

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

Department /Bureau/Office	SAN LAZARO HOSPITAL	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	_____	Contact Person	_____
Region	NATIONAL CAPITAL REGION		Organization Type	_____	Position	_____
Address	san Lazaro Hosp Comp Sta Cruz Manila				E-mail	_____
					Telephone/Mobile Nos	_____

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price Catalogue	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
<b>PART I - AVAILABLE AT PROCUREMENT SERVICE STORES</b>																												
<b>Pesticides or Pest Repellents</b>																												
1	10191509-IN A01	INSECTICIDE aerosol type net content 500ml/min	can	50	50	50	150	13,404.00	50	50	50	150	13,404.00	50	50	50	150	13,404.00	50	50	50	150	13,404.00	600.00	89.36	53,616.00		
<b>Solvents</b>																												
2	12191601-AL E01	ALCOHOL ethyl 68% 70% scented 500ml (1.7)	bottle	10	10	10	30	319.76	10	10	10	30	319.76	10	10	10	30	319.76	10	10	10	30	319.76	120.00	43.99	5,279.04		
<b>Color Compounds and Dispersions</b>																												
3	12171701-SI P01	STAMP PAD INK, purple or violet	bottle	10	10	10	30	738.82	10	10	10	30	738.82	10	10	10	30	738.82	10	10	10	30	738.82	120.00	24.63	2,955.26		
<b>Films</b>																												
4	13111203-AC F01	ACETATE thickness 0.075mm/min (gauge #)	roll	10	10	10	30	197.20	10	10	10	30	11,197.20	10	10	10	30	11,197.20	10	10	10	30	11,197.20	120.00	373.24	44,788.80		
5	13111201-CF P02	CARBON M PE black size 210mm x 297mm	box	10	10	10	30	55.60	10	10	10	30	3,255.60	10	10	10	30	3,255.60	10	10	10	30	3,255.60	120.00	108.00	13,022.40		
6	13111201-CF P02	CARBON M PE black size 216mm x 330mm	box	10	10	10	30	55.60	10	10	10	30	3,255.60	10	10	10	30	3,255.60	10	10	10	30	3,255.60	120.00	108.00	13,022.40		

