

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office: OFFICE OF THE DEPUTY OMBUDSMAN FOR LUZON

Region: NCR

Address: 3F OMBUDSMAN BUILDING AGHAM ROAD, QUEZON CITY, BAGONG PAG-ASA

Agency Account Code: M026

Organization Type: NATIONAL GOVERNMENT (NGA)

Contact Person: DANILO C LIWANAGAN

Position: Administrative Officer V

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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
Pesticides or Pest Repellents																										
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can		48		48	7,680.00		36		36	5,760.00		48		48	7,680.00		36		36	5,760.00	168	160.00	26,880.00
Solvents																										
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle		260		260	13,000.00		260		260	13,000.00		260		260	13,000.00		260		260	13,000.00	1,040	50.00	52,000.00
Color Compounds and Dispersions																										
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle		24		24	720.00		24		24	720.00		24		24	720.00		24		24	720.00	96	30.00	2,880.00
Paper Materials and Products																										
4	14111525-CA-A01	CARTOLINA, assorted colors	pack		0		0	0.00		10		10	800.00		10		10	800.00		10		10	800.00	30	80.00	2,400.00
5	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0	765.44	0.00
6	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0	596.80	0.00
7	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box		0		0	0.00		1		1	1,700.00		1		1	1,700.00		1		1	1,700.00	3	1,700.00	5,100.00

8	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		40		40	1,920.00		40		40	1,920.00		40		40	1,920.00	160	48.00	7,680.00			
9	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece		50		50	750.00		50		50	750.00		50		50	750.00	200	15.00	3,000.00			
10	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		200		200	52,000.00		200		200	52,000.00		200		200	52,000.00	800	260.00	208,000.00			
11	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		600		600	174,000.00		600		600	174,000.00		600		600	174,000.00	2,400	290.00	696,000.00			
12	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00				0	0.00				0	0.00	0	17.35	0.00			
13	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00	0	48.78	0.00			
14	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		0		0	0.00		40		40	3,000.00		20		20	1,500.00	40	40	3,000.00	100	75.00	7,500.00
15	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		0		0	0.00		40		40	4,600.00		20		20	2,300.00	40	40	4,600.00	100	115.00	11,500.00
16	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack		50		50	3,750.00		50		50	3,750.00		50		50	3,750.00	200	75.00	15,000.00			
Batteries and Cells and Accessories																								
17	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		20		20	500.00		20		20	500.00		20		20	500.00	80	25.00	2,000.00			
18	26111702-BT-A01	BATTERY, dry cell, AAA, 2 plects per blister pack	pack		50		50	1,250.00		50		50	1,250.00		50		50	1,250.00	200	25.00	5,000.00			
19	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00	0	88.40	0.00			
Manufacturing Components and Supplies																								
20	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar		40		40	2,000.00		40		40	2,000.00		40		40	2,000.00	160	50.00	8,000.00			
21	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box		20		20	700.00		20		20	700.00		20		20	700.00	80	35.00	2,800.00			
22	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box		50		50	1,500.00		50		50	1,500.00		50		50	1,500.00	200	30.00	6,000.00			
23	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll		5		5	150.00		5		5	150.00		5		5	150.00	20	30.00	600.00			
24	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll		100		100	6,500.00		100		100	6,500.00		100		100	6,500.00	400	65.00	26,000.00			
25	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll		30		30	3,900.00		30		30	3,900.00		30		30	3,900.00	120	130.00	15,600.00			
26	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll		50		50	1,500.00		50		50	1,500.00		50		50	1,500.00	200	30.00	6,000.00			
27	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll		200		200	3,000.00		200		200	3,000.00		200		200	3,000.00	800	15.00	12,000.00			
28	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll		50		50	1,250.00		50		50	1,250.00		50		50	1,250.00	200	25.00	5,000.00			
29	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll		10		10	550.00		10		10	550.00		10		10	550.00	40	55.00	2,200.00			
Heating and Ventilation and Air Circulation																								
30	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00	0	974.48	0.00			
31	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00				0	0.00	0	1,192.88	0.00			
32	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00				0	0.00				0	0.00	0	1,006.39	0.00			
33	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit		0		0	0.00		5		5	4,250.00		0		0	0.00	0	0	850.00	4,250.00		
Lighting and Fixtures and Accessories																								
34	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece		100		100	24,000.00		100		100	24,000.00		100		100	24,000.00	400	240.00	96,000.00			
35	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece		40		40	3,600.00		40		40	3,600.00		40		40	3,600.00	160	90.00	14,400.00			
Measuring and Observing and Testing Equipment																								
36	41111604-RU-F02	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	0.00				0	0.00				0	0.00	0	15.48	0.00			

