

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. 2011-6 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. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPHIGEPS) 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:

- 1.0 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 mPHIGEPS and Downloads page of PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, 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](http://www.ps-philgeps.gov.ph)) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqO>. Instructions on how to fill-out is included in the reminders of the form.
- 6.0 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 mPHIGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPHIGEPS 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.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (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](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY  
Region: 2  
Address: TUGUEGARAO CITY

Agency Code/UACS:  
Organization Type: NATIONAL GOVERNMENT

Contact Person: ANGELY L. MERCADO  
Position: REGIONAL HEAD  
E-mail: [rl2@yahoo.com](mailto:rl2@yahoo.com)  
Telephone/Mobile Nos: 078-844-7561

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>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 ml.	bottle	0	22	0	22	1,109.46	0	22	0	22	1,109.46	22	0	0	22	1,109.46	12	0	0	12	605.16	78	50.43	3,933.54
5	60121524-ER-P01	ERASER, plastic/rubber	piece	0	12	0	12	96.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	8.26	99.12
7	60121524-SP-GD4	SIGN PEN, Fine Tip, Black	piece	0	24	0	24	1,073.28	12	0	0	12	536.64	24	0	0	24	1,073.28	12	0	0	12	536.64	72	44.72	3,219.84
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	24	0	24	1,073.28	12	0	0	12	536.64	24	0	0	24	1,073.28	12	0	0	12	536.64	72	44.72	3,219.84
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	12	12	549.12	0	0	0	0	0.00	12	0	0	12	549.12	0	0	0	0	0.00	24	45.76	1,098.24
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	10	0	0	10	204.90	10	0	0	10	204.90	10	0	0	10	204.90	10	0	0	10	204.90	40	20.49	819.60
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	10	0	0	10	183.40	10	0	0	10	183.40	10	0	0	10	183.40	10	0	0	10	183.40	40	18.34	733.60
20	47131812-AF-A01	AIR FRESHENER	can	0	12	0	12	1,047.72	12	0	0	12	1,047.72	15	0	0	15	1,309.65	0	0	0	0	0.00	39	87.31	3,405.09
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	0	10	0	10	1,248.00	0	0	0	0	0.00	5	0	0	5	624.00	0	0	0	0	0.00	15	124.80	1,872.00
22	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	7	0	7	182.00	0	0	0	0	0.00	5	0	0	5	130.00	0	0	0	0	0.00	12	26.00	312.00
23	47131825-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	12	0	12	499.20	0	12	0	12	499.20	0	12	0	12	499.20	12	0	0	12	499.20	48	41.60	1,996.80
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	0	5	0	5	119.60	0	0	0	0	0.00	0	5	0	5	119.60	0	0	0	0	0.00	10	23.92	239.20
25	47131811-DE-B02	DETERGENT BAR	piece	0	6	0	6	56.04	6	0	0	6	56.04	0	0	0	0	0.00	6	0	0	6	56.04	18	9.34	168.12
26	47131811-DE-P02	DETERGENT POWDER, all purpose	peach	0	12	0	12	648.96	6	0	0	6	324.48	0	12	0	12	648.96	6	0	0	6	324.48	36	54.08	1,946.88
27	47131803-OS-A01	DISINFECTANT SPRAY	can	0	12	0	12	1,678.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	139.89	1,678.68
28	47131601-DU-P01	DUST PAN	piece	0	0	0	0	0.00	2	0	0	2	93.60	0	0	0	0	0.00	0	0	0	0	0.00	2	46.80	93.60
29	47131802-FW-P03	FLOOR WAX, paste type, red	can	0	1	0	1	309.76	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	309.76	2	309.76	619.52
30	47131830-FC-A01	FURNITURE CLEANER	can	0	12	0	12	1,696.68	6	0	0	6	848.34	12	0	0	12	1,696.68	6	0	0	6	848.34	36	141.39	5,090.04
31	73101612-HS-L01	HAND SOAP, liquid, 500ml.	bottle	0	12	0	12	515.40	6	0	0	6	257.70	12	0	0	12	515.40	6	0	0	6	257.70	36	42.95	1,546.20
33	47131501-RG-C01	RAGS	kilo	0	2	0	2	138.94	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	138.94	4	69.47	277.88
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	0	10	0	10	592.80	5	0	0	5	296.40	5	0	0	5	296.40	5	0	0	5	296.40	25	59.28	1,482.00
38	47121702-WB-P01	WASTEBASKET	piece	0	0	0	0	0.00	4	0	0	4	174.72	0	0	0	0	0.00	0	0	0	0	0.00	4	43.68	174.72
44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	10	10	2,848.40	3	0	0	3	854.52	0	0	0	0	0.00	13	284.84	3,702.92
49	40101604-FE-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	1	0	0	1	1,560.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,560.00	1,560.00