Paper Materials and Products																										
6	1411525 CA A01	CARTOLINA assorted colors	pack	10	10	10	30	2 183 38	10	10	10	30	2 183 38	10	10	10	30	2 183 38	10	10	10	30	2 183 38	120 00	72 78	8 733 50
7	1411506 CF L31	CONTINUOUS FORM 3 PLY 280 x 241mm carbonless	box	2	2	2	6	3 580 82	2	2	2	6	3 580 82	2	2	2	6	3 580 82	2	2	2	6	3 580 82	24 00	596 80	14 323 30
8	1411506 CF L12	CONTINUOUS FORM 3 PLY 280 x 378mm carbonless	box	4	4	4	12	12 417 60	4	4	4	12	12 417 60	4	4	4	12	12 417 60	4	4	4	12	12 417 60	48 00	1 034 80	49 670 40
9	1411609 LL L01	LOOSELEAF COVER made of chipboard for legal	bundle	0	0	1	1	670 70	1	0	0	1	670 70	1	0	0	1	670 70	1	0	0	1	670 70	4 00	670 70	2 682 78
10	1411514 NP S02	NOTE PAD stick on 50mm x 76mm (2 x 3 ) min	pad	20	20	20	60	1 933 15	20	20	20	60	1 933 15	20	20	20	60	1 933 15	20	20	20	60	1 933 15	240 00	32 22	7 732 61
11	1411514 NP S04	NOTE PAD stick on 76mm x 100mm (3 x 4 ) min	pad	20	20	20	60	3 363 36	20	20	20	60	3 363 36	20	20	20	60	3 363 36	20	20	20	60	3 363 36	240 00	56 06	13 453 44
12	1411514 NP S03	NOTE PAD stick on 76mm x 76mm (3' x 3 ) min	pad	20	20	20	60	2 489 76	20	20	20	60	2 489 76	20	20	20	60	2 489 76	20	20	20	60	2 489 76	240 00	41 50	9 959 04
13	1411507 PP M01	PAPER MULTICOPY 80gsm size 210mm x 297mm	ream	300	300	300	900	101 475 00	300	300	300	900	101 475 00	300	300	300	900	101 475 00	300	300	300	900	101 475 00	3 600 00	112 75	405 900 00
14	1411507 PP M02	PAPER MULTICOPY 80gsm size 216mm x 330mm	ream	200	200	200	600	72 906 00	200	200	200	600	72 906 00	200	200	300	700	85 057 00	200	200	300	700	85 057 00	2 600 00	121 51	315 926 00
15	1411509 PP L01	PAPER Multi Purpose (COPY) A4 70 gsm	ream	300	200	300	800	75 608 00	300	200	300	800	75 608 00	300	200	300	800	75 608 00	300	200	300	800	75 608 00	3 200 00	94 51	302 432 00
16	1411507 PP C02	PAPER Multi Purpose (COPY) Legal 70 gsm	ream	150	150	200	500	49 255 00	150	150	200	500	49 255 00	150	150	200	500	49 255 00	150	150	200	500	49 255 00	2 000 00	98 51	197 020 00
17	1411531 PP R01	PAPER PAD ruled size 216mm x 330mm (± 3mm)	pad	20	20	20	60	1 040 83	20	20	20	60	1 040 83	20	20	20	60	1 040 83	20	20	20	60	1 040 83	240 00	17 35	4 163 33
18	1411504 PA P01	PAPER PARCHEMENT size 210 x 297mm multi purpose	ream	0	1	1	2	192 40	1	0	1	2	192 40	0	1	1	2	192 40	0	1	1	2	192 40	8 00	96 20	769 60
19	1411818 TH P01	PAPER THERMAL 55gsm size 16mm x 11mm x 30m 0 3m	roll	10	10	10	30	1 463 28	10	10	10	30	1 463 28	10	10	10	30	1 463 28	10	10	10	30	1 463 28	120 00	48 78	5 853 12
20	1411531 RE B01	RECORD BOOK 100 PAGES size 214mm x 278mm min	book	0	50	50	100	6 500 00	0	50	50	100	6 500 00	0	50	50	100	6 500 00	0	50	50	100	6 500 00	0 00	65 00	26 000 00
21	1411531 RE B0	RECORD BOOK 100 PAGES size 214mm x 278mm min	book	75	50	75	200	14 290 00	75	50	75	200	14 290 00	75	50	75	200	14 290 00	75	50	75	200	14 290 00	800 00	7 45	57 160 00
Batteries and Cells and Accessories																										
22	611170 BT A01	BATTERY dry cell AA - pieces per blister pack	pack	30	30	30	90	1 775 9	30	30	30	90	1 775 9	30	30	30	90	1 775 9	30	30	30	90	1 775 9	360 00	9 73	7 102 37
23	2611703 BT A02	BATTERY dry cell AAA - pieces per blister pack	pack	30	30	30	90	1 755 00	30	30	30	90	1 755 00	30	30	30	90	1 755 00	30	30	30	90	1 755 00	360 00	19 50	7 020 00
24	6111702 B A03	BATTERY dry cell D 1.5 volts alkaline	pack	0	2	3	5	442 00	0	2	3	5	442 00	0	2	3	5	442 00	0	2	3	5	442 00	20 00	88 40	1 768 00
Manufacturing Components and Supplies																										
25	11201610 CL J01	GLUE all purpose gross weight 200 grams min	jar	20	20	20	60	2 869 15	20	20	20	60	2 869 15	20	20	20	60	2 869 15	20	20	20	60	2 869 15	240 00	47 82	11 476 61
26	31121804 SW S0	STAPLE WIRE STANDARD (26/6)	box	100	100	100	300	6 015 36	100	100	100	300	6 015 36	100	100	100	300	6 015 36	100	100	100	300	6 015 36	1 200 00	20 05	24 061 44
27	31201501 TA M01	TAPE MASKING width 24mm (±1mm)	roll	30	30	30	90	4 960 80	30	30	30	90	4 960 80	30	30	30	90	4 960 80	30	30	30	90	4 960 80	360 00	5 12	19 843 20
28	31201503 TA M0	TAPE MASKING width 48mm (±1mm)	roll	20	20	20	60	5 796 00	20	20	20	60	5 796 00	20	20	20	60	5 796 00	20	20	20	60	5 796 00	240 00	96 60	23 184 00
29	31201517 TA P01	TAPE PACKAGING width 48mm (±1mm)	roll	10	10	10	30	546 00	10	10	10	30	546 00	10	10	10	30	546 00	10	10	10	30	546 00	120 00	18 20	2 184 00
30	31201512 TA T01	TAPE TRANSPARENT width 24mm (±1mm)	roll	50	50	50	150	1 365 00	50	50	50	150	1 365 00	50	50	50	150	1 365 00	50	50	50	150	1 365 00	600 00	9 10	5 460 00
31	31201512 TA T0	TAPE TRANSPARENT width 48mm (±1mm)	roll	20	20	20	60	1 092 00	20	20	20	60	1 092 00	20	20	20	60	1 092 00	20	20	20	60	1 092 00	240 00	18 20	4 368 00
32	11151507 TW P0	TWINE plastic one (1) kilo per roll	roll	10	10	10	30	1 528 80	10	10	10	30	1 528 80	10	10	10	30	1 528 80	10	10	10	30	1 528 80	120 00	50 96	6 115 20
Measuring and Observing and Testing Equipment																										

