

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

**Introduction:**

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

**Reminders:**

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://shorturl.at/hos8> (Please copy the link and paste in your browser)
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [apcse.helpdesk@ps-philgeps.gov.ph](mailto:apcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE Form.

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

Department/Bureau/Office: SANTA MARIA WATER DISTRICT  
 Region: III  
 Address: No. 302 J.P. Rizal St. Poblacion, Santa Maria Bulacan

Agency Code/UACS: No Code  
 Organization Type: GOCC

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No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
1	-			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	0.00	0.00
2	-	FILING CABINET LATERAL STEEL	PC	2	0	0	2	19,000.00	0	0	2	2	19,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	9,500.00	38,000.00
3	-	STEEL RACK	PC	6	0	0	6	75,000.00	0	0	2	2	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	8	12,500.00	100,000.00
4	-	TABLE FOLDABLE	PC	1	0	0	1	8,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,750.00	8,750.00
5	-	DOCUMENT SCANNER	UNIT	0	3	0	3	103,480.90	1	0	2	3	103,480.90	0	0	0	0	0.00	0	0	0	0	0.00	6	34,493.63	206,961.80
6	-	VIDEO CAMERA	UNIT	1	0	0	1	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20,000.00	20,000.00
7	-	WEBCAM	PC	0	0	0	0	0.00	2	0	0	2	5,100.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,550.00	5,100.00
8	-	CCTV CENTRALIZED POWER SUPPLY 18CH WITH BOX	UNIT	1	0	0	1	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,500.00	2,500.00
9	-	DVD-R	PC	500	0	0	500	35,000.00	0	0	500	500	35,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1000	70.00	70,000.00
10	-	FLASH DRIVE 16GB	PC	5	0	0	5	3,046.34	0	0	2	2	1,218.54	0	0	0	0	0.00	0	0	0	0	0.00	7	609.27	4,264.88
11	-	FLASH DRIVE 64GB OTG USB TYPE C	PC	3	0	0	3	2,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	840.00	2,520.00
12	-	HDMI CABLE	MTR	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
13	-	INTERNAL HARD DISK	UNIT	0	5	0	5	41,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	8,300.00	41,500.00
14	-	WIRELESS MOUSE AND KEYBOARD	UNIT	2	0	0	2	1,630.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	815.00	1,630.00
15	-	KEYBOARD	PC	4	4	1	9	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	666.67	6,000.00
16	-	MICRO SD CARD 62GB CLASS 10	PC	6	0	0	6	5,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	950.00	5,700.00
17	-	PORTABLE SCANNER	PC	0	5	0	5	81,037.50	1	0	0	1	16,207.50	0	0	0	0	0.00	0	0	0	0	0.00	6	16,207.50	97,245.00
18	-	MOUSE PAD	PC	22	20	7	49	13,385.25	20	0	13	33	9,014.55	0	0	0	0	0.00	0	0	0	0	0.00	82	273.17	22,399.80
19	-	MOUSE USB	PC	0	12	1	13	4,069.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	313.05	4,069.60
20	-	MS OFFICE LICENSE 2019	PC	9	0	0	9	113,255.05	10	0	0	10	125,838.95	0	0	0	0	0.00	0	0	0	0	0.00	19	12,583.89	239,094.00
21	-	CONNECTOR BNC	PC	100	0	0	100	1,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	13.00	1,300.00
22	-	PALM READER PRINTER	PC	0	0	0	0	0.00	6	0	0	6	141,360.00	0	0	0	0	0.00	0	0	0	0	0.00	6	23,560.00	141,360.00
23	-	POWERBANK	UNIT	0	12	0	12	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	3,000.00	36,000.00
24	-	PRINTER ALL IN ONE	UNIT	2	5	0	7	290,500.00	1	0	1	2	83,000.00	0	0	0	0	0.00	0	0	0	0	0.00	9	41,500.00	373,500.00
25	-	PRINTER DOT MATRIX LQ310	UNIT	0	4	0	4	96,000.00	7	0	0	7	168,000.00	0	0	0	0	0.00	0	0	0	0	0.00	11	24,000.00	264,000.00
26	-	RAM DDR4 8 GB	PC	1	0	0	1	16,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,000.00	16,000.00
27	-	RJ45 CONNECTOR	PC	0	100	0	100	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	15.00	1,500.00
28	-	RJ11 CONNECTOR	PC	50	0	0	50	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	25.00	1,250.00
29	-	UTP CABLE CAT 5 (BELDEN) 100FT PER BOX	BOX	0	2	0	2	13,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	6,500.00	13,000.00
30	-	SIAMESE CABLE	BOX	2	0	0	2	11,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,900.00	11,800.00
31	-	CPU COOLING FAN	PC	0	5	0	5	2,650.00	0	0	5	5	2,650.00	0	0	0	0	0.00	5	0	0	5	2,650.00	15	530.00	7,950.00
32	-	EXTERNAL HARD DRIVE 14TB	UNIT	1	0	0	1	16,000.00	0	0	15	15	240,000.00	0	0	0	0	0.00	0	0	0	0	0.00	16	16,000.00	256,000.00
33	-	EXTERNAL HARD DRIVE 2TB	UNIT	0	0	0	0	0.00	0	0	1	1	6,500.00	0	0	0	0	0.00	0	0	0	0	0.00	1	6,500.00	6,500.00
34	-	EXTERNAL HARD DRIVE 6TB	UNIT	0	3	0	3	32,250.00	0	0	5	5	53,765.00	0	0	0	0	0.00	0	0	0	0	0.00	8	10,753.00	86,024.00

