

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 (mPhilGEPS) 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 mPhilGEPS and Downloads page of PS-DBM website (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) 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) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeq0>. Instructions on how to fill-out is included in the reminders of the form that is unsigned or has incomplete signature shall be deemed invalid.
- 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 mPhilGEPS 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 mPhilGEPS 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, or visit the PS-DBM website (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: VII
Address: Rm 304 Macneay Bldg., Gorordo Av
Cebu City

Agency Code/UACS: _____
Organization Type: Government

Contact Person: Hazel F. Gloria
Position: IO III/Admin Officer Designate
E-mail: hazel.gloria@pia.gov.ph
Telephone/Mobile Nos: 9177074598

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					
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 mL	bottle	0	0	2	2	100.86	0	0	2	2	100.86	0	0	2	2	100.86	0	0	2	2	100.86	8	50.43	403.44
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	10	0	10	447.20	0	10	0	10	447.20	0	0	0	0	0.00	0	10	0	10	447.20	30	44.72	1,341.60
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	2	0	2	44.40	0	0	0	0	0.00	2	0	0	2	44.40	0	0	0	0	0.00	4	22.20	88.80
16	45121517-DQ-C03	DOCUMENT CAMERA	unit	0	1	0	1	23,623.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	23,623.60	23,623.60
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	1	0	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00	16,588.00
18	28111702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	0	0	0.00	0	1	0	1	20.49	0	0	0	0	0.00	0	0	0	0	0.00	1	20.49	20.49
19	28111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	0	0	0.00	0	1	0	1	18.34	0	0	0	0	0.00	0	1	0	1	18.34	2	18.34	36.68
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	0	2	0	2	249.60	0	0	0	0	0.00	0	2	0	2	249.60	0	0	0	0	0.00	4	124.80	499.20
23	47131829-TB-CD1	CLEANER, Toilet Bowl and Urinal	bottle	0	1	0	1	41.60	0	1	0	1	41.60	0	1	0	1	41.60	0	1	0	1	41.60	4	41.60	166.40
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	0	1	0	1	23.92	0	1	0	1	23.92	0	1	0	1	23.92	0	1	0	1	23.92	4	23.92	95.68
25	47131811-DE-B02	DETERGENT BAR	piece	0	1	0	1	9.34	0	0	0	0	0.00	0	1	0	1	9.34	0	0	0	0	0.00	2	9.34	18.68
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	1	0	1	54.08	0	1	0	1	54.08	0	1	0	1	54.08	0	1	0	1	54.08	4	54.08	216.32
27	47131803-DS-A01	DISINFECTANT SPRAY	can	0	1	0	1	139.89	0	1	0	1	139.89	0	1	0	1	139.89	0	1	0	1	139.89	4	139.89	559.56
28	47131601-DU-P01	DUST PAN	piece	0	0	0	0	0.00	0	2	0	2	93.60	0	0	0	0	0.00	0	0	0	0	0.00	2	46.80	93.60
32	47121804-MP-B01	MOP BUCKET	unit	0	2	0	2	4,576.00	0	0	0	0	0.00	0	2	0	2	4,576.00	0	0	0	0	0.00	4	2,288.00	9,152.00
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	0	0	0	0	0.00	0	1	0	1	130.00	0	0	0	0	0.00	0	0	0	0	0.00	1	130.00	130.00
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	0	2	0	2	118.56	0	1	0	1	59.28	0	2	0	2	118.56	0	1	0	1	59.28	6	59.28	355.68
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	0	0	0	0	0.00	0	1	0	1	92.56	0	1	0	1	92.56	0	0	0	0	0.00	2	92.56	185.12
39	12171703-SI-P01	INK, for stamp pad	bottle	0	2	0	2	57.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	28.79	57.58
40	52161535-DV-R02	DIGITAL VOICE RECORDER	unit	0	1	0	1	7,339.16	0	0	0	0	0.00	0	1	0	1	7,339.16	0	0	0	0	0.00	2	7,339.16	14,678.32

