

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

AGENCY CODE/LINKS:
0328

AGENCY NAME:
DTI - REGION 1

ORGANIZATION TYPE:
GOVERNMENT

REGION:
1

ADDRESS:
JUNTA BLDS. SAN FERNANDO CITY, LA UNION

CONTACT PERSON:
ATTY. BENJIEB V. PESOLTA

DESIGNATION:
CHIEF ADMINISTRATIVE OFFICER

EMAIL:
benjieb.vpesolta@dti.gov.ph

CONTACT NUMBER:
071-6071556

This form shall be submitted by registered suppliers/ vendors 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.

1. The APR-CSE 2025 Form - Other Items must be accomplished using EXACT ONLY. The APR-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-dbm.gov.ph).

2. All information must be provided accurately.

3. To fill-out, find the item in the "List of Items - List of Items" table of this form then type the desired product in the search bar (available only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE ALL VALUES in the search bar. Do not change the format of the description. The first one hundred (100) items are designated only for this procedure, while the remaining items are open for editing. You can insert additional items after the first 100 if necessary.

4. Upload the APR-CSE 2025 Form - Other Items through the Google Forms link: <https://forms.gle/4Z6m60>

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954425 (Pinas) or 0902-4252159 (Gmail), or email address: info@ps-dbm.gov.ph or visit the PS-DBM website (www.ps-dbm.gov.ph) for this guide on how to fill-out the APR-CSE.