53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	6,029.92	0	0	0	0	0.00	2	3,014.96	6,029.92
61	3120161C-GL-X02	GLUE, all-purpose	bottle	0	0	12	12	745.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	62.14	745.68
63	31151804-SW-S01	STAPLE WIRE, standar	box	0	0	12	12	285.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	23.76	285.12
64	31201502-TA-E02	TAPE, electrical	roll	0	0	0	0	0.00	3	0	0	3	58.35	0	0	0	0	0.00	0	0	0	0	0.00	3	19.45	58.35
65	31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	0	0	0.00	12	0	0	12	668.16	0	0	0	0	0.00	0	0	0	0	0.00	12	55.68	668.16
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	0	0	0	0.00	12	0	0	12	1,453.92	0	0	0	0	0.00	0	0	0	0	0.00	12	121.16	1,453.92
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	0	0	0.00	12	0	0	12	268.32	0	0	0	0	0.00	0	0	0	0	0.00	12	22.36	268.32
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	0	0	0.00	12	0	0	12	212.16	0	0	0	0	0.00	0	0	0	0	0.00	12	17.68	212.16
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	0	0	0.00	12	0	0	12	270.84	0	0	0	0	0.00	0	0	0	0	0.00	12	22.57	270.84
70	31151507-TW-P01	TWINE, plastic	roll	0	0	0	0	0.00	2	0	0	2	133.24	0	0	0	0	0.00	0	0	0	0	0.00	2	66.62	133.24
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	81.85	0	0	0	0	0.00	5	16.37	81.85
73	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0	0.00	2	0	0	2	471.54	0	0	0	0	0.00	0	0	0	0	0.00	2	235.77	471.54
77	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	0	0	0.00	6	0	0	6	56.16	0	0	0	0	0.00	0	0	0	0	0.00	6	9.36	56.16
78	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	0	0	0.00	6	0	0	6	93.60	0	0	0	0	0.00	0	0	0	0	0.00	6	15.60	93.60
79	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	0	0	0.00	6	0	0	6	199.68	0	0	0	0	0.00	0	0	0	0	0.00	6	33.28	199.68
80	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	0	0	0.00	6	0	0	6	361.82	0	0	0	0	0.00	0	0	0	0	0.00	6	60.32	361.82
81	44121801-CT-R02	CORRECTION TAPE	piece	0	0	0	0	0.00	24	0	0	24	324.00	0	0	0	0	0.00	0	0	0	0	0.00	24	13.50	324.00
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	5	5	158.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	31.72	158.60
83	44111515-DF-B01	DATA FILE BOX	piece	0	0	12	12	1,750.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	145.89	1,750.68
84	44122011-DF-P01	DATA FOLDER	piece	0	0	0	0	0.00	5	0	0	5	415.05	0	0	0	0	0.00	0	0	0	0	0.00	5	83.01	415.05
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	1	0	0	1	829.92	0	0	0	0	0.00	0	0	0	0	0.00	1	829.92	829.92
87	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	0	0	0	0	0.00	1	0	0	1	1,057.58	0	0	0	0	0.00	0	0	0	0	0.00	1	1,057.58	1,057.58
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	0	0	0	0	0.00	1	0	0	1	939.95	0	0	0	0	0.00	0	0	0	0	0.00	1	939.95	939.95
