

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 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 2019 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 2019 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 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
  - Saved using this format: APP2019\_Name of Agency\_Main or Regional Office (e.g. APP2019\_DBM\_Central Office, APP2019\_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. 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.
- 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 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

*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.*

Department/Bureau/Office: West Visayas State University Calinog Campus  
 Region: VI - Bacolod  
 Address: Brgy. Simsiman, Calinog, Iloilo

Agency Account Code: No Code  
 Organization Type: State University and College (SUC)

Contact Person: Margie A. Calar  
 Position: Supply Officer/ Head, BAC Secretariat  
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT	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				0	0.00				0	0.00				0	0.00				0	0.00	0.00	150.08	
<b>Solvents</b>																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle				0	0.00			20	20	947.52			20	20	947.52				0	0.00	40.00	47.38	1,895.04
<b>Color Compounds and Dispersions</b>																										
3	12171703-SI-F01	STAMP PAD INK, purple or violet	bottle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	26.52	0.00
<b>Films</b>																										
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	793.95	0.00
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	224.56	0.00
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	224.56	0.00
<b>Paper Materials and Products</b>																										
7	14111525-CA-A01	CARTOLINA, assorted colors	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	78.38	0.00

8	1411506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00	734.72	0.00		
9	1411506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00	1,108.80	0.00		
10	1411506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00	1,400.00	0.00		
11	1411506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00	824.32	0.00		
12	1411506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00	642.71	0.00		
13	1411506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00	1,114.40	0.00		
14	1411609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00			0	0.00			0	0.00		0	0.00	0.00	722.29	0.00		
15	1411514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0	0.00			0	0.00			0	0.00		0	0.00	0.00	34.70	0.00		
16	1411514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad				0	0.00			0	0.00			0	0.00		0	0.00	0.00	60.37	0.00		
17	1411514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad				0	0.00			0	0.00			0	0.00		0	0.00	0.00	44.69	0.00		
18	1411514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00			0	0.00			0	0.00		0	0.00	0.00	12.97	0.00		
19	1411507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			100	100	14,255.36			200	200	28,510.72			200	200	28,510.72		0	0.00	500.00	142.55	71,276.00
20	1411507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			300	300	49,996.80			218	218	36,331.01			300	300	49,996.80		0	0.00	818.00	166.66	136,324.61
21	1411507-PP-C01	PAPER, Multi Purpose (COPY) A4, 70 gsm	ream				0	0.00			0	0.00			0	0.00		0	0.00	0.00	123.32	0.00		
22	1411507-PP-C02	PAPER, Multi Purpose (COPY) Legal, 70 gsm	ream				0	0.00			0	0.00			0	0.00		0	0.00	0.00	139.98	0.00		
23	1411531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00			0	0.00			0	0.00		0	0.00	0.00	18.68	0.00		
24	1411503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00			0	0.00			0	0.00		0	0.00	0.00	103.60	0.00		
25	1411818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00			0	0.00			0	0.00		0	0.00	0.00	52.53	0.00		
26	1411531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0	0.00			15	15	1,142.40			15	15	1,142.40		0	0.00	30.00	76.16	2,284.80
27	1411531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book				0	0.00			0	0.00			0	0.00		0	0.00	0.00	109.76	0.00		
28	1411704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack				0	0.00			0	0.00			0	0.00		0	0.00	0.00	70.45	0.00		

**Batteries and Cells and Accessories**

29	2611702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack			20	20	424.93			0	0.00			0	0.00		0	0.00	20.00	21.25	424.93
30	2611702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			20	20	420.00			0	0.00			0	0.00		0	0.00	20.00	21.00	420.00
31	2611702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00			0	0.00			0	0.00		0	0.00	0.00	95.20	0.00

