

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS

*Instructions:*  
 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:*

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format 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 is downloadable from the Downloads page of PS-DBM website ([www.us-phileas.gov.ph](http://www.us-phileas.gov.ph)).
- 2.0 All information must be provided accurately.
- 3.0 Fill-out cover the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be included if necessary.
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://forms.gle/5m9k3m5g3q3p3p3p3p> (Please copy the link and paste in your browser)
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8479245 (Globe) or 0918-2954426 (Smart), or email [appcse@psdbm.gov.ph](mailto:appcse@psdbm.gov.ph), or visit the PS-DBM website ([www.ps-phillips.gov.ph](http://www.ps-phillips.gov.ph)) for the guide on how to fill-out the APP-CSE Form.

**Department/Bureau/Office:** SENATORIAL ENCLAVE BOARD  
 Room: NCA-3  
 Address: 3F COR. PERSA BLDG., JMA ROAD  
 DUMAYAN, QUEZON CITY

**Agency Code/UNCS:** 5788  
 Organization Type: NATIONAL GOVERNMENT

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| No. | UNSPSC Code | Item Description | 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 |   |      |  |  |
| 1   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 2   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 3   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 4   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 5   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 6   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 7   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 8   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 9   |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 10  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 11  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 12  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 13  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 14  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 15  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 16  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 17  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 18  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 19  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 20  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 21  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 22  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 23  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 24  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 25  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 26  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 27  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 28  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 29  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 30  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 31  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 32  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |
| 33  |             |                  |                 | 0                            |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00 |     |    |           | 0 | 0.00 |  |  |

| No. | UNSPSC Code | Item Description | 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 |  |  |      |
|     |             |                  |                 |                              |     |     |    |           |       |     |      |    |           |      |      |                             |                 |                           |      |    |           |     |     |     |      |           |  |  |      |
| 34  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     | 0   | 0.00 |           |  |  | 0.00 |
| 35  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 36  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 37  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 38  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 39  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 40  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 41  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 42  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 43  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 44  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 45  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 46  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 47  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 48  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 49  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 50  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 51  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 52  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 53  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 54  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 55  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 56  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 57  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 58  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 59  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 60  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 61  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 62  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 63  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 64  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 65  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 66  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 67  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 68  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 69  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 70  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 71  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 72  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 73  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 74  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 75  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 76  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 77  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |
| 78  | -           |                  |                 |                              |     |     | 0  | 0.00      |       |     |      |    |           | 0    | 0.00 |                             |                 |                           |      |    |           |     |     |     | 0    | 0.00      |  |  | 0.00 |