90	44121506-EN-M02	ENVELOPE, Mailing	box	0	0	0	0	0.00	1	0	0	1	432.52	0	0	0	0	0.00	0	0	0	0	0.00	1	432.52	432.52
95	44122018-FT-D01	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	55.65	0	0	0	0	0.00	5	11.13	55.65
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	71.15	0	0	0	0	0.00	5	14.23	71.15
101	44122027-FO-P01	FOLDER, pressboard	box	0	0	0	0	0.00	1	0	0	1	952.64	0	0	0	0	0.00	0	0	0	0	0.00	1	952.64	952.64
102	44122011-FO-T01	FOLDER with tab, A4	pack	0	0	1	1	379.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	379.60	379.60
103	44122011-FO-T02	FOLDER with tab, Legal	pack	0	0	1	1	413.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	413.92	413.92
106	44121708-MP-B01	MARKER, Permanent, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	49.62	0	0	0	0	0.00	6	8.27	49.62
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	49.62	0	0	0	0	0.00	6	8.27	49.62
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	57.90	0	0	0	0	0.00	6	9.65	57.90
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	57.90	0	0	0	0	0.00	6	9.65	57.90
112	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	0	0	0.00	10	0	0	10	88.20	0	0	0	0	0.00	0	0	0	0	0.00	10	8.82	88.20
113	44122104-PC-X02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	0	0	0	0	0.00	10	0	0	10	194.60	0	0	0	0	0.00	0	0	0	0	0.00	10	19.46	194.60
116	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	223.55	0	0	0	0	0.00	5	44.71	223.55
117	44121615-PS-M01	PENCIL SHARPENER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	236.08	1	236.08	236.08
118	44101602-PJ-P01	PUNCHER, paper, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	153.92	1	153.92	153.92
119	44122101-RU-B01	RUBBER BAND No. 18	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	135.20	1	135.20	135.20
122	44121615-ST-S01	STAPLER, standard type	piece	0	0	0	0	0.00	2	0	0	2	395.20	0	0	0	0	0.00	0	0	0	0	0.00	2	197.60	395.20
126	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	167.44	0	0	0	0	0.00	2	83.72	167.44
135	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	35	0	0	35	4,820.90	35	0	0	35	4,820.90	20	0	0	20	2,754.80	20	0	0	20	2,754.80	110	137.74	15,151.40
136	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	20	0	0	20	3,178.20	20	0	0	20	3,178.20	10	0	0	10	1,589.10	10	0	0	10	1,589.10	60	158.91	9,534.60
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	10	0	0	10	998.40	10	0	0	10	998.40	10	0	0	10	998.40	10	0	0	10	998.40	40	99.84	3,993.60
144	10191506-IN-A01	INSECTICIDE	can	0	12	0	12	1,672.32	0	0	0	0	0.00	12	0	0	12	1,672.32	0	0	0	0	0.00	24	139.36	3,344.64
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	8	0	0	8	1,855.20	5	0	0	5	1,159.50	8	0	0	8	1,855.20	5	0	0	5	1,159.50	26	231.90	6,029.40
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	3	0	0	3	726.60	2	0	0	2	484.40	3	0	0	3	726.60	1	0	0	1	242.20	8	242.20	2,179.80