**Manufacturing Components and Supplies**

32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar				0	0.00			0	0.00			0	0.00		0	0.00	0.00	51.50	0.00
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0	0.00			0	0.00			0	0.00		0	0.00	0.00	22.27	0.00
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box			40	40	863.74			0	0.00			0	0.00		0	0.00	40.00	21.59	863.74
35	31201502-1A-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00			0	0.00			0	0.00		0	0.00	0.00	19.60	0.00
36	31201503-1A-M01	TAPE, MASKING, width: 24mm (±1mm)	roll				0	0.00			0	0.00			0	0.00		0	0.00	0.00	59.36	0.00
37	31201503-1A-M02	TAPE, MASKING, width: 48mm (±1mm)	roll				0	0.00			0	0.00			0	0.00		0	0.00	0.00	114.80	0.00
38	31201517-1A-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll				0	0.00			0	0.00			0	0.00		0	0.00	0.00	19.60	0.00
39	31201512-1A-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			40	40	392.00			0	0.00			0	0.00		0	0.00	40.00	9.80	392.00



68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	23.46	0.00	
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece		1	1	2,934.40			1	1	2,934.40			0	0.00			0	0.00	2.00	2,934.40	5,868.80
70	432020104-D-UJ01	FLASH DRIVE, 16 GB capacity	piece		5	5	1,489.60			5	5	1,489.60			0	0.00			0	0.00	10.00	297.92	2,979.20
71	43211503-LCT-02	Laptop Computer, branded	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00	38,679.20	0.00
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00	145.38	0.00
73	43212102-PR-Do2	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00	35,679.84	0.00
74	43212102-PR-Do1	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00	8,610.56	0.00
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00	780.64	0.00
76	N/A	PRINTER, LASER, Color	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00		0.00
77	N/A	PRINTER, Inkjet, Monochrome	piece			0	0.00				0	0.00			0	0.00			0	0.00	0.00		0.00
78	N/A	PRINTER, Inkjet, Color	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00		0.00
79	N/A	Hub/Switches	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00		0.00
80	N/A	Network Routers	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00		0.00
81	N/A	Wireless Access Point	unit			0	0.00				0	0.00			0	0.00			0	0.00	0.00		0.00

**Office Equipment and Accessories and Supplies**

82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box			0	0.00			0	0.00			0	0.00			0	0.00	0.00	27.65	0.00		
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		20	20	163.07				0	0.00			0	0.00			0	0.00	20.00	8.15	163.07	
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		20	20	288.51				0	0.00			0	0.00			0	0.00	20.00	14.43	288.51	
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		20	20	442.62				0	0.00			0	0.00			0	0.00	20.00	22.13	442.62	
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		10	10	425.60				0	0.00			0	0.00			0	0.00	10.00	42.56	425.60	
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece		40	40	756.22			40	40	756.22			39	39	737.32			0	0.00	119.00	18.91	2,249.77
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece		60	60	4,509.12			50	50	3,757.60			50	50	3,757.60			0	0.00	160.00	75.15	12,024.32
89	44122015-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece			0	0.00				0	0.00			0	0.00			0	0.00	0.00	73.92	0.00	
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box			0	0.00				0	0.00			0	0.00			0	0.00	0.00	439.53	0.00	
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box			0	0.00				0	0.00			0	0.00			0	0.00	0.00	557.93	0.00	
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		1	1	795.20				0	0.00			0	0.00			0	0.00	1.00	795.20	795.20	
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0	0.00				0	0.00			0	0.00			0	0.00	0.00	32.84	0.00	
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box		1	1	353.92				0	0.00			0	0.00			0	0.00	1.00	353.92	353.92	
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box			0	0.00				0	0.00			0	0.00			0	0.00	0.00	442.40	0.00	
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece			0	0.00				0	0.00			0	0.00			0	0.00	0.00	11.96	0.00	
97	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box			0	0.00				0	0.00			0	0.00			0	0.00	0.00	84.99	0.00	
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0	0.00				0	0.00			0	0.00			0	0.00	0.00	76.04	0.00	
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set			0	0.00				0	0.00			0	0.00			0	0.00	0.00	13.44	0.00	
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set			0	0.00				0	0.00			0	0.00			0	0.00	0.00	17.92	0.00	