33	4111004 RU P01	RULER plastic 450mm (18 ) width 38mm min	piece	30	30	30	90	493 20	30	30	30	90	493 20	30	30	30	90	493 20	30	30	30	90	493 20	360 00	5 48	1,972 80	
<b>Cleaning Equipment and Supplies</b>																											
34	47131812 AF A01	AIR FRESHENER aerosol 180ml/150g min	can	30	30	30	90	5 045 40	30	30	30	90	5 045 40	30	30	30	90	5 045 40	30	30	30	90	5 045 40	360 00	56 06	20,181 60	
35	47131803 DS A01	DISINFECTANT SPRAY aerosol 1 /pe 400 550 grams	can	50	50	50	150	10 396 00	50	50	50	150	10 396 00	50	50	50	150	10 396 00	50	50	50	150	10 396 00	600 00	72 64	43,584 00	
<b>Information and Communication Technology (ICT) Equipment and Devices and Accessories</b>																											
36	43-11708 MO 001	MOUSE optical USB connection type	unit	5	5	5	15	2 024 88	5	5	5	15	2 024 88	5	5	5	15	2 024 88	5	5	5	15	2 024 88	60 00	134 99	8,099 52	
<b>Office Equipment and Accessories and Supplies</b>																											
37	441 1801 LT R01	CORRECTION TAPE film base type UL 8m min	piece	50	50	50	150	1 033 28	50	50	50	150	1 033 28	50	50	50	150	1 033 28	50	50	50	150	1 033 28	600 00	17 56	10,533 12	
37	441 011 DF 01	DATA FOLDER made of chipboard tagline lock	piece	150	150	150	450	17 388 00	150	150	150	450	17 388 00	150	150	150	450	17 388 00	150	150	150	450	17 388 00	1 800 00	38 64	69,552 00	
10	44121500 eN D01	ENVELOPE DOCUMENTARY for A4 size document	box	3	3	3	9	3 073 24	3	3	3	9	3 073 24	3	3	3	9	3 073 24	3	3	3	9	3 073 24	36 00	408 14	14,092 95	
11	44121500 e L D02	ENVELOPE DOCUMENTARY for legal size document	box	2	2	2	6	3 108 46	2	2	2	6	3 108 46	2	2	2	6	3 108 46	2	2	2	6	3 108 46	24 00	518 08	12,133 82	
1	441 1500 e N A01	ENVELOPE EXPANDING GRAFFBOARD for legal size doc	box	2	2	2	6	4 329 40	2	2	2	6	4 329 40	2	2	2	6	4 329 40	2	2	2	6	4 329 40	24 00	38 40	5,721 00	
44	441 1500 e L M01	ENVELOPE MAILING white 30gsm (57)	box	5	5	5	15	4 329 00	5	5	5	15	4 329 00	5	5	5	15	4 329 00	5	5	5	15	4 329 00	00 00	38 04	19,718 40	
10	4411101 eR B01	ERASER FELT or blackboard/whiteboard	piece	5	5	5	15	100 01	5	5	5	15	100 01	5	5	5	15	100 01	5	5	5	15	100 01	00 00	11 11	300 43	
48	441 118 A P01	ERASER VERTICAL 70mm set vean oranges	box	50	50	50	150	11 337 28	50	50	50	150	11 337 28	50	50	50	150	11 337 28	50	50	50	150	11 337 28	000 00	78 92	47 349 2	
30	441210 7-O P01	FOLDER PRESSBOARD size 140mm x 370mm (5mm)	box	0	5	5	10	5 467 20	5	5	5	15	5 467 20	5	5	5	15	5 467 20	5	5	5	15	5 467 20	40 00	540 72	2 368 30	
32	441 011 O 03	FOLDER TAGBOARD for A4 size documents	pack	20	20	20	60	13 041 00	20	20	20	60	13 041 00	20	20	20	60	13 041 00	20	20	20	60	13 041 00	240 00	217 36	52 100 40	
4	44121011 e O F04	FOLDER TAGBOARD for legal size documents	pack	50	50	50	150	11 946 00	50	50	50	150	11 946 00	50	50	50	150	11 946 00	50	50	50	150	11 946 00	000 00	79 64	47 784 00	
0	44111515 MF B01	MASSIVE TILE 30x LARG size made of chipboard	piece	100	100	100	300	0 430 00	100	100	100	300	0 430 00	100	100	100	300	0 430 00	100	100	100	300	0 430 00	000 00	00	5 320 00	
38	441 170 MA F01	MARKER FLUORESCENT 3 assorted colors per set	set	75	75	75	225	3 376 75	75	75	75	225	3 376 75	75	75	75	225	3 376 75	75	75	75	225	3 376 75	900 00	17 23	15,507 00	
30	44121708 MW B01	MARKER whiteboard black felt tip bullet type	piece	200	200	200	600	6 183 84	200	200	200	600	6 183 84	200	200	200	600	6 183 84	200	200	200	600	6 183 84	2 400 00	10 31	24,735 36	
02	441 1708 MW B02	MARKER whiteboard blue felt tip bullet type	piece	75	75	75	225	2 318 94	75	75	75	225	2 318 94	75	75	75	225	2 318 94	75	75	75	225	2 318 94	900 00	10 31	9,275 76	
04	44121708 MW B03	MARKER whiteboard, red felt tip bullet type	piece	12	12	12	36	371 03	12	12	12	36	371 03	12	12	12	36	371 03	12	12	12	36	371 03	144 00	10 31	1,484 12	
30	441 1708 MW B01	MARKER PERMANENT bullet type black	piece	200	200	200	600	5 790 72	200	200	200	600	5 790 72	200	200	200	600	5 790 72	200	200	200	600	5 790 72	2 400 00	9 65	23,162 88	
08	441 1708 MW B02	MARKER PERMANENT bullet type blue	piece	75	75	75	225	2 171 52	75	75	75	225	2 171 52	75	75	75	225	2 171 52	75	75	75	225	2 171 52	900 00	9 05	8 686 08	
70	44121708 MW B03	MARKER PERMANENT bullet type red	piece	12	12	12	36	347 44	12	12	12	36	347 44	12	12	12	36	347 44	12	12	12	36	347 44	144 00	9 05	1 389 77	
72	4412104 PC C01	PAPER CLIP vinyl/plastic coat length 32mm 1 min	box	50	50	50	150	897 00	50	50	50	150	897 00	50	50	50	150	897 00	50	50	50	150	897 00	000 00	5 98	3,588 00	
74	4412104 PC C02	PAPER CLIP vinyl/plastic coat length 48mm 1 min	box	75	75	75	225	2 866 50	75	75	75	225	2 866 50	75	75	75	225	2 866 50	75	75	75	225	2 866 50	900 00	12 74	11,466 00	
76	44121706 PE L01	PEN lead w/ eraser wood cased hard 55 HB	box	50	50	50	150	3 118 44	50	50	50	150	3 118 44	50	50	50	150	3 118 44	50	50	50	150	3 118 44	600 00	10 79	12,473 76	
78	44121101 RU B01	RUBBER BAND 70mm min lay flat length 118	box	20	10	20	50	3 836 00	20	10	20	50	3 836 00	20	10	20	50	3 836 00	20	10	20	50	3 836 00	200 00	76 72	15,344 00	
80	44121905 SP F01	STAMP PAD FELT bed dimension 60mm x 100mm min	piece	25	50	25	100	2 766 40	25	50	25	100	2 766 40	25	50	25	100	2 766 40	25	50	25	100	2 766 40	400 00	17 66	11,065 60	

