

ANNUAL RELOCAMENT PLAN - COMMERCIAL-USE SECURITIES AND GOVERNMENT (APP-CRIS) 2022 EDITION

APP-CSE-2023 FORM as of September 14, 2022

## Introduction

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the CBFI Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with assigned APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed in this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC). In preparation for integration of the APP-CSE template is the Modernized Government Electronic Procurement System (MGEPS).

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- 1.0** The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.  
**2.0** All information must be provided accurately.  
**3.0** Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philippines.gov.ph](http://www.ps-philippines.gov.ph)) for the detailed technical specifications and sample photo of the items.  
**4.0** Do not delete, add, or revise any item or row on the PART I of this template whenever the form will be deemed invalid.  
**5.0** Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.  
**6.0** Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signatures shall be deemed invalid.  
**7.0** Should there be changes in the agency's CSE requirements, the agency may update their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be covered if not covered by a supplemental APP-CSE.  
**8.0** For further assistance or clarification, agencies may contact the Planning and Siske Division of PS-DBM through its mobile numbers 09182954426 or 09278475385, or email [appcs.helpdesk@psa.pilipinas.gov.ph](mailto:appcs.helpdesk@psa.pilipinas.gov.ph), or visit the PS-DBM website ([www.ps-philippines.gov.ph](http://www.ps-philippines.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular - 2022-1 issued by the RO 25 dated 24 March 2022, the APP-CSE for FY 2022 must be submitted in or before 30 September 2022.

Racine, WI      Organization Type: SAC      Position: Responsible Officer  
Add res: 1000 N. University, Ste. 600      E-mail: [REDACTED]  
Telephone/Cellphone: (414) 964-1993

Item & Specification	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year				Last Catalogue as of 2024-01-01	Total Revenue for the year	
		Jan	Feb	Mar	Q1	Apr	May	June	Q2	Jul	Aug	Sep	Oct	Nov	Dec	Q4	Jan			
<strong>PART 1: AVAILABLE AT PS-DHM (MAIN WAREHOUSE AND DEPOTS)</strong>																				
ALCOHOL OR ACETONE BASED ANTISEPTIC																				
1 12125801-X-000	ALCOHOL, 80% v/v, 200 mL	bottle	0	0	0	0	0	0	0	0	0	0	22	2,380.00	0	0	0	0	-7.83	3,286.00
2 12125802-X-000	ALCOHOL, 80% v/v, 1 Litre	bottle	0	0	0	0	0	0	0	0	0	0	23	3,601.00	0	0	0	0	39.00	5,611.00
<strong>PART 2: OTHER CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</strong>																				
3 60123450-00-000	CLEANROOM, 20 laminar flows, A1	piece	0	0	0	0	0	0	0	0	0	0	100	3,000.00	0	0	0	0	100	3,300.00
4 60123451-00-000	CLEANROOM, 20 laminar flows, A2	piece	0	0	0	0	0	0	0	0	0	0	100	3,600.00	0	0	0	0	100	3,900.00
5 60123452-00-000	EMERG. plastic rubber	piece	0	0	0	0	0	0	0	0	0	0	0	0.03	0	0	0	0	0.03	0.06
6 60123453-00-000	SIGN PEN, Black, liquid 0.5 ml	piece	0	0	0	0	0	0	0	0	0	0	200	1.00	0	200	0.00	200	2.00	
7 60123454-00-000	SIGN PEN, Blue, liquid or gel	piece	0	0	0	0	0	0	0	0	0	0	200	1.00	0	200	0.00	200	2.00	
8 60123455-00-000	SIGN PEN, Red, liquid or gel	piece	0	0	0	0	0	0	0	0	0	0	200	1.00	0	200	0.00	200	2.00	
9 60123456-00-000	WRAPPING PAPER, Matt, 50 sheets per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0.05	0	0	0	0	0.05	0.06
<strong>PART 3: MOBILE AND VIRTUAL EQUIPMENT AND SUPPLIES</strong>																				
10 60123457-F-00-000	DOCUMENT Camera, 8 MP	unit	0	0	0	0	0	0	0	0	0	0	0	0.05	0	0	0	0	0	0.00
11 60123458-HH-000	MULTIMETER, PROFESSIONAL, 4000 COUNT, Luminance (VIRL.)	unit	0	0	0	0	0	0	0	0	0	0	10	12,700.00	0	0	0	0	10	13,700.00
<strong>PART 4: BATTERIES AND CELLS AND ACCESSORIES</strong>																				
12 60123459-ST-000	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	0	0	0	0	0	0	0	0	0	0	0	0.05	0	0	0	0	0	0.00
13 60123460-ST-000	BATTERY, dry cell, size AAA, Three (3) pieces per blister pack	pack	0	0	0	0	0	0	0	0	0	0	0	0.05	0	0	0	0	0	0.00
14 60123461-ST-000	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	0	0	0	0	0	0	0	0	0	0.05	0	0	0	0	0	0.00
<strong>PART 5: CLEANING EQUIPMENT AND SUPPLIES</strong>																				
15 47123455-00-000	AIR FRESHENER, Air Freshener, 150g	can	0	0	0	0	0	0	0	0	0	0	0	0.05	0	0	0	0	0	0.00
16 47123456-00-000	SHOWER, Soft Shower Timed	piece	0	0	0	0	0	0	0	0	0	0	0	0.05	100	0	0	0	0	100.00
17 47123457-00-000	SHOWER, Soft Shower Long	piece	0	0	0	0	0	0	0	0	0	0	0	0.05	50	0	0	0	0	50.00
18 47123458-TV-CB	CLAMPER, Table Stand and Clamp, 000cm - 1000cm.	table	0	0	0	0	0	0	0	0	0	0	0	0.05	100	0	0	0	0	100.00
19 47123459-CL-000	CLAMPER, Scissor Clamp, 250g	can	0	0	0	0	0	0	0	0	0	0	0	0.05	0	0	0	0	0	0.00
20 47123460-CE-000	DETERGENT, 500g m/packet	packet	0	0	0	0	0	0	0	0	0	0	0	0.05	0	0	0	0	0	0.00

