

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-phillips.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
 - a form used is other than the prescribed format which can be downloaded only at www.ps-phillips.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.

Department/Bureau/Office:
 Region:
 Address:

POLOMOLOK WATER DISTRICT
 XII - Koronadal
 NATIONAL HIGHWAY, POLOMOLOK SOUTH COTABATO

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.

Agency Account Code: No Code
 Organization Type: Government Owned and Controlled Corporation (GOCC)
 Contact Person: Myrna B. Belgado
 Position: BGC Secretariat - Member
 E-mail: POL_WVD@yahoo.com.ph
 Telephone/Mobile Nos: 5008008

Item 8. Specifications

Item 8. 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			

PART I. AVAILABLE AT PROCUREMENT SERVICE STORES

Item 8. Specifications	Unit of Measure	Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT	Total Quantity for the year	Price Catalogue	Total Amount for the year
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Pesticides or Pest Repellents																					
1. 1009991-V400 INSECTICIDE, aerosol type, net content: 600ml min	can	12			12	1,768.80	12		12	1,768.80	12		12	1,768.80	12		12	1,768.80	48.00	142.40	7,075.20

Solvents																					
2. 1100000-10 ALCOHOL, ethyl, 68%-70%, scented, 500ml (500l)	bottle	120			120	5,583.00			0	0.00	100		100	4,653.00			0	0.00	220.00	48.53	10,236.60

Color Compounds and Dispersions																					
3. 1100933-P01 STAMP PAD INK, purple or violet	bottle	10			10	260.48			0	0.00			0	0.00			0	0.00	10.00	28.05	260.48

Films																					
4. 1100934-F01 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00			0	0.00			0	0.00			0	0.00	0.00	779.77	0.00
5. 1100001-F02 CARBON FILM, P2, black, size 200mm x 2920mm	box				0	0.00			0	0.00			0	0.00			0	0.00	0.00	200.55	0.00
6. 1100001-F02 CARBON FILM, P2, black, size 216mm x 330mm	box				6	1,323.30			0	0.00			0	0.00			0	0.00	6.00	200.55	1,323.30

Paper Materials and Products																					
7. 1100935-C000 CARTOLINA, assorted colors	pack				0	0.00			0	0.00			0	0.00			0	0.00	0.00	76.98	0.00
8. 1100936-C011 CONTINUOUS FORM, 1 PLY, 280 x 3210mm	box	15			15	10,824.00			0	0.00	15		15	10,824.00			0	0.00	30.00	72.60	21,648.00
9. 1100936-C012 CONTINUOUS FORM, 1 PLY, 280 x 3781mm	box	2			2	2,178.00			0	0.00			0	0.00			0	0.00	2.00	1,089.00	2,178.00
10. 1100936-C013 CONTINUOUS FORM, 2 PLY, 280 x 3781mm, carbonless	box				0	0.00			0	0.00			0	0.00			0	0.00	0.00	4,375.00	0.00
11. 1100936-C014 CONTINUOUS FORM, 2 PLY, 280mm x 3210mm, carbonless	box				0	0.00			0	0.00			0	0.00			0	0.00	0.00	809.60	0.00
12. 1100936-C015 CONTINUOUS FORM, 3 PLY, 280 x 3210mm, carbonless	box				0	0.00			0	0.00			0	0.00			0	0.00	0.00	631.24	0.00

13	1111066-CE-124	CONTINUOUS FORM, 3 PLY, 280 x 32mm, carbonless	box	15	16,417.50	0	0.00	15	16,417.50	0	0.00	15	16,417.50	0	0.00	30.00	1,094.50	32,835.00
14	1111069-L-CON	LOOSELEAF COVER, made of clipboard, for legal	bundle	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	709.39	0.00
15	1111194-N15-S04	NOTE PAD, stick-on, 90mm x 76mm (21 x 19) mm	pad	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	34.08	0.00
16	1111194-N15-S04	NOTE PAD, stick-on, 100mm (21 x 21) mm	pad	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	59.39	0.00
17	1111194-N15-S03	NOTE PAD, stick-on, 76mm x 76mm (21 x 19) mm	pad	16	702.24	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	16.00	43.89	702.24
18	1111194-N15-S01	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	12.74	0.00
19	1111193-PR-001	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	140.01	0.00
20	1111193-PR-004	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	163.68	0.00
21	1111193-PR-003	PAPER, MULTIPURPOSE (COPY) A4, 70 gsm	ream	100	13,112.10	0	0.00	100	13,112.10	0	0.00	100	13,112.10	0	0.00	200.00	121.12	24,224.20
22	1111193-PR-004	PAPER, MULTIPURPOSE (COPY) Legal	ream	70	9,623.46	0	0.00	70	9,623.46	0	0.00	70	9,623.46	0	0.00	140.00	137.48	19,246.92
23	1111193-PR-001	PAPER, PAD, ruled, size: 210mm x 330mm (21mm)	pad	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	18.35	0.00
24	1111193-PR-001	PAPER, PARCHMENT, size: 310 x 297mm, multipurpose	ream	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	101.75	0.00
25	1111193-PR-001	PAPER, THERMAL, 58gsm, size: 210mm x 297mm, 3mm-o-2mm	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	51.59	0.00
26	1111193-PR-001	RECORD BOOK, 300 PAGES, size: 210mm x 278mm min	book	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	74.80	0.00
27	1111193-PR-001	RECORD BOOK, 300 PAGES, size: 210mm x 278mm min	book	40	4,312.00	0	0.00	10	1,078.00	0	0.00	10	1,078.00	0	0.00	50.00	107.80	5,390.00
28	1111193-TR-001	TOILET TISSUE PAPER 2-ply sheets, 150 rolls	pack	230	15,913.70	230	15,913.70	230	15,913.70	230	15,913.70	230	15,913.70	230	15,913.70	920.00	69.19	63,654.80