6. The APR-CSE for FY 2025 must be submitted on or before July 31, 2024.

No.	UNSPSC	Item Description	Specification (Exact specific features or composition of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for this year	Price	Total Amount for this year								
					by month																						
					Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount			
OTHER ITEMS NOT AVAILABLE AT P&G-BM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: please indicate price of items)																											
1	-	Drinking Water		bot	24	24	24	72	2,160.00	24	24	24	72	2,160.00	24	24	24	72	2,160.00	24	24	24	72	2,160.00	288	30.00	8,640.00
2	-	Broom 1m, 003 Black		pc	5	5	5	15	4,430.00	5	5	5	15	4,430.00	5	5	5	15	4,430.00	5	5	5	15	4,430.00	60	260.00	15,720.00
3	-	Broom 1m, 003 Magenta		pc	5	5	5	15	4,650.00	3	3	3	9	2,790.00	3	3	3	9	2,790.00	3	3	3	9	2,790.00	42	310.00	13,020.00
4	-	Broom 1m, 003 Cyan		pc	5	5	5	15	4,650.00	3	3	3	9	2,790.00	3	3	3	9	2,790.00	3	3	3	9	2,790.00	42	310.00	13,020.00
5	-	Broom 1m, 003 Yellow		pc	5	5	5	15	4,650.00	3	3	3	9	2,790.00	3	3	3	9	2,790.00	3	3	3	9	2,790.00	42	310.00	13,020.00
6	-	Canon Ink, GI-793 Black		pc	1	1	1	3	1,380.00				0	0.00	1	1	1	3	1,380.00				0	0.00	6	450.00	2,700.00
7	-	Canon Ink, GI-793 Magenta		pc	1	1	1	3	1,380.00				0	0.00	1	1	1	3	1,380.00				0	0.00	6	450.00	2,700.00
8	-	Canon Ink, GI-793 Cyan		pc	1	1	1	3	1,380.00				0	0.00	1	1	1	3	1,380.00				0	0.00	6	450.00	2,700.00
9	-	Canon Ink, GI-793 Yellow		pc	1	1	1	3	1,380.00				0	0.00	1	1	1	3	1,380.00				0	0.00	6	450.00	2,700.00
10	-	LED Light Bulb, 9 watts		pc	20	0	0	20	3,800.00	10			10	1,780.00	10			10	1,780.00				10		80	120.00	9,760.00
11	-	Storage Box, Organizer, Baker's box		pc	10	10	10	30	3,150.00	10	10	10	30	3,150.00	5	5	5	15	1,575.00						79	165.00	13,035.00
12	-	Muscle Acid		bot	3	3	3	9	4,050.00	3	3	3	9	4,050.00	3	3	3	9	4,050.00	3	3	3	9	4,050.00	36	400.00	14,520.00
13	-	Trashbag, transparent, large		pack	5	5	5	15	1,200.00	5	5	5	15	1,200.00	5	5	5	15	1,200.00	5	5	5	15	1,200.00	60	80.00	4,800.00
14	-	Toner Cartridge, Canon Image Runner 1643, T05		pc	1			1	13,150.00				0	0.00	1			1	13,150.00				0	0.00	2	23,150.00	26,380.00
15	-	Brother Ink, DCI-710W		pc	1			1	1,800.00				0	0.00	1			1	1,800.00				0	0.00	2	3,600.00	4,400.00
16	-	Board Paper, legal (105x35cm)		pc	50			50	2,000.00				0	0.00	50			50	2,000.00				0	0.00	100	40.00	4,000.00
17	-	Notebook, Filler		pc	50			50	1,000.00	50			50	1,000.00	50			50	1,000.00				0	0.00	150	30.00	3,900.00
18	-	Clipboard with cover		pc	20			20	2,400.00				0	0.00				0	0.00				0	0.00	20	160.00	3,200.00
19	-	Foot Bulb, 12"		pc	20			20	800.00				0	0.00				0	0.00				0	0.00	20	40.00	800.00
20	-	Shopper		pc	30			30	4,350.00				0	0.00				0	0.00				0	0.00	60	68.00	4,200.00
21	-	Folder		pc	100			100	3,300.00				0	0.00				0	0.00				0	0.00	100	32.00	3,300.00
22	-	Folder		pc	200			200	6,400.00				0	0.00				0	0.00				0	0.00	200	32.00	6,400.00
23	-	Folder		pc	100			100	3,200.00				0	0.00				0	0.00				0	0.00	100	32.00	3,200.00
24	-	Cartridge, board		pc	100			100	4,000.00				0	0.00				0	0.00				0	0.00	100	40.00	4,000.00
25	-	Fabric Conditioner		pc	12			12	1,450.00				0	0.00				0	0.00				0	0.00	12	150.00	1,800.00
26	-	Computer Mouse		pc	5			5	2,400.00				0	0.00				0	0.00				0	0.00	5	400.00	2,000.00
27	-	1m Bottle Refill		bot	3			3	1,350.00				0	0.00				0	0.00				0	0.00	3	450.00	1,350.00
28	-	1m Bottle Refill		bot	12			12	3,400.00				0	0.00				0	0.00				0	0.00	12	1,200.00	14,400.00
29	-	1m Bottle Refill		bot	6			6	9,600.00				0	0.00				0	0.00				0	0.00	6	1,600.00	9,600.00
30	-	1m Bottle Refill		bot	10			10	5,000.00				0	0.00				0	0.00				0	0.00	10	800.00	8,000.00
31	-	1m Bottle Refill		bot	15			15	6,000.00				0	0.00				0	0.00				0	0.00	15	800.00	12,000.00
32	-	Toner Cartridge		cart	6			6	20,000.00				0	0.00				0	0.00				0	0.00	6	5,100.00	30,600.00
33	-	Toner Cartridge		cart	12			12	38,400.00				0	0.00				0	0.00				0	0.00	12	3,200.00	38,400.00
34	-	Record Book		book	10			10	2,000.00				0	0.00				0	0.00				0	0.00	20	200.00	4,000.00
35	-	Fire Extinguisher		pc	6			6	5,100.00				0	0.00				0	0.00				0	0.00	6	800.00	5,100.00
36	-	Illustration Board		piece	3			3	231.00				0	0.00				0	0.00				0	0.00	3	79.00	231.00
37	-	Certificate Holder		piece	30			30	2,790.00				0	0.00				0	0.00				0	0.00	30	58.00	2,790.00
38	-	Printer		unit	2			2	20,000.00				0	0.00				0	0.00				0	0.00	2	10,000.00	20,000.00
39	-	Steel Filing Cabinet		unit	1			1	10,000.00				0	0.00				0	0.00				0	0.00	1	10,000.00	10,000.00
40	-	Ballo		piece	4			4	800.00				0	0.00				0	0.00				0	0.00	4	200.00	800.00
41	-	Fluorescent Tube		piece	1			1	800.00				0	0.00				0	0.00				0	0.00	1	800.00	800.00
42	-	LED Emergency Light, rectangular		piece	2			2	3,400.00				0	0.00				0	0.00				0	0.00	2	3,400.00	6,800.00
43	-	Fire Alarm Warning Buzzer Bell		piece	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00
44	-	SCANNER, V10		piece	10			10	700.00				0	0.00				0	0.00				0	0.00	20	70.00	1,400.00