43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	2	0	2	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,144.00	2,288.00
44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	1	0	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	284.84	284.84
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	1	0	1	3,014.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,014.96	3,014.96
55	43211503-LAP004	LAPTOP COMPUTER, for Mid-range Users	unit	0	1	0	1	42,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	42,380.00	42,380.00
57	43211708-MO-C02	COMPUTER MOUSE, Wireless	unit	0	2	0	2	323.84	0	0	0	0	0.00	0	1	0	1	161.92	0	0	0	0	0.00	3	161.92	485.76
61	31201610-GL-J02	GLUE, all-purpose	bottle	0	2	0	2	124.28	0	0	0	0	0.00	0	2	0	2	124.28	0	0	0	0	0.00	4	62.14	248.56
63	31151804-SW-S01	STAPLE WIRE, standard	box	0	2	0	2	47.52	0	2	0	2	47.52	0	1	0	1	23.76	0	0	0	0	0.00	5	23.76	118.80
64	31201502-TA-E02	TAPE, electrical	roll	0	2	0	2	38.90	0	0	0	0	0.00	0	2	0	2	38.90	0	0	0	0	0.00	4	19.45	77.80
77	44122105-BF-CD1	CLIP, backfold, 19mm	box	0	3	0	3	28.08	0	3	0	3	28.08	0	3	0	3	28.08	0	0	3	3	28.08	12	9.36	112.32
78	44122105-BF-CD2	CLIP, backfold, 25mm	box	0	3	0	3	46.80	0	3	0	3	46.80	0	3	0	3	46.80	0	3	0	3	46.80	12	15.60	187.20
79	44122105-BF-CD3	CLIP, backfold, 32mm	box	0	3	0	3	99.84	0	3	0	3	99.84	0	0	0	0	0.00	0	3	0	3	99.84	9	33.28	299.52
80	44122105-BF-CD4	CLIP, backfold, 50mm	box	0	2	0	2	120.64	0	2	0	2	120.64	0	2	0	2	120.64	0	2	0	2	120.64	8	60.32	482.56
81	44121801-CT-R02	CORRECTION TAPE	piece	0	5	0	5	67.50	0	0	0	0	0.00	0	5	0	5	67.50	0	0	0	0	0.00	10	13.50	135.00
83	44111515-DF-B01	DATA FILE BOX	piece	0	2	0	2	291.78	0	2	0	2	291.78	0	2	0	2	291.78	0	2	0	2	291.78	8	145.89	1,167.12
93	44122118-FA-P01	FASTENER	box	0	5	0	5	473.20	0	5	0	5	473.20	0	5	0	5	473.20	0	5	0	5	473.20	20	94.64	1,892.80
94	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	5	0	5	451.00	0	0	0	0	0.00	0	5	0	5	451.00	0	0	0	0	0.00	10	90.20	902.00
95	44122018-FT-D01	FILE TAB DIVIDER, A4	set	0	3	0	3	33.39	0	2	0	2	22.26	0	0	0	0	0.00	0	0	0	0	0.00	5	11.13	55.65
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	set	0	2	0	2	28.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	14.23	28.46
97	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	0	1	0	1	270.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	270.40	270.40
98	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	1	0	1	291.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	291.20	291.20
99	44122011-FO-L01	FOLDER, L-type, A4	pack	0	3	0	3	600.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	200.28	600.84
100	44122011-FO-L02	FOLDER, L-type, Legal	pack	0	5	0	5	1,245.40	0	5	0	5	1,245.40	0	5	0	5	1,245.40	0	5	0	5	1,245.40	20	249.08	4,981.60
104	44122008-IT-T01	INDEX TAB	box	0	2	0	2	135.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	67.60	135.20
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	2	0	2	19.30	0	0	0	0	0.00	0	2	0	2	19.30	0	0	0	0	0.00	4	9.65	38.60
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	2	0	2	19.30	0	0	0	0	0.00	0	2	0	2	19.30	0	0	0	0	0.00	4	9.65	38.60
112	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	4	0	4	35.28	0	0	0	0	0.00	0	4	0	4	35.28	0	0	0	0	0.00	8	8.82	70.56
113	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	0	4	0	4	77.84	0	0	0	0	0.00	0	4	0	4	77.84	0	0	0	0	0.00	8	19.46	155.68
129	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	0	3	0	3	111.18	0	0	0	0	0.00	0	3	0	3	111.18	0	0	0	0	0.00	6	37.06	222.36
130	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	0	3	0	3	177.84	0	0	0	0	0.00	0	3	0	3	177.84	0	0	0	0	0.00	6	59.28	355.68
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	0	3	0	3	156.00	0	0	0	0	0.00	0	3	0	3	156.00	0	0	0	0	0.00	6	52.00	312.00
132	14111514-NB-S02	STENO NOTEBOOK	piece	0	10	0	10	140.40	0	5	0	5	70.20	0	0	0	0	0.00	0	0	0	0	0.00	15	14.04	210.60
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	0	7	0	7	1,496.60	0	5	0	5	1,069.00	0	5	0	5	1,069.00	0	5	0	5	1,069.00	22	213.80	4,703.60
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	0	7	0	7	1,630.72	0	5	0	5	1,164.80	0	5	0	5	1,164.80	0	5	0	5	1,164.80	22	232.96	5,125.12
135	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	0	2	0	2	275.48	0	2	0	2	275.48	0	2	0	2	275.48	0	2	0	2	275.48	8	137.74	1,101.92
136	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	0	2	0	2	317.82	0	2	0	2	317.82	0	2	0	2	317.82	0	2	0	2	317.82	8	158.91	1,271.28
138	14111503-PA-P01	PAPER, parchment	box	0	2	0	2	308.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	154.21	308.42
139	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	0	1	0	1	91.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	91.70	91.70
140	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	0	1	0	1	124.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	124.56	124.56
145	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and its IRR)	book	1	0	0	1	37.21	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	37.21	37.21
26	44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	0	3	0	3	1,257.36	0	2	0	2	838.24	0	2	0	2	838.24	0	2	0	2	838.24	9	419.12	3,772.08
27	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	0	3	0	3	1,257.36	0	2	0	2	838.24	0	2	0	2	838.24	0	2	0	2	838.24	9	419.12	3,772.08
28	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	0	3	0	3	1,213.68	0	2	0	2	809.12	0	2	0	2	809.12	0	2	0	2	809.12	9	404.56	3,641.04


