

**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS**

**Introduction:**

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

**Reminders:**

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-ohlaeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed <https://shorturl.at/hos58> (Please copy the link and paste in your browser)
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.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 Form.

**Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.**

Department/Bureau/Office: PHILIPPINE STATISTICS AUTHORITY  
 Region: 7  
 Address: GAISANO CAPITAL SOUTH BLDG., COLON ST.,  
 CEBU CITY

Agency Code/UACS: 240080300007  
 Organization Type: ATTACHED AGENCIES

Contact Person: IRISH B. VELASCO  
 Position: PROPERTY & SUPPLY OFFICER  
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 Telephone/Mobile Nos: (032) 412-6794 / 09178116514

No.	UNSPSC Code	Item Description	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>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	47131608	Toilet brushes	pc	0	0	2	2	240.00	2	0	0	2	240.00	2	0	0	2	240.00	2	0	0	2	240.00	8	120.00	960.00	
2	44121801	Correction film or tape	piece	2	2	2	6	180.00	2	2	2	6	180.00	2	2	2	6	180.00	2	2	2	6	180.00	24	30.00	720.00	
3	24113100	Boxes	piece	3	3	3	9	1,980.00	3	3	3	9	1,980.00	3	3	3	9	1,980.00	3	3	3	9	1,980.00	36	220.00	7,920.00	
4	43202003	Digital versatile disks DVDs	piece	1	1	1	3	150.00	1	1	1	3	150.00	1	1	1	3	150.00	1	1	1	3	150.00	12	50.00	600.00	
5	44122011	Folders	pack	1	0	0	1	300.00	1	0	0	1	300.00	1	0	0	1	300.00	1	0	0	1	300.00	4	300.00	1,200.00	
6	82121903	Glued binding	pack	1	0	0	1	88.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	88.00	88.00	
7	14110000	Paper products	jar	2	2	2	6	1,110.00	2	2	2	6	1,110.00	2	2	2	6	1,110.00	2	2	2	6	1,110.00	24	185.00	4,440.00	
8	14110000	Paper products	ream	2	2	2	6	840.00	2	2	2	6	840.00	2	2	2	6	840.00	2	2	2	6	840.00	24	140.00	3,360.00	
9	14110000	Paper products	ream	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	24	180.00	4,320.00	
10	40151500	Pumps	piece	2	2	0	4	400.00	2	2	0	4	400.00	0	0	0	0	0.00	0	0	0	0	0.00	8	100.00	800.00	
11	11162109	Lace	piece	10	10	10	30	450.00	10	10	10	30	450.00	10	10	10	30	450.00	10	10	10	30	450.00	120	15.00	1,800.00	
12	44111900	Boards	pack	1	1	1	3	120.00	1	1	1	3	120.00	1	1	1	3	120.00	1	1	1	3	120.00	12	40.00	480.00	
13	31201500	Tape	roll	5	0	0	5	125.00	0	5	0	5	125.00	0	0	0	0	0.00	0	0	0	0	0.00	10	25.00	250.00	
14	47121701	Trash bags	pack/roll	4	4	4	12	420.00	4	4	4	12	420.00	4	4	4	12	420.00	4	4	4	12	420.00	48	35.00	1,680.00	
15	47121701	Trash bags	pack/roll	2	2	2	6	270.00	2	2	2	6	270.00	2	2	2	6	270.00	2	2	2	6	270.00	24	45.00	1,080.00	
16	47121701	Trash bags	pack/roll	2	2	2	6	540.00	2	2	2	6	540.00	2	2	2	6	540.00	2	2	2	6	540.00	24	90.00	2,160.00	
17	44121708	Markers	piece	3	3	2	8	400.00	3	3	2	8	400.00	3	3	2	8	400.00	3	3	2	8	400.00	32	50.00	1,600.00	
18	53131606	Deodorants	bottle	4	4	4	12	1,380.00	4	4	4	12	1,380.00	4	4	4	12	1,380.00	4	4	4	12	1,380.00	48	115.00	5,520.00	
19	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
20	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
21	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
22	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
23	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
24	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	
25	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00	

No.	UNSPSC Code	Item Description	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			
26	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
27	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
28	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
29	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
30	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
31	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
32	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
33	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
34	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
35	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
36	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
37	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
38	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
39	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
40	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
41	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
42	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
43	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
44	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
45	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
46	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
47	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
48	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
49	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
50	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
51	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
52	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
53	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
54	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
55	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
56	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
57	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
58	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
59	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
60	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
61	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
62	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
63	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

No.	UNSPSC Code	Item Description	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			
64	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
65	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
66	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
67	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
68	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
69	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
70	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
71	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
72	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
73	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
74	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
75	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
76	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
77	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
78	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
79	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
80	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
81	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
82	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
83	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
84	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
85	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
86	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
87	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
88	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
89	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
90	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
91	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
92	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
93	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
94	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
95	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
96	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
97	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
98	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
99	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
100	-						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
		BLEACH, 1Litre	bot	0	10	0	10	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	70.00	700.00