8	44121612 BL H01	CUTTER BLADE for heavy duty cutter	piece	10	10	10	30	353.18	10	10	10	30	353.18	10	10	10	30	353.18	10	10	10	30	353.18	120.00	11.77	1,412.74
84	44121613 CU H01	CUTTER KNIFE for general purpose	piece	25	25	25	75	2,055.30	25	25	25	75	2,055.30	25	25	25	75	2,055.30	25	25	25	75	2,055.30	300.00	27.40	8,221.20
86	44121619 PS M01	PENCIL SHARPENER manual single cutter head	piece	10	10	10	30	2,616.00	10	10	10	30	2,616.00	10	10	10	30	2,616.00	10	10	10	30	2,616.00	120.00	87.20	10,464.00
88	4410160 PU P01	PUNCHER paper heavy duty with two hole guide	piece	20	10	20	50	4,567.50	20	10	20	50	4,567.50	20	10	20	50	4,567.50	20	10	20	50	4,567.50	200.00	91.35	18,270.00
90	44121618 SS S01	SCISSORS symmetrical blade length 65mm min	pair	50	50	50	150	2,340.00	50	50	50	150	2,340.00	50	50	50	150	2,340.00	50	50	50	150	2,340.00	600.00	15.60	9,360.00
92	44121615 ST S01	STAPLER STANDARD TYPE load cap 200 staples min	piece	75	75	100	250	20,540.00	75	75	100	250	20,540.00	75	75	100	250	20,540.00	75	75	100	250	20,540.00	1,000.00	82.16	82,160.00
94	44121613 SR P01	STAPLE REMOVER PLIER TYPE	piece	30	40	30	100	1,817.92	40	30	30	100	1,817.92	40	30	30	100	1,817.92	40	30	30	100	1,817.92	400.00	18.18	7,271.68
96	44121605 TD T01	TAPE DISPENSER TABLE TOP for 24mm width tape	piece	10	10	10	30	1,674.82	10	10	10	30	1,674.82	10	10	10	30	1,674.82	10	10	10	30	1,674.82	120.00	55.83	6,699.26
98	44101807-CA-01	CALCULATOR compact 1. digits	unit	50	50	50	150	12,780.00	50	50	50	150	12,780.00	50	50	50	150	12,780.00	50	50	50	150	12,780.00	600.00	85.20	51,120.00