29	44103105-HP-T33	INK CARTRIDGE, HP CZ10BAA (HP678), Tri-color	cart	0	3	0	3	1,213.68	0	2	0	2	809.12	0	2	0	2	809.12	0	2	0	2	809.12	9	404.56	3,641.04
1	80141505-TS-001	BALLPEN	piece	0	10	0	10	100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	10.00	100.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	1	0	1	6,000.00	0	1	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	6,000.00	12,000.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	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
6	80141505-TS-006	PHOTO PAPER	pack	0	2	0	2	160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	80.00	160.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	5	0	5	1,000.00	0	5	0	5	1,000.00	0	5	0	5	1,000.00	0	5	0	5	1,000.00	20	200.00	4,000.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	3	0	3	360.00	0	3	0	3	360.00	0	0	0	0	0.00	0	0	0	0	0.00	6	120.00	720.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	1	0	1	38,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	38,000.00	38,000.00
14	80141505-TS-014	MICROPHONE	unit	0	2	0	2	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,000.00	2,000.00
17	80141505-TS-017	PLASTIC FASTENER	box	0	5	0	5	190.00	0	3	0	3	114.00	0	5	0	5	190.00	0	3	0	3	114.00	16	38.00	608.00
20	80141505-TS-020	EXTENSION CORD	piece	0	1	0	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	200.00	200.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	1	0	1	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	6,000.00	6,000.00
40	80141505-TS-040	WATER DISPENSER	unit	0	1	0	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,000.00	4,000.00


A. TOTAL																										226,133.47
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										22,613.35
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										
D. GRAND TOTAL (A + B + C)																										248,746.82
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:

 HAZEL F. GLORIA
 Property/Supply Officer

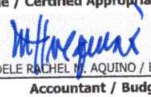
Certified Funds Available / Certified Appropriate Funds Available:

 JESSIE G. UGAY
 Accountant / Budget Officer

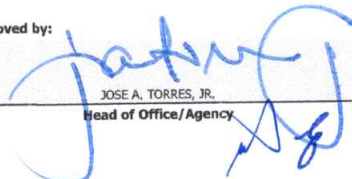
Approved by:

 FAYETTE C. RINÉN
 Head of Office/Agency

Date Prepared: 11-Jul-24

Received by:

 JOMAR E. DOTIMAS
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 ADELE RACHEL M. AQUINO / BENJAMIN C. SY, JR.
 Accountant / Budget Officer

Approved by:

 JOSE A. TORRES, JR.
 Head of Office/Agency

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

AGENCY CODE/UACS: R7 CONTACT PERSON: HAZEL F. GLORIA
 AGENCY NAME: PHILIPPINE INFORMATION AGENCY DESIGNATION: IO III / Admin Officer Designate
 ORGANIZATION TYPE: GOVERNMENT EMAIL: hazel.gloria@psa.gov.ph
 REGION: VII CONTACT NUMBER: 9177074598
 ADDRESS: RM 304 MACHAY BUILDING, GORORDO AVENUE, CEBU 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.