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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
35	-	EXTERNAL HARD DRIVE 8TB	UNIT	2	0	0	2	35,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	17,500.00	35,000.00
36	-	DIGITAL VIDEO RECORDER	PC	1	0	0	1	8,500.00	0	0	1	1	8,500.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8,500.00	17,000.00
37	-	TEMPERED GLASS FOR ANDROID TABLET	PC	0	10	0	10	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	7,000.00	7,000.00
38	-	UNINTERRUPTIBLE POWER SUPPLY 1400 VA	UNIT	5	0	0	5	74,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	14,800.00	74,000.00
39	-	UNINTERRUPTIBLE POWER SUPPLY 625 VA 2 SOCKET	UNIT	0	0	0	0	0.00	8	0	0	8	24,800.00	0	0	0	0	0.00	0	0	0	0	0.00	8	3,100.00	24,800.00
40	-	UNINTERRUPTIBLE POWER SUPPLY 625 VA	UNIT	0	6	0	6	21,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	3,650.00	21,900.00
41	-	UNINTERRUPTIBLE POWER SUPPLY 650 VA	UNIT	5	0	0	5	15,750.00	4	0	0	4	12,600.00	0	0	0	0	0.00	0	0	0	0	0.00	9	3,150.00	28,350.00
42	-	REFLECTOR TAPE	ROLL	20	0	0	20	96,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	4,800.00	96,000.00
43	-	STRAINER	PC	2	0	0	2	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	800.00	1,600.00
44	-	WARNING TAPE	PC	1	0	0	1	1,575.00	4	0	0	4	6,300.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,575.00	7,875.00
45	-	INK BLACK GI 790	BTL	8	0	0	8	4,520.00	0	0	2	2	1,130.00	0	0	0	0	0.00	0	0	0	0	0.00	10	565.00	5,650.00
46	-	INK CYAN GI 790	PC	6	0	0	6	3,390.00	0	0	2	2	1,130.00	0	0	0	0	0.00	0	0	0	0	0.00	8	565.00	4,520.00
47	-	INK MAGENTA GI 790	BTL	6	0	0	6	3,390.00	0	0	2	2	1,130.00	0	0	0	0	0.00	0	0	0	0	0.00	8	565.00	4,520.00
48	-	INK CYAN EPSON ECO TANK 003	BTL	9	13	2	24	7,233.45	1	0	4	5	1,506.97	1	1	0	2	602.79	1	0	1	2	602.79	33	301.39	9,946.00
49	-	INK YELLOW EPSON ECO TANK 003	BTL	9	13	2	24	7,233.45	1	0	4	5	1,506.97	1	1	0	2	602.79	1	0	1	2	602.79	33	301.39	9,946.00
50	-	INK BLACK EPSON ECO TANK 003	BTL	15	25	8	48	14,426.82	1	1	11	13	3,907.26	2	1	1	4	1,202.24	1	1	1	3	901.68	68	300.56	20,438.00
51	-	INK MAGENTA EPSON ECO TANK 003	BTL	9	13	2	24	7,233.45	1	0	4	5	1,506.97	1	1	0	2	602.79	1	0	1	2	602.79	33	301.39	9,946.00
52	-	INK YELLOW GI 790	PC	6	0	0	6	3,390.00	0	0	2	2	1,130.00	0	0	0	0	0.00	0	0	0	0	0.00	8	565.00	4,520.00
53	-	INK BLACK LC3617BK	BTL	2	0	0	2	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	700.00	1,400.00
54	-	INK CYAN LC3617C	BTL	1	0	0	1	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	600.00	600.00
55	-	INK MAGENTA LC3617M	BTL	1	0	0	1	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	600.00	600.00
56	-	INK YELLOW LC3617Y	BTL	1	0	0	1	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	600.00	600.00