Item #	Description	Unit of Measure	Monthly Quantity Requirements																			Last quantity for the year	Price Creation as of 2023-12-31	Total Amount for the year		
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul					
			1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M	1M					
34	4711911-SE-P03	DETERGENT POWDER, All purpose, 2kg	bag	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	54.00	2,700.00	
35	4712380-00-A01	DISINFECTANT SPRAY, Alcohol-based, 1000g	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	100.00	5,000.00
36	4712380-DU-P01	DUST MASK, Reusable pleated	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.50	25.00
37	4712380-FW-H01	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	20.00	1,000.00
38	4712380-HG-A01	FURNITURE CLEANER, aerosol type, 700ml	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	10.00	500.00
39	7201813-HM-U01	LIQUID HAND SOAP, 500ml	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	10.00	500.00
40	4712380-HP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	40.00	2,000.00
41	4712380-HP-H01	MOP HANDLE, heavy duty	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	10.00	500.00
42	4712380-HP-K01	MOPHEAD, made of rayon	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	10.00	500.00
43	4712381-HG-C01	RAGS, white cotton, 1 kg per bundle	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	2.00	100.00
44	4712380-HG-H02	SCOURING PAD, 3 pieces per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.50	25.00
45	4712370-HA-P01	STAINBAND, black, 37 x 97, XL, 10 pieces per roll or pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	2.00	100.00
46	4712370-HB-P01	WASTEBASKET, rigid plastic	basket	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	10.00	500.00
<b>EDUCATIONAL AND RECREATIONAL</b>																								400.00		
47	1217173-HF-P01	INK, for stamp pad, 50ml	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	20.00	240.00
<b>CONSUMER ELECTRONICS</b>																								400.00		
48	3201625-04-S01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
<b>PRICE MARK</b>																								0.00		
49	4712310-00-P01	PLATE MIRROR, 3 ph, 50x100 cm per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	27.50	1,375.00
<b>EDU. SUPPLIES</b>																								0.00		
50	1211120-HC-P01	REED DATES, 50 pieces	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.50	25.00
51	1211120-HC-P01	CHAMFER PENCIL, H, 100 sheets per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.50	25.00
52	1211120-HC-P01	CARBON FILM, 100x100 mm, 100 sheets per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.50	25.00
<b>FIRE FIGHTING EQUIPMENT</b>																								0.00		
49	4635001-PS-P01	PIPE EXTINGUISHER, dry chemical	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	1,144.00	57,200.00
51	4635001-PS-P01	PIPE EXTINGUISHER, water-based	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.00	0.00
<b>FLUID OR ACCESSORIES</b>																								0.00		
42	3211025-HF-P01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.00	0.00
<b>FURNITURE AND FURNISHINGS</b>																								0.00		
43	3210130-CM-B01	MOROBLOC CHALK, ledger	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.50	25.00
44	3210130-CM-W01	MOROBLOC CHALK, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.50	25.00
45	3210130-TH-B01	MOROBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.00	0.00
46	3210130-TH-W01	MOROBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.00	0.00
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																								0.00		
47	4610130-L-001	ELECTRIC VEN, rolling insight, adult type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	1,021.00	51,050.00
48	4610130-CT-001	ELECTRIC FAN, industrial, stand type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.00	0.00
49	4610130-CT-001	ELECTRIC FAN, stand type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.00	0.00
50	4610130-CT-001	ELECTRIC FAN, wall mount	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0.00	0.00
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT), EQUIPMENT AND SERVICES AND ACCESSORIES</b>																								0.00		
51	4311027-QB-001	DISPLAY, for basic uses	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	20.00	1,000.00
52	4311157-QB-001	DISPLAY, for mid-range uses	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	20.00	1,000.00
53	4311157-QB-001	EXTERNAL HARD DRIVE, 1TB	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	40.00	2,000.00
54	4311157-QB-001	LAPTOP, for mid-range uses	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	400.00	2,000.00
55	4311157-QB-001	LAPTOP, light weight	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	400.00	2,000.00
56	4311157-QB-001	MOBILE, 5G, dual SIM, 10.2 inch screen type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	1,000.00	5,000.00

