

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

Appropriator:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Services - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter No. 2011-4 and 2011-6-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.

Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Appropriator:

The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-philippines.gov.ph).

2.0 All information must be provided accurately.

3.0 Agency must refer to the CSE catalogue on the PS-DBM website (www.ps-philippines.gov.ph) under the "Virtual Store" tab for the detailed technical specifications and sample photos of the items.

4.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philippines.gov.ph) and must be uploaded to PS-DBM through this link: <https://sbsmart.dti.gov.ph>.

5.0 Once signed and approved by the Property/Supply Officer, Accountant/Engineer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.

6.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.

7.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0919-2954416 (Smart), or email [appcse@ps-philippines.gov.ph](mailto:appcse@ps-philippines.gov.ph) or visit the PS-DBM website (www.ps-philippines.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Office: Department of Education, Division Office  
 Region: 0  
 Address: Quezon City, Division Office  
 Contact Person: \_\_\_\_\_  
 Email: \_\_\_\_\_

Agency Code/UNSC: \_\_\_\_\_  
 Organization Type: National Agency  
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Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOS)

ALCOHOL-OR ANTISEPTIC-BASED ANTISEPTICS

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year								
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	or another			
1	ALCOHOL-FRM, 500 ml	code	20	5	10	20	1274.00	16	15	11	37	1685.32	39	13	15	40	2208.60	38	30	15	23	4733.60	127	36.95	4,581.20
2	ALCOHOL-FRM, 1 Liter	gallon	5	8	2	15	6379.00	11	20	13	47	21213.50	12	10	10	32	14443.00	5	8	10	23	16381.78	117	612.8	52,904.32

PART II. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOS)

PRINT AND OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year									
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	or another				
3	CLARIBOX AT Size	box	20	8	11	30	1698.00	16	12	10	32	1111.32	39	10	12	33	4111.32	38	30	10	20	4200.00	124	33.33	4,094.64	
4	CLARIBOX legal size	box	20	15	22	57	2133.36	15	20	25	60	2388.00	20	25	15	60	2388.00	26	15	12	37	2133.36	214	38.48	8,043.28	
5	ESAYER, 4800/4000	piece	10	12	8	30	287.80	5	10	15	30	287.80	10	12	10	32	295.82	16	15	15	10	36	346.32	129	4.36	5,557.28
6	SON FRY, Fryer Fry Tin, Black	piece	20	12	10	32	803.00	16	12	10	32	803.00	10	12	10	32	803.00	11	12	10	34	804.00	130	36.60	4,758.00	
7	SON FRY, Fryer Fry Tin, Black	piece	15	20	15	50	2294.00	15	20	15	50	2296.00	15	15	20	50	2296.00	15	20	15	50	2298.00	208	44.7	9,344.16	
8	SON FRY, Fryer Fry Tin, Blue	piece	10	15	20	45	2154.00	20	15	20	55	3146.00	20	20	20	65	3174.00	26	20	20	66	3178.00	230	57.20	13,184.40	
9	SON FRY, Fryer Fry Tin, Blue	piece	8	5	9	21	946.00	5	8	5	18	648.00	8	5	8	21	964.00	8	5	8	21	966.00	81	36.60	2,966.40	
10	SON FRY, Fryer Fry Tin, Blue	piece	5	8	5	18	804.00	6	5	8	21	814.00	5	8	5	18	804.00	8	5	8	21	804.00	75	44.7	3,350.25	
11	SON FRY, Fryer Fry Tin, Blue	piece	8	5	8	21	1201.20	5	8	5	18	1209.60	10	12	10	32	1201.20	8	5	8	21	1201.20	81	57.20	4,621.71	
12	SON FRY, Fryer Fry Tin, Red	piece	10	12	10	32	803.00	12	10	12	34	803.00	10	12	10	32	803.00	12	10	12	34	804.00	132	36.60	4,823.52	
13	SON FRY, Fryer Fry Tin, Red	piece	10	12	10	32	803.00	12	10	12	34	803.00	10	12	10	32	803.00	12	10	12	34	804.00	132	36.60	4,823.52	
14	SON FRY, Fryer Fry Tin, Red	piece	15	12	15	42	2402.40	15	12	15	42	2402.40	15	10	15	40	2388.00	15	12	15	42	2402.40	168	57.20	9,692.32	
15	PRINTER PAPER	ream	3	0	0	0	3.00	0	0	0	0	3.00	0	0	0	0	3.00	0	0	0	0	3.00	0	0	211.8	6.92