**Printer or Facsimile or Photocopier Supplies**

99	44103105 EP B07	INK CART EPSON C13T664100 (T6641) Black	cart	20	40	40	100	15,480.00	20	40	40	100	15,480.00	20	40	40	100	15,480.00	20	40	40	100	15,480.00	400.00	154.80	61,920.00
100	44103105 EP C17	INK CART EPSON C13T664200 (T6642) Cyan	cart	20	20	20	60	9,288.00	20	20	20	60	9,288.00	20	20	20	60	9,288.00	20	20	20	60	9,288.00	240.00	154.80	37,152.00
101	44103110 EP M17	INK CART EPSON C13T664300 (T6643) Magenta	cart	20	20	20	60	9,288.00	20	20	20	60	9,288.00	20	20	20	60	9,288.00	20	20	20	60	9,288.00	240.00	154.80	37,152.00
102	44103105 EP Y17	INK CART EPSON C13T664400 (T6644) Yellow	cart	20	20	20	60	9,288.00	20	20	20	60	9,288.00	20	20	20	60	9,288.00	20	20	20	60	9,288.00	40.00	154.80	37,152.00
103	44103105 HP T43	INK CART HP F6V26AA (HP680) Tricolor	cart	15	15	15	45	9,723.5	15	15	15	45	9,723.5	15	15	15	45	9,723.5	15	15	15	45	9,723.5	180.00	205.83	36,089.40
104	44103105 HP B43	INK CART HP F6V27AA (HP680) Black	cart	15	15	15	45	9,723.5	15	15	15	45	9,723.5	15	15	15	45	9,723.5	15	15	15	45	9,723.5	180.00	205.83	36,089.40
105	44103103 HP B22	TONER CART HP CE285A (HP85A) Black	cart	10	11	10	31	29,561.60	10	11	10	31	29,561.60	10	11	10	31	29,561.60	10	10	10	30	28,608.00	123.00	953.60	117,242.80

**Printed Publications**

10	55101524 RA H01	HANDBOOK (RA 9184) 7th Edition	book			5		31.40	5		5	10	462.80			5	3.40						0	0.00	20.00	46.28	925.60
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**Fire Fighting Equipment**

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**Arts and Crafts Equipment and Accessories and Supplies**

17	60121524 ER P01	ERASER PLASTIC/RUBBER for pencil & ballpoint writing	piece	10	20	10	40	176.80	10	20	10	40	176.80	10	20	10	40	176.80	10	20	20	50	221.00	170.00	4.42	751.40
18	6011524 SP G01	SHARPER PEN BLACK liquid/gel ink 0.5mm needle tip	piece	100	100	100	300	4,383.00	100	100	100	300	4,383.00	100	100	100	300	4,383.00	100	100	100	300	4,383.00	1,200.00	14.61	17,532.00
19	60121524 SP G02	SHARPER PEN BLUE liquid/gel ink 0.5mm needle tip	piece	50	50	50	150	2,191.50	50	50	50	150	2,191.50	50	50	50	150	2,191.50	50	50	50	150	2,191.50	600.00	14.61	8,766.00

**COMMON OFFICE SUPPLIES**

1		Ribbon for Typewriter	bx	5	2	3	10	400.00	5	2	3	10	400.00	5	2	3	10	400.00	5	2	3	10	400.00	40.00	40.00	1,600.00
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**Office Equipment and Accessories**

1		Toner for Risograph	bot	20	20	20	60	90,000.00	20	20	20	60	90,000.00	20	20	20	60	90,000.00	20	20	20	60	90,000.00	240.00	1,500.00	360,000.00
2		Pen for Sharp Black MX 23FTBA	cart	10	10	5	25	37,500.00	10	10	5	25	37,500.00	10	10	5	25	37,500.00	10	10	5	25	37,500.00	100.00	1,500.00	150,000.00
3		Toner for Sharp Cyan MS 23FTCA	cart	5	5	5	15	22,500.00	5	5	5	15	22,500.00	5	5	5	15	22,500.00	5	5	5	15	22,500.00	60.00	1,500.00	90,000.00
4		Toner for Sharp Magenta MX 23FTMA	cart	5	5	5	15	22,500.00	5	5	5	15	22,500.00	5	5	5	15	22,500.00	5	5	5	15	22,500.00	60.00	1,500.00	90,000.00