Cleaning Equipment and Supplies

37	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can		24		24	2,280.00		24		24	2,280.00		24		24	2,280.00	96	95.00	9,120.00
38	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can		48		48	4,560.00		48		48	4,560.00		48		48	4,560.00	192	95.00	18,240.00
39	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle		50		50	3,250.00		60		60	3,900.00		60		60	3,900.00	230	55.00	14,950.00
40	47121702-WB-F01	WASTEBASKET, non-rigid plastic	piece		20		20	600.00		0		0	0.00		0		0	0.00	20	30.00	600.00

Information and Communication Technology (ICT) Equipment and Devices and Accessories

41	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00	0	39,208.00	0.00
42	43201827-HD-V02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece		2		2	6,000.00		2		2	6,000.00		2		2	6,000.00	8	3,000.00	24,000.00
43	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece		40		40	12,000.00		40		40	12,000.00		40		40	12,000.00	160	300.00	48,000.00
44	43211503-LCT-03	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00	0	35,916.40	0.00
46	43211708-MO-C01	MOUSE, optical, USB connection type	unit		10		10	2,500.00		20		20	5,000.00		5		5	1,250.00	40	250.00	10,000.00

Office Equipment and Accessories and Supplies

46	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		20		20	240.00		20		20	240.00		20		20	240.00	80	12.00	960.00
47	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		20		20	400.00		20		20	400.00		20		20	400.00	80	20.00	1,600.00
48	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		20		20	600.00		20		20	600.00		20		20	600.00	80	30.00	2,400.00
49	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box		30		30	1,185.60		30		30	1,185.60		30		30	1,185.60	120	39.52	4,742.40
50	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece		100		100	2,500.00		100		100	2,500.00		100		100	2,500.00	400	25.00	10,000.00
51	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece		30		30	2,400.00		30		30	2,400.00		30		30	2,400.00	120	80.00	9,600.00
52	44122011-DF-F01	DATA FOLDER, made of chipboard, tagila lock	piece		400		400	35,200.00		400		400	35,200.00		400		400	35,200.00	1,600	88.00	140,800.00
53	44121506-EN-C01	ENVELOPE, DOCUMENTARY, for A4 size document	box		3		3	2,160.00		3		3	2,160.00		3		3	2,160.00	12	720.00	8,640.00
54	44121506-EN-C02	ENVELOPE, DOCUMENTARY, for legal size document	box		5		5	6,500.00		5		5	6,500.00		5		5	6,500.00	20	1,300.00	26,000.00
55	44121506-EN-V01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		8		8	8,000.00		8		8	8,000.00		8		8	8,000.00	32	1,000.00	32,000.00
56	44121506-EN-V02	ENVELOPE, MAILING, white, 80gsm (-5%)	box		50		50	21,500.00		50		50	21,500.00		50		50	21,500.00	200	430.00	86,000.00
57	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece		5		5	75.00		5		5	75.00		5		5	75.00	20	15.00	300.00
58	44122118-FA-F01	FASTENER, METAL, 70mm between prongs	box		60		60	5,700.00		60		60	5,700.00		60		60	5,700.00	240	95.00	22,800.00
59	44122027-FO-F01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		20		20	22,000.00		20		20	22,000.00		20		20	22,000.00	80	1,100.00	88,000.00
60	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack		3		3	900.00		3		3	900.00		3		3	900.00	12	300.00	3,600.00
61	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack		30		30	13,500.00		30		30	13,500.00		30		30	13,500.00	120	450.00	54,000.00
62	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00				0	0.00				0	0.00	0	51.88	0.00
63	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00				0	0.00				0	0.00	0	41.60	0.00
64	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set		0		0	0.00		0		0	0.00		20		20	1,100.00	40	55.00	2,200.00
65	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece		0		0	0.00		48		48	864.00		48		48	864.00	144	18.00	2,592.00
66	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece		0		0	0.00		48		48	864.00		48		48	864.00	144	18.00	2,592.00
67	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece		0		0	0.00		48		48	864.00		48		48	864.00	144	18.00	2,592.00
68	44121708-MP-F01	MARKER, PERMANENT, bullet type, black	piece		60		60	1,080.00		100		100	1,800.00		60		60	1,080.00	320	18.00	5,760.00