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

AGENCY CODE/UACS:		CONTACT PERSON:	ANGELY L. MERCADO
AGENCY NAME:	PHILIPPINE INFORMATION AGENCY	DESIGNATION:	REGIONAL HEAD
ORGANIZATION TYPE:	NATIONAL GOVERNMENT	EMAIL:	l2@pia.gov.ph
REGION:	2	CONTACT NUMBER:	078-844-7561
ADDRESS:	TUGUEGARAO CITY		

**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.

**REMINERS:**

- The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-phillpps.gov.ph).
- All information must be provided accurately.
- To fill-out, find the item in the "List of Items - 1" tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated columns of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.
- Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: <https://forms.gle/1adoc6>
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email [apccse.helpdesk@ps-phillpps.gov.ph](mailto:apccse.helpdesk@ps-phillpps.gov.ph), or visit the PS-DBM website (www.ps-phillpps.gov.ph) for the guide on how to fill-out the APP-CSE
- The APP-CSE for FY 2025 must be submitted on or before July 31, 2024


No.	UNSPSC	Item Description	Specification <i>(Input specific features or composition of the item such as dimensions, color, or functions)</i>	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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																							
1	-	Cloud Computing Services						0	0.00				0	0.00				0	0.00	0	0.00	0.00	
2		<b>COMMON-USED SUPPLIES</b>					0	0.00					0	0.00				0	0.00	0	0.00	0.00	
3	44120000	Office supplies	Ballpen, blue	piece			0	0.00					0	0.00				0	0.00	0	0.00	15.00	
4	44120000	Office supplies	Ballpen, black	piece			0	0.00					0	0.00				0	0.00	0	0.00	15.00	
5	44120000	Office supplies	Certificates Holder, Blue, 8.5x11	piece		14	14	700.00					0	0.00				0	0.00	14	50.00	700.00	
6	44120000	Office supplies	Data File Box, with cover, Blue, 5 1/2 x 15 x 16"	piece			0	0.00					0	0.00				0	0.00	0	0.00	400.00	
7	44120000	Office supplies	Data File Box, with cover, Blue, Square-Type	piece			0	0.00					0	0.00				0	0.00	0	0.00	400.00	
8	44120000	Office supplies	Data Folder, Taglie lock on top, Maroon (long)	piece			0	0.00					0	0.00				0	0.00	0	0.00	200.00	
9	44120000	Office supplies	Data Folder, Taglie lock on top, Red with PIA and COA logo (long)	piece			0	0.00					0	0.00				0	0.00	0	0.00	250.00	
10	44120000	Office supplies	Data Folder, Taglie lock on top, Blue (long)	piece			0	0.00					0	0.00				0	0.00	0	0.00	200.00	
11	44120000	Office supplies	Data Folder, Taglie lock on side, Blue	piece			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
12	44120000	Office supplies	Data Folder, 3-Hole, Blue, A4 size	piece			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
13	44120000	Office supplies	Data Folder, 3-Hole, Blue, Legal size	piece			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