PRINTING AND VISUAL EQUIPMENT AND SUPPLIES

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year								
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	or another			
16	DOCUMENT CAMERA	unit	2	0	2	4	12014.64	2	0	2	4	12014.64	2	0	2	4	12014.64	2	0	2	4	12014.64	11	25,036.18	275,398.08
17	MULTIMEDIA PROJECTOR	unit	1	0	1	2	36,940.80	0	0	0	0	0.00	0	1	0	1	3,690.00	1	0	1	2	36,940.80	5	14,976.40	69,212.20

BATTERIES AND CELLS AND ACCESSORIES

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year													
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	or another								
18	BATTERY, 6V, 600, 220 MA	pack	50	15	10	25	794.00	11	10	15	40	803.00	30	15	15	35	794.00	0	0	0	0	0	0	0	0	0	0	110	21.84	2,402.40
19	BATTERY, 6V, 600, 220 MA	pack	3	2	2	7	138.30	3	2	5	10	197.50	3	5	3	11	217.36	5	2	3	10	137.60	38	18.76	706.48					
20	BATTERY, 6V, 600, 220 MA	pack	2	1	2	5	462.80	2	5	2	9	803.04	2	3	2	7	649.32	1	3	2	7	649.32	28	42.55	1,191.16					

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	April	May	June	Q2	Q2 amount	July	Aug				Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount		
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
21	411113-W-A1	AIR FILTERS	can	5	8	5	18	1,177.48	8	5	8	21	1,534.56	8	5	8	21	1,534.56	5	8	5	18	1,577.40	79	67.26	6,414.08	
22	411104-B-20	BROOM (with trim)	piece	10	10	10	30	3,077.60	10	10	10	30	3,077.60	10	5	10	25	3,108.00	15	20	15	50	5,158.00	125	121.32	15,293.25	
23	411104-B-20	BROOM (with trim)	piece	5	10	5	20	491.40	5	3	5	13	315.36	2	5	7	9	315.24	3	5	0	8	311.36	59	13.82	1,186.50	
24	411109-18-01	CLEANER, 1 Gallon and 1/2	bottle	5	1	1	9	402.48	8	2	6	16	804.96	5	1	3	9	402.48	2	4	1	0	7	310.34	41	44.72	1,822.96
25	411104-C-01	CLEANER, Specialty Powder	can	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	411111-06-02	DETERGENT BAR	box	5	2	1	8	51.80	5	3	2	10	51.80	4	2	1	7	55.83	5	2	3	10	51.80	37	3.31	346.35	
27	411111-06-02	DETERGENT POWDER, all purpose	pouch	10	10	10	30	2,657.00	10	11	10	30	2,657.00	9	6	5	19	1,679.50	10	8	10	28	2,475.20	107	88.40	4,608.80	
28	411103-05-01	DISINFECTANT SPRAY	can	1	2	2	6	994.80	2	2	2	6	994.80	2	2	2	6	994.80	2	1	2	6	994.80	24	10.90	1,418.20	
29	411101-01-01	DUST PAN	piece	5	2	5	12	951.00	5	2	5	12	951.00	5	4	3	12	951.00	4	3	1	8	374.40	41	45.00	2,679.20	
30	411103-01-01	FLOOR WAX, paste type, red	can	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	411113-01-01	FLAUNTIE CLEANER	can	2	2	2	6	1,300.12	3	4	3	10	2,287.20	4	2	3	9	2,006.40	2	4	3	9	2,406.00	34	208.72	7,206.48	
32	411113-01-01	HAND SOAP, 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	
33	411104-01-01	HOPE ROCKET	unit	1	1	1	3	4,984.00	1	1	1	3	6,984.00	1	1	1	3	6,984.00	4	1	1	6	13,728.00	15	2,380.20	34,524.00	
34	411113-01-01	NON-HAUNTEL Heavy duty	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	