57	-	PERMANENT MARKER INK REFILL	BTL	1	0	0	1	117.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	117.00	117.00
58	-	STAMP PAD INK RED	BTL	1	0	0	1	35.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	35.00	35.00
59	-	RIBBON CARTRIDGE (LQ310) SO15634	PC	5	6	5	16	3,966.90	1	1	5	7	1,735.52	1	1	1	3	743.79	1	1	1	3	743.79	29	247.93	7,190.00
60	-	RIBBON PRINTER REFILL	ROLL	72	60	48	180	7,001.05	0	0	48	48	1,866.95	0	0	0	0	0.00	0	0	0	0	0.00	228	38.89	8,868.00
61	-	METAL DESK TRAY 3 LAYERS	PC	8	3	1	12	8,366.72	0	0	3	3	2,091.68	0	0	0	0	0.00	0	0	0	0	0.00	15	697.23	10,458.40
62	-	MONEY DETECTOR	UNIT	0	6	0	6	5,700.00	2	0	0	2	1,900.00	0	0	0	0	0.00	0	0	0	0	0.00	8	950.00	7,600.00
63	-	PAPER CUTTER	PC	2	2	0	4	2,460.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	615.00	2,460.00
64	44101808	SCIENTIFIC CALCULATOR	PC	2	0	0	2	3,030.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,515.15	3,030.30
65	-	STAPLE REMOVER	PC	2	0	0	2	94.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	47.25	94.50
66	-	STAPLER WITH REMOVER	PC	9	4	0	13	5,425.06	0	0	2	2	834.62	0	0	0	0	0.00	0	0	0	0	0.00	15	417.31	6,259.68
67	-	WHITE BOARD	PC	4	0	0	4	16,622.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	4,155.50	16,622.00
68	-	CORK BOARD	PC	3	0	1	4	5,824.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,456.00	5,824.00
69	-	CLIP BOARD LONG	PC	31	5	1	37	2,403.83	0	0	1	1	64.97	0	0	0	0	0.00	0	0	0	0	0.00	38	64.97	2,468.80
70	-	FASTENER PLASTIC	BOX	19	0	0	19	864.44	0	0	8	8	363.97	0	0	0	0	0.00	0	0	0	0	0.00	27	45.50	1,228.41
71	-	CORRUGATED FILE BOX	PC	5	0	0	5	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	0.00	0.00
72	-	FILE BOX	PC	74	55	32	161	39,906.17	12	12	81	105	26,025.77	12	12	12	36	8,923.12	12	12	12	36	8,923.12	338	247.86	83,778.18
73	-	BROWN ENVELOPE LONG	PC	291	2	72	365	1,834.01	2	2	227	231	1,160.70	22	2	2	26	130.64	2	2	2	6	30.15	628	5.02	3,155.50
74	-	BROWN ENVELOPE SHORT	PC	104	2	37	143	572.00	2	2	102	106	424.00	2	2	2	6	24.00	2	2	2	6	24.00	261	4.00	1,044.00
75	-	LETTER ENVELOPE LONG	PC	80	0	0	80	1,600.00	0	0	80	80	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	160	20.00	3,200.00
76	-	PAY ENVELOPE	BOX	0	0	1	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
77	-	PLASTIC COLOR ENVELOPE	PC	70	0	0	70	2,432.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	70	34.75	2,432.50
78	-	PLASTIC ENVELOPE	PC	40	0	0	40	2,000.00	0	0	10	10	500.00	0	0	0	0	0.00	0	0	0	0	0.00	50	50.00	2,500.00
79	-	PLASTIC ENVELOPE WITH HOLDER	PC	3	0	0	3	418.50	0	0	1	1	139.50	0	0	0	0	0.00	0	0	0	0	0.00	4	139.50	558.00
80	-	ADJUSTABLE FOLDER LONG	PC	344	32	37	413	10,296.55	2	2	167	171	4,263.22	12	2	2	16	398.90	2	2	2	6	149.59	606	24.93	15,108.25
81	-	CLIP FOLDER LONG	PC	8	0	0	8	888.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	111.00	888.00