101	44122011-F-O-F01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00			0	0.00			0	0.00			0	0.00	0.00	272.78	0.00		
102	44122011-F-O-F02	FOLDER, FANCY, for legal size documents	bundle				0	0.00			0	0.00			0	0.00			0	0.00	0.00	313.60	0.00		
103	44122011-F-O-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00			0	0.00			0	0.00			0	0.00	0.00	184.24	0.00		
104	44122011-F-O-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00			0	0.00			0	0.00			0	0.00	0.00	230.16	0.00		
105	44122027-F-O-P01	FOLDER, PRESSBOARD, size: 240mm x 320mm (-5mm)	box			1	1	804.16			1	1	804.16			1	1	804.16			0	0.00	3.00	804.16	2,412.48
106	44122011-F-O-T03	FOLDER, TAGBOARD, for A4 size documents	pack			4	4	936.32			4	4	936.32			4	4	936.32			0	0.00	12.00	234.08	2,808.96
107	44122011-F-O-T04	FOLDER, TAGBOARD, for legal size documents	pack			5	5	1,505.73			5	5	1,505.73			5	5	1,505.73			0	0.00	15.00	301.15	4,517.18
108	44122008-IT-T01	INDEX TAB, self adhesive, transparent	box				0	0.00			0	0.00			0	0.00			0	0.00	0.00	55.87	0.00		
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	44.80	0.00		
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set			20	20	801.92			20	20	801.92			0	0.00			0	0.00	40.00	40.10	1,603.84	
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece			100	100	1,109.92			20	20	221.98			20	20	221.98			0	0.00	140.00	11.10	1
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	11.10			
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece			5	5	55.50			5	5	55.50			5	5	55.50			0	0.00	15.00	11.10	166.49
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	10.39	0.00		
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	10.39	0.00		
116	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	10.39	0.00		
117	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			20	20	128.80			20	20	128.80			21	21	135.24			0	0.00	61.00	6.44	392.84
118	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			20	20	274.40			20	20	274.40			20	20	274.40			0	0.00	60.00	13.72	823.20
119	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box				0	0.00			0	0.00			0	0.00			0	0.00	0.00	22.39	0.00		
120	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0	0.00			0	0.00			0	0.00			0	0.00	0.00	217.15	0.00		
121	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box			2	2	208.32				0	0.00			0	0.00			0	0.00	2.00	104.16	208.32	
122	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			10	10	297.92			10	10	297.92			0	0.00			0	0.00	20.00	29.79	595.84	
123	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	12.68	0.00		
124	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece			2	2	59.02			2	2	59.02			2	2	59.02			0	0.00	6.00	29.51	177.53
125	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece			3	3	1,545.53				0	0.00			0	0.00			0	0.00	3.00	515.18	1,545.53	
126	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	201.60	0.00		
127	44101602-PLJ-P01	PUNCHER, paper, heavy duty, with two hole guide	piece				0	0.00			0	0.00			0	0.00			0	0.00	0.00	142.11	0.00		
128	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair				0	0.00			0	0.00			0	0.00			0	0.00	0.00	16.80	0.00		
129	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			20	20	1,769.60			20	20	1,769.60			0	0.00			0	0.00	40.00	88.48	3,539.20	
130	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	946.40	0.00		
131	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece			20	20	391.55			20	20	391.55			0	0.00			0	0.00	40.00	19.58	783.10	
132	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			3	3	180.36				0	0.00			0	0.00			0	0.00	3.00	60.12	180.36	
133	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit			1	1	11,200.00				0	0.00			0	0.00			0	0.00	1.00	11,200.00	11,200.00	
134	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit				0	0.00			0	0.00			0	0.00			0	0.00	0.00	145.60	0.00		

