325, CT203492, M (magenta)		cartridge	2			2	18,400.00		2			2	18,400.00				2	18,400.00					0	0.00	6	9,200.00	55,200.00		
150		Toner, Fujifilm Apeos 325, CT203493, Y (yellow)		cartridge	2			2	18,400.00		2			2	18,400.00				2	18,400.00					0	0.00	6	9,200.00	55,200.00		
151		Toner, HP 37A black toner cartridge CF237A, for HP Laserjet M607		cartridge	1			1	7,000.00		1			1	7,000.00				0	0.00					0	0.00	2	7,000.00	14,000.00		
152		Toner, Sharp MX235FT, for Sharp AR-5620N copying machine		cart		2		2	10,000.00		3			3	15,000.00				0	0.00					0	0.00	5	5,000.00	25,000.00		
153		USB Flash drive, 16GB, USB 3.0 or higher		piece	9			9	4,365.00		5			5	2,425.00		5		5	2,425.00					0	0.00	19	465.00	9,215.00		
154		Toner, Fuji Xerox CT, for FujiXerox P285		cart		2		2	18,000.00					0	0.00		2		2	18,000.00					0	0.00	4	9,000.00	36,000.00		
155		Electrical bulb CFL, 12 watts		piece	3			3	750.00					0	0.00																

No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
166		Photocopier		unit				0	0.00				0	0.00			2	2	99,900.00			0	0.00	2	49,950.00	99,900.00	
167		Printer, 3-in-1 inktank, colored		unit				0	0.00				0	0.00			5	5	75,000.00			0	0.00	5	15,000.00	75,000.00	
168		Stand fan		unit				0	0.00				0	0.00			15	15	45,000.00			0	0.00	15	3,000.00	45,000.00	
169		Steel filing cabinet, vertical, 4 drawers		unit				0	0.00				0	0.00			10	10	170,000.00			0	0.00	10	17,000.00	170,000.00	
170		UPS		unit				0	0.00				0	0.00			30	30	60,000.00			0	0.00	30	2,000.00	60,000.00	
171		Wireless keyboard and mouse		set				0	0.00				0	0.00			10	10	25,000.00			0	0.00	10	2,500.00	25,000.00	
172		Steel rack		unit				0	0.00				0	0.00			5	5	50,000.00			0	0.00	5	10,000.00	50,000.00	
173		Pressure washer		unit				0	0.00				0	0.00			1	1	6,000.00			0	0.00	1	6,000.00	6,000.00	
A. TOTAL																					P	2,718,261.00					
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					P	271,826.10					
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					P	-					
D. GRAND TOTAL (A + B+ C)																					P	2,990,087.10					
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:



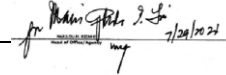
Property Officer

Certified Funds Available / Certified Appropriate Funds Available:



Accountant / Budget Officer

Approved by:



7/26/2024

Date Prepared: July 26, 2024