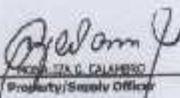
Item & Specification	Unit of Measure	Monthly Quantity Requirement																			Total quantity for the year	Price Catalogue (as of 22-Nov-2023)	Total amount for this year*			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul						
97 4212100 PR-040	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	0	0	0	0	0.20	0	0	0	0.00	0	0	0	0.03	0	0	0	0	0.00	0	38,190.00	0.00			
98 4212102 PR-061	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	0	0	0	0	0.20	0	0	0	0.00	0	0	0	0.03	0	0	0	0	0.00	0	15,199.40	0.00			
99 4212105 PR-101	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.20	0	0	0	0.00	0	0	0	0.03	0	0	0	0	0.00	0	2,626.80	0.00			
<b>LIGHTING AND FIXTURES AND ACCESSORIES:</b>																										
99 2810628-L8-L81	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	7,561.00	0	0	0	0.00	100	7,561.00	0.00
99 2810628-L7-L81	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0	0.20	0	0	0	0	0	0.00	100	1	0	100	1,019.00	0	0	0	0.00	100	1019.00	0.00
<b>MATERIALS/SCREWS/COMPONENTS AND SUPPLIES:</b>																										
93 3120352-GL-081	GLUE, dispense, 200 grams	jar	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	5,535.00	0	0	0	0.00	100	5535.00	1,000.00
93 3113582-PH-081	STAPLE WIRE, heavy duty (staple type), 20x3	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	1,127.00	0	0	0	0.00	100	1127.00	1,127.00
94 3113584-PH-081	STAPLE WIRE, standard	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	1,185.00	0	0	0	0.00	100	1185.00	1,185.00
95 21202000-TA-001	TAPE, electrical	roll	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	972.00	0	0	0	0.00	100	972.00	972.00
96 21211609-TA-001	TAPE, masking, 20mm	roll	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	3,284.00	0	0	0	0.00	100	3284.00	3,284.00
97 21202008-TA-002	TAPE, masking, 48 mm	roll	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	6,086.00	0	0	0	0.00	100	6086.00	6,086.00
98 21222317-TA-001	TAPE, packaging, 40 mm	roll	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	1,118.00	0	0	0	0.00	100	1118.00	1,118.00
99 21242513-TA-001	TAPE, transparent, 20mm	roll	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	189.00	0	0	0	0.00	100	189.00	189.00
99 21262512-TA-002	TAPE, transparent, 40 mm	roll	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	1,425.00	0	0	0	0.00	100	1425.00	1,425.00
99 71157013-TA-001	TAPE, white	roll	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	466.20	0	0	0	0.00	100	466.20	466.20
<b>MEASURING AND INSPECTING AND TESTING EQUIPMENT:</b>																										
72 41113004-PS-PS2	WEIGHT, digital, 400 kg	piece	0	0	0	0	0	0.00	1	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0.00			
<b>OFFICE EQUIPMENT AND ACCESSORIES AND PARTIES:</b>																										
93 4113013-BL-081	BALANCE, for general purposes (accuracy class), 20 pieces per lot	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
94 4113092-PH-081	BENDING AND FOLDING MACHINE, 120mm bending capacity	unit	0	0	0	0	0	0.30	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00	0.00
95 4113097-LA-001	CRUCIBLER, compact	unit	0	0	0	0	0	0.30	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00	0.00
96 41123715-OI-001	DRILL, white metal, 100 pieces per lot	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	1,040.00	0	0	0	0.00	100	1040.00	1,040.00
97 41123109-BF-001	GLUE, liquid, 50g	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	439.00	0	0	0	0.00	100	439.00	439.00
98 41123105-BF-001	GLUE, liquid, 50g	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	327.50	0	0	0	0.00	100	327.50	327.50
98 41123105-BF-002	GLUE, liquid, 100g	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	1,276.00	0	0	0	0.00	100	1276.00	1,276.00
99 41123108-BF-004	GLUE, liquid, 200g	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	2,882.00	0	0	0	0.00	100	2882.00	2,882.00
99 41123803-CT-002	CORROSION TEST, 0 degrees	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	234.00	0	0	0	0.00	100	234.00	234.00
99 41123412-CH-001	CLUTCH/FLUTTER, knife, for general purpose	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	1,140.00	0	0	0	0.00	100	1140.00	1,140.00