14	44120000	Office supplies	Fastener, Plastic, 7cm 50 sets	box			0	0.00					0	0.00				0	0.00	0	0.00	50.00	
15	44120000	Office supplies	PVC COVER, Transparent, A4	pack			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
16	44120000	Office supplies	Sign Here Sticker, Size: 25 x 43 mm; Color: Yellow	pad			0	0.00					0	0.00				0	0.00	0	0.00	100.00	
17	44120000	Office supplies	Indicator Sticky Flag, Arrow head, 125 sheets per pack, neon color	pad			0	0.00					0	0.00				0	0.00	0	0.00	85.00	
18	44120000	Office supplies	Battery, Dry Cell, Size C, 2 pcs. per pack	pack			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
19	44120000	Office supplies	Permanent Twin Marker (Extra Fine and Fine)	piece			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
20		<b>PAPER MATERIALS AND PRODUCTS</b>					0	0.00					0	0.00				0	0.00	0	0.00	0.00	
21	44120000	Office supplies	Copy Paper, Letter size, 80 gsm	ream		5	5	1,250.00					0	0.00				0	0.00	5	250.00	1,250.00	
22	44120000	Office supplies	Copy Paper, Long, Green	ream			0	0.00					0	0.00				0	0.00	0	0.00	520.00	
23	44120000	Office supplies	Copy Paper, Long, Yellow	ream			0	0.00					0	0.00				0	0.00	0	0.00	520.00	
24	44120000	Office supplies	Photo Paper	pack			0	0.00					0	0.00				0	0.00	0	0.00	120.00	
25	44120000	Office supplies	Board Certificate Paper, Letter size	ream			0	0.00					0	0.00		1	1	200.00	0	0.00	1	200.00	200.00
26	44120000	Office supplies	FOLDER, HORIZONTAL, legal, blue, 50's	pack			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
27	44120000	Office supplies	Matte A4, 10 pcs per pack	pack			0	0.00					0	0.00				0	0.00	0	0.00	70.00	
28		<b>COMPUTER SUPPLIES/CONSUMABLES</b>					0	0.00					0	0.00				0	0.00	0	0.00	0.00	
29	44103105	ink cartridges	INK CART. CANON 820, Black	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
30	44103105	ink cartridges	INK CART. CANON 821, Black	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
31	44103105	ink cartridges	INK CART. CANON 821LC, cyan	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
32	44103105	ink cartridges	INK CART. CANON 821, yellow	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
33	44103105	ink cartridges	INK CART. CANON 821, magenta	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
34	44103105	ink cartridges	INK CART. CANON 750, Black	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
35	44103105	ink cartridges	INK CART. CANON 751, Cyan	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
36	44103105	ink cartridges	INK CART. CANON 751, Black	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
37	44103105	ink cartridges	INK CART. CANON 751, yellow	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	
38	44103105	ink cartridges	INK CART. CANON 751, magenta	cart			0	0.00					0	0.00				0	0.00	0	0.00	0.00	


