

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
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. 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:
 - a. Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Region IVA).
 - b. 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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Telephone/Mobile Nos: 920-0136

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
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																									
7	14111525-CA-A01	CARTOLINA, assorted colors	pack		50	50	4,000.00		50		50	4,000.00		50		50	4,000.00		50		50	4,000.00	200	80.00	16,000.00
11	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
12	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
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box		1	1	1,700.00		1		1	1,700.00		1		1	1,700.00		1		1	1,700.00	4	1,700.00	6,800.00

17	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
18	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
19	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
20	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
23	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
25	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
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book		40		40	3,000.00		40		40	3,000.00		40		40	3,000.00	160	75.00	12,000.00
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book		40		40	4,600.00		40		40	4,600.00		40		40	4,600.00	160	115.00	18,400.00
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 gulls	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

29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces 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
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces 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
31	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

32	31201510-GL-X01	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
33	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
34	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
35	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
36	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
37	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
38	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
39	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
40	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
41	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

42	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
43	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
44	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
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit		3		3	2,550.00		3		3	2,550.00		3		3	2,550.00	12	850.00	10,200.00

Lighting and Fixtures and Accessories

46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece		100		100	9,000.00		100		100	9,000.00		100		100	9,000.00	400	90.00	36,000.00
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece		40		40	3,200.00		40		40	3,200.00		40		40	3,200.00	160	80.00	12,800.00

Measuring and Observing and Testing Equipment

48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece				0	0.00				0	0.00				0	0.00	0	15.48	0.00
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Cleaning Equipment and Supplies

49	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		24	24	2,280.00	96	95.00	9,120.00
59	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		48	48	4,560.00	192	95.00	18,240.00
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle		50	50	3,250.00		50	50	3,250.00		50	50	3,250.00		50	50	3,250.00	200	65.00	13,000.00
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece		10	10	300.00		10	10	300.00		10	10	300.00		10	10	300.00	40	30.00	1,200.00

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

67	43211507-OCT-03	Desktop Computer, branded	unit			0	0.00			0	0.00			0	0.00			0	0.00	0	39,208.00	0.00
69	43201827-HD-X02	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		2	2	6,000.00	8	3,000.00	24,000.00
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece		40	40	12,000.00		40	40	12,000.00		40	40	12,000.00		40	40	12,000.00	160	300.00	48,000.00
71	43211503-LCT-03	Laptop Computer, branded	unit			0	0.00			0	0.00			0	0.00			0	0.00	0	35,916.40	0.00
72	43211708-MO-C01	MOUSE, optical, USB connection type	unit		5	5	1,250.00		5	5	1,250.00		5	5	1,250.00		5	5	1,250.00	20	250.00	5,000.00

Office Equipment and Accessories and Supplies

77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box		20	20	240.00		20	20	240.00		20	20	240.00		20	20	240.00	80	12.00	960.00
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box		20	20	400.00		20	20	400.00		20	20	400.00		20	20	400.00	80	20.00	1,600.00
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box		20	20	600.00		20	20	600.00		20	20	600.00		20	20	600.00	80	30.00	2,400.00
80	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		30	30	1,185.60	120	39.52	4,742.40
81	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		100	100	2,500.00	400	25.00	10,000.00
82	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		30	30	2,400.00	120	80.00	9,600.00
83	44122011-DF-P01	DATA FOLDER, made of chipboard, tagla lock	piece		400	400	35,200.00		400	400	35,200.00		400	400	35,200.00		400	400	35,200.00	1,600	88.00	140,800.00
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box		3	3	2,160.00		3	3	2,160.00		3	3	2,160.00		3	3	2,160.00	12	720.00	8,640.00
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box		5	5	6,000.00		5	5	6,000.00		5	5	6,000.00		5	5	6,000.00	20	1,200.00	24,000.00
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box		8	8	7,200.00		8	8	7,200.00		8	8	7,200.00		8	8	7,200.00	32	900.00	28,800.00
88	44121506-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box		50	50	21,500.00		50	50	21,500.00		50	50	21,500.00		50	50	21,500.00	200	430.00	86,000.00
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece		5	5	75.00		5	5	75.00		5	5	75.00		5	5	75.00	20	15.00	300.00
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box		60	60	5,700.00		60	60	5,700.00		60	60	5,700.00		60	60	5,700.00	240	95.00	22,800.00
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box		20	20	22,000.00		20	20	22,000.00		20	20	22,000.00		20	20	22,000.00	80	1,100.00	88,000.00
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack		3	3	900.00		3	3	900.00		3	3	900.00		3	3	900.00	12	300.00	3,600.00
101	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		30	30	13,500.00	120	450.00	54,000.00
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box			0	0.00			0	0.00			0	0.00			0	0.00	0	51.88	0.00
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece			0	0.00			0	0.00			0	0.00			0	0.00	0	41.60	0.00
104	44121716-MA-P01	MARKER, FLUORESCENT, 3 assorted colors per set	set		20	20	1,100.00		20	20	1,100.00		20	20	1,100.00		20	20	1,100.00	80	55.00	4,400.00
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece		48	48	864.00		48	48	864.00		48	48	864.00		48	48	864.00	192	18.00	3,456.00
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece		48	48	864.00		48	48	864.00		48	48	864.00		48	48	864.00	192	18.00	3,456.00
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece		48	48	864.00		48	48	864.00		48	48	864.00		48	48	864.00	192	18.00	3,456.00
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece		60	60	1,080.00		60	60	1,080.00		60	60	1,080.00		60	60	1,080.00	240	18.00	4,320.00
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece		60	60	1,080.00		60	60	1,080.00		60	60	1,080.00		60	60	1,080.00	240	18.00	4,320.00