99 4111515-UF-001	DATA FILE BOX	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	7,720.00	0	0	0	0.00	100	7720.00	7,720.00
99 41122513-CP-001	DATA FOLDS	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	3,401.00	0	0	0	0.00	100	3401.00	3,401.00
99 41122510-CP-001	DATING AND STAMPING MACHINE	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
99 41121906-CH-001	ENVELOPE, document, A4, 500 pieces per box	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	1,002.00	0	0	0	0.00	100	1002.00	1,002.00
99 41121908-CH-001	ENVELOPE, document, A4, 300 pieces per box	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	4,065.00	0	0	0	0.00	100	4065.00	4,065.00
99 41121906-CH-001	ENVELOPE, Economy, A4, 300 pieces per box	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	2,082.00	0	0	0	0.00	100	2082.00	2,082.00
99 41121907-CH-001	ENVELOPE, Postage, Post	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
99 41121906-CH-001	ENVELOPE, Pilling, 500 pieces per box	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	463.04	0	0	0	0.00	100	463.04	463.04
99 41121930-CH-002	ENVELOPE, A4/A3, 400 pieces, 100 pieces per box	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
99 41121917-CH-001	ERASER, for black/blue/red/white	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
99 41121714-CH-001	FAX/PHONE MACHINE	unit	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
99 41122230-PT-001	FINGER TIP, metal, non-slip edges, 54 mm per box	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
99 41121819-PC-001	FILE-ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
99 41122019-PT-001	FILE-TAB INDEX DIVIDER, metal, legal	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00
99 41122019-PT-002	FILE-TAB INDEX DIVIDER, metal, legal	box	0	0	0	0	0	0.30	0	0	0	0	0	0.00	100	1	0	100	0.00	0	0	0	0.00	100	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement														Total Quantity for the year	Price Catalogue no. or Reference	Total Amount for the year			
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr				
44122011-FD-PS1	FOOLDER,彭士利A4,A5,50 sheets per bundle	bundle	2	0	0	0	100	0	3	0	0	0.00	0	0	0	0	0	0.00	0	270.00	3.00
44122011-FD-PG2	FOOLDER,彭士利A4,A5,50 sheets per bundle	bundle	4	2	0	0	90	0	0	0	0	0.00	0	0	0	0	0	0.00	0	296.52	1.00
44122011-FD-L01	FOOLDER, L-type, A4, 20 pieces per pack	pack	0	0	0	0	100	0	0	0	0	0.00	0	0	0	0	0	0.00	0	107.24	0.00
44122011-FD-L02	FOOLDER, L-type, legal, 50 pieces per pack	pack	0	0	0	0	90	0	0	0	0	0.00	0	0	0	0	0	0.00	0	107.24	0.00
44122027-FD-W1	FOOLDER, antiseptical, 200 pieces per box	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	231.87	0.00	
44122011-FD-T02	FOOLDER with tab, A4, 100 pieces per pack	pack	2	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	1	962.84	4,761.28
44122011-FD-T04	FOOLDER with tab, legal, 200 pieces per pack	pack	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	288.12	2,097.32
44122008-FT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	343.28	9,997.04
44111515-PP-B02	MINIATIVE FILE BOX, Large	piece	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	63.11	3,653.08	
44121752-FW-B01	MARFER, Ruler/meter, 30cm per set	set	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	41.00	0.00	
44121753-FW-B01	MARFER, Ruler/meter, Black	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	39.98	1,899.00	
44121756-FW-B02	MARFER, Ruler/meter, Blue	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	7.47	36.99	
44121759-FW-B02	MARFER, Ruler/meter, Red	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3.47	17.46	
44121760-FW-B02	MARFER, Whiteboard, Black	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	7.47	37.30	
44121760-FW-B02	MARFER, Whiteboard, Blue	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	85.00	425.00	
44121760-FW-B02	MARFER, Whiteboard, Red	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	86.00	430.00	
44121764-FW-B01	PAPER CLIP, chloroplastic coated, Silver	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	9.45	465.25	
44122024-PC-001	PAPER CLIP, vinylplastic coated, Junco, Silver	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	9.45	464.80	
