

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

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-9 and 2012-9-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with updated APP-CSE in the Modernized Philippine Government Electronic Procurement System (ePMIS/EPIS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- 1.1 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 ePMIS/EPIS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 1.2 All information must be provided accurately.
- 1.3 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 1.4 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 1.5 For items not included on the list of PART I, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://akortu@ps-philgeps.gov.ph>. Instructions on how to fill-out is included in the reminders of the form.
- 1.6 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 ePMIS/EPIS account on or before the prescribed period or deadline. Any APP-CSE form that is unaligned or has incomplete signature shall be deemed invalid.
- 1.7 Should there be changes in the agency's CSE requirements, the agency may still upload APP-CSE directly on their ePMIS/EPIS 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 agreed if not covered by a supplemental APP-CSE.
- 1.8 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2454426 (Sweet) or 0942-6255199 (Sweet), or email appcs-helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/ Bureau/ Office: SECSTATE
 Address: 101
 Address: Treas Bldg, Rizal
 Telephone City: 988

Agency Code/LIACS: 00994
 Organization Type: GOA

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.

Contact Person: Shirley D. Huelde
 Position: Supply Officer/ Delg. Officer
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Item & Specification	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount					
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																										
MULTIMEDIA ACTORS BASED ARTISAN/PCS																										
1	111880-A-08H	MCDROL 22x1, 300 x16	1000	22	0	0	22	1,388.44	0	0	0	0	0.00	22	0	0	22	384.73	0	0	0	0	0.00	22	88.42	1,476.86
2	111880-A-09H	MCDROL 22x1, 1 GBx2	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	357.20	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	802124-CB-P04	CLARBOOK, 54 size	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	38.14	0.00	
4	802124-CB-P02	CLARBOOK, legal size	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	34.28	0.00	
5	802124-CP-P01	CRASER, plastic/cover	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	6.18	0.00	
6	802124-CP-P06	ESCH PEN, Extra Fine Tip, Black	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	21.29	0.00	
7	802124-CP-P04	ESCH PEN, Fine Tip, Black	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	44.70	0,002.00	
8	802124-CP-P07	ESCH PEN, Medium Tip, Black	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	37.20	1,000.40	
9	802124-CP-P08	ESCH PEN, Extra Fine Tip, Blue	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	21.29	0.00	
10	802124-CP-P08	ESCH PEN, Fine Tip, Blue	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	44.70	1,788.00	
11	802124-CP-P08	ESCH PEN, Medium Tip, Blue	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	37.20	1,388.00	
12	802124-CP-P03	ESCH PEN, Extra Fine Tip, Red	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	21.29	0.00	
13	802124-CP-P06	ESCH PEN, Fine Tip, Red	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	44.70	0.00	
14	802124-CP-P09	ESCH PEN, Medium Tip, Red	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	37.20	0.00	
15	802124-CP-P01	WRAPPING PAPER	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	181.20	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	401124-00-010	DOCUMENT CAMERA	1000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	21,423.00	0.00	
17	401124-00-011	MULTIMEDIA PROJECTOR	1000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	18,598.00	0.00	
BATTERIES AND CELLS AND ACCESSORIES																										
18	201120-07-A02	BATTERY, dry cell, size AA	2000	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	38.44	122.84	
19	201120-07-A01	BATTERY, dry cell, size AAA	2000	12	0	0	12	220.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	12	14.16	230.12	