5	Toner for Sharp Yellow MX 23FTYA	cart	5	5	5	15	22 500 00	5	5	5	15	22 500 00	5	5	5	15	22 500 00	5	5	5	15	22 500 00	60 00	1 500 00	90 000 00		
6	Toner Sharp AR 5520D	cart	1	1		2	3 000 00	1	1		2	3 000 00	1	1		2	3 000 00	1	1		2	3 000 00	8 00	1 500 00	12 000 00		
7	Toner Sharp AR 5620N	cart	1	1		2	3 000 00	1	1		2	3 000 00	1	1		2	3 000 00	1	1		2	3 000 00	8 00	1 500 00	12 000 00		
8	Toner Brother for FX TN 2280	cart	2	3	3	8	8 200 00	2	3	3	8	8 200 00	2	2	3	7	7 175 00	2	3	2	7	7 175 00	30 00	1 605 00	30 750 00		
9	Toner Brother for FX 2840	cart	1	1	1	3	5 250 00	1	1	1	3	5 250 00	1	1	1	3	5 250 00	1	1	1	3	5 250 00	12 00	1 750 00	21 000 00		
Other Categories																											
1	Index Plain whole 3x8	bundle	100	100	100	300	9 000 00	100	100	100	300	9 000 00	100	100	100	300	9 000 00	100	100	100	300	9 000 00	1 200 00	30 00	36 000 00		
2	Accounting Form #21 employee	pcs	500	0	0	500	1 250 00	500	0	0	500	1 250 00	500	0	0	500	1 250 00	500	0	0	500	1 250 00	2 000 00	2 50	5 000 00		
3	Accounting Form #84 supplier ledger	pcs	500	0	0	500	1 250 00	500	0	0	500	1 250 00	500	0	0	500	1 250 00	500	0	0	500	1 250 00	2 000 00	2 50	5 000 00		
4	Aluminum Foil 8meter	rls	20	0	0	20	1 500 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	20 00	75 00	1 500 00		
5	Assessment Form OPD carbonized triplicate copy	pcs	24	24	24	72	1 080 00	24	24	24	72	1 080 00	24	24	24	72	1 080 00	24	24	24	72	1 080 00	288 00	15 00	4 320 00		
6	Batten Rechargeable 9V 250mAh	pcs	4	0	0	4	1 800 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	4 00	450 00	1 800 00		
7	Cash Register ribbon N255400ECR	pcs	50	50	50	150	3 000 00	50	50	50	150	3 000 00	50	50	50	150	3 000 00	50	50	50	150	3 000 00	630 00	20 00	12 600 00		
8	Certificate holder w/SLH logo	pcs	50	0	0	50	1 500 00	50	0	0	50	1 500 00	50	0	100	150	4 500 00	50	0	50	100	3 000 00	350 00	30 00	10 500 00		
9	Certificate Frame wood 8 5x11 w/s and	pcs	15	5	0	30	300 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	30 00	10 00	300 00		
10	Charge for dat erj, A&S	pcs	1	0	0	1	330 00	1	0	0	1	330 00	1	0	0	1	330 00	1	0	0	1	330 00	4 00	330 00	1 320 00		
11	Check blank MDS Account	pad	1	0	0		330 00	1	0	0	1	330 00	1	0	0	1	330 00	1	0	0	1	330 00	4 00	330 00	320 00		
12	Check blank AT&T account	pad	1	0	0	1	40 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	2 00	250 00	400 00		
13	Check blank Incomfund	pad	1	0	1	2	440 00	1	0	1	2	440 00	0	0	1	20 00	0	0	0	0	0 00	5 00	220 00	1 100 00			
14	Check Blank ATM account	pad	1	0	0		300 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	00	300 00	00 00		
15	Check Blank 108C	pad	1	0	0	1	300 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	1 00	300 00	300 00		
16	Check blank revolving fund	pad	1	0	0		400 00	0	0	0	0	0 00	1	0	0	1	200 00	0	0	0	0	0 00	2 00	200 00	400 00		
17	Check Blank 108G	pad	1	0	0	1	300 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	1 00	300 00	300 00		
18	Clear Book long hard bound	pcs	22	22	2	46	4 600 00	2	6	2	10	1 000 00	6	2	2	10	1 000 00	6	2	2	10	1 000 00	76 00	100 00	7 600 00		
19	Clear Book A4	pcs	15	0	0	15	300 00	15	0	0	15	300 00	5	0	0	5	100 00	15	0	0	15	300 00	50 00	20 00	1 000 00		
20	Clear Book Filler legal 25's	pk	5	2	2	9	225 00	2		2	6	150 00	2	2	2	6	150 00	2	2	2	6	150 00	27 00	25 00	675 00		
21	Clip Binders 1/2 size	pcs	4	4	4	12	360 00	4		4	12	360 00	4	4	4	12	360 00	4	4	4	12	360 00	48 00	30 00	1 440 00		
22	Clip Board long any color	pcs	7	0	0	7	371 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	7 00	53 00	371 00		
23	Desk Organizer 3layer metal	pcs	3	2	2	7	1 050 00	3		2	7	1 050 00	3	2	2	7	1 050 00	3	2	2	7	1 050 00	28 00	150 00	4 000 00		
24	Master for Riso	rls	10	10	10	30	36 000 00	10	0	10	20	24 000 00	10	0	10	20	24 000 00	10	10	10	30	36 000 00	100 00	1 200 00	120 000 00		
25	Toner Sharp copier MX36 black	cart	1	0	0		1 000 00	1	0	0	1	1 000 00	1	0	1	2	000 00	0	1	3	6	6 000 00	10 00	1 000 00	10 000 00		
26	Developer MX36 PVBA black	cart	1	0	0		1 500 00	1	0	0	1	1 500 00	1	0	0	1	500 00	1	1	1	3	4 500 00	5 00	1 500 00	9 000 00		