69	44121708-MP-E02	MARKER, PERMANENT, bullet type, blue	piece		60		60	1,080.00		100		100	1,800.00		60		60	1,080.00		100		100	1,800.00	320	18.00	5,760.00
70	44121708-MP-E03	MARKER, PERMANENT, bullet type, red	piece		24		24	432.00		24		24	432.00		24		24	432.00		24		24	432.00	96	18.00	1,728.00
71	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		20		20	200.00		50		50	500.00		50		50	500.00		50		50	500.00	170	10.00	1,700.00
72	44122104-PC-J32	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		20		20	400.00		50		50	1,000.00		50		50	1,000.00		50		50	1,000.00	170	20.00	3,400.00
73	44121706-PE-L31	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		0		0	0.00		36		36	1,080.00		36		36	1,080.00		36		36	1,080.00	108	30.00	3,240.00
74	44122037-RB-F10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle		10		10	2,300.00		10		10	2,300.00		10		10	2,300.00		10		10	2,300.00	40	230.00	9,200.00
75	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box		0		0	0.00		0		0	0.00		20		20	2,200.00		20		20	2,200.00	40	110.00	4,400.00
76	44121905-SP-F31	STAMP PAD, FELT, bad dimension: 60mm x 100mm min	piece		0		0	0.00		12		12	331.97		12		12	331.97		12		12	331.97	36	27.66	995.90
77	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece		5		5	100.00		5		5	100.00		5		5	100.00		5		5	100.00	20	20.00	400.00
78	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece		3		3	120.00		3		3	120.00		3		3	120.00		3		3	120.00	12	40.00	480.00
79	44103202-DS-H01	DATING AND STAMPING MACHINE, heavy duty	piece		20		20	10,000.00		0		0	0.00		0		0	0.00		0		0	0.00	20	500.00	10,000.00
80	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece		3		3	900.00		3		3	900.00		3		3	900.00		3		3	900.00	12	300.00	3,600.00
81	44101602-PJ-F01	PUNCHER, paper, heavy duty, with two hole guide	piece		10		10	3,000.00		5		5	1,500.00		5		5	1,500.00		5		5	1,500.00	25	300.00	7,500.00
82	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair		10		10	400.00		5		5	200.00		5		5	200.00		5		5	200.00	25	40.00	1,000.00
83	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		10		10	2,000.00		5		5	1,000.00		5		5	1,000.00		5		5	1,000.00	25	200.00	5,000.00
84	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit		5		5	5,000.00		1		1	1,000.00		1		1	1,000.00		1		1	1,000.00	8	1,000.00	8,000.00
85	44121613-SR-F01	STAPLE REMOVER, PLIER-TYPE	piece		12		12	360.00		12		12	360.00		12		12	360.00		12		12	360.00	48	30.00	1,440.00
86	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece		5		5	400.00		5		5	400.00		5		5	400.00		5		5	400.00	20	80.00	1,600.00
87	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit		2		2	400.00		2		2	400.00		2		2	400.00		2		2	400.00	8	200.00	1,600.00
88	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit		0		0	0.00		1		1	5,700.00		0		0	0.00		0		0	0.00	1	5,700.00	5,700.00
89	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit		0		0	0.00		0		0	0.00		0		0	0.00		0		0	0.00	0	5,699.20	0.00
90	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit		0		0	0.00		1		1	5,800.00		0		0	0.00		0		0	0.00	1	5,800.00	5,800.00
91		PAPER TRIMMER CUTTING MACHINE	unit		0		0	0.00		1		1	9,500.00		0		0	0.00		0		0	0.00	1	9,500.00	9,500.00