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Item #	Item Specification	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q2	Apr	May	June	Q3	Q4	July	Aug	Sept	Q3	Q4	Oct	Nov	Dec	Q4	Q1				
CLEANING EQUIPMENT AND SUPPLIES																										
29	4712002-AP-AIR	AIR FRESHENER	box	22	0	0	22	1,820.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	87.21	1,907.63
31	4712004-BS-04	BROOM (with Tangle)	piece	1	0	0	1	276.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	129.88	276.48
32	4712004-BS-03	BROOM (with Tangle)	piece	1	0	0	1	26.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	26.00	26.00
33	4712009-TB-00	CLEANER, Toilet Bowl and Urinal	gallon	12	0	0	12	499.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	61.90	742.80
34	4712009-CP-01	CLEANER, Scouring Powder	piece	12	0	0	12	387.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	23.99	487.92
35	4712011-CP-03	DETERGENT BAR	piece	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	9.34	0.00
36	4712011-CP-02	DETERGENT POWDER, all purpose	gallon	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	54.08	0.00
37	4712009-OS-01	DISINFECTANT SPRAY	can	22	0	0	22	3,677.86	0	0	0	0	0.00	22	0	0	0	0.00	0	0	0	0	0.00	22	139.89	6,175.74
38	4712003-04-01	DUST PAD	piece	2	0	0	2	93.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	48.20	93.60
39	4712003-04-02	FLOOR MAT, latex type, red	sqm	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	399.79	0.00
40	4712003-PC-01	FURNITURE CLEANER	can	11	0	0	11	1,599.20	0	0	0	0	0.00	11	0	0	0	0.00	0	0	0	0	0.00	11	141.59	1,599.20
41	4712003-04-01	HARD SOAP, liquid, neutral	gallon	24	0	0	24	1,636.40	0	0	0	0	0.00	11	0	0	0	0.00	0	0	0	0	0.00	25	42.99	1,989.39
42	4712004-AP-00	HOP BUCKET	unit	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	2,188.00	0.00
43	4712003-04-01	MATS	sqm	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	68.47	0.00
44	4712002-04-01	MOJUROG RID	piece	0	0	0	0	418.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	85.61	418.12
45	4712700-TB-04	TRASHBAG, 33L size	100pack	0	2	0	0	366.00	0	0	0	0	0.00	1	0	0	0	0.00	0	0	0	0	0.00	0	136.00	1,176.00
46	4712700-TB-03	TRASHBAG, large size	100pack	0	2	0	0	375.00	0	0	0	0	0.00	1	0	0	0	0.00	0	0	0	0	0.00	0	89.28	524.28
47	4712700-TB-02	TRASHBAG, 18 size	100pack	0	2	0	0	0.00	0	0	0	0	0.00	1	0	0	0	0.00	0	0	0	0	0.00	0	92.58	0.00
48	4712700-04-01	WATERBLOT	piece	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	43.69	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
49	4712700-04-01	INK, for stamp pad	gallon	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	28.79	0.00
CONSUMER ELECTRONICS																										
50	4712003-04-01	DIGITAL VOICE RECORDER	unit	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	1,199.24	0.00
FILES																										
51	4712003-04-01	ACETATE	roll	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	1,345.84	0.00
52	4712003-04-01	CARBON FILM, legal size	box	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	351.85	0.00
FILE FILING EQUIPMENT																										
53	4712003-04-01	FILE EXTENDER, dry (metal)	unit	0	0	0	0	0.00	0	0	0	0	2,432.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	3,576.00
FLAG OR ACCESSORIES																										
54	4712100-04-01	PHILIPPINE NATIONAL FLAG	piece	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	284.81	0.00
FURNITURE AND FURNISHINGS																										
55	4712100-04-01	MONOBLOC CHAIR, beige	piece	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	341.11	0.00
56	4712100-04-01	MONOBLOC CHAIR, white	piece	20	0	0	20	5,821.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	341.11	6,821.40
HEATING AND VENTILATION AND AIR CIRCULATION																										
57	4712004-04-01	ELECTRIC FAN, ceiling mount, wall type	unit	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	1,312.00	0.00
58	4712004-04-01	ELECTRIC FAN, industrial, ground type	unit	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	1,089.00	0.00
59	4712004-04-01	ELECTRIC FAN, desk type	unit	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	1,560.00	0.00
60	4712004-04-01	ELECTRIC FAN, wall mount	unit	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	901.44	0.00
INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) EQUIPMENT AND SERVICES AND ACCESSORIES																										
61	4712003-04-01	DESKTOP, for Basic Users	unit	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	41,793.00	0.00
62	4712003-04-01	DESKTOP, for MC-Range Users	unit	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	41,390.00	0.00
63	4712003-04-01	EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	0	0	0	0	3,044.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,934.24	3,044.00