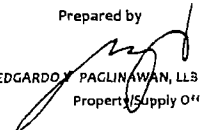
7	Envelope mailing w/NRL logo whitebook 60	bx	10	0	0	10	15 000 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	10 00	1,500 00	15 000 00
8	Envelope mailing w/NRL logo whitebook 120gsm	pcs	10	0	0	10	15 000 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	10 00	1 500 00	15 000 00
9	Envelope Mailing 2.4x10 5cm white smooth w/ stick 1.0gsm	pcs	1	0	0	1	150 00	1	0	0	1	150 00	1	0	0	1	150 00	1	0	0	1	150 00	4 00	150 00	600 00
10	File Organizer expanding legal plastic	pcs	6	0	0	6	300 00	0	0	0	0	0 00	6	0	0	6	300 00	0	0	0	0	0 00	1 00	50 00	600 00
11	File Case Marker file box with labeler 110x220x205mm	pcs	10	0	0	10	500 00	10	0	0	10	500 00	10	0	0	10	500 00	10	0	0	10	500 00	40 00	50 00	1 000 00
12	Frame for certificate 3x10	pcs	5	0	5	10	50 00	0	0	5	5	25 00	5	0	5	10	50 00	5	0	0	5	-5 00	30 00	5 00	150 00
13	Gif Wrapper coated asst design	pcs	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	250	0	0	250	1 250 00	250 00	5 00	1 500 00
14	Ink HP2135 black and colored	pcs	3	3	3	9	2 250 00	3	3	3	9	2 250 00	3	3	3	9	2 250 00	3	3	3	9	2 250 00	36 00	250 00	9 000 00
15	Ink for numbering machine	box	2	2	2	6	48 00	2	2	2	6	48 00	2	2	2	6	48 00	2	2	2	6	48 00	24 00	8 00	92 00
16	Labeler	unit	1	0	0	1	3 000 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	1 00	3 000 00	3 000 00
17	Labeler cartridge	pcs	4	0	0	4	30 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	4 00	80 00	320 00
18	Ledger Government official form	pcs	500	500	500	500	2 250 00	500	500	500	1500	2 250 00	500	500	500	1500	2 250 00	500	500	500	1500	2 250 00	2 000 00	1 50	3 000 00
19	Record of Admission#5	book	10	0	0	10	750 00	0	0	0	0	0 00	10	0	0	10	750 00	0	0	0	0	0 00	10 00	75 00	1 500 00
20	Death Certificate form	pad	30	0	0	30	1 500 00	0	0	0	0	0 00	30	0	0	30	1 500 00	0	0	0	0	0 00	30 00	50 00	3 000 00
21	Birth Certificate form	pad	1	0	0	1	15 00	0	0	0	0	0 00	1	0	0	1	15 00	0	0	0	0	0 00	4 00	45 00	60 00
22	Paper tape adding machine	box	0	0	0	0	120 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	0 00	20 00	40 00
23	Paper tape adding machine	box	1	1	1	3	1 050 00	1	1	1	3	1 050 00	2	2	2	6	2 100 00	1	1	1	3	1 050 00	5 00	350 00	1 500 00
24	Paper Bond 140mm color	rm	13	0	0	13	975 00	2	10	0	12	900 00	2	0	10	12	900 00	2	0	0	2	150 00	30 00	75 00	1 325 00
25	Paper Bond A3 white	rm	0	0	0	0	0 00	0	0	0	0	0 00	2	0	0	2	150 00	0	0	0	0	0 00	0	75 00	150 00
26	Paper Bond A4 pink	rm	75	0	0	75	5 025 00	0	0	0	0	0 00	75	0	0	75	5 025 00	0	0	0	0	0 00	150 00	75 00	11 100 00
27	Paper Bond A4 yellow	rm	40	0	0	40	3 000 00	0	0	0	0	0 00	50	0	0	50	3 750 00	0	0	0	0	0 00	90 00	75 00	6 750 00
28	Paper Bond A4 blue	rm	65	0	0	65	4 375 00	0	0	0	0	0 00	75	0	0	75	5 025 00	0	0	0	0	0 00	140 00	75 00	10 500 00
29	Paper Bond A4 peach	rm	20	0	0	20	1 500 00	0	0	0	0	0 00	30	0	0	30	2 250 00	0	0	0	0	0 00	50 00	75 00	3 750 00
30	Paper Bond A4 green	rm	40	0	0	40	3,000 00	0	0	0	0	0 00	50	0	0	50	3 750 00	0	0	0	0	0 00	90 00	75 00	6 750 00
31	Paper Board A4	rm	1	1	51	53	2 650 00	1	1	1	3	150 00	1	1	1	3	150 00	1	51	53	53	2 650 00	112 00	50 00	5 000 00
32	Columnar Pad 4col	pad	0	1	0	1	10 00	0	1	0	1	10 00	0	1	0	1	10 00	0	1	0	1	10 00	0 00	10 00	10 00
33	Columnar Pad 14col	pad	1	0	0	1	15 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	0 00	15 00	15 00
34	Columnar Pad 16 col	pad	3	3	3	9	540 00	3	3	3	9	540 00	3	3	3	9	540 00	3	3	3	9	540 00	30 00	60 00	2 000 00
35	Paper legal light blue	rm	3	0	3	6	450 00	3	0	3	6	450 00	0	3	0	3	225 00	3	0	0	3	225 00	10 00	75 00	1 100 00
36	Paper Legal light yellow	rm	3	0	3	6	450 00	3	0	3	6	450 00	0	3	0	3	225 00	3	0	0	3	225 00	10 00	75 00	1 100 00
37	Paper Legal light green	rm	3	0	3	6	450 00	3	0	3	6	450 00	0	3	0	3	225 00	3	0	0	3	225 00	10 00	75 00	1 100 00
38	Paper Legal light pink	rm	3	0	3	6	450 00	3	0	3	6	450 00	0	3	0	3	225 00	3	0	0	3	225 00	10 00	75 00	1 100 00