REMINDERS:

- 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-philgeps.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 column 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/18h0ctvut4L7Ad8eS0>
- 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, or visit the PS-DBM website (www.ps-philgeps.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				Nov	Dec
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1		Cloud Computing Services																			0	0.00	0	0.00	0.00
2	COMMON-USED SUPPLIES																								
3	44120000	Office supplies	Ballpen, Blue	piece																	0	0.00	0	0.00	15.00
4	44120000	Office supplies	Ballpen, Black	piece																	0	0.00	0	0.00	50.00
5	44120000	Office supplies	Certificate Holder, Blue, 8.5x11	piece																	0	0.00	0	0.00	400.00
6	44120000	Office supplies	Data File Box, with cover, Blue, 5 1/2 x 15 x 16"	piece																	0	0.00	0	0.00	400.00
7	44120000	Office supplies	Data File Box, with cover, Blue, Square-Type	piece																	0	0.00	0	0.00	200.00
8	44120000	Office supplies	Data Folder, Taglie lock on top, Maroon (long)	piece																	0	0.00	0	0.00	250.00
9	44120000	Office supplies	Data Folder, Taglie lock on top, Red with PIA and COA logo (long)	piece																	0	0.00	0	0.00	200.00
10	44120000	Office supplies	Data Folder, Taglie lock on top, Blue (long)	piece																	0	0.00	0	0.00	0.00
11	44120000	Office supplies	Data Folder, Taglie lock on side, Blue	piece																	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	0.00
13	44120000	Office supplies	Data Folder, 3-Hole, Blue, Legal size	piece																	0	0.00	0	0.00	50.00
14	44120000	Office supplies	Fastener, Plastic, 7cm 50 sets	box																	0	0.00	0	0.00	0.00
15	44120000	Office supplies	PVC COVER, Transparent, A4	pack																	0	0.00	0	0.00	100.00
16	44120000	Office supplies	Sign Here Sticker, Size: 25 x 43 mm; Color: Yellow	pad																	0	0.00	0	0.00	85.00
17	44120000	Office supplies	Indicator Sticky Flag, Arrow head, 125 sheets per pack, neon color	pad																	0	0.00	0	0.00	0.00
18	44120000	Office supplies	Battery, Dry Cell, Size C, 2 pcs. per pack	pack																	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	0.00
20	PAPER MATERIALS AND PRODUCTS																								
21	44120000	Office supplies	Copy Paper, Letter size, 80 gsm	ream																	0	0.00	0	0.00	520.00
22	44120000	Office supplies	Copy Paper, Long, Green	ream																	0	0.00	0	0.00	520.00
23	44120000	Office supplies	Copy Paper, Long, Yellow	ream																	0	0.00	0	0.00	120.00
24	44120000	Office supplies	Photo Paper	pack																	0	0.00	0	0.00	0.00
25	44120000	Office supplies	Board Certificate Paper, Letter size	pack																	0	0.00	0	0.00	0.00
26	44120000	Office supplies	FOLDER, HOROCCO, legal, blue, 50's	pack																	0	0.00	0	0.00	70.00
27	44120000	Office supplies	Matte A4, 10 pcs per pack	pack																	0	0.00	0	0.00	0.00
28	COMPUTER SUPPLIES/CONSUMABLES																								
29	44103105	Ink cartridges	INK CART, CANON 820, Black	cart																	0	0.00	0	0.00	0.00
30	44103105	Ink cartridges	INK CART, CANON 821, Black	cart																	0	0.00	0	0.00	0.00
31	44103105	Ink cartridges	INK CART, CANON 821,Cyan	cart																	0	0.00	0	0.00	0.00
32	44103105	Ink cartridges	INK CART, CANON 821, Yellow	cart																	0	0.00	0	0.00	0.00