No.	UNSPSC	Item Description	Specification (If not specific, include company & Mfg Item # or Mfg Part #)	Units 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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
46	-	Epson 003 Ink Bottle, Black		bottle		20		20	7,000.00			20	7,000.00		20		20	7,000.00		20		20	7,000.00	80	300.00	24,000.00	
46	-	Epson 003 Ink Bottle, Cyan		bottle		3		3	1,000.00			3	1,000.00		3		3	1,000.00		3		3	1,000.00	12	300.00	4,200.00	
47	-	Epson 003 Ink Bottle, Magenta		bottle		3		3	1,000.00			3	1,000.00		3		3	1,000.00		3		3	1,000.00	12	300.00	4,200.00	
48	-	Epson 003 Ink Bottle, Yellow		bottle		3		3	1,000.00			3	1,000.00		3		3	1,000.00		3		3	1,000.00	12	300.00	4,200.00	
49	-	Sticky note, arrow type		piece		5		5	131.00			5	655.00		5		5	655.00		10		10	263.00	15	23.00	375.00	
50	-	Canon Ink, 47, black		piece		2		2	1,300.00			2	2,600.00		2		2	2,600.00		2		2	1,300.00	4	680.00	2,680.00	
51	-	Canon Ink, 57, colored		piece		2		2	2,300.00			2	4,600.00		2		2	4,600.00		2		2	1,300.00	4	680.00	2,680.00	
52	-	Wireless Headset		piece		2		2	900.00.00			2	1,800.00		2		2	1,800.00		2		2	900.00	4	1,100.00	4,400.00	
53	-	Canon Ink, 510		piece		1		1	1,500.00			1	1,500.00		1		1	1,500.00		1		1	1,500.00	4	4,000.00	16,000.00	
54	-	Canon Ink, 511		piece		1		1	1,600.00			1	1,600.00		1		1	1,600.00		1		1	1,600.00	4	1,200.00	4,800.00	
56	-	Canon Ink, G1790 black		piece		1		1	800.00			1	800.00		1		1	800.00		1		1	800.00	4	3,000.00	12,000.00	
57	-	Federal, prebent, high, green/red, 50/box		piece		1		1	800.00			1	800.00		1		1	800.00		1		1	800.00	4	3,000.00	12,000.00	
58	-	Epson 003 Ink		box		1		1	1,200.00			1	1,200.00		1		1	1,200.00		1		1	1,200.00	4	3,000.00	12,000.00	
59	-	Epson 003 Ink		pc		27		27	12,000.00			27	324,000.00		27		27	324,000.00		27		27	324,000.00	114	3,000.00	33,600.00	
60	-	Epson 003 Ink		pc		14		14	6,400.00			14	89,600.00		14		14	89,600.00		14		14	89,600.00	56	2,000.00	20,000.00	
60	-	Epson 003 Ink		pc		14		14	6,400.00			14	89,600.00		14		14	89,600.00		14		14	89,600.00	56	2,000.00	20,000.00	
61	-	Epson 003 Ink		pc		14		14	6,400.00			14	89,600.00		14		14	89,600.00		14		14	89,600.00	56	2,000.00	20,000.00	
62	-	Specialty Bond Paper		pack		10		10	750.00			10	7,500.00		10		10	7,500.00		10		10	7,500.00	40	30.00	1,200.00	
63	-	Page Master		pack		39		39	1,800.00			39	1,800.00		39		39	1,800.00		39		39	1,800.00	156	80.00	12,480.00	
64	-	Paper cup, 50 pcs per pack		pack		11		11	700.00			11	7,700.00		11		11	7,700.00		11		11	7,700.00	44	60.00	2,640.00	
66	-	Wooden stick, 100 pcs per pack		pack		1		1	210.00			1	210.00		1		1	210.00		1		1	210.00	4	12.00	48.00	
67	-	Sign Pen, 0.7 Blue Black V-Tec		pcs		12		12	1,400.00			12	16,800.00		12		12	16,800.00		12		12	16,800.00	48	10.00	480.00	
68	-	Sign Pen, green, 0.5mm		pcs		12		12	600.00			12	7,200.00		12		12	7,200.00		12		12	7,200.00	48	10.00	480.00	
69	-	Sign Pen 0.7 Black Doga		pcs		12		12	600.00			12	7,200.00		12		12	7,200.00		12		12	7,200.00	48	10.00	480.00	