44131011-F1-B01	PAPER TRIMMER/CUTTING MACHINE, 30cm top	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	12.38	41.16	
44122706-FG-021	POSTH, highgraphics, with metal, one(1) sheet per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,927.48	10,352.00	
44122315-FS-B01	RECOIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	10.75	53.75	
44122097-FW-B01	RUNCHER, paper, heavy duty	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1.00	5.00	
44122097-FB-F01	ROPE BINDER, plastic, 20 mm, 12 pieces per bundle	bundle	0	0	0	0	100	0	0	0	0.00	0	0	0	0	0	0.00	0	1,109.00	1,109.00	
44122311-FU-B01	FURNISH BAND, iron, 10, 35kg	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	8.00	8.00	
44121502-FP-F01	STAPLER, FAD, flat	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	105.40	0.00	
44121816-FS-B01	SCISSORS, symmetrical or asymmetrical	pair	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	19.32	299.20	
44121818-F1-B01	STAPLER, standard type	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	13.37	100.14	
44122012-ST-B01	STAPLER, heavy duty (FAD type), desktop	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	145.00	4,380.00	
44122013-ST-B02	STAPLER, MEDIUM, table type	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	48.00	444.00	
44121405-FD-B01	TAPE DISPENSER, table top	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	27.07	3.00	
44121405-FD-B01	TAPE DISPENSER, table top	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	12.88	15.00	
<b>PAPER MATERIALS AND PRODUCTS</b>																			728.00		
44111520-CA-B01	CHARTOLINA, inserted colours, 30 g each of inserted colours per sheet	sheet	3	4	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	63.72	637.20	
44111516-CT-L01	COMPUTER CONTINUOUS FORM, 2 pgs, 200mm x 200mm, 2,000 sheets per box	box	1	2	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,000.00	2,000.00	
44111508-CP-L02	COMPUTER CONTINUOUS FORM, 1 pg, 300mm x 270mm, 2,000 sheets per box	box	0	1	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	403.55	403.55	
44111506-CP-C02	COMPUTER CONTINUOUS FORM, 2 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	1	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,155.80	1,155.80	
44111508-CP-C01	COMPUTER CONTINUOUS FORM, 2 pgs, 280mm x 260mm, 1,800 sheets per box	box	0	0	0	1	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,235.00	1,235.00	
44111509-CP-C01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	1	0	0	0.00	0	0	0	0	0	0	0.00	0	1,177.00	1,177.00	
44121750-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	1	0	0.00	0	0	0	0	0	0	0.00	0	1,177.00	1,177.00	
44121751-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	1	0.00	0	0	0	0	0	0	0.00	0	1,177.00	1,177.00	
44121752-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	1.00	0	0	0	0	0	0	0.00	0	1,177.00	1,177.00	
44121753-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	1	0	0	0	0	0	0.00	0	1,177.00	1,177.00	
44121754-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	1	0	0	0	0	0.00	0	1,177.00	1,177.00	
44121755-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	1	0	0	0	0.00	0	1,177.00	1,177.00	
44121756-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	1	0	0	0.00	0	1,177.00	1,177.00	
44121757-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	1	0	0.00	0	1,177.00	1,177.00	
44121758-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	1	0.00	0	1,177.00	1,177.00	
44121759-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121760-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121761-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121762-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121763-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121764-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121765-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121766-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121767-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121768-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800 sheets per box	box	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	1.00	0	1,177.00	1,177.00	
44121769-F1-B01	COMPUTER CONTINUOUS FORM, 3 pgs, 300mm x 270mm, 1,800																				