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82	-	LEVERARCH FILE SIDE LONG B	PC	0	0	10	10	1,400.00	0	0	10	10	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	20	140.00	2,800.00
83	-	LEVERARCH FILE TOP LONG B	PC	6	0	20	26	4,013.04	0	0	20	20	3,086.96	0	0	0	0	0.00	0	0	0	0	0.00	46	154.35	7,100.00
84	-	DATER STAMP SELF INKING	PC	5	9	7	21	27,501.87	0	0	10	10	13,096.13	0	0	0	0	0.00	0	0	0	0	0.00	31	1,309.61	40,598.00
85	-	KEY CHAIN	PC	65	0	0	65	776.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	65	11.95	776.75
86	-	PAPERCACHE	PC	0	3	0	3	179.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	59.75	179.25
87	-	PICTURE FRAME 8.5 X 11	PAIR	10	0	0	10	1,400.00	0	0	10	10	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	20	140.00	2,800.00
88	-	PUSH PINS	BOX	2	1	1	4	122.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	30.60	122.40
89	-	RUBBER BAND	BOX	0	2	2	4	1,260.00	0	0	2	2	630.00	0	0	0	0	0.00	0	0	0	0	0.00	6	315.00	1,890.00
90	-	RUBBER BAND BIG	BOX	4	4	0	8	1,982.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	247.75	1,982.00
91	-	RUBBER STAMP	PC	3	0	1	4	1,013.33	0	0	2	2	506.67	0	0	0	0	0.00	0	0	0	0	0.00	6	253.33	1,520.00
92	-	BALLPEN BLACK	PC	448	324	70	842	10,886.96	0	0	134	134	1,732.60	90	0	0	90	1,163.69	0	0	0	0	0.00	1066	12.93	13,783.26
93	-	BALLPEN BLUE	PC	50	0	14	64	830.03	0	0	38	38	492.83	20	0	0	20	259.39	0	0	0	0	0.00	122	12.97	1,582.25
94	-	BALLPEN HOLDER	PC	0	12	0	12	780.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	65.00	780.00
95	-	BALLPEN RED	PC	81	3	17	101	1,299.98	3	3	37	43	553.46	8	3	3	14	180.20	3	0	0	3	38.61	161	12.87	2,072.25
96	-	BALLPEN WITH HOLDER	PC	0	24	0	24	4,314.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	179.75	4,314.00
97	-	SIGN PEN REFILL	PC	20	0	14	34	678.97	0	0	32	32	639.03	0	0	0	0	0.00	0	0	0	0	0.00	66	19.97	1,318.00
98	-	INVENTORY TAG	PC	200	0	0	200	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200	4.00	800.00
99	-	INVENTORY TAG SMALL	PC	200	0	0	200	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200	1.00	200.00
100	-	LED BULB 11W	PC	104	0	0	104	12,688.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	104	122.00	12,688.00
101	-	LED TUBE 40W	PC	5	0	0	5	1,400.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	5	280.00	1,400.00	
102	-	PINLIGHT CIRCLE 4"	PC	20	0	0	20	5,180.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	20	259.00	5,180.00	
103	-	PINLIGHT CIRCLE 6"	PC	10	0	0	10	2,700.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	10	270.00	2,700.00	
104	-	PINLIGHT CIRCLE 8"	PC	5	0	0	5	2,100.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	5	420.00	2,100.00	