135	44101214-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00			0	0.00			0	0.00	0.00	5,073.60	0.00
136	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00			0	0.00			0	0.00	0.00	8,710.24	0.00
137	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00			0	0.00			0	0.00	0.00	6,137.60	0.00
138	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00			0	0.00			0	0.00	0.00	0.00	0.00

**Printer or Facsimile or Photocopier Supplies**

139	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart				0	0.00			0	0.00			0	0.00	0.00	7,392.00	0.00	
140	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00			0	0.00			0	0.00	0.00	1,078.56	0.00	
141	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart				0	0.00			0	0.00			0	0.00	0.00	1,108.80	0.00	
142	44103105-CA-B04	INK CART, CANON PG-740, Black	cart		2	2	1,624.00				0	0.00			0	0.00	2.00	812.00	1,624.00	
143	44103105-CA-B02	INK CART, CANON PG-810, Black	cart		2	2	1,680.00				0	0.00			0	0.00	2.00	840.00	1,680.00	
144	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart		80	80	21,952.00		80	80	21,952.00		50	50	13,720.00		0	210.00	274.40	57,628.00
145	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart		40	40	10,976.00		40	40	10,976.00		40	40	10,976.00		0	120.00	274.40	32,928.00
146	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart		40	40	10,976.00		40	40	10,976.00		40	40	10,976.00		0	120.00	274.40	32,928.00
147	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart		40	40	10,976.00		40	40	10,976.00		40	40	10,976.00		0	120.00	274.40	32,928.00
148	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00			0	0.00			0	0.00	0.00	0.00	0.00	
149	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00			0	0.00			0	0.00	0.00	0.00	0.00	
150	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00			0	0.00			0	0.00	0.00	708.96	0.00	
151	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00			0	0.00			0	0.00	0.00	803.04	0.00	
152	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00			0	0.00			0	0.00	0.00	1,607.20	0.00	
153	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00			0	0.00			0	0.00	0.00	2,150.40	0.00	
154	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00			0	0.00			0	0.00	0.00	2,150.40	0.00	
155	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00			0	0.00			0	0.00	0.00	2,150.40	0.00	
156	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00			0	0.00			0	0.00	0.00	2,150.40	0.00	
157	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00			0	0.00			0	0.00	0.00	2,150.40	0.00	
158	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00			0	0.00			0	0.00	0.00	3,248.00	0.00	
159	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00			0	0.00			0	0.00	0.00	700.00	0.00	
160	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00			0	0.00			0	0.00	0.00	825.44	0.00	
161	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00			0	0.00			0	0.00	0.00	365.12	0.00	
162	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00			0	0.00			0	0.00	0.00	365.12	0.00	
163	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00			0	0.00			0	0.00	0.00	677.60	0.00	
164	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00			0	0.00			0	0.00	0.00	677.60	0.00	
165	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00			0	0.00			0	0.00	0.00	677.60	0.00	
166	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00			0	0.00			0	0.00	0.00	1,338.40	0.00	
167	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00			0	0.00			0	0.00	0.00	694.40	0.00	