70	-	EPSON M1100 Color Lampjet Enterprise Flow NP9577 C92A2 (C92A) Blue		units		1		1	1,000.00			1	1,000.00		1		1	1,000.00		1		1	1,000.00	4	1,000.00	4,000.00	
71	-	EPSON M1100 Color Lampjet Enterprise Flow NP9577 C92A2 (C92A) Black		units		1		1	1,000.00			1	1,000.00		1		1	1,000.00		1		1	1,000.00	4	1,000.00	4,000.00	
72	-	EPSON M1100 Color Lampjet Enterprise Flow NP9577 C92A2 (C92A) Yellow		units		1		1	1,000.00			1	1,000.00		1		1	1,000.00		1		1	1,000.00	4	1,000.00	4,000.00	
73	-	HP G1732 Black		units		2		2	600.00			2	1,200.00		2		2	1,200.00		2		2	1,200.00	8	200.00	1,600.00	
74	-	HP G1732 Yellow		units		1		1	300.00			1	300.00		1		1	300.00		1		1	300.00	4	100.00	400.00	
76	-	HP G1732 Magenta		units		1		1	300.00			1	300.00		1		1	300.00		1		1	300.00	4	100.00	400.00	
77	-	HP G1732 Cyan		units		1		1	300.00			1	300.00		1		1	300.00		1		1	300.00	4	100.00	400.00	
78	-	EPSON M1100 Black		units		1		1	800.00			1	800.00		1		1	800.00		1		1	800.00	4	1,000.00	4,000.00	
79	-	Canon, Toner Cartridge, 700, Black		cart		1		1	10,000.00			1	10,000.00		1		1	10,000.00		1		1	10,000.00	2	20,000.00	20,000.00	
80	-	Paper, Mulberry, A4, 80gsm		ream				0	0.00			15	3,750.00				15	3,750.00				15	15	3,750.00	30	200.00	7,200.00
81	-	Phaser notebook		pcs		9		9	2,700.00			9	2,700.00		9		9	2,700.00		9		9	2,700.00	36	200.00	7,200.00	
82	-	Tablet Computer		pcs		2		2	25,000.00			2	50,000.00		2		2	50,000.00		2		2	50,000.00	8	17,000.00	136,000.00	
83	-	sponge scrub for disinfecting		pc		12		12	600.00			12	6,000.00		12		12	6,000.00		12		12	6,000.00	48	80.00	3,840.00	
84	-	Ink cart Epson 001 black		pc		3		3	1,000.00			3	3,000.00		3		3	3,000.00		3		3	3,000.00	12	200.00	2,400.00	
85	-	Ink cart Epson 001 cyan		pc		3		3	1,000.00			3	3,000.00		3		3	3,000.00		3		3	3,000.00	12	200.00	2,400.00	
86	-	Ink cart Epson 001 yellow		pc		3		3	1,000.00			3	3,000.00		3		3	3,000.00		3		3	3,000.00	12	200.00	2,400.00	
87	-	Ink cart Epson 001 magenta		pc		3		3	1,000.00			3	3,000.00		3		3	3,000.00		3		3	3,000.00	12	200.00	2,400.00	
88	-	scoop bathroom		pc		10		10	800.00			10	8,000.00		10		10	8,000.00		10		10	8,000.00	40	50.00	2,000.00	
89	-	Printer Paper 3 in 1		unit				0	0.00			1	5,000.00				0	0.00				1	1	5,000.00	1	5,000.00	5,000.00
90	-	Keyboard		unit				0	0.00			1	1,000.00				0	0.00				0	0	0.00	1	200.00	200.00
91	-	Computer mouse		pc				0	0.00			1	4,000.00				0	0.00				0	0	0.00	1	4,000.00	4,000.00
92	-	Solid State Drive SSD with SATA Cable		unit				0	0.00			1	1,000.00				0	0.00				0	0	0.00	1	1,000.00	1,000.00
93	-	Headset		unit				0	0.00			1	1,000.00				0	0.00				0	0	0.00	1	1,000.00	1,000.00
94	-	Webcam		unit				0	0.00			1	1,000.00				0	0.00				0	0	0.00	1	1,000.00	1,000.00
95	-	USB Hub		pc				0	0.00			1	800.00				0	0.00				0	0	0.00	1	800.00	800.00
96	-	Speaker		pc				0	0.00			1	300.00				0	0.00				0	0	0.00	1	300.00	300.00
97	-	Internet hub		unit				0	0.00			1	1,500.00				0	0.00				0	0	0.00	1	1,500.00	1,500.00
98	-	Computer monitor		unit				0	0.00			1	3,000.00				0	0.00				0	0	0.00	1	3,000.00	3,000.00
99	-	Canon Ink		cart		2		2	800.00			2	1,600.00		2		2	1,600.00		2		2	1,600.00	8	440.00		