110	44121708-MP-B03	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
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box		50		50	500.00		50		50	500.00		50		50	500.00		50		50	500.00	200	10.00	2,000.00
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box		50		50	1,000.00		50		50	1,000.00		50		50	1,000.00		50		50	1,000.00	200	20.00	4,000.00
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box		36		36	1,080.00		36		36	1,080.00		36		36	1,080.00		36		36	1,080.00	144	30.00	4,320.00
114	44122037-RB-P10	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
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box		30		30	3,300.00		30		30	3,300.00		30		30	3,300.00		30		30	3,300.00	120	110.00	13,200.00
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece		12		12	331.97		12		12	331.97		12		12	331.97		12		12	331.97	48	27.66	1,327.87
117	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
118	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
119	44103202-D5-M01	DATING AND STAMPING MACHINE, heavy duty	piece		20		20	11,000.00		10		10	5,500.00		0		0	0.00		0		0	0.00	30	550.00	16,500.00
120	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
121	44101602-PJ-P01	PUNCHER, paper, heavy duty, with two hole guide	piece		5		5	1,500.00		5		5	1,500.00		5		5	1,500.00		5		5	1,500.00	20	300.00	6,000.00
122	44121618-SS-G01	SCISSORS, symmetrical, blade length: 65mm min	pair		5		5	200.00		5		5	200.00		5		5	200.00		5		5	200.00	20	40.00	800.00
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece		5		5	1,000.00		5		5	1,000.00		5		5	1,000.00		5		5	1,000.00	20	200.00	4,000.00
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit		1		1	1,000.00		1		1	1,000.00		1		1	1,000.00		1		1	1,000.00	4	1,000.00	4,000.00
125	44121613-SR-P01	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
126	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
128	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
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit		0		0	0.00		0		0	0.00		0		0	0.00		0		0	0.00	0	4,711.20	0.00
131	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
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit		0		0	0.00		0		0	0.00		0		0	0.00		0		0	0.00	0	-	0.00

Printer or Facsimile or Photocopier Supplies

138	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
139	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
140	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
141	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
171	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
172	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
185	44103105-HX-C48	INK CART, HP L0563AA (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
186	44103105-HX-M48	INK CART, HP L0566AA (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
187	44103105-HX-Y48	INK CART, HP L0569AA (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
188	44103105-HX-B48	INK CART, HP L0572AA (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
208	44103103-HP-B21	TONER CART, HP CE278A, Black	cart		2		2	6,600.00		2		2	6,600.00		2		2	6,600.00		2		2	6,600.00	8	3,300.00	26,400.00
209	44103103-HP-B22	TONER CART, HP CE285A (HP85A), 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
267	44103103-HP-B34	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																						
286	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit			0	0.00		1	1	20,000.00			0	0.00			0	0.00	1	20,000.00	20,000.00
Printed Publications																						
288	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																						
289	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
290	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																						
291	52161535-DV-R01	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																						
292	56101504-CM-B01	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
293	56101504-CM-W01	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
294	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 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
295	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 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																						
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece		72	72	2,880.00		72	72	2,880.00		72	72	2,880.00		72	72	2,880.00	288	40.00	11,520.00
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece		96	96	3,840.00		96	96	3,840.00		96	96	3,840.00		96	96	3,840.00	384	40.00	15,360.00
301	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
15						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		SUPPLY & PUBLICATION OF DOC FILER BOX w/ COVER, 11"H x 8"W x 15-1/2"L, FINGER RING, 5 X 8 INDEX CARD HOLDER	pcs		600	600	240,000.00		600	600	240,000.00		600	600	240,000.00		600	600	240,000.00	2,400	400.00	960,000.00

5		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
6		BOOKPAPER 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
7		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
8		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
9		SIGNPEN 0.7, BLUE 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
10		SIGNPEN 0.7 , 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
11		TONER BLACK BROHTER TN-2260	cart		4		4	11,200.00		2		2	5,600.00		2		2	5,600.00		2		2	5,600.00	10	2,800.00	28,000.00
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
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					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Common ICT Equipment																										
1	43212105-LC-P01	PRINTER, LASER, Color					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Other Categories																										
1	53121601-GB-001	GO BAG, for disaster relief, rescue operations					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00

A. TOTAL								P	5,509,540.67
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)								P	550,954.07
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)									
D. GRAND TOTAL (A + B+ C)								P	6,060,494.74
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:								P	-
F. MONTHLY CASH REQUIREMENTS								P	-
G.1 Available at Procurement Service Stores		670,966.57		736,193.77		657,466.57	643,613.77	P	2,708,240.67
G.2 Other Items not available at PS but regularly purchased from other sources		676,000.00		698,350.00		728,600.00	698,350.00	P	2,801,300.00
TOTAL MONTHLY CASH REQUIREMENTS		1,346,966.57		1,434,543.77		1,386,066.57	1,341,963.77	P	5,509,540.67

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.

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

ADORACION A. AGBADA
CIC Deputy Ombudsman for Luzon

WEOMARK RYAN G. LAYSON
Assistant Ombudsman FMIO

SAMUEL R. MARTINES
Ombudsman
Head of Office/Agency

Date Prepared: October 28, 2019