105	-	PINLIGHT SQUARE 4"	PC	10	0	0	10	2,590.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	10	259.00	2,590.00	
106	-	LED T8 GLASS TUBE 16W 220V	PC	100	0	0	100	32,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	100	320.00	32,000.00	
107	-	UV FLUORESCENT BULB 4W	PC	0	0	1	1	202.00	0	0	1	1	202.00	0	0	0	0.00	0.00	0	0	0	0.00	2	202.00	404.00	
108	-	UV FLUORESCENT BULB 6W	PC	0	0	1	1	240.00	0	0	1	1	240.00	0	0	0	0.00	0.00	0	0	0	0.00	2	240.00	480.00	
109	-	DOUBLE ADHESIVE TAPE	PC	14	14	1	29	1,077.65	0	0	1	1	37.16	0	0	0	0.00	0.00	0	0	0	0.00	30	37.16	1,114.81	
110	-	DOUBLE SIDED TAPE - AUTOMOTIVE	PC	6	0	0	6	444.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	6	74.00	444.00	
111	-	PACKAGING TAPE	PC	38	6	1	45	3,904.85	0	0	6	6	520.65	0	0	0	0.00	0.00	0	0	0	0.00	51	86.77	4,425.50	
112	-	PASTE	BTL	0	0	1	1	49.75	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	1	49.75	49.75	
113	-	BATH SOAP	PC	9	3000	0	3009	113,491.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	3009	37.72	113,491.00	
114	-	CAR SHAMPOO	BLT	20	0	0	20	10,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	20	500.00	10,000.00	
115	-	CAR WAX	CAN	6	0	0	6	5,430.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	6	905.00	5,430.00	
116	-	MICROFIBRE EXTENDABLE DUSTER CLEANER	PC	7	0	0	7	1,603.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	7	229.00	1,603.00	
117	-	DIPPER	PC	5	36	0	41	1,485.40	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	41	36.23	1,485.40	
118	-	DISHWASHING LIQUID	SACHET	160	0	0	160	16,353.60	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	160	102.21	16,353.60	
119	-	DISINFECTANT	GAL	24	0	0	24	43,200.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	24	1,800.00	43,200.00	
120	-	DOORMAT FABRIC	PC	46	0	0	46	4,885.60	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	46	106.21	4,885.60	
121	-	DOORMAT RUBBER	PC	20	0	0	20	1,760.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	20	88.00	1,760.00	
122	-	FEATHER DUSTER	PC	5	0	0	5	1,098.75	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	5	219.75	1,098.75	
123	-	FOGGING SOLUTION	BTL	2	0	0	2	1,200.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	2	600.00	1,200.00	
124	-	GLASS CLEANER	BTL	2	0	0	2	590.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	2	295.00	590.00	
125	-	MICRO FIBER CLOTH	PC	7	0	0	7	1,316.00	0	0	1	1	188.00	0	0	0	0.00	0.00	0	0	0	0.00	8	188.00	1,504.00	
126	-	MURIATIC ACID	BTL	0	26	0	26	2,548.52	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	26	98.02	2,548.52	
127	-	PAIL PLASTIC	PC	5	0	0	5	560.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	5	112.00	560.00	
128	-	BASIN	YARD	1	0	0	1	50.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	1	50.00	50.00	