59	Paper Legal light orange	rm	3	0	3	6	450 00	3	0	3	6	450 00	0	3	0	3	225 00	5	0	0	3	225 00	18 00	75 00	1 350 00
60	Paper A4 beige & green	pk	25	25	25	75	3 000 00	25	25	25	75	3 000 00	25	25	25	75	3 000 00	25	25	25	75	3 000 00	300 00	40 00	12 000 00
61	Paper Onion skin 210x297mm	rm	2	2	2	6	150 00	2	2	2	6	150 00	2	2	2	6	150 00	2	2	2	6	150 00	24 00	25 00	600 00
62	Paper PVC printing white/yellow/red/green	rm	4	0	0	4	2 000 00	0	0	0	0	0 00	0	0	0	0	0 00	0	0	0	0	0 00	4 00	500 00	2 000 00
63	Paper specialty paper certificate linen type	pk	11	1	11	23	575 00	1	1	11	13	325 00	1	1	11	13	325 00	1	1	11	13	325 00	62 00	25 00	1 550 00
64	Property Card Acct. form #82	pcs	1000	0	0	1000	1 500 00	1000	0	0	1000	1 500 00	1000	0	0	1000	1 500 00	1000	0	0	1000	1 500 00	4 000 00	1 50	6 000 00
65	Receipt Official w/ logo and seal	pad	75	75	75	225	12 375 00	75	75	75	225	12 375 00	75	75	75	225	12 375 00	75	75	75	225	12 375 00	900 00	55 00	49 500 00
66	Ring binder plastic black 12 long	pcs	15	0	0	15	150 00	5	0	0	5	50 00	0	15	0	15	150 00	0	0	0	0	0 00	35 00	10 00	350 00
67	Stamp documentary purchased at BIR	pcs	200	200	200	600	1 800 00	200	200	200	600	1 800 00	200	200	200	600	1 800 00	200	200	200	600	1 800 00	2 400 00	3 00	7 200 00
68	Stock Card g#18	pcs	450	0	0	450	810 00	450	0	0	450	810 00	450	0	0	450	810 00	450	0	0	450	810 00	1 800 00	1 80	3 240 00
69	String Thread 8ply	kg	2	0	0	2	9 00	2	0	0	2	9 00	0	0	0	0	0 00	0	2	0	2	9 00	6 00	4 50	27 00
70	Thumbtacks	box	1	0	1	2	40 00	1	0	1	2	40 00	1	0	0	1	20 00	1	0	0	1	20 00	6 00	20 00	120 00
71	Trodat ink black	bot	1	0	1	2	200 00	0	0	0	0	0 00	1	0	0	1	100 00	0	0	0	0	0 00	3 00	100 00	300 00

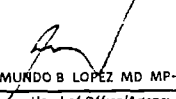
<b>A. TOTAL</b>																										P	4,094,355.22	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																											P	409,435.52
<b>C. GRAND TOTAL (A + B)</b>																											P	4,503,790.75
<b>D. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words)</b>																											P	
<b>G. MONTHLY CASH REQUIREMENTS</b>																											P	
G 1 Available at Procurement Service Stores						692 769 41						093 700 81															P	2,794,470.22
G 2 Other items not available at PS but regularly purchased from other sources						372 768 00						292 472 00															P	1,299,885.00
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>						1 065 537 41						985 172 81															P	4,094,355.22

Agency must put the monthly requirements on 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  
  
**EDGARDO PAGLINAWAN, LLB, MPA**  
 Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available  
  
**ANGELI JOYCE FIGURACION, CPA**  
 Accountant /  
 Local Budget Officer

Approved by  
  
**EDMUNDO B. LOPEZ MD, MP, MHA**  
 Head of Office/Agency

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

*Handwritten initials*