Printer or Facsimile or Photocopier Supplies

92	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart		0		0	0.00		5		5	1,274.00		0		0	0.00		5		5	1,274.00	10	254.80	2,548.00
93	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart		0		0	0.00		3		3	764.40		0		0	0.00		3		3	764.40	6	254.80	1,528.80
94	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart		0		0	0.00		3		3	764.40		0		0	0.00		3		3	764.40	6	254.80	1,528.80
95	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart		0		0	0.00		3		3	764.40		0		0	0.00		3		3	764.40	6	254.80	1,528.80
96	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart		10		10	4,500.00		10		10	4,500.00		10		10	4,500.00		10		10	4,500.00	40	450.00	18,000.00
97	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart		3		3	1,350.00		3		3	1,350.00		3		3	1,350.00		3		3	1,350.00	12	450.00	5,400.00
98	44103105-HX-C48	INK CART, HP LOS63AA (HP955XL) Cyan Original	cart		10		10	18,000.00		10		10	18,000.00		10		10	18,000.00		10		10	18,000.00	40	1,800.00	72,000.00
99	44103105-HX-M48	INK CART, HP LOS66AA (HP955XL) Magenta Original	cart		10		10	18,000.00		10		10	18,000.00		10		10	18,000.00		10		10	18,000.00	40	1,800.00	72,000.00
100	44103105-HX-Y48	INK CART, HP LOS69AA (HP955XL) Yellow Original	cart		10		10	18,000.00		10		10	18,000.00		10		10	18,000.00		10		10	18,000.00	40	1,800.00	72,000.00
101	44103105-HX-B48	INK CART, HP LOS72AA (HP955XL) Black Original	cart		30		30	66,000.00		30		30	66,000.00		30		30	66,000.00		30		30	66,000.00	120	2,200.00	264,000.00
102	44103103-HP-B21	TONER CART, HP CE278A, Black	cart		2		2	6,500.00		2		2	6,600.00		2		2	6,600.00		2		2	6,600.00	8	3,300.00	26,400.00

103	44103103-HP-E22	TONER CART, HP CE285A (HP35A), Black	cart		10		10	31,000.00		5		5	15,500.00		10		10	31,000.00		5		5	15,500.00	30	3,100.00	93,000.00	
104	44103103-HP-E34	TONER CART, HP Q2612A, Black	cart		3		3	9,900.00		3		3	9,900.00		3		3	9,900.00		3		3	9,900.00	12	3,300.00	39,600.00	
Audio and Visual Equipment and Supplies																											
105	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00		0		0	0.00				0	0.00			0	0.00	0	20,000.00	0.00		
Printed Publications																											
106	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book			50	50	2,500.00				0	0.00				0	0.00				0	0.00	50	50.00	2,500.00	
Fire Fighting Equipment																											
107	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00		15		15	17,160.00				0	0.00				0	0.00	15	1,144.00	17,160.00	
108	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	0.00		10		10	49,920.00				0	0.00				0	0.00	10	4,992.00	49,920.00	
Consumer Electronics																											
109	52161535-DV-F01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	6,828.14	0.00	
Furniture and Furnishings																											
110	56101504-CM-E01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	262.60	0.00	
111	56101504-CM-V01	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	262.60	0.00	
112	56101519-TM-E01	TABLE, MONOBLOC, WHITE, 689 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	1,326.00	0.00	
113	56101519-TM-E02	TABLE, MONOBLOC, BEIGE, 839 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	1,326.00	0.00	
Arts and Crafts Equipment and Accessories and Supplies																											
114	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			100		100	4,000.00		100		100	4,000.00		100		100	4,000.00		100		100	4,000.00	400	40.00	16,000.00
115	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece			100		100	4,000.00		100		100	4,000.00		100		100	4,000.00		100		100	4,000.00	400	40.00	16,000.00
116	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	34.61	0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
Common Electrical Supplies																											
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00	
2	40101701-AC-S01	Air Conditioning Unit, Split Type					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00	
Common Office Equipment																											
1	44111905-WB-N01	White Board					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00	
2	44111911-WB-D01	White Board, Digital					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00	
Common Office Supplies																											
1		BALLPEN BLACK INK GEL	pcs			150		150	2,250.00		150		150	2,250.00		150		150	2,250.00		150		150	2,250.00	600	15.00	9,000.00
2		BALLPEN BLUE INK GEL	pcs			200		200	3,000.00		200		200	3,000.00		200		200	3,000.00		200		200	3,000.00	800	15.00	12,000.00
3		CARTOLINA THICK, 220GSM	pcs			2000		2000	40,000.00		2000		2000	40,000.00		2000		2000	40,000.00		2000		2000	40,000.00	8,000	20.00	160,000.00