Batteries and Accessories

29	2611193-PR-001	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	40	834.68	0	0.00	40	834.68	0	0.00	40	834.68	0	0.00	80.00	23.87	1,669.36
30	2611193-PR-002	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	20	412.90	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	20.00	20.63	412.50
31	2611193-PR-003	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	93.50	0.00

Manufacturing Components and Supplies

32	3111064-D-101	GLUE, all purpose, gross weight: 200 grams min	jar	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	50.58	0.00
33	3111064-SV-101	STAPLE WIRE, for heavy duty staplers, (24/1)	box	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	21.87	0.00
34	3111064-SV-101	STAPLE WIRE, STANDARD, (24/6)	box	40	848.32	0	0.00	40	848.32	0	0.00	40	848.32	0	0.00	80.00	21.21	1,696.64
35	3111063-TR-101	TAPES, ELECTRICAL, 18mm x 1681 mm (4mm)	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	19.25	0.00
36	3111063-TR-101	TAPES, MASKING, width: 48mm (4mm)	roll	20	1,166.00	0	0.00	20	1,166.00	0	0.00	20	1,166.00	0	0.00	40.00	58.30	2,332.00
37	3111063-TR-102	TAPES, MASKING, width: 48mm (4mm)	roll	10	1,127.50	0	0.00	10	1,127.50	0	0.00	10	1,127.50	0	0.00	20.00	112.75	2,255.00
38	3111063-TR-101	TAPES, PACKAGING, width: 48mm (4mm)	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	19.25	0.00
39	3111063-TR-101	TAPES, TRANSPARENT, width: 24mm (4mm)	roll	40	385.00	0	0.00	40	385.00	0	0.00	40	385.00	0	0.00	80.00	9.63	770.00
40	3111063-TR-102	TAPES, TRANSPARENT, width: 48mm (4mm)	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	19.25	0.00
41	3111063-TR-101	TWINE, plastic, one (1) kilo per roll	roll	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	53.90	0.00

Heating and Ventilation and Air Circulation

42	4111064-TR-001	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	140.8070	0.00
43	4111064-TR-001	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,261.70	0.00
44	4111064-TR-001	ELECTRIC FAN, STAND type, plastic blade	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,064.45	0.00
45	4111064-TR-001	ELECTRIC FAN, WALL type, plastic blade	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	708.39	0.00

Lighting and Fixtures and Accessories

46	3111064-TR-101	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	42.90	0.00
47	3111064-TR-101	Light Bulbs LED, 7 watts 1pc in individual box	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	75.67	0.00