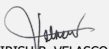
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
		CORRUGATED BOX 24" X 15" X 10", collapsible box, detachable cover with hand handles	pc	6	0	0	6	1,800.00	6	0	0	6	1,800.00	6	0	0	6	1,800.00	6	0	0	6	1,800.00	24	300.00	7,200.00
		Crayons/oil pastel, extra fine quality, 12 colors	box	0	20	0	20	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	75.00	1,500.00
		DEODORANT CAKE, big	bot	0	10	0	10	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	150.00	1,500.00
		EPSON 774 INK. BLACK	PIECE	0	3	0	3	2,850.00	0	3	0	3	2,850.00	0	3	0	3	2,850.00	3	0	0	3	2,850.00	12	950.00	11,400.00
		Epson L3110-003 Black	bottle	1	1	1	3	1,050.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	12	350.00	4,200.00
		Epson L3110-003 Cyan	bottle	1	1	1	3	1,050.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	12	350.00	4,200.00
		Epson L3110-003 Yellow	bottle	1	1	1	3	1,050.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	12	350.00	4,200.00
		EPSON 003, MAGENTA	bottle	3	2	7	12	4,200.00	3	2	7	12	4,200.00	2	2	7	11	3,850.00	2	1	6	9	3,150.00	44	350.00	15,400.00
		EPSON 003, YELLOW	bottle	3	2	7	12	4,200.00	3	2	7	12	4,200.00	2	2	7	11	3,850.00	2	1	6	9	3,150.00	44	350.00	15,400.00
		EPSON 003, BLACK	bottle	4	2	13	19	6,650.00	3	2	13	18	6,300.00	2	2	13	17	5,950.00	2	2	11	15	5,250.00	69	350.00	24,150.00
		EPSON 003, CYAN	bottle	3	2	7	12	4,200.00	3	2	7	12	4,200.00	2	2	7	11	3,850.00	2	1	6	9	3,150.00	44	350.00	15,400.00
		EPSON INK, GENUINE 003, BLACK	bottle	6	0	0	6	2,290.20	6	0	0	6	2,290.20	6	0	0	6	2,290.20	6	0	0	6	2,290.20	24	381.70	9,160.80
		EPSON INK, GENUINE 003, CYAN	bottle	6	0	0	6	2,290.20	6	0	0	6	2,290.20	6	0	0	6	2,290.20	6	0	0	6	2,290.20	24	381.70	9,160.80
		EPSON INK, GENUINE 003, MAGENTA	bottle	6	0	0	6	2,290.20	6	0	0	6	2,290.20	6	0	0	6	2,290.20	6	0	0	6	2,290.20	24	381.70	9,160.80
		EPSON INK, GENUINE 003, YELLOW	bottle	6	0	0	6	2,290.20	6	0	0	6	2,290.20	6	0	0	6	2,290.20	6	0	0	6	2,290.20	24	381.70	9,160.80
		EPSON, 673, black, genuine, pigment ink	cart	0	5	0	5	2,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	550.00	2,750.00
		EPSON, 774, black, genuine, pigment ink	bot	0	5	0	5	3,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	700.00	3,500.00
		FABRIC CONDITIONER, 1Litre	pc	0	10	0	10	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	80.00	800.00
		FASTENER, plastic, 50 sets per box	box	0	5	0	5	250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	50.00	250.00
		GLASS CLEANER with handle, 500 ml,	bot	0	10	0	10	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	60.00	600.00
		GLUE, Padding glue, 1/2kg, color: red	jar	0	3	0	3	405.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	135.00	405.00
		HARD BOUND FOLDER, EXPANDING, LEGAL BLUE, good quality and durable	pc	0	25	0	25	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	30.00	750.00
		HARD BOUND FOLDER, EXPANDING, LEGAL ORANGE, good quality and durable	pc	0	25	0	25	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	30.00	750.00
		HARD BOUND FOLDER, EXPANDING, LEGAL RED, good quality and durable	pc	0	25	0	25	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	30.00	750.00
		HARD BOUND FOLDER, EXPANDING, LEGAL VIOLET, good quality and durable	pc	0	25	0	25	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	30.00	750.00
		HARD BOUND FOLDER, EXPANDING, LEGAL YELLOW, good quality and durable	pc	0	25	0	25	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	30.00	750.00
		HP GT52 CYAN	bottle	0	0	0	0	0.00	2	0	0	2	900.00	2	0	0	2	900.00	2	0	0	2	900.00	6	450.00	2,700.00
		HP GT52 MAGENTA	bottle	0	0	0	0	0.00	2	0	0	2	900.00	2	0	0	2	900.00	2	0	0	2	900.00	6	450.00	2,700.00
		HP GT52 YELLOW	bottle	0	0	0	0	0.00	2	0	0	2	900.00	2	0	0	2	900.00	2	0	0	2	900.00	6	450.00	2,700.00
		HP GT53 BLACK	bottle	0	0	2	2	900.00	0	0	2	2	900.00	2	0	2	4	1,800.00	2	0	0	2	900.00	10	450.00	4,500.00
		Illustration Board 1/4 sheet	pc	0	20	0	20	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	20.00	400.00
		Ink Cartridge - Epson L3110-003 Magenta	bottle	1	1	1	3	1,050.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	1	1	1	3	1,050.00	12	350.00	4,200.00
		ink refills, Epson 003, Black	bottle	0	0	1	1	300.00	0	0	0	0	0.00	0	0	1	1	300.00	0	0	0	0	0.00	2	300.00	600.00
		ink refills, Epson 003, Cyan	bottle	0	0	1	1	300.00	0	0	0	0	0.00	0	0	1	1	300.00	0	0	0	0	0.00	2	300.00	600.00
		ink refills, Epson 003, Magenta	bottle	0	0	1	1	300.00	0	0	0	0	0.00	0	0	1	1	300.00	0	0	0	0	0.00	2	300.00	600.00
		ink refills, Epson 003, Yellow	bottle	0	0	1	1	300.00	0	0	0	0	0.00	0	0	1	1	300.00	0	0	0	0	0.00	2	300.00	600.00
		MURIATIC ACID, 1000ml	bottle	0	5	0	5	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	200.00	1,000.00
		NOTARIAL SEAL, #24 size: 54mm (2-1/8), gold, 10 boxes/pack	pack	5	0	0	5	350.00	0	0	0	0	0.00	5	0	0	5	350.00	0	0	0	0	0.00	10	70.00	700.00