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					Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount				
OTHER ITEMS NOT AVAILABLE AT PS-DOM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																															
101		Green Ink	GI 790 magenta	cart	2			2		\$60.00				2		\$60.00				2		\$60.00				2		\$60.00	8	420.00	3,360.00
102		Green Ink	GI 790 yellow	cart	2			2		\$60.00				2		\$60.00				2		\$60.00				2		\$60.00	8	420.00	3,360.00
103		Epson Ink	003 black	cart	8			8		2,280.00				8		1,680.00				8		1,680.00				8		1,680.00	26	288.00	7,200.00
104		Epson Ink	003 cyan	cart	4			4		1,180.00				4		1,180.00				4		1,180.00				4		1,180.00	16	296.00	4,720.00
105		Epson Ink	003 magenta	cart	4			4		1,180.00				4		1,180.00				4		1,180.00				4		1,180.00	16	296.00	4,720.00
106		Epson Ink	003 yellow	cart	4			4		1,180.00				4		1,180.00				4		1,180.00				4		1,180.00	16	296.00	4,720.00
107		Epson Ink	001 black	cart	6			6		3,180.00				6		3,180.00				6		3,180.00				6		3,180.00	24	588.00	12,720.00
108		Epson Ink	001 cyan	cart	4			4		1,000.00				4		1,000.00				4		1,000.00				4		1,000.00	16	376.00	6,000.00
109		Epson Ink	001 magenta	cart	4			4		1,000.00				4		1,000.00				4		1,000.00				4		1,000.00	16	376.00	6,000.00
110		Epson Ink	001 yellow	cart	4			4		1,000.00				4		1,000.00				4		1,000.00				4		1,000.00	16	376.00	6,000.00
A. TOTAL																											791,778.00				
B. ADDITIONAL PROVISION FOR INFLATION (0.0% of TOTAL)																											791,778.00				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																											-				
D. GRAND TOTAL (A + B + C)																											87,782.00				
E. APPROVED BUDGET BY THE AGENCY HEAD																															
F. 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:

SONIA RIOS M. AQUILAR
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

LIBERTY OLIVERIA
Accountant / Budget Officer

Approved by:

ATTY. RICHARD G. SANCHEZ
Head of Office/Agency

Date Prepared: July 12, 2024

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

AGENCY CODE/ID/ACS: 1028

AGENCY NAME: DTT - REGION 1

ORGANIZATION TYPE: GOVERNMENT

REGION: 1

ADDRESS: JAMTIN BLDG, SAN FERNANDO CITY, LA UNION

CONTACT PERSON: ATTY. JENNIFER V. REBULA

DESIGNATION: CHIEF ADMINISTRATIVE OFFICER

EMAIL: jennifer.v.rebula@psa.ph

CONTACT NUMBER: 072-6071356

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 of the PS-DBM.

REMARKS: 1. 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 other than the prescribed format which can be downloaded in the PS-DBM website (<https://psdbm.gov.ph>).

2. All information must be provided accurately.

3. To fill-out this form the item in the "List of Items" - 1 tab of this form type the desired product to the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE ALL VALUES in the designated 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 for the item listed. (All) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the row 400 if necessary.

4. Upload the APP-CSE 2025 form - Other Items through the Google Forms Link: <https://forms.gle/6d6m0>

5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2054426 (Gmail) or 0982-8255199 (Gmail), or email apscse@psdbm.gov.ph or visit the PS-DBM website (<https://psdbm.gov.ph>) for the guide on how to fill-out the APP-CSE

6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Provide specific features or composition of the item such as dimensions, color, or factory)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for this year	Price	Total Amount for this year					
					Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov
OTHER ITEMS NOT AVAILABLE AT P9-02M BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Notes: Please indicate price of items)																								
1	-	Brother ink	BT1600 black	cart	4			4				4			4			4			4			59,680.00
2	-	Brother ink	BT1600 black	cart	4			4				4			4			4			4			6,460.00
3	-	Brother ink	BT3500 cyan	cart	4			4				4			4			4			4			6,460.00
4	-	Brother ink	BT3500 magenta	cart	4			4				4			4			4			4			6,460.00
5	-	Brother ink	BT3500 yellow	cart	4			4				4			4			4			4			6,460.00
6	-	Canon toner	TONER black	cart	1			1				1			1			1			1			78,150.00
7	-	Sharp toner KC-237TF	toner KC-237TF for mono machine	cart	0			0				0			0			0			0			0.00
8	-	Sharp (removed machine)	Dynamic	unit	0			0				0			0			0			0			9,000.00
9	-	Sharp (removed machine)	Developer	pc	0			0				0			0			0			0			1,000.00
10	-	Sharp	uniball, black, 0.1mm	pc	12			12				12			12			12			12			4,660.00
11	-	Sharp	Gel Ink, black, 0.7mm	pc	12			12				12			12			12			12			9,000.00
12	-	Self inking stamp	Medium size	pc	0			0				0			0			0			0			2,340.00
13	-	Self inking stamp	Vertical	unit	0			0				0			0			0			0			280.00
14	-	Swivel chair	Highback, carbon	unit	0			0				0			0			0			0			7,000.00
15	-	Swivel chair	Highback, plyer type	pc	0			0				0			0			0			0			2,000.00
16	-	Ernest's glue	13kg	bag	0			0				0			0			0			0			160.00
17	-	Zorrex	Disinfectant	bag	2			2				2			2			2			2			180.00
18	-	River cleaner	multi-purpose	bag	1			1				0			0			0			0			460.00
19	-	Glass cleaner	500ml	bag	2			2				0			0			0			0			300.00
20	-	Toilet deodorizer	lemon scent	pc	5			5				0			0			0			0			600.00
21	-	Deodorant soap	Liquid	bag	2			2				0			0			0			0			100.00
22	-	Deodorant soap	powder, 1kg/pack	pack	2			2				0			0			0			0			420.00
23	-	Fabric conditioner	for table linens	bag	1			1				0			0			0			0			170.00
24	-	Facial tissue	100/pack/box	bag	1			1				0			0			0			0			280.00
25	-	Tissue, wet	80/pack/pack	pack	20			20				10			10			10			10			1,000.00
26	-	Cable	Servo Dam	pc	0			0				1			1			0			0			120.00
27	-	Dish organizer	Plastic with cover	pc	0			0				1			1			0			0			200.00
28	-	Coffee	brewed	pack	1			1				2			2			0			0			900.00
29	-	Paper cups	500/pack	pack	1			1				1			1			1			1			1,100.00
30	-	Menstrual water	350ml	bag	1			1				0			0			0			0			180.00
31	-	Sponge	plastic	pc	10			10				10			10			10			10			3,400.00
32	-	Bulb	LED	pc	10			10				10			10			10			10			5,410.00
33	-	Garbage bag	Biodegradable, medium size, clear, 100/pack	pc	15			15				15			15			15			15			2,280.00
34	-	Trash bin	Plastic, with cover	pc	0			0				1			1			0			0			60.00
35	-	Spoon	Stainless, 120/pack	bag	0			0				1			1			0			0			80.70
36	-	Pot	Stainless, 120/pack	bag	0			0				1			1			0			0			90.70
37	-	Wall clock	21 cm	unit	1			1				0			0			0			0			300.70
38	-							0				0			0			0			0			0.00
39	-							0				0			0			0			0			0.00
40	-							0				0			0			0			0			0.00
41	-							0				0			0			0			0			0.00
42	-							0				0			0			0			0			0.00
43	-							0				0			0			0			0			0.00
44	-							0				0			0			0			0			0.00

