University of the Philippines-Los Baños
RECEIVED
NOV 16 2020
by:
OFFICE OF THE CHANCELLOR

#202011-U55101

UNIVERSITY OF THE PHILIPPINES
UP Los Banos Los Banos, , 4031

ANNUAL PROCUREMENT PLAN COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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. 2018-1 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:
1. Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. The agency must not delete any item in the template; neither should it include line items or revise the template.
5. 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 the fields were deleted and/or inserted in PART I of the template
6. Fill out your 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.
7. Once accomplished and finalized, the APP-CSE 2019 form should be
a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_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.
8. 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 (V8) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. 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.
10. For further assistance/clarification, agencies may call Marketing and Sales Division of the Procurement Service at telephone nos. (02)668-7760 loc 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/Bure UP Los Banos
Region
Address Los Banos

Agency Account Code: 7049
Organization Type: BUC

Contact Person Maria Cleia M. Lampa
Position Chief, SPMO
Email mmlampa@up.edu.ph
Telephone/Mobile No. 536-2282

	Item & Specifications	Unit of Measure	Quantity Requirement																				Price Catalogue	Total Amount for the year
			Jan	Feb	March	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity		
A. AVAILABLE AT PROCUREMENT SERVICE STORES																								
	Pesticides or Pest Repellents																							
1	INSECTICIDE, aerosol type, net content: 600ml min	Can				139	19371.04				34	4736.24				24	3344.64				0	0	197	139.36	27,453.92
	Perfumes or Colognes or Fragrances																							
2	HAND SANITIZER, 500 ml	Bottle				267	38917.51				16	2422.88				30	4542.9				0	0	303	151.43	45,883.29
	Solvents																							
3	ALCOHOL, 70%, ethyl, 500ml	Bottle				940	40969.2				336	14649.3				259	11287.22				0	0	1534	43.58	66,851.72
4	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	Gallon				276	125840				121	55369.6				132	60403.2				109	49878.4	637	457.60	291,491.20
5	ALCOHOL, isopropyl, 68%-72%, 500ml (+8ml)	Bottle				290	12038.2				6	261.48				14	610.12				4	174.32	314	43.58	13,084.12
6	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	Gallon				78	35490				6	2730				3	1365				0	0	87	455.00	39,585.00
7	POVIDONE IODINE, 10 % solution, 120 ml	Gallon				12	2493				0	0				4	831				0	0	16	207.75	3,324.00
	Color Compounds and Dispersions																							
8	STAMP PAD INK, purple or violet, 60ml (min.)	Bottle				62	1639.04				11	346.72				16	504.32				0	0	79	31.62	2,490.08
	Films																							
9	ACETATE, thickness: 0.076mm min (gauge #3)	Roll				3	2543.46				1	847.82				1	847.82				0	0	5	847.82	4,239.10
10	CARBON FILM, PE, black, size 210mm x 297mm	Box				0	0				0	0				0	0				0	0	0	221.00	0.00
11	CARBON FILM, PE, black, size 216mm x 330mm	Box				0	0				0	0				0	0				0	0	0	269.62	0.00
	Paper Materials and Products																							
12	CARTOLINA, assorted colors	Pack				27	2280.44				0	0				11	920.92				0	0	38	83.72	3,181.36
13	CONTINUOUS FORM, 1 PLY, 280 x 241mm	Box				0	0				0	0				0	0				0	0	0	682.85	0.00
14	CONTINUOUS FORM, 1 PLY, 280 x 378mm	Box				0	0				0	0				0	0				0	0	0	1,029.60	0.00
15	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	Box				0	0				0	0				0	0				0	0	0	1,629.80	0.00
16	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	Box				0	0				0	0				0	0				0	0	0	909.30	0.00
17	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	Box				10	6640				0	0				10	6640				0	0	20	664.00	17,680.00
18	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	Box				0	0				0	0				0	0				0	0	0	1,509.00	0.00
19	LOOSELEAF COVER, made of chipboard, for legal	Bundle				1	794.96				0	0				0	0				0	0	1	794.96	794.96
20	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	Pad				173	6411.38				19	704.14				66	2445.96				0	0	258	37.09	9,561.48