| No.   | UNSPSC Code | Item Description                  | 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    |              |
|   |             | Canon 27 Colored                  | piece           | 3                            |     |     | 3   | 5,250.00  | 3     |     |      | 3   | 5,250.00  | 3    |     |                             | 3               | 5,250.00                  | 3    |    |           | 3   | 5,250.00  | 12    | 1,250.00 | 21,000.00    |              |
|   |             | Canon 88 Black                    | piece           | 3                            |     |     | 3   | 4,500.00  | 3     |     |      | 3   | 4,500.00  | 3    |     |                             | 3               | 4,500.00                  | 3    |    |           | 3   | 4,500.00  | 12    | 1,500.00 | 18,000.00    |              |
|   |             | Canon 88 Colored                  | piece           | 3                            |     |     | 3   | 5,250.00  | 3     |     |      | 3   | 5,250.00  | 3    |     |                             | 3               | 5,250.00                  | 3    |    |           | 3   | 5,250.00  | 12    | 1,750.00 | 21,000.00    |              |
|   |             | Canon 790 Black                   | piece           | 3                            |     |     | 3   | 1,800.00  | 3     |     |      | 3   | 1,800.00  | 3    |     |                             | 3               | 1,800.00                  | 3    |    |           | 3   | 1,800.00  | 12    | 600.00   | 7,200.00     |              |
|   |             | Canon 790 Cyan                    | piece           | 3                            |     |     | 3   | 1,800.00  | 3     |     |      | 3   | 1,800.00  | 3    |     |                             | 3               | 1,800.00                  | 3    |    |           | 3   | 1,800.00  | 12    | 600.00   | 7,200.00     |              |
|   |             | Canon 790 Magenta                 | piece           | 3                            |     |     | 3   | 1,800.00  | 3     |     |      | 3   | 1,800.00  | 3    |     |                             | 3               | 1,800.00                  | 3    |    |           | 3   | 1,800.00  | 12    | 600.00   | 7,200.00     |              |
|   |             | Canon 790 Yellow                  | piece           | 3                            |     |     | 3   | 1,800.00  | 3     |     |      | 3   | 1,800.00  | 3    |     |                             | 3               | 1,800.00                  | 3    |    |           | 3   | 1,800.00  | 12    | 600.00   | 7,200.00     |              |
|   |             | Canon 745S Black                  | piece           | 5                            |     |     | 5   | 6,500.00  | 8     |     |      | 8   | 10,400.00 | 8    |     |                             | 8               | 10,400.00                 | 10   |    |           | 10  | 13,000.00 | 31    | 1,300.00 | 49,300.00    |              |
|   |             | Canon 745C Colored                | piece           | 5                            |     |     | 5   | 7,500.00  | 8     |     |      | 8   | 12,000.00 | 8    |     |                             | 8               | 12,000.00                 | 10   |    |           | 10  | 15,000.00 | 31    | 1,500.00 | 46,500.00    |              |
|   |             | Epson 003 Black                   | piece           | 5                            |     |     | 5   | 2,500.00  | 5     |     |      | 5   | 2,500.00  | 5    |     |                             | 5               | 2,500.00                  | 5    |    |           | 5   | 2,500.00  | 20    | 500.00   | 10,000.00    |              |
|   |             | Epson 003 Cyan                    | piece           | 5                            |     |     | 5   | 2,500.00  | 5     |     |      | 5   | 2,500.00  | 5    |     |                             | 5               | 2,500.00                  | 5    |    |           | 5   | 2,500.00  | 20    | 500.00   | 10,000.00    |              |
|   |             | Epson 003 Magenta                 | piece           | 5                            |     |     | 5   | 2,500.00  | 5     |     |      | 5   | 2,500.00  | 5    |     |                             | 5               | 2,500.00                  | 5    |    |           | 5   | 2,500.00  | 20    | 500.00   | 10,000.00    |              |
|   |             | Epson 003 Yellow                  | piece           | 5                            |     |     | 5   | 2,500.00  | 5     |     |      | 5   | 2,500.00  | 5    |     |                             | 5               | 2,500.00                  | 5    |    |           | 5   | 2,500.00  | 20    | 500.00   | 10,000.00    |              |
|   |             | Storage box with cover, hard bond | piece           | 50                           |     |     | 50  | 17,500.00 | 20    |     |      | 20  | 10,500.00 | 20   |     |                             | 20              | 10,500.00                 | 20   |    |           | 20  | 10,500.00 | 140   | 35.00    | 49,000.00    |              |
|   |             | PNC Card, 8.5xmm x 33.8xmm        | piece           |                              |     |     | 0   | 0.00      | 350   |     |      | 350 | 3,150.00  |      |     |                             | 0               | 0.00                      |      |    |           | 0   | 0.00      | 350   | 9.00     | 3,150.00     |              |