168	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	890.40	0.00
169	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00	0.00	2,016.00	0.00
170	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	1,400.00	0.00
171	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	1,400.00	0.00
172	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	1,400.00	0.00
173	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00	0.00	1,674.40	0.00
174	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	1,265.60	0.00
175	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	1,271.20	0.00
176	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	1,271.20	0.00
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart				0	0.00				0	0.00				0	0.00	0.00	365.12	0.00
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	365.12	0.00
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart				0	0.00				0	0.00				0	0.00	0.00	365.12	0.00
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	365.12	0.00
181	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00				0	0.00				0	0.00	0.00	394.24	0.00
182	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00				0	0.00				0	0.00	0.00	268.80	0.00
183	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00				0	0.00				0	0.00	0.00	268.80	0.00
184	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00				0	0.00				0	0.00	0.00	268.80	0.00
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tricolor	cart				0	0.00				0	0.00				0	0.00	0.00	434.90	0.00
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart				0	0.00				0	0.00				0	0.00	0.00	434.90	0.00
187	44103105-HP-C50	INK CART, HP L0551AA (HP955) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
188	44103105-HP-M50	INK CART, HP L0554AA (HP955) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
189	44103105-HP-Y50	INK CART, HP L0557AA (HP955) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
190	44103105-HP-B50	INK CART, HP L0560AA (HP955) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
191	44103105-HX-C48	INK CART, HP L0563AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	1,376.05	0.00
192	44103105-HX-M48	INK CART, HP L0566AA (HP955XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	1,376.05	0.00
193	44103105-HX-Y48	INK CART, HP L0569AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	1,376.05	0.00
194	44103105-HX-B48	INK CART, HP L0572AA (HP955XL) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	1,870.64	0.00
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	488.51	0.00
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	488.51	0.00
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	488.51	0.00
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart				0	0.00				0	0.00				0	0.00	0.00	798.30	0.00
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00







270	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8,047.20	0.00
271	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5,437.60	0.00
272	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8,047.20	0.00
273	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,408.16	0.00
274	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	8,058.40	0.00
275	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	4,278.40	0.00
276	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	9,556.96	0.00
277	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	10,371.20	0.00
278	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,844.80	0.00
279	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,136.00	0.00
280	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,632.00	
281	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	3,001.60	
282	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	2,956.80	0.00
283	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	7,672.00	0.00
284	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	4,972.80	0.00
285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	10,192.00	0.00
286	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	9,912.00	0.00
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5,454.40	0.00
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	4,692.80	0.00
289	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN 3478, Blackf, for printer HL-6400DW	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	6,536.32	0.00
290	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart			0	0.00			0	0.00			0	0.00			0	0.00	0.00	14,430.08	0.00

**Audio and Visual Equipment and Supplies**

291	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	31,080.00	
292	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	20,048.00	0.00

**Flag or Accessories**

293	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece			0	0.00			0	0.00			0	0.00			0	0.00	0.00	343.84	0.00
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**Printed Publications**

294	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book		6	6	299.04			0	0.00			0	0.00			0	0.00	6.00	49.84	299.04
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**Fire Fighting Equipment**

295	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	1,232.00	0.00
296	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	5,376.00	0.00

**Consumer Electronics**

297	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit			0	0.00			0	0.00			0	0.00			0	0.00	0.00	7,353.38	0.00
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						0	0.00					0	0.00					0	0.00	0.00		0.00
						0	0.00					0	0.00					0	0.00	0.00		0.00

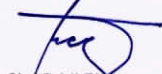
<b>A. TOTAL</b>																				<b>P</b>	<b>454,543.44</b>		
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																				<b>P</b>	<b>45,454.34</b>		
<b>C. GRAND TOTAL (A + B)</b>																				<b>P</b>	<b>499,997.79</b>		
<b>D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>		FIVE HUNDRED THOUSAN																		<b>P</b>	<b>500,000.00</b>		
<b>G. MONTHLY CASH REQUIREMENTS</b>																				<b>P</b>	<b>-</b>		
G.1 Available at Procurement Service Stores			175,028.21			142,886.52				136,628.71												<b>P</b>	<b>454,543.44</b>
G.2 Other Items not available at PS but regularly purchased from other sources																						<b>P</b>	<b>-</b>
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>			175,028.21			142,886.52				136,628.71												<b>P</b>	<b>454,543.44</b>

\*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:  
  
 Margie A. Calar  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 HYACINTH M. PEÑAFLORIDA  
 Accountant / Local Budget Officer

Approved by:  
  
 ROSARIO CLARABEL C. CONTRERAS, Ph.D.  
 Head of Office/Agency

Date Prepared: August 14, 2018

  
**LUIS M. SOROLLA JR., Ph.D., CSEE**  
**SUC PRESIDENT IV**