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
129	-	PUSH BRUSH WOOD	PC	60	0	0	60	8,764.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	60	146.07	8,764.00
130	-	RAG	SACK	17	2	0	19	26,252.22	0	2	0	2	2,763.39	0	0	2	2,763.39	3,818,165.75	0	0	0	0.00	0.00	2784	1,381.70	3,847,181.36
131	-	RUST REMOVER	can	7	0	0	7	2,219.52	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	7	317.07	2,219.52
132	-	CAP BRUSH	PC	5	0	0	5	2,500.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	5	500.00	2,500.00
133	-	SACK	PC	124	0	0	124	1,860.00	0	0	100	100	1,500.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	224	15.00	3,360.00
134	-	SCRATCH REMOVER	PC	2	0	0	2	1,378.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	2	689.00	1,378.00
135	-	SPONGE	PC	15	0	0	15	521.25	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	15	34.75	521.25
136	42132205	SURGICAL GLOVES	PC	300	0	300	600	5,400.00	0	0	600	600	5,400.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	1200	9.00	10,800.00
137	-	TOILET BRUSH	PC	15	0	0	15	1,635.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	15	109.00	1,635.00
138	-	TOILET DEODORIZER	PC	30	0	0	30	4,350.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	30	145.00	4,350.00
139	-	TOILET PLUNGER	PC	15	0	0	15	1,935.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	15	129.00	1,935.00
140	-	TOOTHBRUSH	PC	0	3000	0	3000	60,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	3000	20.00	60,000.00
141	53131502	TOOTHPASTE	PC	0	3000	0	3000	111,750.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	3000	37.25	111,750.00
142	-	WASTECAN	PC	181	20	2	203	39,822.66	0	0	2	2	392.34	0	0	0	0.00	0.00	0	0	0	0.00	0.00	205	196.17	40,215.00
143	-	DIRT AND STAIN REMOVER	CAN	10	0	0	10	2,895.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	10	289.50	2,895.00
144	-	COMFORT GRIP GLOVES	PAIR	60	10	0	70	19,120.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	70	273.14	19,120.00
145	-	ACID FREE PAPER	PACK	1	0	0	1	317.50	0	0	1	1	317.50	0	0	0	0.00	0.00	0	0	0	0.00	0.00	2	317.50	635.00
146	-	BINCARD	PC	1000	0	0	1000	15,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	1000	15.00	15,000.00
147	-	BUDGET UTILIZATION SLIP	PAD	0	0	100	100	18,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	100	180.00	18,000.00
148	-	CASH VOUCHER	PAD	0	0	100	100	38,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	100	380.00	38,000.00
149	-	CONT FORM 13 X 9 1/2 1PLY	BOX	0	8	0	8	17,600.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	8	2,200.00	17,600.00
150	-	CONT FORM 13 X 9 1/2 2PLY	BOX	0	4	0	4	18,376.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	4	4,594.00	18,376.00
151	-	CONT FORM 5 1/2 X 9 1/2 2PLY	BOX	1	0	0	1	3,750.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	1	3,750.00	3,750.00
152	-	CONT FORM 9 1/2 X 6 1/2 1 PLY BLUE	BOX	0	4	0	4	18,108.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	4	4,527.00	18,108.00
153	-	CONT FORM 9 1/2 X 6 1/2 1 PLY GREEN	BOX	0	1	0	1	5,250.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	1	5,250.00	5,250.00
154	-	CONT FORM 9 1/2 X 6 1/2 1 PLY PINK	BOX	0	5	0	5	22,635.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	5	4,527.00	22,635.00
155	-	CONT FORM 9 1/2 X 6 1/2 1 PLY WHITE	BOX	0	8	0	8	36,216.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	8	4,527.00	36,216.00
156	-	CONT FORM 9 1/2 X 6 1/2 1 PLY YELLOW	BOX	0	10	0	10	45,270.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	10	4,527.00	45,270.00
157	-	CONT FORM 9 1/2 X 6 1/2 2PLY	BOX	0	6	0	6	28,878.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	6	4,813.00	28,878.00
158	-	CONT FORM 9 1/2 X 6 1/2 3PLY	BOX	0	4	20	24	109,800.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	24	4,575.00	109,800.00
159	-	DISBURSEMENT VOUCHER	PAD	0	0	100	100	18,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	100	180.00	18,000.00
160	-	INSPECTION & ACCEPTANCE REPORT	PAD	24	0	0	24	15,600.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	24	650.00	15,600.00
161	-	INTER-OFFICE MEMO	REAM	50	0	0	50	75,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	50	1,500.00	75,000.00