4		MOROCCO PAPER 40cm x 55cm 220GM	pcs		1000		1000	25,000.00		1000		1000	25,000.00		1000		1000	25,000.00		1000		1000	25,000.00	4,000	25.00	100,000.00
5		BOOKPAPER / MULTI COPY SHORT 80GSM, 8-1/2" x 11"	ream		300		300	84,000.00		200		200	56,000.00		300		300	84,000.00		200		200	56,000.00	1,000	280.00	280,000.00
6		SIGNPEN 1.0 , BLUE INK	pcs		180		180	10,800.00		180		180	10,800.00		180		180	10,800.00		180		180	10,800.00	720	60.00	43,200.00
7		SIGNPEN 1.0 , BLACK INK	pcs		120		120	7,200.00		120		120	7,200.00		120		120	7,200.00		120		120	7,200.00	480	60.00	28,800.00
8		SIGNPEN 0.7, BLUE INK	pcs		100		100	6,000.00		100		100	6,000.00		100		100	6,000.00		100		100	6,000.00	400	60.00	24,000.00
9		SIGNPEN 0.7 , BLACK INK	pcs		100		100	6,000.00		100		100	6,000.00		100		100	6,000.00		120		120	7,200.00	420	60.00	25,200.00
10		FASTENER Metal capacity 5" thickness	box		20		20	7,000.00		30		30	10,500.00		30		30	10,500.00		20		20	7,000.00	100	350.00	35,000.00
11		TONER BLACK BROHTER TN-2260	cart		2		2	5,600.00		2		2	5,600.00		2		2	5,600.00		2		2	5,600.00	8	2,800.00	22,400.00
12		TONER CANON BLACK #319	cart		10		10	55,000.00		10		10	55,000.00		10		10	55,000.00		10		10	55,000.00	40	5,500.00	220,000.00
13		TONER SAMSUNG BLACK MLT-111S	cart		10		10	32,000.00		10		10	32,000.00		10		10	32,000.00		10		10	32,000.00	40	3,200.00	128,000.00
14		TONER SAMSUNG BLACK, ML-D2850B	cart		10		10	55,000.00		10		10	55,000.00		10		10	55,000.00		10		10	55,000.00	40	5,500.00	220,000.00
15		TONER FUJI XEROX P355D, BLACK CT201937	cart		0		0	0.00		10		10	75,000.00		10		10	75,000.00		10		10	75,000.00	30	7,500.00	225,000.00
16		INK BROTHER LC40 BLACK	cart		20		20	17,000.00		20		20	17,000.00		20		20	17,000.00		20		20	17,000.00	80	850.00	68,000.00
17		INK BROTHER LC40 CYAN	cart		10		10	4,500.00		5		5	2,250.00		10		10	4,500.00		5		5	2,250.00	30	450.00	13,500.00
18		INK BROTHER LC40 MAGENTA	cart		5		5	2,250.00		10		10	4,500.00		5		5	2,250.00		10		10	4,500.00	30	450.00	13,500.00
19		INK BROTHER LC40 YELLOW	cart		10		10	4,500.00		5		5	2,250.00		10		10	4,500.00		5		5	2,250.00	30	450.00	13,500.00
20		INK CANON PIXMA PGI-35 BLACK	cart		5		5	4,000.00		5		5	4,000.00		5		5	4,000.00		5		5	4,000.00	20	800.00	16,000.00
21		INK CANON PIXMA PGI-35 COLOR	cart		3		3	3,900.00		3		3	3,900.00		3		3	3,900.00		3		3	3,900.00	12	1,300.00	15,600.00
22	Y4E 40AA	INK HP GT51XL BLACK HP415	cart		30		30	36,000.00		20		20	24,000.00		20		20	24,000.00		20		20	24,000.00	90	1,200.00	108,000.00
23	MOH54AA	INK HP GT52XL MAGENTA HP415	cart		10		10	8,000.00		8		8	6,400.00		8		8	6,400.00		8		8	6,400.00	34	800.00	27,200.00