21	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	Pad				84	4979.52				16	1097.04				32	1896.96				0	0	134	59.29	7,943.62
22	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	Pad				184	6782.32				48	2291.04				42	2004.66				0	0	274	47.73	13,078.02
23	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	Piece				157	1800.26				30	361.2				12	144.48				8	96.32	207	12.04	2,492.28
24	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	Ream				2155	367659.9				789	134571.84				412	70270.72				80	13644.8	3436	170.56	586,044.16
25	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	Ream				271	49164.92				56	10159.52				47	8526.74				0	0	374	181.42	67,851.08
26	PAPER, Multi-Purpose (COPY) A4, 70 gsm	Ream				691	91985.92				32	4259.84				97	12912.64				0	0	820	133.12	109,158.40
27	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	Ream				300	41601				11	1529.67				56	7782.32				0	0	367	139.07	51,001.69
28	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	Pad				26	859.04				14	429.52				6	184.08				0	0	48	30.66	1,472.64
29	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	Box				26	2745.4				2	199.1				5	490.25				0	0	35	98.05	3,431.75
30	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.2m	Roll				0	0				0	0				0	0				0	0	0	55.64	0.00
31	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	Book				64	5940.48				5	353.6				25	1768				0	0	114	70.72	8,062.08
32	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	Book				79	6051.69				6	509.6				30	3057.6				0	0	114	101.92	11,618.88
33	TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack				665	0				201	0				179	0				64	0	1159	0.00	0.00
33	TOILET TISSUE PAPER, 2-ply, 100% recycled	Pack				665	59121				261	22811.4				179	15644.6				64	4719.6	1159	87.40	101,296.60
34	TISSUE, interfolded paper towel	Pack				573	19993.32				129	4499.52				12	418.68				0	0	713	34.84	24,840.92
Batteries and Cells and Accessories																							
35	BATTERY, dry cell, AA, 2 pieces per blister pack	Pack				437	15093.1				165	5698.5				64	2323.2				0	0	656	36.30	24,176.80
36	BATTERY, dry cell, AAA, 2 pieces per blister pack	Pack				409	6049.64				150	2669.6				51	1006.23				0	0	609	19.73	12,016.67
37	BATTERY, dry cell, D, 1.5 volts, alkaline	Pack				0	0				0	0				0	0				0	0	0	99.20	0.00
Manufacturing Components and Supplies																							
38	GLUE, all purpose, gross weight: 200 grams min	Jar				69	5526.9				15	931.5				19	1179.9				0	0	123	62.10	7,636.30
39	STAPLE WIRE, for heavy duty staplers, (23/13)	Box				6	99.6				13	256.99				4	79.04				0	0	22	19.76	434.72
40	STAPLE WIRE, STANDARD, (26/6)	Box				203	4261.27				20	421.6				38	801.42				0	0	291	21.09	6,604.49
41	TAPE, ELECTRICAL, 18mm x 16M min	Roll				205	3734				0	0				9	168.03				0	0	209	18.67	3,902.03
42	TAPE, MASKING, width: 24mm (±1mm)	Roll				226	12339.6				66	3603.6				12	655.2				0	0	304	54.60	16,598.40
43	TAPE, MASKING, width: 48mm (±1mm)	Roll				62	6699.2				2	313.2				0	0				0	0	64	156.60	9,922.40
44	TAPE, PACKAGING, width: 48mm (±1mm)	Roll				129	2576.13				25	499.25				3	59.91				0	0	167	19.97	3,335.28
45	TAPE, TRANSPARENT, width: 24mm (±1mm)	Roll				507	6115.63				99	999.82				28	282.62				0	0	633	10.09	6,388.97
46	TAPE, TRANSPARENT, width: 48mm (±1mm)	Roll				223	4453.31				18	359.46				0	0				0	0	241	19.97	4,812.77
47	TWINE, plastic, one (1) kilo per roll	Roll				60	3404.4				10	562.4				1	56.24				0	0	71	56.24	4,135.64
Heating and Ventilation and Air Circulation																							
48	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	Unit				0	0				0	0				0	0				0	0	0	1,109.66	0.00
49	ELECTRIC FAN, ORBIT type, ceiling, metal blade	Unit				0	0				0	0				0	0				0	0	0	1,369.66	0.00
50	ELECTRIC FAN, STAND type, plastic blade	Unit				4	3427.44				1	856.86				0	0				0	0	5	856.86	4,284.30
51	ELECTRIC FAN, WALL type, plastic blade	Unit				2	1349.92				0	0				0	0				0	0	2	674.96	1,349.92
Medical Thermometers and Accessories																							
52	THERMOGUN	Piece				1	3069				0	0				0	0				0	0	1	3,069.00	3,069.00
Lighting and Fixtures and Accessories																							
53	LED LINEAR TUBE, 18 WATTS PRO SERIES	Tube				35	7203.7				6	1029.1				0	0				0	0	40	205.82	8,232.80
54	LIGHT BULB, Light Emitting Diode (LED), 6W	Piece				197	16165.52				32	2629.12				62	5093.92				0	0	291	82.16	23,906.56
Measuring and Observing and Testing Equipment																							
55	RULER, plastic, 450mm (18"), width: 38mm min	Piece				11	194.48				6	106.08				0	0				0	0	17	17.68	300.56
Cleaning Equipment and Supplies																							
56	AIR FRESHENER, aerosol, 280ml/150g min	Can				202	23637.64				32	3897.04				64	5774.08				0	0	358	90.22	32,298.76
57	BROOM, soft (tambo)	Piece				271	42460.28				25	3917				50	7834				0	0	346	156.68	54,211.28
57	BROOM, soft (tambo)	Piece				271	36921.04				26	3406				50	6812				0	0	346	136.24	47,139.04
58	BROOM, STICK (TING-TING), usable length: 760mm min	Piece				237	4060.41				37	774.41				15	313.95				0	0	289	20.93	6,049.77