No.	UNSPSC Code	Item Description	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			
		PAGE MARKER, ASSORTED COLOR	pack	0	10	0	10	650.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	65.00	650.00
		PAPER, COLORED, PASTEL BLUE, LONG, 500 sheets	ream	0	2	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	300.00	600.00
		PAPER, COLORED, PASTEL GREEN, LONG, 500 sheets	ream	0	2	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	300.00	600.00
		PAPER, COLORED, PASTEL PINK, LONG, 500 sheets	ream	0	2	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	300.00	600.00
		PAPER, MULTICOPY SHORT, 500 sheets per ream	ream	4	0	0	4	1,144.00	0	0	0	0	0.00	3	0	0	3	858.00	0	0	0	0	0.00	7	286.00	2,002.00
		Printer - Epson L3110	Unit	1	0	0	1	8,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,500.00	8,500.00
		RIBBON, silk, reversible, 1/2" X 50mtrs, RED Color	roll	3	0	0	3	450.00	0	0	0	0	0.00	3	0	0	3	450.00	0	0	0	0	0.00	6	150.00	900.00
		Special Paper (for certificates)	pack	0	6	0	6	300.00	5	0	0	5	250.00	0	3	0	3	150.00	0	0	0	0	0.00	14	50.00	700.00
		Specialty Board, 10 sheets/pack, 200 gsm, Pale Cream/White, 8.5"x 11" (letter)	pack	0	0	10	10	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	50.00	500.00
		SPECIALTY BOARD, A4, 200GSM, WHITE, 10pcs/pack	pack	0	5	0	5	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	80.00	400.00
		TAPE, Duct Tape, width: 48 mm x 50mtrs.	roll	0	5	0	5	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	100.00	500.00
		Toner Cartridge - HP Laserjet - Black	cart	2	0	0	2	14,000.00	0	0	0	0	0.00	2	0	0	2	14,000.00	2	0	0	2	14,000.00	6	7,000.00	42,000.00
		TONER CARTRIDGE, CANON 319	PIECE	0	1	0	1	7,000.00	0	0	0	0	0.00	0	1	0	1	7,000.00	0	0	0	0	0.00	2	7,000.00	14,000.00
		TONER CARTRIDGE, DEVELOP, INEO (PHOTOCOPIER)	PIECE	0	1	0	1	4,500.00	0	1	0	1	4,500.00	0	1	0	1	4,500.00	1	0	0	1	4,500.00	4	4,500.00	18,000.00
		TONER CARTRIDGE, HP LASERJET 107A, BLACK	PIECE	0	1	0	1	7,000.00	0	0	0	0	0.00	0	1	0	1	7,000.00	0	0	0	0	0.00	2	7,000.00	14,000.00
		TONER, HP LASERJET PRO15A 48ACF248A/ HP48A	PIECE	0	1	0	1	6,000.00	0	0	0	0	0.00	0	1	0	1	6,000.00	0	0	0	0	0.00	2	6,000.00	12,000.00
		TRASH BAG, size: SMALL (W:18" X L:20"), made from polyethylene (PE) plastic, Thickness: 0.02mm(min), 10pcs/pack/roll	roll	0	20	0	20	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	200.00	4,000.00

<b>A. TOTAL</b>		<b>P</b>	<b>334,178.20</b>
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		<b>P</b>	<b>33,417.82</b>
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>		<b>P</b>	<b>-</b>
<b>D. GRAND TOTAL (A + B + C)</b>		<b>P</b>	<b>367,596.02</b>
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> In Figures and Words:			

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:

  
IRISH B. VELASCO  
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
ISABEL H. SATO / XINA XORAO O. ARANAS  
Accountant / Budget Officer

Approved by:

  
ARIEL E. FLORENDO  
Head of Office/Agency

Date Prepared: 09 AUGUST 2023