24	MOH55AA	INK HP GT52XL CYAN HP415	cart		10		10	8,000.00		8		8	6,400.00		8		8	6,400.00		8		8	6,400.00	34	800.00	27,200.00
25	MOH56AA	INK HP GT52XL YELLOW HP415	cart		10		10	8,000.00		8		8	6,400.00		8		8	6,400.00		8		8	6,400.00	34	800.00	27,200.00
26		INK CANON PIXMA GI-790 Black 135ml	bot		15		15	7,500.00		15		15	7,500.00		15		15	7,500.00		10		10	5,000.00	55	500.00	27,500.00
27		INK CANON PIXMA GI-790 Yellow	bot		5		5	2,000.00		5		5	2,000.00		5		5	2,000.00		5		5	2,000.00	20	400.00	8,000.00
28		INK CANON PIXMA GI-790 Cyan	bot		5		5	2,000.00		5		5	2,000.00		5		5	2,000.00		5		5	2,000.00	20	400.00	8,000.00
29		INK CANON PIXMA GI-790 Magenta	bot		5		5	2,000.00		5		5	2,000.00		5		5	2,000.00		5		5	2,000.00	20	400.00	8,000.00
30																										
Audio and visual presentation and composing equipment																										
1	52161505-TV-S01	SMART Television					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Photographic or filming or video equipment																										
1	46171615-HD-C01	HD Camera					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Lighting and fixtures and accessories																										
1	39112102-LB-B01	LED bulb 10w	pcs		10		10	1,500.00		20		20	3,000.00		20		20	3,000.00		20		20	3,000.00	70	150.00	10,500.00
							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00

A. TOTAL								P	4,663,336.70	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)								P	466,333.67	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)										
D. GRAND TOTAL (A + B+ C)								P	5,129,670.37	
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:								P	-	
F. MONTHLY CASH REQUIREMENTS								P	-	
G.1 Available at Procurement Service Stores		670,292.60		748,563.77		664,396.57		655,783.77	P	2,735,036.70
G.2 Other Items not available at PS but regulary purchased from other sources		450,000.00		482,950.00		513,200.00		478,150.00	P	1,924,300.00
TOTAL MONTHLY CASH REQUIREMENTS		1,120,292.60		1,231,513.77		1,177,596.57		1,133,933.77	P	4,663,336.70

**Agency must put the monthly requirement for air tickets both local and international.*

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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:

Noted by:

Certified Funds Available / Certified Appropriate Funds Available:

FLORIZA A. BRIONES
FAB Director, OMB-Luzon

ADORACION A. AGBADA
Acting Assistant Ombudsman

WEOMARK RYAN G. LAYSON
Assistant Ombudsman, FMIO

Recommending approval:

CORNELIO L. SOMIDO
Deputy Ombudsman for Luzon

Approved by:

SAMUEL R. MARTINES
Ombudsman

Date Prepared: January 22, 2020