35	411113-01-01	HOVERFLOR, made of nylon	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	411105-05-01	WAXES	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	
37	411113-01-01	SCOURING PAD	pack	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	411113-19-01	TRUCKING, 200 lbs	pack/roll	3	2	5	10	1,300.00	3	2	3	8	1,040.00	2	3	0	5	650.00	3	2	1	6	780.00	29	110.00	3,190.00	
39	411113-19-05	TRUCKING, 100 lbs	pack/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	
40	411113-19-06	TRUCKING, 50 lbs	pack/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	
41	411113-19-01	WASTEBAG	piece	2	1	1	3	202.80	1	2	1	4	174.72	2	1	2	5	118.40	1	2	1	4	174.72	19	41.88	825.60	
<b>COOLING COMPONENS AND DISPOSITIONS</b>																											
42	411113-01-01	1/2" for camp pad	piece	5	2	3	10	312.00	1	1	2	4	124.80	5	3	4	11	374.40	5	3	2	10	312.00	35	31.20	1,123.20	
<b>CONSUMER ELECTRONICS</b>																											
43	521635-01-01	CENTRAL VOICE RECORDER	unit	2	1	1	4	10,515.84	1	1	2	4	10,515.84	1	3	2	6	28,823.56	1	3	2	6	28,823.56	29	4,801.76	96,075.25	
<b>FACE MASK</b>																											
44	411113-01-01	FACE MASK	box	5	8	5	18	994.00	8	3	5	16	812.00	5	8	5	18	936.00	9	5	8	21	1,672.00	71	62.0	3,796.00	
<b>FILES</b>																											
45	011113-01-01	ACRYLIC	roll	1	0	0	1	1,036.32	1	1	1	3	3,106.66	1	1	2	4	4,111.32	1	2	1	4	4,111.32	12	1,491.20	12,793.60	
46	011113-01-02	CARBON TONER, legal size	box	1	0	1	2	511.76	0	1	2	3	778.64	2	1	3	7	1,298.16	2	1	4	7	1,298.16	19	26.88	4,880.72	
<b>FILE PRINTING EQUIPMENT</b>																											
47	411103-01-01	FILE DETERGENT, 91 oz/pail	unit	5	3	2	10	13,980.00	5	8	5	18	23,178.40	5	1	3	10	13,980.00	2	5	3	10	13,980.00	48	1,398.00	67,416.40	
48	411103-01-01	FILE DETERGENT, 5000 PC	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	
<b>FLUOR ACETONITRILES</b>																											
49	511103-01-01	FLUORINE NATURAL GAS	piece	5	10	5	20	5,096.80	10	5	20	65	16,514.40	0	0	0	0	0.00	0	0	0	0	0.00	85	84.44	24,111.40	
<b>FURNITURE AND FURNISHINGS</b>																											
50	911104-01-01	MONOLOC CHAIR, 10kg	piece	8	15	10	33	12,891.32	8	15	10	33	12,891.32	12	5	11	28	36,887.76	8	5	3	16	6,077.64	111	37.94	4,217.76	
51	911104-01-01	MONOLOC CHAIR, white	piece	10	12	10	32	11,944.84	3	2	5	10	3,323.20	5	10	5	20	7,446.40	8	10	5	23	8,630.36	86	37.32	3,140.28	
52	911113-19-01	MONOLOC TABLE, 4kg	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	
53	911113-19-02	MONOLOC TABLE, 8kg	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	
<b>HEATING AND VENTILATION AND AIR CONDITION</b>																											
54	421104-01-01	ELECTRIC FAN, ceiling mount, 60" 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	0.00	0.00	
55	421104-01-01	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	0.00	0.00	