58	BROOM, STICK (TING-TING), usable length: 760mm	Piece				237	4313.4				37	673.4				15	273				0	0	289	18.20	5,259.80
59	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	Bottle				395	18432				69	2870.4				117	4867.2				0	0	581	41.60	24,169.60
60	CLEANSER, SCOURING POWDER,	Can				206	4627.52				52	1243.84				8	191.36				0	0	266	23.92	6,362.72
61	DETERGENT BAR, 140 grams as	Bar				167	1609.01				5	45.15				12	108.36				0	0	184	9.03	1,661.52
62	DETERGENT POWDER, all purpose,	Pouch				660	24703.8				118	4416.74				133	4978.19				0	0	911	37.43	34,098.73
63	DISINFECTANT SPRAY, aerosol type,	Can				399	51455.04				58	7479.68				133	17151.68				0	0	590	128.96	76,086.40
64	DUST PAN, non-rigid plastic, w/	Piece				96	2393.88				5	124.15				28	695.24				0	0	129	24.83	3,203.07
65	SODIUM HYPOCHLORITE, 3.785 liters	Gallon				13	1706.25				0	0				0	0				0	0	13	131.25	1,706.25
66	HAND SOAP, Liquid, 500ml	Bottle				291	29961.36				22	2265.12				22	2265.12				0	0	335	102.96	34,491.60
67	FLOOR WAX, PASTE, RED	Can				13	4026.88				2	619.52				0	0				0	0	15	309.76	4,646.40
68	FURNITURE CLEANER, aerosol type,	Can				139	16943.14				16	1848.48				51	5992.03				0	0	205	115.53	23,683.65
69	MOP BUCKET, heavy duty, hard	Unit				3	6864				1	2288				3	6864				0	0	7	2,288.00	16,016.00
70	MOPHANDLE, heavy duty, aluminum,	Piece				80	11648				0	0				30	4368				0	0	110	145.60	16,016.00
71	MOPHEAD, made of rayon, weight:	Piece				218	26979.68				22	2722.72				2	247.52				0	0	242	123.76	29,940.92
72	RAGS, all cotton, 32 pieces per	Bundle				316	17007.12				55	2960.1				54	2906.28				0	0	425	53.82	22,873.60
73	SCOURING PAD, 6 pieces per pack	Pack				199	20895.52				70	7486.4				26	2785.12				0	0	292	107.12	31,279.04
74	TRASHBAG, GPP specs, black,	Roll				868	116902.24				186	25050.48				394	53063.92				0	0	1448	134.68	195,016.64
75	WASTEBASKET, non-rigid plastic	Piece				85	1817.4				0	0				8	167.76				0	0	71	27.96	1,985.16
	Personal Protective Equipment																									
76	COVERALL, non-sterile, protective,	Piece				0	0				0	0				0	0				0	0	0	1,144.00	0.00
77	FACE SHIELD, direct splash protection	Piece				138	17222.4				0	0				0	0				0	0	138	124.80	17,222.40
78	PROTECTIVE SAFETY GOGGLES	Piece				12	1872				5	780				0	0				0	0	17	156.00	2,652.00
79	Polyethylene Apron (60g)	Piece				0	0				0	0				0	0				0	0	0	18.08	0.00