39	44103105	Ink cartridges	INK CART, CANON 750, Black	cart			0	0.00			0	0.00			0	0.00	0	450.00	0.00	
40	44103105	Ink cartridges	INK CART, CANON 750, Cyan	cart			0	0.00			0	0.00			0	0.00	0	420.00	0.00	
41	44103105	Ink cartridges	INK CART, CANON 750, Magenta	cart			0	0.00			0	0.00			0	0.00	0	420.00	0.00	
42	44103105	Ink cartridges	INK CART, CANON 750, Yellow	cart			0	0.00			0	0.00			0	0.00	0	420.00	0.00	
43	44103105	Ink cartridges	CANON GI-70 Black	cart			0	0.00			0	0.00			0	0.00	0	650.00	0.00	
44	44103105	Ink cartridges	CANON GI-70 Cyan	cart			0	0.00			0	0.00			0	0.00	0	600.00	0.00	
45	44103105	Ink cartridges	CANON GI-70 Magenta	cart			0	0.00			0	0.00			0	0.00	0	600.00	0.00	
46	44103105	Ink cartridges	CANON GI-70 Yellow	cart			0	0.00			0	0.00			0	0.00	0	600.00	0.00	
47	44103105	Ink cartridges	TONER, CANON LBP 6000, Cartridge 325	cart			0	0.00			0	0.00			0	0.00	0	4,300.00	0.00	
48	44103105	Ink cartridges	INK CART, BROTHER LC90, black	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
49	44103105	Ink cartridges	INK CART, BROTHER LC90, cyan	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
50	44103105	Ink cartridges	INK CART, BROTHER LC90, yellow	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
51	44103105	Ink cartridges	INK CART, BROTHER LC90, Magenta	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
52	44103105	Ink cartridges	INK CART, EPSON 001 (C13T07Y100), Black	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
53	44103105	Ink cartridges	INK CART, EPSON 001 (C13T07Y200), Cyan	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
54	44103105	Ink cartridges	INK CART, EPSON 001 (C13T07Y300), Magenta	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
55	44103105	Ink cartridges	INK CART, EPSON 001 (C13T07Y400), Yellow	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
56	44103105	Ink cartridges	INK CART, EPSON 003, Black	cart		2	2	620.00			2	2	620.00			0	0.00	4	310.00	1,240.00
57	44103105	Ink cartridges	INK CART, EPSON 003, Yellow	cart		1	1	330.00			1	1	330.00			0	0.00	2	330.00	660.00
58	44103105	Ink cartridges	INK CART, EPSON 003, Cyan	cart		1	1	330.00			1	1	330.00			0	0.00	2	330.00	660.00
59	44103105	Ink cartridges	INK CART, EPSON 003, Magenta	cart		1	1	330.00			1	1	330.00			0	0.00	2	330.00	660.00
60	44103105	Ink cartridges	INK CART, HP 932, Black	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
61	44103105	Ink cartridges	INK CART, HP 933, Cyan	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
62	44103105	Ink cartridges	INK CART, HP 933, Magenta	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
63	44103105	Ink cartridges	INK CART, HP 933, Yellow	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
64	44103105	Ink cartridges	INK CART, HP 8727A (HP87), black	cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
65	44103109	Printer or facsimile or photocopier drums	HP CE314A (126A), Imaging Drum	cart			0	0.00			0	0.00			0	0.00	0	5,900.00	0.00	
66	44103105	Ink cartridges	TONER CART, HP CP210A (131A), Black	cart			0	0.00			0	0.00			0	0.00	0	4,950.00	0.00	
67	44103105	Ink cartridges	TONER CART, HP CP211A (131A), Cyan	cart			0	0.00			0	0.00			0	0.00	0	6,000.00	0.00	
68	44103105	Ink cartridges	TONER CART, HP CP212A (131A), Yellow	cart			0	0.00			0	0.00			0	0.00	0	6,000.00	0.00	