162	-	LEAVECARD	PC	150	0	0	150	14,700.00	0	0	150	150	14,700.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	300	98.00	29,400.00
163	-	LETTERHEAD LONG	REAM	28	11	1	40	70,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	40	1,750.00	70,000.00
164	-	LETTERHEAD SHORT	REAM	13	9	2	24	42,000.00	0	0	10	10	17,500.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	34	1,750.00	59,500.00
165	-	NOTEBOOK	PC	1	0	0	1	50.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	1	50.00	50.00
166	-	RECYCLED NOTEBOOK WITH PEN	PC	125	0	0	125	24,968.75	0	0	125	125	24,968.75	0	0	0	0.00	0.00	0	0	0	0.00	0.00	250	199.75	49,937.50
167	-	PAPER A3	REAM	0	1	0	1	420.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	1	420.00	420.00
168	-	PAPER SHORT	REAM	11	10	1	22	4,805.33	0	0	11	11	2,402.67	0	0	0	0.00	0.00	0	0	0	0.00	0.00	33	218.42	7,208.00
169	-	RECORD BOOK SMALL	PC	14	0	0	14	961.88	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	14	68.71	961.88
170	-	PHOTO PAPER	PC	100	0	0	100	2,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	100	20.00	2,000.00
171	-	RETURNED MATERIAL SLIP	PAD	0	0	100	100	18,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	100	180.00	18,000.00
172	-	SERVICE APPLICATIONCARD	PC	0	4000	0	4000	40,000.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	4000	10.00	40,000.00
173	-	SERVICE ORDER	PC	0	100	0	100	18,500.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	100	185.00	18,500.00
174	-	SPECIALTY PAPER NATURAL	PACK	3	0	0	3	105.00	0	0	2	2	70.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	5	35.00	175.00
175	-	SPECIALTY PAPER PALE CREAM	BAG	14	0	0	14	490.00	0	0	14	14	490.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	28	35.00	980.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
176	-	STICKER PAPER	PC	193	0	0	193	9,004.80	0	0	151	151	7,045.20	0	0	0	0.00	0.00	0	0	0	0.00	0.00	344	46.66	16,050.00
177	-	STICKY NOTES	PC	41	0	7	48	2,881.82	0	0	31	31	1,861.18	4	0	0	0.00	0.00	0	0	0	0.00	0.00	79	60.04	4,743.00
178	-	THERMAL TAPE	PC	1000	1000	1000	3000	49,500.00	1000	1000	1000	3000	49,500.00	1000	1000	1000	16,500.00	272,250.00	1000	1000	1000	16,500.00	272,250.00	39000	16.50	643,500.00
179	-	TRANSPARENT PLASTIC 10X16	PACK	0	4	0	4	340.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	4	85.00	340.00
180	-	TRANSPARENT PLASTIC 16X24	PACK	3	10	2	15	1,920.00	0	0	4	4	512.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	19	128.00	2,432.00
181	-	TRANSPARENT PLASTIC 4X12	PACK	26	25	25	76	1,557.87	25	25	25	75	1,537.38	25	25	25	512.46	10,504.55	25	25	25	512.46	10,504.55	1176	20.50	24,104.34
182	-	TRANSPARENT PLASTIC 12X18	PACK	0	4	0	4	512.00	0	0	0	0	0.00	0	0	0	0.00	0.00	0	0	0	0.00	0.00	4	128.00	512.00
183	-	BODY BAG	PC	4	12	0	16	19,309.71	12	0	0	12	14,482.29	0	0	0	0.00	0.00	0	0	0	0.00	0.00	28	1,206.86	33,792.00
184	50201706	COFFEE	PACK	191	24	7.5	223	22,410.94	0	0	15.5	16	1,561.21	15	0	0	0.00	0.00	0	0	0	0.00	0.00	238	100.72	23,972.15
185	-	COFFEE DECAFFEINATED	PACK	13	0	0	13	1,560.00	0	0	3	3	360.00	10	0	0	0.00	0.00	0	0	0	0.00	0.00	16	120.00	1,920.00
186	-	CREAMER	PACK	260	24	12	296	33,731.54	0	0	20	20	2,279.16	25	0	0	0.00	0.00	0	0	0	0.00	0.00	316	113.96	36,010.70
187	-	SUGAR	KL	231	36	7	274	23,742.68	0	0	18	18	1,559.74	15	0	0	0.00	0.00	0	0	0	0.00	0.00	292	86.65	25,302.42
188	-	CHOCO POWDER	PC	3866	50	0	3916	46,454.14	0	0	3606	3606	42,776.72	50	0	0	0.00	0.00	0	0	0	0.00	0.00	7522	11.86	89,230.87
<b>A. TOTAL</b>																							P		<b>8,823,788.67</b>	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																							P		<b>882,378.87</b>	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																							P		<b>-</b>	
<b>D. GRAND TOTAL (A + B+ C)</b>																							P		<b>9,706,167.53</b>	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> 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:

MARK LACKIE D.J. PORCIUNCUA  
SGD.  
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

RAQUEL D. ANTONIO  
SGD.  
Accountant / Budget Officer

Approved by:

ENGR. CARLOS N. SANTOS JR.  
SGD.  
Head of Office/Agency

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