Item #	Description	Type of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue No. (GPO No. 70)	Total Amount for the year					
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
240	1411307-PP-CM	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27,548.00		27,548.00
240	1411307-PP-CM	PAPER, MULTIPURPOSE A5, 500 sheets per ream	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31,762.00		31,762.00
240	1411331-PP-RE1	PRO PAPER, white	ream	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	21.50		21.50
240	1411331-PP-RE1	PAPER, permanent, 100 sheets per box	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	44.00		44.00
240	1411331-RE-931	RECORD BOOK, 300 PAGES	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62.40		62.40
247	1411331-RE-942	RECORD BOOK, 300 PAGES	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00		2.00
248	1411331-RE-942	TERMAL PAPER, 250 SHEETS	sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2.00		2.00
249	1411331-RE-942	TISSUE, INTERWYED TAPER TOWEL, 150 gsm per sheet	sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,744.00		1,744.00
250	1411331-RE-942	TOWEL TISSUE PAPER, 2 pl. 12 x 16 in per pack	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	85.35		85.35
<b>PERIODS OR CYCLES OR FRANCHISES:</b>																										838.50			
252	1411331-RE-942	LIQUID HAND SANITIZER, 500ML	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	81.50		81.50
<b>PERIODS OR CYCLES OR FRANCHISES:</b>																										4,981.20			
142	1291630-TV-A01	INSECTICIDE, 400ML	litre	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	177.30		177.30
<b>PRINTED PUBLICATIONS:</b>																										0.00			
148	1411331-PA-H01	HANDBOOK ON MILITARY GOVERNMENT PROCUREMENT (PA-H01)	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	27.21		27.21
<b>PRINTED OR FAXED OR PHOTOCOPIED SUPPLIES (COMMUNICATES):</b>																										209,395.00			
<b>A. TOTAL:</b>																										42,076.49			
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of Total):</b>																										4,207.64			
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (1% of Amount B):</b>																										42,498.04			
<b>D. GRAND TOTAL (A + B + C):</b>																										46,693.63			
<b>E. APPROVED BUDGET BY THE DIRECTOR HEAD</b> In Finance and Works																													

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:

  
 ROSENBERG, CALAFRIO  
 Property Supply Officer  
 Date Prepared: Sept. 21, 2022

Certified Funds Available / Certified Accounts Receivable:  
  
 ROSENBERG, CALAFRIO  
 Accountant / Budget Officer

Approved by:

  
 DOMINGO, M. JESUS, R.D.  
 Head of Office/Agency