69	44103105	Ink cartridges	TONER CART, HP CP213A (131A), Magenta	cart			0	0.00			0	0.00			0	0.00	0	6,000.00	0.00	
70	44103105	Ink cartridges	TONER CART, SAMSUNG MLTD111S	cart			0	0.00			0	0.00			0	0.00	0	3,000.00	0.00	
71			<b>COPYING MACHINE CONSUMABLES</b>				0	0.00			0	0.00			0	0.00	0	0.00	0.00	
72	44103127	Photocopier toner	TONER CART, SHARP AP-516PT (Copier Model: SHARP AR-5320)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
73	44103127	Photocopier toner	TONER CART, SHARP AR-0207AR-021FT (Copier Model: SHARP AR-5520)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
74	44103127	Photocopier toner	TONER CART, SHARP AR-168PT (Copier Model: SHARP AR-153EN)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
75	44103127	Photocopier toner	TONER CART, SHARP AR-235FT (Copier Model: SHARP AR-5620K)	toner cart			0	0.00			0	0.00			0	0.00	0	7,600.00	0.00	
76	44103127	Photocopier toner	TONER CART, SHARP AR-316PT (Copier Model: SHARP AR-5625)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
77	44103127	Photocopier toner	TONER CART, SHARP AR-237FT (Copier Model: SHARP AR-6026K, 6031N, 6050N, 6023N)	toner cart			0	0.00			0	0.00			0	0.00	0	7,860.00	0.00	
78	44103127	Photocopier toner	TONER CART, SHARP MX-312FT (Copier Model: SHARP AR-5731, MX-M360N)	toner cart			0	0.00			0	0.00			0	0.00	0	9,400.00	0.00	
79	44103127	Photocopier toner	TONER CART, SHARP AR-202FT (Copier Model: SHARP AR-4160)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
80	44103127	Photocopier toner	TONER CART, SHARP MX-B20FT (Copier Model: SHARP MX-B200)	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
81	44103127	Photocopier toner	Fuji Xerox DocuPrint M455df Drum Cartridge (up to 100k) (CT350926)	drum cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
82	44103127	Photocopier toner	Fuji Xerox DocuPrint M455df Toner	toner cart			0	0.00			0	0.00			0	0.00	0	0.00	0.00	
83	44103127	Photocopier toner	TONER CART, FUJI DocuPrint M455 AP	toner cart			0	0.00			0	0.00			0	0.00	0	15,950.00	0.00	
84	44103127	Photocopier toner	Riso Ink F II Type Black UA, Black, 1 cart/box	piece			0	0.00			0	0.00			0	0.00	0	1,860.00	0.00	
85	44103127	Photocopier toner	Riso Master F II Type 77UA, 1 roll per box	piece			0	0.00			0	0.00			0	0.00	0	5,300.00	0.00	
86	44103127	Photocopier toner	HP Toner Cartridge (High Yield) 335x	cart			0	0.00			0	0.00			0	0.00	0	3,600.00	0.00	
87	44103109	Printer or facsimile or photocopier drums	Drum Cartridge 57A (HP)	cart			0	0.00			0	0.00			0	0.00	0	8,500.00	0.00	
88			<b>ADDITIONAL (Items not listed above and in APP-CSE 2025 Form but regularly used by your division. Kindly indicate the price and specification.)</b>				0	0.00			0	0.00			0	0.00	0	0.00	0.00	
89	44103127	Photocopier toner	Toner Cart, Develop Eneo 164	toner cart			0	0.00	1		1	3,438.00			0	0.00	1	3,438.00	3,438.00	
90	44103127	Photocopier toner	Konica Minolta Toner /Magenta	toner cart			1	1	5,150.00			0	0.00		0	0.00	1	5,150.00	5,150.00	
91	44103127	Photocopier toner	Konica Minolta Toner Yellow	toner cart			1	1	5,150.00			0	0.00		0	0.00	1	5,150.00	5,150.00	
92	47130000	Cleaning and janitorial supplies	Water dipper/pail/basin, medium size	set			0	0.00	5	1		6	1,050.00			0	0.00	6	175.00	1,050.00