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year															
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4											
95	4121066-04-002 ENVELOPE, Document, legal	box	2	1	2	3	\$320.40	2	1	1	4	4,113.20	1	2	1	4	4,113.20	1	2	1	4	4,113.20	17	12,948.80	18,344.80							
96	4121066-04-001 ENVELOPE, Expanding front	box	1	2	1	4	\$591.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	4	1,234.88	5,999.25						
97	4121066-04-002 ENVELOPE, Expanding front	box	1	2	1	4	121.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	4	30.49	121.96						
98	4121066-04-002 ENVELOPE, Manila	box	1	2	1	4	1,687.24	2	1	2	5	2,104.80	1	2	1	4	1,687.24	2	1	2	5	2,104.80	18	666.96	8,641.20							
99	4121066-04-001 ENVELOPE, Manila, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
100	4121066-04-001 ENVELOPE, legal, for standard/unboard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
101	4121066-04-001 PASTER	box	5	1	1	7	662.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	7	944.64	662.48						
102	4121066-04-001 FILE ORGANIZER, expand to spec, legal	box	16	11	10	37	2,796.40	10	0	0	10	802.00	0	0	0	0	0.00	0	0	0	0	0	0.00	41	81.20	3,738.40						
103	4121066-04-001 FILE TAB DIVIDER, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
104	4121066-04-001 FILE TAB DIVIDER, legal	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
105	4121066-04-001 FOLDER, Fory mlt sld, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
106	4121066-04-002 FOLDER, Fory mlt sld, legal	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
107	4121066-04-001 FOLDER, L-199, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
108	4121066-04-002 FOLDER, L-199, legal	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
109	4121066-04-001 FOLDER, preboard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
110	4121066-04-001 FOLDER, preboard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
111	4121066-04-004 FOLDER with tab, legal	box	2	1	2	5	2,127.20	1	0	1	2	844.80	0	1	0	1	402.44	1	0	1	2	844.80	10	427.44	4,274.40							
112	4121066-04-001 INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
113	4121066-04-002 MAGAZINE FILE BOX, legal	box	10	5	10	20	3,272.00	5	10	5	20	2,577.60	12	6	10	20	3,512.84	8	10	5	21	2,518.24	96	631.16	12,906.80							
114	4121066-04-001 MAGAZER, Postponer	box	5	10	5	20	802.00	10	5	12	27	1,311.20	6	10	5	21	895.44	6	12	15	33	1,607.12	101	426.64	4,906.64							
115	4121066-04-001 MAGAZER, Postponer, Black	box	10	0	5	15	2,914.56	5	12	10	27	412.20	10	12	8	20	408.00	12	10	18	33	642.00	112	15.60	1,812.20							
116	4121066-04-002 MAGAZER, Postponer, Blue	box	5	3	5	13	202.80	8	5	3	16	248.00	8	5	3	16	248.00	10	5	6	21	327.60	66	15.60	1,301.60							
117	4121066-04-003 MAGAZER, Postponer, Red	box	5	3	5	13	171.60	5	3	3	6	134.80	5	3	6	16	248.00	15	8	10	33	514.80	64	15.60	1,061.60							
118	4121066-04-001 MAGAZER, Whitetone, Black	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
119	4121066-04-002 MAGAZER, Whitetone, Blue	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
120	4121066-04-003 MAGAZER, Whitetone, Red	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
121	4121066-04-001 PAPER CARD, vinyl/plastic cover, 10x16, 10x16	box	10	15	10	35	3,072.00	10	12	15	37	3,961.20	15	20	12	47	4,918.80	12	10	15	37	3,961.20	158	136	1,466.16							
122	4121066-04-002 PAPER CARD, vinyl/plastic cover, 10x16, 10x16	box	10	20	11	41	1,004.64	12	15	10	37	885.64	10	12	10	32	785.44	0	0	0	0	0	0.00	111	219.2	2,553.2						
123	4121066-04-002 PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
124	4121066-04-001 PAPER TOWER/CUTTING 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	0.00	0	0.00	0.00						
125	4121066-04-001 PENCIL, Ballpoint, with eraser	box	2	1	2	5	289.00	2	3	1	6	216.00	5	3	1	9	374.40	5	5	8	18	748.80	38	41.60	1,586.80							
126	4121066-04-001 PENCIL, 5/16x1/8x1/8	box	1	0	1	2	406.40	0	1	0	1	213.20	2	1	1	4	803.20	1	2	1	4	803.20	11	113.20	2,345.20							
127	4121066-04-001 PUNCHER, Paper, Heavy duty	box	5	2	1	8	1,297.20	1	3	2	6	973.44	1	2	3	6	973.44	2	1	2	5	811.20	33	143.24	4,296.20							
128	4121066-04-001 PUNCHER, Paper, Heavy duty	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
129	4121066-04-001 ROLLER BOARD No. 18	box	3	1	2	6	992.16	2	1	0	3	496.08	3	2	1	6	992.16	3	2	1	6	992.16	21	158.36	3,475.56							
130	4121066-04-001 STAMP PAD, Ink	box	5	2	1	8	341.12	5	2	1	8	341.12	2	1	3	6	252.44	2	1	1	5	341.12	33	42.64	1,279.20							
131	4121066-04-001 SCISSORS, Synthetic/Professional	box	5	3	2	10	416.00	3	1	2	6	248.00	3	2	1	6	248.00	1	3	2	6	248.00	28	41.60	1,348.80							
132	4121066-04-001 STAPLER, Standard type	box	5	3	5	13	1,952.00	2	3	1	6	873.60	2	1	2	5	728.00	2	1	3	6	873.60	30	158.00	4,806.80							
133	4121066-04-001 STAPLER, Heavy duty (Duro)	box	1	2	1	4	3,818.88	1	2	1	4	5,728.32	3	2	1	6	9,738.12	1	2	1	4	3,818.88	20	954.20	15,094.88							
134	4121066-04-001 STAPLER, Heavy duty (Duro)	box	5	10	5	20	956.80	2	1	4	6	576.24	1	2	2	5	739.20	1	1	1	3	143.20	23	47.64	1,538.80							
135	4121066-04-001 TAPER DISPENSER, Ball tip	box	1	2	1	4	312.20	1	2	3	6	468.00	2	1	3	6	468.00	2	2	2	6	468.00	22	78.00	1,746.00							
PAPER MATERIALS AND PRODUCTS																																
136	4121066-04-001 CARTOON, standard cover	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						
137	4121066-04-001 COMPUTER CONTAINERS FROM 11 1/2" 200mm x 210mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00						









Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year									
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4					
16	801-625-15-618	DISPOSABLE LIQUID	box	5	10	5	20	750.00	1	5	3	9	342.00	5	8	5	18	648.00	4	3	2	9	242.00	56	30.00	2,188.00
17	801-625-15-617	PLASTIC MATTER	box	8	2	8	19	1,235.00	5	3	1	9	565.00	3	5	4	12	762.00	5	2	3	13	650.00	59	63.00	3,750.00
18	801-625-15-618	STEEL RAINCOAT	piece	2	1	1	4	720.00	2	1	1	4	720.00	1	2	1	4	720.00	2	1	1	4	720.00	16	16,800.00	268,800.00
19	801-625-15-619	GULLIM BOARD PAPER	pack	2	2	2	7	1,200.00	1	2	1	4	1,000.00	2	1	1	4	1,000.00	1	2	1	4	1,200.00	22	262.00	5,800.00
20	801-625-15-620	PREPARED GUM	piece	2	1	1	4	1,200.00	1	2	1	2	1,400.00	1	2	3	6	1,600.00	2	1	2	5	1,400.00	23	282.00	5,800.00
21	801-625-15-621	MAN	gallon	2	2	2	6	4,000.00	1	1	3	5	1,400.00	2	1	2	5	1,400.00	1	2	1	4	2,200.00	20	660.00	12,600.00
22	801-625-15-622	COOKED PAPER	pack	2	1	2	5	1,200.00	2	3	1	6	1,500.00	1	2	3	6	1,500.00	2	1	3	6	1,500.00	23	282.00	5,290.00
23	801-625-15-623	WOOD PAPER	ream	1	2	1	4	1,400.00	1	2	3	6	1,500.00	2	1	2	5	1,300.00	1	2	1	4	1,200.00	19	262.00	4,900.00
24	801-625-15-624	WASH PAPER	pack	2	1	2	5	225.00	2	1	2	5	225.00	1	2	1	4	225.00	2	1	2	5	225.00	19	469.00	1,200.00
25	801-625-15-625	WOOD 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	801-625-15-626	GLUE STICK (PASTE)	pack	3	2	1	6	400.00	3	1	2	6	400.00	2	1	2	5	140.00	1	3	1	5	140.00	22	88.00	1,960.00
27	801-625-15-627	GLUE STICK (FOR GULIM BOARD)	pack	2	1	3	6	180.00	2	3	1	6	180.00	1	3	1	5	140.00	1	3	1	5	140.00	22	28.00	648.00
28	801-625-15-628	DISPOSABLE GUM	piece	1	2	1	4	140.00	1	2	2	5	170.00	2	1	2	5	170.00	2	1	2	5	170.00	19	31.00	633.00
29	801-625-15-629	DISPOSABLE GLOVES	pack	5	3	2	10	1,800.00	2	1	1	4	720.00	1	2	1	4	720.00	2	2	1	4	900.00	23	282.00	5,800.00
30	801-625-15-630	PREPARED GUM	piece	5	1	2	8	31,800.00	1	2	3	6	21,900.00	2	1	2	5	19,600.00	1	3	2	6	22,000.00	26	1,993.00	99,296.00
31	801-625-15-631	PAPER PAPER	piece	1	2	1	6	250.00	2	1	2	5	180.00	1	2	1	4	180.00	2	1	3	6	220.00	21	43.00	915.00
32	801-625-15-632	AUTOMATIC PARTS	piece	1	0	0	1	4,500.00	0	1	2	5	4,500.00	0	0	1	3	4,500.00	1	0	1	3	4,500.00	4	4,500.00	18,000.00
33	801-625-15-633	WALDOX	piece	2	0	0	2	790.00	1	0	1	2	790.00	1	0	1	3	1,190.00	1	1	1	3	1,190.00	13	298.00	3,960.00
34	801-625-15-634	WHEEL HOPE	unit	5	0	5	10	150,000.00	1	0	1	2	30,000.00	1	0	1	2	30,000.00	1	0	1	2	30,000.00	16	15,000.00	240,000.00
35	801-625-15-635	WOOD 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
36	801-625-15-636	WOOD MAT	unit	1	0	1	2	20,000.00	1	0	1	2	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	10,000.00	40,000.00
37	801-625-15-637	WOOD MAT	unit	1	0	1	2	60,000.00	1	0	1	2	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	13	12,000.00	150,000.00
38	801-625-15-638	WOOD MAT	piece	2	1	2	5	60,000.00	2	1	2	5	60,000.00	1	1	1	3	36,000.00	0	0	0	0	0.00	59	15.00	795.00
39	801-625-15-639	WOOD MAT	piece	10	5	10	25	375.00	5	2	5	12	780.00	5	1	5	11	156.00	1	0	1	2	30.00	10	4,800.00	63,000.00
40	801-625-15-640	WOOD MAT	unit	1	0	1	2	16,000.00	1	0	1	2	16,000.00	1	0	1	2	16,000.00	1	1	1	4	16,000.00	11	15,000.00	165,000.00