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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 amount	Apr	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec			
34	400810-FD-404	FLUSH DRIVE	piece	1	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	151.74	0.00
35	400180-LAP04	LAPTOP COMPUTER, for M-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	41,980.00	0.00
36	400180-LAP03	LAPTOP COMPUTER, lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	46,990.00	0.00
37	400170-HD-000	COMPUTER MOUSE, Wireless	unit	0	0	0	0	871.50	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	161.80	871.50
38	400160-PR-001	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,836.66	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																								
39	360420-LI-001	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7-watt	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	75.61	0.00
40	360420-LI-002	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 16-watt	piece	19	0	0	19	1,095.20	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	19	195.80	1,095.20
MANUFACTURING COMPONENTS AND SUPPLIES																								
41	310101-01-01	SCREW, #10x1/2	each	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	63.14	0.00
42	310104-04-001	STAPLER WIRE, heavy duty (brake type) 2012	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	36.68	0.00
43	310104-04-001	STAPLER WIRE, standard	box	10	0	0	10	237.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	23.76	237.60
44	310103-10-001	TAPES, standard	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	18.40	0.00
45	310103-10-001	TAPES, marking, 24mm	roll	20	0	0	19	594.90	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	19	35.98	594.90
46	310103-10-002	TAPES, marking, 48 mm	roll	20	0	0	19	1,310.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	19	121.18	1,310.40
47	310103-10-003	TAPES, packaging, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	22.36	0.00
48	310103-10-004	TAPES, packaging, 24mm	roll	20	0	0	19	191.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	19	17.66	191.60
49	310103-10-005	TAPES, packaging, 48 mm	roll	0	0	0	0	190.54	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	23.87	190.54
50	310103-10-006	TAPES, photo	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	66.82	0.00
PREPARING AND ORDERING AND TESTING EQUIPMENT																								
51	411100-RU-001	RULER, plastic, 450mm	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	18.91	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
52	440101-01-001	BLADE, for general purpose utility/utility knife	blade	0	0	0	0	0.00	1	0	0	1	16.37	0	0	0	0	0	0	0	0.00	1	16.37	16.37
53	440102-10-001	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6,934.11	0.00
54	440101-00-001	BINDING RING/COMB, plastic, 31 mm	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	199.80	0.00
55	440101-00-001	CALCULATOR, Compact	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	195.77	0.00
56	440102-01-001	CRUISER, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	30.97	0.00
57	440102-01-001	CLIP, black, 10mm	box	0	0	0	0	74.88	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6.38	74.88
58	440102-01-001	CLIP, black, 10mm	box	0	0	0	0	134.88	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	15.60	134.88
59	440102-01-001	CLIP, black, 10mm	box	0	0	0	0	284.24	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	33.28	284.24
60	440102-01-001	CLIP, black, 10mm	box	0	0	0	0	482.56	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	66.31	482.56
61	440101-01-001	CONNECTION TAPE	piece	33	0	0	33	445.50	0	0	0	0	0.00	33	0	0	33	445.50	0	0	0.00	33	13.50	445.50
62	440101-01-001	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	31.71	0.00
63	440101-01-001	DATA FILE BOX	piece	65	0	0	65	9,481.80	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	65	145.89	9,481.80
64	440101-01-001	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	93.01	0.00
65	440102-00-001	DATA STRIP	piece	2	0	0	2	493.80	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	2	434.88	493.80
66	440100-04-001	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	828.00	0.00
67	440100-04-001	ENVELOPE, Documentary, legal	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,897.28	0.00
68	440100-04-001	ENVELOPE, Enveloping, 1/2x1	box	0	0	0	0	0.00	1	0	0	1	898.95	0	0	0	0	0	0	0	0.00	1	938.81	898.95
69	440100-04-001	ENVELOPE, Enveloping, 1/2x1	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	36.49	0.00
70	440100-04-001	ENVELOPE, Enveloping	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	432.50	0.00
71	440100-04-001	ENVELOPE, Enveloping, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	311.71	0.00
72	440102-01-001	ERASER, blk, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	14.44	0.00