80	SURGICAL GOWN	Piece				0	0				0	0				0	0				0	0	0	299.52	0.00
	Office Equipment and Accessories and Supplies																									
81	CORRECTION TAPE, film base type,	Piece				673	9435.46				196	2747.92				77	1079.64				4	56.08	950	14.02	13,319.00
	Personal Protective Equipment																									
81	HEAD COVER, disposable	Piece				0	0				0	0				0	0				0	0	0	2.60	0.00
82	SHOE COVER, disposable	Piece				0	0				0	0				0	0				0	0	0	6.32	0.00
83	NITRILE GLOVES	Piece				800	2456				0	0				100	307				0	0	900	3.07	2,763.00
84	PREMIUM LATEX GLOVES	Piece				3010	16110.2				2500	12550				2500	12550				2500	12550	10510	5.02	52,760.20
85	SURGICAL MASK, 3-ply	Piece				1200	166480				5770	81010.8				6261	87764.04				5300	74412	29321	14.04	411,666.84
86	KN95 FACE MASK	Piece				281	29224				0	0				0	0				0	0	281	104.00	29,224.00
	Information and Communication Technology (ICT) Equipment and Devices and Accessories																									
87	MITHI DESKTOP, basic	Unit				0	0				0	0				0	0				0	0	0	24,793.60	0.00
88	MITHI DESKTOP, mid-range	Unit				8	330123.2				0	0				0	0				0	0	8	42,390.40	339,123.20
89	MITHI LAPTOP, mid-range	Unit				159	82764				0	0				0	0				0	0	159	41,392.00	6,639,936.00
90	EXTERNAL HARD DRIVE, 1TB,	Unit				19	50365.77				7	18555.91				0	0				0	0	26	2,650.83	68,921.58
91	FLASH DRIVE, 16 GB capacity	Piece				262	43869.28				65	10883.6				0	0				0	0	327	167.44	54,752.88
92	MOUSE, OPTICAL, USB	Unit				43	4785.9				0	0				0	0				0	0	43	111.30	4,785.90
93	MOUSE, WIRELESS, USB	Unit				28	4312				5	770				6	924				0	0	39	154.00	6,006.00
94	PRINTER, IMPACT DOT MATRIX, 24	Unit				0	0				0	0				0	0				0	0	0	39,100.97	0.00
95	PRINTER, IMPACT DOT MATRIX, 9	Unit				0	0				0	0				0	0				0	0	0	9,191.52	0.00
96	PRINTER, laser, monochrome	Unit				0	0				0	0				0	0				0	0	0	724.68	0.00
97	PRINTER, LASER, Color	Unit				5	39495				0	0				0	0				0	0	5	7,899.00	39,495.00
	Office Equipment and Accessories and Supplies																									
98	CHALK, molded, white, dustless,	Box				0	0				0	0				0	0				0	0	0	29.64	0.00
99	CLIP, BACKFOLD, all metal, clamping:	Box				257	2326.85				54	488.7				55	497.75				0	0	366	9.05	3,312.30
100	CLIP, BACKFOLD, all metal, clamping:	Box				206	3130.35				84	1282.68				6	76.35				0	0	294	15.27	4,489.38