|   |             | Epson 7188 Ink Cartridge Black    | piece           | 5                            |     |     | 5   | 9,000.00  | 5     |     |      | 5   | 9,000.00  | 5    |     |                             | 5               | 9,000.00                  | 5    |    |           | 5   | 9,000.00  | 20    | 1,800.00 | 36,000.00    |              |
|   |             | Epson 7188 Ink Cartridge Cyan     | piece           | 4                            |     |     | 4   | 6,400.00  | 4     |     |      | 4   | 6,400.00  | 4    |     |                             | 4               | 6,400.00                  | 4    |    |           | 4   | 6,400.00  | 16    | 1,600.00 | 25,600.00    |              |
|   |             | Epson 7188 Ink Cartridge Magenta  | piece           | 4                            |     |     | 4   | 6,400.00  | 4     |     |      | 4   | 6,400.00  | 4    |     |                             | 4               | 6,400.00                  | 4    |    |           | 4   | 6,400.00  | 16    | 1,600.00 | 25,600.00    |              |
|   |             | Epson 7188 Ink Cartridge Yellow   | piece           | 4                            |     |     | 4   | 6,400.00  | 4     |     |      | 4   | 6,400.00  | 4    |     |                             | 4               | 6,400.00                  | 4    |    |           | 4   | 6,400.00  | 16    | 1,600.00 | 25,600.00    |              |
|   |             | Epson 7188 Ink Cartridge/Printer  | piece           | 4                            |     |     | 4   | 6,400.00  | 4     |     |      | 4   | 6,400.00  | 4    |     |                             | 4               | 6,400.00                  | 4    |    |           | 4   | 6,400.00  | 16    | 1,600.00 | 25,600.00    |              |
|   |             | EN95                              | piece           | 100                          |     |     | 100 | 1,500.00  | 800   |     |      | 800 | 12,000.00 | 800  |     |                             | 800             | 12,000.00                 | 800  |    |           | 800 | 12,000.00 | 2,500 | 15.00    | 37,500.00    |              |
|   |             | Ink, trodat black                 | bottle          | 10                           |     |     | 10  | 300.00    |       |     |      | 0   | 0.00      |      |     | 10                          | 300.00          |                           |      |    |           | 0   | 0.00      | 20    | 30.00    | 600.00       |              |
|   |             | Ink, trodat blue                  | bottle          | 10                           |     |     | 10  | 300.00    |       |     |      | 0   | 0.00      |      |     | 10                          | 300.00          |                           |      |    |           | 0   | 0.00      | 20    | 30.00    | 600.00       |              |
|   |             | Ink, trodat red                   | bottle          | 10                           |     |     | 10  | 300.00    |       |     |      | 0   | 0.00      |      |     | 10                          | 300.00          |                           |      |    |           | 0   | 0.00      | 20    | 30.00    | 600.00       |              |
| <b>A. TOTAL</b>   |             |                                   |                 |                              |     |     |     |           |       |     |      |     |           |      |     |                             |                 |                           |      |    |           |     |           |       |          | 3,249,756.00 |              |
| <b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>                   |             |                                   |                 |                              |     |     |     |           |       |     |      |     |           |      |     |                             |                 |                           |      |    |           |     |           |       |          |              | 324,975.60   |
| <b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b> |             |                                   |                 |                              |     |     |     |           |       |     |      |     |           |      |     |                             |                 |                           |      |    |           |     |           |       |          |              | -            |
| <b>D. GRAND TOTAL (A + B + C)</b>   |             |                                   |                 |                              |     |     |     |           |       |     |      |     |           |      |     |                             |                 |                           |      |    |           |     |           |       |          |              | 3,574,731.60 |
| <b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>                                  |             |                                   |                 |                              |     |     |     |           |       |     |      |     |           |      |     |                             |                 |                           |      |    |           |     |           |       |          |              |              |
| 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:

*Linell F. Montuerto*  
 LINELL F. MONTUERTO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

*Ludivina E. Jarin*  
 LUDIVINA E. JARIN / KRISTINE E. BANGS  
 Accountant / Budget Officer

Approved by:

*Emilia P. Savendra*  
 EMILIA P. SAVENDRA CESOI  
 Head of Office/Agency

Date Prepared: \_\_\_\_\_