J. J. J.

J. J. J.

J. J. J.

Raymundo Schinner

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 average	April	May	June	Q2	Q2 average	July	Aug	Sept	Q3	Q3 average	Oct	Nov				Dec	Q4	Q4 average
72	442020-HP-600	TONER CARTRIDGE, HP 0792A, Magenta LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	0	0.00	0	0	0	0	0.00	0	1,943.28	0.60
73	442020-HP-601	TONER CARTRIDGE, HP 0790A (HP600), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	0	0.00	0	0	0	0	0.00	0	7,003.12	3.00
74	442020-HP-041	TONER CARTRIDGE, HP 0791A (HP600), Cyan LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	0	0.00	0	0	0	0	0.00	0	1,793.28	0.60
75	442020-HP-061	TONER CARTRIDGE, HP 0792A (HP600), Yellow LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	0	0.00	0	0	0	0	0.00	0	1,793.28	0.60
76	442020-HP-061	TONER CARTRIDGE, HP 0790A (HP600), Magenta LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	0	0.00	0	0	0	0	0.00	0	1,793.28	0.60
77	442020-HP-062	TONER CARTRIDGE, HP 0792A (HP600), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	0	0.00	0	0	0	0	0.00	0	1,426.88	0.60
78	442020-HP-022	TONER CARTRIDGE, HP 0742A (HP202A), Cyan LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	0	0.00	0	0	0	0	0.00	0	1,063.28	0.60
79	442020-HP-022	TONER CARTRIDGE, HP 0740A (HP202A), Yellow LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	0	0.00	0	0	0	0	0.00	0	1,063.28	0.60
80	442020-HP-062	TONER CARTRIDGE, HP 0792A (HP600), Magenta LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	0	0.00	0	0	0	0	0.00	0	1,063.28	0.60
81	442020-HP-063	TONER CARTRIDGE, HP 0742A (HP420), Black	Cart	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	1,128.48	0.60
82	442020-HP-033	TONER CARTRIDGE, HP 0741A (HP410), Cyan	Cart	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	1,362.08	0.60
83	442020-HP-033	TONER CARTRIDGE, HP 0742A (HP420), Yellow	Cart	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	1,362.08	0.60
84	442020-HP-060	TONER CARTRIDGE, HP 0743A (HP430), Magenta	Cart	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	1,362.08	0.60
85	442020-HP-004	TONER CARTRIDGE, HP 0762A, Black	Cart	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	1,155.84	0.60
86	442020-HP-040	TONER CARTRIDGE, HP 0755A, Black	Cart	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	1,059.00	0.60
SOFTWARE																										
1	4323023-PT-021	Business function specific software	License	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	4323023-PT-022	Finance accounting and enterprise resource planning (ERP) software	License	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
3	4323023-PT-023	Computer games or entertainment software	License	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
4	4323023-PT-024	Content authoring and editing software	License	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
5	4323023-PT-025	Content management software	License	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
6	4323023-PT-026	Data management and query software	License	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
7	4323023-PT-027	Development software	License	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
8	4323023-PT-028	Educational or reference software	License	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
9	4323023-PT-029	Industry specific software	License	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
10	4323023-PT-030	Information exchange software	License	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
11	4323023-PT-031	Internet applications software	License	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
12	4323023-PT-032	Network management software	License	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
13	4323023-PT-033	Networking software	License	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
14	4323023-PT-034	Operating environment software	License	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
15	4323023-PT-035	Security and protection software	License	2	0	0	0	0.00	0	0	0	0	0.00	0	0	0	1	1,493.28	2	0	0	0	0.00	1	1,493.28	1,493.28
16	4323023-PT-036	Utility and device driver software	License	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
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	304100-75-00	WALLPAPER	Sheet	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	304100-75-01	MULTIFUNCTION PRINTER	Unit	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
3	304100-75-02	LAMINATING FILM	Roll	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
4	304100-75-03	STOCKER PAPER	Roll	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
5	304100-75-04	DOUBLE SIDED TAPE	Roll	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
6	304100-75-05	PHOTO PAPER	Roll	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
7	304100-75-06	AUDIO/VIDEO SOLUTION	Unit	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
8	304100-75-07	CONFERENCE FRAME	Unit	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
9	304100-75-08	CONFERENCE CHAIR	Unit	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
10	304100-75-09	UNTERDRIFT-BLU POWER SUPPLY	Unit	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