33	44103105	Ink cartridges	INK CART, CANON 821, Magenta	cart				0	0.00			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	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	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	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	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	0.00	0.00		
39	44103105	Ink cartridges	INK CART, CANON 790, Black	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	450.00	0.00		
40	44103105	Ink cartridges	INK CART, CANON 790, Cyan	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	420.00	0.00		
41	44103105	Ink cartridges	INK CART, CANON 790, Magenta	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	420.00	0.00		
42	44103105	Ink cartridges	INK CART, CANON 790, Yellow	cart				0	0.00			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	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	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	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	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	0.00	0	4,300.00	0.00		
48	44103105	Ink cartridges	INK CART, BROTHER LC40, black	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
49	44103105	Ink cartridges	INK CART, BROTHER LC40, cyan	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
50	44103105	Ink cartridges	INK CART, BROTHER LC40, yellow	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
51	44103105	Ink cartridges	INK CART, BROTHER LC40, Magenta	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
52	44103105	Ink cartridges	INK CART, EPSON 001 (C13T03Y100), Black	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
53	44103105	Ink cartridges	INK CART, EPSON 001 (C13T03Y200), Cyan	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
54	44103105	Ink cartridges	INK CART, EPSON 001 (C13T03Y300), Magenta	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
55	44103105	Ink cartridges	INK CART, EPSON 001 (C13T03Y400), Yellow	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
56	44103105	Ink cartridges	INK CART, EPSON 003, Black	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	310.00	0.00		
57	44103105	Ink cartridges	INK CART, EPSON 003, Yellow	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	330.00	0.00		
58	44103105	Ink cartridges	INK CART, EPSON 003, Cyan	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	330.00	0.00		
59	44103105	Ink cartridges	INK CART, EPSON 003, Magenta	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
60	44103105	Ink cartridges	INK CART, HP 932, Black	cart				0	0.00			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	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	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	0.00	0.00		
64	44103105	Ink cartridges	INK CART, HP 8727A (HP27), black	cart				0	0.00			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	0.00	0	5,500.00	0.00		
66	44103105	Ink cartridges	TONER CART, HP CF210A (131A), Black	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	4,950.00	0.00		
67	44103105	Ink cartridges	TONER CART, HP CF211A (131A), Cyan	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	6,000.00	0.00		
68	44103105	Ink cartridges	TONER CART, HP CF212A, (131A) Yellow	cart				0	0.00			0	0.00			0	0.00			0	0.00	0	6,000.00	0.00		
69	44103105	Ink cartridges	TONER CART, HP CF213A (131A) Magenta	cart				0	0.00			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	0.00	0	3,000.00	0.00		
71	COPYING MACHINE CONSUMABLES									0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00
72	44103127	Photocopier toner	TONER CART, SHARP AR-016FT (Copier Model: SHARP AR-5320)	toner cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
73	44103127	Photocopier toner	TONER CART, SHARP AR- 020T/AR-021FT (Copier Model: SHARP AR-5520)	toner cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
74	44103127	Photocopier toner	TONER CART, SHARP AR- 160FT (Copier Model: SHARP AR-153EN)	toner cart				0	0.00			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-5620N)	toner cart				0	0.00			0	0.00			0	0.00			0	0.00	0	7,600.00	0.00		
76	44103127	Photocopier toner	TONER CART, SHARP AR-310FT (Copier Model: SHARP AR-5625)	toner cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
77	44103127	Photocopier toner	TONER CART, SHARP MX-237FT (Copier Model: SHARP AR-6026N, 6031N, 6062N, 6073N)	toner cart				0	0.00			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-M260N)	toner cart				0	0.00			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-M160)	toner cart				0	0.00			0	0.00			0	0.00			0	0.00	0	0.00	0.00		
80	44103127	Photocopier toner	TONER CART, SHARP MX-820FT (Copier Model: SHARP MX-B200)	toner cart				0	0.00			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) (CT350979)	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 M465 AP	toner cart	0		0	0.00			0	0.00			0	0.00	0	0.00	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	0.00	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	0.00	0.00	
86	44103127	Photocopier toner	HP Toner Cartridge (High Yield) 333x	cart			0	0.00			0	0.00			0	0.00	0	0.00	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	0.00	0.00	
88	ADDITIONAL (Items not listed above and in APP-CSE 2025 Form but regularly used by your division. Kindly indicate the price and specification.)							0	0.00			0	0.00			0	0.00	0	0.00	0.00
104			Sony Camera Battery		1		1	2,100.00									1	2,100.00	2,100.00	
			HP Ink Tank 315 Black		2		2	420.00									2	420.00	840.00	
			HP Ink Tank 315 Cyan		2		2	420.00									2	420.00	840.00	
			HP Ink Tank 315 Yellow		2		2	420.00									2	420.00	840.00	
			HP Ink Tank 315 Magenta		2		2	420.00									2	420.00	840.00	


A. TOTAL																			5,460.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			546.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																			-
D. GRAND TOTAL (A + B + C)																			6,006.00
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:

 HAZEL F. GLORIA
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 JESSIE G. UGAY
 Accountant / Budget Officer

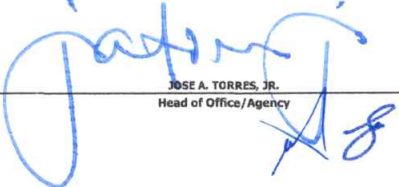
Approved by:

 FAYETTE C. RIÑEN
 Head of Office/Agency

Date Prepared: 11 July 2024
 Received by:

 JOMAR E. DOTIMAS
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 ADELE RACHEL M. QUINO / BENJAMIN C. SY, JR.
 Accountant / Budget Officer

Approved by:

 JOSE A. TORRES, JR.
 Head of Office/Agency