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277	44090934805	TONER CART, LEXMARK 1550AHP, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	10,186.00	0.00
278	44090934806	TONER CART, SAMSUNG ML-F1001S, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	2,794.00	0.00
279	44090934807	TONER CART, SAMSUNG ML-F1003S, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	3,060.00	0.00
280	44090934808	TONER CART, SAMSUNG ML-F1004S, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	2,585.00	0.00
281	44090934809	TONER CART, SAMSUNG ML-F1005L, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	2,918.00	0.00
282	44090934810	TONER CART, SAMSUNG ML-F1006S, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	2,904.00	0.00
283	44090934811	TONER CART, SAMSUNG ML-F1007E, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	7,535.00	0.00
284	44090934812	TONER CART, SAMSUNG ML-F1003L, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	4,884.00	0.00
285	44090934813	TONER CART, SAMSUNG ML-F1003L, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	10,010.00	0.00
286	44090934814	TONER CART, SAMSUNG ML-F1005E, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	9,735.00	0.00
287	44090934815	TONER CART, SAMSUNG ML-F1005L, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	5,357.00	0.00
288	44090934816	TONER CART, SAMSUNG SCX-B0559A, BLACK	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	4,609.00	0.00
289	44090934817	TONER CART, HP 6400DW, 3478, Black, for printer HL-6400DW	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	6,419.50	0.00
290	44090934818	TONER CART, RICOH, CANON 324 II, for printer LP09780X	cart	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	14,172.40	0.00
Audio and Visual Equipment and Supplies																				
291	45105920001	DOCUMENT CAMERA, 3.2M pixels	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	30,525.00	0.00
292	45105920002	MULTIMEDIA PROJECTOR, 4000 tlm ANSI Lumens	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	19,690.00	0.00
Flags or Accessories																				
293	55090920001	PULL PINE NATIONAL FLAG, 100" polyester	piece	4	1,390.80	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	4.00	337.70	1,350.80
Printed Publications																				
294	55090920002	HANDBOOK (RA 9184), 7th Edition	book	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	48.95	0.00
Fire Fighting Equipment																				
295	46090920001	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5KGS	unit	12	14,520.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	12.00	1,210.00	14,520.00
296	46090920002	FIRE EXTINGUISHER, PURE HCFC123, 4.5KGS	unit	6	31,680.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	6.00	5,380.00	31,680.00
Consumer Electronics																				
297	52165920001	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	7,222.07	0.00
Furniture and Furnishings																				
298	56090920001	CHAIR, modern, beige, with backrest, w/o armrest	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	277.75	0.00
299	56090920002	CHAIR, modern, white, with backrest, w/o armrest	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	277.75	0.00
300	56090920003	TABLE, MONOBLAC, WHITE, 889g x 889mm (35" x 35")min	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,402.50	0.00
301	56090920004	TABLE, MONOBLAC, BEIGE, 889g x 889mm (35" x 35")min	unit	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	1,402.50	0.00
Arts and Crafts Equipment and Accessories and Supplies																				
302	60014320001	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	42.08	0.00
303	60014320002	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	44.83	0.00
304	60053410001	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	4.68	0.00
305	60053420001	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	24	878.59	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	24.00	36.61	878.59
306	60053420002	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	36.61	0.00
307	60053420003	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	36.61	0.00
308	60053420004	WRAPPING PAPER, kraft, 65gsm (F3)	pack	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0.00	137.15	0.00

ms

2	Groundwood A4	ream	75	75	5,625.00	0	0.00	75	75	5,625.00	0	0.00	150.00	75.00	11,250.00
	Groundwood long	ream	60	60	4,800.00	0	0.00	60	60	4,800.00	0	0.00	120.00	80.00	9,600.00
	POWID Official Receipt	box	90	90	153,000.00	0	0.00	0	0	0.00	0	0.00	90.00	1,700.00	153,000.00
	Property/Sticker (powid)	pcs	1000	1000	5,000.00	0	0.00	0	0	0.00	0	0.00	1000.00	5.00	5,000.00
	Book Paper A3	ream	1	1	0.00	0	0.00	0	0	0.00	0	0.00	1.00		0.00
	Folder short	pcs	150	150	600.00	0	0.00	150	150	600.00	0	0.00	300.00	4.00	1,200.00
	Folder long	pcs	200	200	1,400.00	0	0.00	200	200	1,400.00	0	0.00	400.00	7.00	2,800.00
	File folder 10k	pcs	10	10	300.00	0	0.00	10	10	300.00	0	0.00	20.00	30.00	600.00
	Thermal Paper (paper core)	rolls	2950	2950	18,000.00	0	0.00	2950	2950	18,000.00	0	0.00	5,900.00	40.00	216,000.00
	Printer Refill Ink (EPSON L series) black	tube	40	40	14,000.00	0	0.00	40	40	14,000.00	0	0.00	80.00	350.00	28,000.00
	Printer Refill Ink (EPSON L series) tri-color	set	20	20	20,000.00	0	0.00	20	20	20,000.00	0	0.00	12.00	300.00	3,600.00
	Newsprint colored long	ream	12	12	3,600.00	0	0.00	0	0	0.00	0	0.00	120.00	300.00	36,000.00
	Printer Ribbon w/ cartridge for R24175	pcs	60	60	18,000.00	0	0.00	60	60	18,000.00	0	0.00	10.00	20.00	200.00
	Diskette	pcs	10	10	200.00	0	0.00	0	0	0.00	0	0.00	24.00	30.00	720.00
	Compact Disk	pcs	24	24	720.00	0	0.00	0	0	0.00	0	0.00	60.00	30.00	1,800.00
	Staple Wire #10	box	30	30	900.00	0	0.00	30	30	900.00	0	0.00	114.00	300.00	34,200.00
	Calendar 300	pcs	57	57	17,100.00	0	0.00	57	57	17,100.00	0	0.00	84.00	100.00	8,400.00
	Calendars 100	pcs	42	42	4,200.00	0	0.00	42	42	4,200.00	0	0.00	800.00	10.00	8,000.00
	Ballpen (black, blue, red)	pcs	400	400	4,000.00	0	0.00	400	400	4,000.00	0	0.00			0.00