41	801-625-15-641	WOOD MAT	pack	5	0	0	5	30,000.00	1	1	2	4	45,000.00	1	1	2	4	60,000.00	1	1	0	2	30,000.00	11	15,000.00	165,000.00
42	801-625-15-642	WOOD MAT	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	801-625-15-643	WOOD MAT	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	801-625-15-644	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
45	801-625-15-645	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
46	801-625-15-646	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
47	801-625-15-647	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
48	801-625-15-648	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
49	801-625-15-649	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
50	801-625-15-650	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
51	801-625-15-651	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
52	801-625-15-652	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
53	801-625-15-653	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
54	801-625-15-654	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
55	801-625-15-655	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
56	801-625-15-656	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
57	801-625-15-657	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
58	801-625-15-658	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
59	801-625-15-659	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00
60	801-625-15-660	WOOD MAT	unit	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	1	0	1	2	36,000.00	8	18,000.00	144,000.00

Item #	Item # Specification	Unit of Measure	Monthly Quantity Requirements												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	
22	8011505-15-000	EA (REGULAR SERVICE UNIT)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3.00	6.00
23	8011505-15-041	ASSEMBLED ONWARD TRUCK REAR	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3.00	6.00
24	8011505-15-042	ASSEMBLED PASSENGER SEAT/VEHICLE VEHICLE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3.00	6.00
25	8011505-15-043	VEHICLE	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3.00	6.00
26	8011505-15-044	BUS	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3.00	6.00
27	8011505-15-045	P/NL BUS	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3.00	6.00
<b>A. TOTAL</b>																									\$ 6,007,254.94	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																									\$ 642,775.47	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																										
<b>D. GRAND TOTAL (A + B + C)</b>																									\$ 6,649,530.31	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																										

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:

  
 ELIZABETH D. LOREN  
 Property/Supply Officer

Date Prepared: July 26, 2023

Certified Funds Available / Certified Appropriate Funds Available:

  
 DENNIS DELORENZO  
 Accountant / Budget Officer

Approved by:

  
 JOSEPH L. FINKLE  
 Head of Office/Agency