J. J. Williams

J. J. Williams

J. J. Williams

Ryan S. Williams

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount			
11	ADJ. CONCRETIONING UNIT	unit	2	0	2	2	6.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	0.00	0.00
12	SMART TELEVISION	unit	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
13	WHITE BOARD	piece	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
14	RECEPTION	unit	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
15	TRUCK	piece	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
16	DISINFECTANT LIQUID	bottle	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
17	PLASTIC FACTORY	box	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
18	STYL. PLUNG CRACKET	piece	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
19	VELLUM BOARD PAPER	sheet	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
20	EXTENSION CORD	piece	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
21	PAINT	gallon	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
22	COLORED PAPER	sheet	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
23	BOND PAPER	sheet	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
24	PUSH PIN	sheet	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
25	BOOK MAT	piece	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
26	BLUE STICK (PASTE)	piece	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
27	BLUE STICK (FOR BLUE INK)	sheet	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
28	DECORATIVE CASE	piece	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
29	DISPOSABLE GLOVES	box	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
30	OFFICE CHAIR	piece	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
31	PENCIL PAPER	sheet	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
32	AUTOMOTIVE BATTERIES	piece	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
33	INDEXER	piece	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
34	MOBILE PHONE	unit	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
35	CORRECT DEC.	piece	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
36	MAPLETS	unit	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
37	STORAGE BOX	piece	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
38	PLASTIC BUNDLES	piece	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
39	DOCUMENT SCANNER	unit	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
40	NAVY'S EQUIPMENT	unit	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
41	PARASOLS	sheet	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
42	BLUE INK	unit	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
43	INKJET PRINTER	unit	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
44	GRANDS	unit	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
45	POPCORN (CONE)	bottle	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
46	DEVIANT	unit	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
47	ESLU CARTRIDGE	unit	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
48	STEEL RACK	unit	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
49	LAMINATING MACHINE	unit	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
50	FUEL FILTER	piece	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
51	AIRLINE TICKETS (DOMESTIC)	ticket	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
52	AIRLINE TICKETS (INTERNATIONAL)	ticket	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
53	CAR (Sales or Leased)	unit	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

Jynepilla

Jacoman

Jay

Rymelto Solimero

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount			
46	2024-001-75-004	MULTI-PURPOSE VEHICLE (MPV)	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
47	2024-001-75-005	SPORTS UTILITY VEHICLE (SAV)	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
48	2024-001-75-006	PASSENGER VAN	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
49	2024-001-75-007	VAN	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
50	2024-001-75-008	750-CLASS VEHICLE	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
51	2024-001-75-009	PICK-UP TRUCK	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
52	2024-001-75-010	ALL-TERRAIN VEHICLE (ATV)	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
53	2024-001-75-011	ADAPTED PASSENGER SEVEN-TYPE VEH	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
54	2024-001-75-012	ADAPTED PASSENGER SEVEN-TYPE VEHICLE	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
55	2024-001-75-013	TRICYCLE	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
56	2024-001-75-014	BUS	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
57	2024-001-75-015	TRUCK	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

A. TOTAL		\$	185,545.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		\$	18,554.50
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		\$	0.00
D. GRAND TOTAL (A + B + C)		\$	204,100.00
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words)		\$	204,100.00

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 this year.

Prepared by:

 PROPERTY MANAGER OFFICER

Certified Funds Available / Certified Appropriate Funds Available:

 ACCOUNTANT / BUDGET OFFICER

Approved by:

 HEAD OF OFFICE/AGENCY

Date Prepared: July 11, 2024