93	44103109	Printer or facsimile or photocopier drums	Develop Ineo 164 Drum	pc			0	0.00	1		1	9,800.00			0	0.00		0	0.00	1	9,800.00	9,800.00	
94	44120000	Office supplies	Mouse, wired	pc	5	5	600.00			0	0.00				0	0.00		0	0.00	5	120.00	600.00	
95	39121700	Electrical hardware and supplies	Heavy duty cable reel extension wire, 30mtrs.	pc		1	2,499.00		1	2,499.00	1				1	2,499.00		0	0.00	3	2,499.00	7,497.00	
96	44120000	Office supplies	LED Panel Light 2', round	pc		0	0.00			0	0.00		5		6	1,620.00		0	0.00	6	270.00	1,620.00	
97	47130000	Cleaning and janitorial supplies	Colling broom	pc		5	625.00			0	0.00				0	0.00		0	0.00	5	125.00	625.00	
98	47130000	Cleaning and janitorial supplies	Cloth duster	pc	6	6	150.00			0	0.00		5		6	150.00		0	0.00	12	25.00	300.00	
99	44120000	Office supplies	Binding Post screw 3", 6s	pack	6	6	378.00			0	0.00		5		6	378.00		0	0.00	12	63.00	756.00	
100	47130000	Cleaning and janitorial supplies	Dishwashing sponge with foam and scouring pad	pc	6	6	150.00			0	0.00		5		6	150.00		0	0.00	12	25.00	300.00	
101	47130000	Cleaning and janitorial supplies	Coconut husk Manual Floor polisher	pc	1	1	75.00			0	0.00				0	0.00		0	0.00	1	75.00	75.00	
102	39121700	Electrical hardware and supplies	LED bulb 20-22 watts	pc		0	0.00		6	720.00	6				6	720.00		0	0.00	12	120.00	1,440.00	
	39121700	Electrical hardware and supplies	Duct Tape	roll		5	300.00			0	0.00	4			4	240.00		0	0.00	9	60.00	540.00	
103	47130000	Cleaning and janitorial supplies	Floor mop with bucket	pc		0	0.00		3	2,250.00					0	0.00		0	0.00	3	750.00	2,250.00	
104	47130000	Cleaning and janitorial supplies	Glass sponge wiper with long handle for high rise window	pc		2	400.00			0	0.00	2			2	400.00		0	0.00	4	200.00	800.00	
105	47130000	Cleaning and janitorial supplies	Glass Cleaner	gal		0	0.00		3	690.00					0	0.00		0	0.00	3	290.00	690.00	
106	44120000	Office supplies	Vellum board paper, A4, 100s	ream	2	2	420.00			0	0.00	1			1	210.00		0	0.00	3	210.00	630.00	
107	44120000	Office supplies	Plastic cover	yard		0	0.00			0	0.00	5			5	375.00		0	0.00	5	75.00	375.00	
108	47130000	Cleaning and janitorial supplies	Secks	pc		0	0.00		24	360.00					0	0.00	10		10	150.00	34	15.00	510.00
109	47130000	Cleaning and janitorial supplies	Water proof mental	pc		0	0.00			0	0.00	1			1	150.00		0	0.00	1	150.00	150.00	
110	47130000	Cleaning and janitorial supplies	Water dipper/pail/basin, 180 lbs	set		2	900.00			0	0.00	2			2	900.00		0	0.00	4	450.00	1,800.00	
111	47130000	Cleaning and janitorial supplies	Dishwashing paste	pc		0	0.00		6	168.00					0	0.00		0	0.00	6	28.00	168.00	
112	47130000	Cleaning and janitorial supplies	Trash bag, medium	pack	3	3	72.00		3	72.00	3				3	72.00	3		3	72.00	12	24.00	288.00
113	47130000	Cleaning and janitorial supplies	Vacuum cleaner wet and dry	pc		0	0.00		2	7,900.00					0	0.00		0	0.00	2	3,500.00	7,900.00	
114	47130000	Cleaning and janitorial supplies	Incense for mosquito	pack		5	125.00			0	0.00	5			5	125.00		0	0.00	18	25.00	250.00	
115	47130000	Cleaning and janitorial supplies	Mugs and saucer	set	12	12	408.00		12	408.00	12				12	40.00		0	0.00	36	34.00	1,234.00	
116	44120000	Office supplies	FOLDER, sliding plastic, A4 12's	set		0	0.00		2	74.00					0	40.00		0	0.00	2	37.00	74.00	
117	44120000	Office supplies	Wireless microphone	pc		0	0.00		2	4,800.00					0	40.00		0	0.00	2	2,090.00	4,800.00	
118	47130000	Cleaning and janitorial supplies	Plates and spoon and fork	set	12	12	720.00			0	0.00	12			12	720.00		0	0.00	24	60.00	1,440.00	
119	47130000	Cleaning and janitorial supplies	Water Dispenser Bottle	pc		0	0.00		3	1,248.00					0	0.00		0	0.00	3	416.00	1,248.00	
120	44120000	Office supplies	UPS 300VA	pc		0	0.00		1	2,700.00		1			0	0.00		0	0.00	1	2,700.00	2,700.00	


A. TOTAL																						69,218.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						6,921.80
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						
D. GRAND TOTAL (A + B + C)																						76,139.80
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						

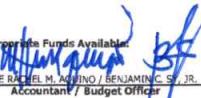
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:  
  
 ALVIN C. DELOS SANTOS  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 SUZETTE R. ADDURU  
 Accountant / Budget Officer

Approved by:  
  
 ANGELY U. MERCADO  
 Head of Office/Agency

Date Prepared: July 11, 2024  
 Received by:  
  
 THOMAS E. DOTINAS  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 ADELE RACHEL M. AQUINO / BENJAMIN C. SA, JR.  
 Accountant / Budget Officer

Approved by:  
  
 JOSE A. TORRES, JR.  
 Head of Office/Agency