COMMON JANITORIAL SUPPLIES

1			0	0	0.00	0	0.00	8	8	1,200.00	0	0.00	16.00	150.00	2,400.00
2			0	0	0.00	0	0.00	0	0	0.00	0	0.00	12.00	1,200.00	14,400.00
3			0	0	0.00	0	0.00	0	0	0.00	0	0.00	12.00		0.00
			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00
			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00
			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00

Office Equipment and Accessories

1	PSION Backup Battery	pcs	8	8	1,200.00	0	0.00	8	8	1,200.00	0	0.00	16.00	150.00	2,400.00
2	PSION Main Battery	pcs	12	12	14,400.00	0	0.00	0	0	0.00	0	0.00	12.00	1,200.00	14,400.00
3	Stapler #10	pcs	12	12	0.00	0	0.00	0	0	0.00	0	0.00	12.00		0.00
			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00
			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00

Office Supplies

1			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00
2			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00
3			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00
			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00

Audio and visual presentation and composing equipment

1			0	0	0.00	0	0.00	0	0	0.00	0	0.00	0.00		0.00
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[Handwritten signatures and marks]

2			0	0.00					0	0.00									0.00
3			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00

Photographic or filming or video equipment																			
1			0	0.00					0	0.00									0.00
2			0	0.00					0	0.00									0.00
3			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00

Cleaning Equipment and Supplies																			
1			0	0.00					0	0.00									0.00
2			0	0.00					0	0.00									0.00
3			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00

Paper Materials and Products																			
1			0	0.00					0	0.00									0.00
2			0	0.00					0	0.00									0.00
3			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00

Lighting and fixtures and accessories																			
1			0	0.00					0	0.00									0.00
2			0	0.00					0	0.00									0.00
3			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00

Electrical equipment and components and supplies																			
1			0	0.00					0	0.00									0.00
2			0	0.00					0	0.00									0.00
3			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00

Computer Supplies																			
1			0	0.00					0	0.00									0.00
2			0	0.00					0	0.00									0.00
3			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00
			0	0.00					0	0.00									0.00

Common ICT Equipment												0.00	
1		0	0.00		0	0.00		0	0.00		0	0.00	0.00
2		0	0.00		0	0.00		0	0.00		0	0.00	0.00
3		0	0.00		0	0.00		0	0.00		0	0.00	0.00
		0	0.00		0	0.00		0	0.00		0	0.00	0.00
CONSUMABLES												0.00	
1		0	0.00		0	0.00		0	0.00		0	0.00	0.00
2		0	0.00		0	0.00		0	0.00		0	0.00	0.00
3		0	0.00		0	0.00		0	0.00		0	0.00	0.00
		0	0.00		0	0.00		0	0.00		0	0.00	0.00
Other Categories												0.00	
1		0	0.00		0	0.00		0	0.00		0	0.00	0.00
2		0	0.00		0	0.00		0	0.00		0	0.00	0.00
3		0	0.00		0	0.00		0	0.00		0	0.00	0.00
		0	0.00		0	0.00		0	0.00		0	0.00	0.00
A. TOTAL												917,427.67	
B. ADDITIONAL PROVISION FOR INFLATION (not of TOTAL)												91,742.77	
C. GRAND TOTAL (A + B)												1,009,170.44	
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:												-	
E. MONTHLY CASH REQUIREMENTS												-	
G.1 Available at Procurement Service Stores												315,217.67	
G.2 Other Items not available at PS but regularly purchased from other sources												602,260.00	
TOTAL MONTHLY CASH REQUIREMENTS												917,477.67	

*Agency must put the monthly requirement for all 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:

Jules D. Cejrozaga
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

MARILENE C. CAGATA
Accountant / Local Budget Officer

Approved by:

ENGR. SOLINO I. TORQUATOR
Head of Office/Agency

Date Prepare August 24, 2018