No.	UNSPSC	Item Description	Specification of the Item sold as <i>(Print specific features, size, or function)</i>	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year				
					Jan	Feb	Mar	Q1	Q1 Average	April	May	June	Q2	Q2 Average	July	Aug	Sept	Q3	Q3 Average	Oct				Nov	Dec	Q4	Q4 Average
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
46	-							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	0.00	
48	-							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	0.00	
50	-							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	0.00	
52	-							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	0.00	
54	-							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	0.00	
56	-							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	0.00	
58	-							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	0.00	
60	-							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	0.00	
62	-							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	0.00	
64	-							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	0.00	
66	-							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	0.00	
68	-							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	0.00	
70	-							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	0.00	
72	-							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	0.00	
74	-							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	0.00	
76	-							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	0.00	
78	-							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	0.00	
80	-							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	0.00	
82	-							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	0.00	
84	-							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	0.00	
86	-							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	0.00	
88	-							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	0.00	
90	-							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	0.00	
92	-							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	0.00	
94	-							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	0.00	
96	-							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	0.00	
98	-							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	0.00	
100	-							0	0.00				0	0.00				0	0.00					0	0.00	0.00	

No.	UNSPSC	Item Description	Specification (Pick specific features or composition of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year									
					Jan	Feb	Mar	Q1	Q1 average	April	May	June	Q2	Q2 average	July	Aug				Sept	Q3	Q3 average	Oct	Nov	Dec	Q4	Q4 average	
OTHER ITEMS NOT AVAILABLE AT PS-DBN BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
101								0	0.00						0	0.00								0	0.00	0.00		0.00
102								0	0.00						0	0.00								0	0.00	0.00		0.00
103								0	0.00						0	0.00								0	0.00	0.00		0.00
104								0	0.00						0	0.00								0	0.00	0.00		0.00
105								0	0.00						0	0.00								0	0.00	0.00		0.00
106								0	0.00						0	0.00								0	0.00	0.00		0.00
107								0	0.00						0	0.00								0	0.00	0.00		0.00
108								0	0.00						0	0.00								0	0.00	0.00		0.00
109								0	0.00						0	0.00								0	0.00	0.00		0.00
110								0	0.00						0	0.00								0	0.00	0.00		0.00
A. TOTAL																							P		18,417.84			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P		1,891.78			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P		-			
D. GRAND TOTAL (A + B + C)																							P		15,479.62			
E. APPROVED BUDGET BY THE AGENCY HEAD																												
F. 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:

ROSEBA N. DELA N. AGUILAR
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: *

LIBRERIA CLAYTON
Accountant / Budget Officer

Approved by:

ATTY. RAYMOND S. DELA ROSA
Head of Office / Agency

Date Prepared: July 12, 2024