01	CLIP, BACKFOLD, all metal, clamping: 32mm (+1mm)	Box				132	2745.6				1	20.8				5	104				0	0	136	20.80	2,870.40
02	CLIP, BACKFOLD, all metal, clamping: 50mm (+1mm)	Box				139	6549.76				26	1243.84				0	0				0	0	165	47.84	7,893.60
04	DATA FILE BOX, made of chipboard, with closed ends	Piece				64	4169.6				0	0				0	0				0	0	64	77.20	4,169.60
05	DATA FOLDER, made of chipboard, tagita lock	Piece				4	274.56				0	0				0	0				0	0	4	68.64	274.56
06	ENVELOPE, DOCUMENTARY, for A4 size document	Box				4	2692.36				3	2019.27				1	673.09				0	0	6	673.09	5,384.72
07	ENVELOPE, DOCUMENTARY, for legal size document	Box				4	3708.64				2	1854.32				1	927.16				0	0	7	927.16	6,490.12
08	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	Box				17	12552.8				13	9599.2				0	0				0	0	90	736.40	22,152.00
09	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	Piece				100	3049				0	0				10	304.9				0	0	110	30.49	3,353.90
10	ENVELOPE, mailing, white, 70gsm	Box				6	2269.2				5	1891				0	0				0	0	11	378.20	4,160.20
11	ENVELOPE, mailing, white, with window	Box				2	667.36				0	0				0	0				0	0	2	493.68	667.36
12	ERASER, FELT, for blackboard/whiteboard	Piece				24	247.2				0	0				0	0				0	0	24	10.30	247.20
13	FASTENER, METAL, 70mm between prongs	Box				76	6265.76				15	1251.15				0	0				0	0	90	83.41	7,509.90
14	FILE ORGANIZER, expanding, plastic, 12 pockets	Piece				34	2925.36				0	0				0	0				0	0	34	86.04	2,925.36
15	FILE TAB DIVIDER, bristol board, for A4	Pack				0	0				0	0				0	0				0	0	0	11.13	0.00
16	FILE TAB DIVIDER, bristol board, for legal	Pack				0	0				0	0				0	0				0	0	0	14.25	0.00
18	FOLDER, FANCY, for legal size documents	Bundle				0	0				6	1671.26				0	0				0	0	6	311.88	1,671.26
19	FOLDER, L-TYPE, PLASTIC, for A4 size documents	Pack				13	2228.69				3	514.29				0	0				0	0	16	171.43	2,742.98
20	FOLDER, L-TYPE, PLASTIC, for legal size documents	Pack				109	25783.44				6	1469.44				0	0				0	0	115	243.24	27,252.88
21	FOLDER, PRESSBOARD, size: 240mm x 370mm (+ 6mm)	Box				13	12364.32				13	12364.32				0	0				0	0	26	952.64	24,768.64
22	FOLDER, TAGBOARD, for A4 size documents	Pack				17	4743				5	1395				1	279				0	0	23	279.00	6,417.00
23	FOLDER, TAGBOARD, for legal size documents	Pack				24	7712.64				5	1606.8				0	0				0	0	29	321.36	9,319.44
24	INDEX TAB, self-adhesive, transparent	Box				9	283.4				35	1983.6				0	0				0	0	40	56.68	2,267.20
25	MAGAZINE FILE BOX, LARGE size, made of chipboard	Piece				5	208				10	416				0	0				0	0	15	41.60	624.00
26	MARKER, FLUORESCENT, 3 assorted colors per set	Liters				66	3060.66				11	510.46				17	783.58				0	0	94	46.66	4,387.92
27	MARKER, whiteboard, black, felt tip, bullet type	Piece				253	9395.14				51	682.38				12	160.56				0	0	316	13.38	4,228.08
28	MARKER, whiteboard, blue, felt tip, bullet type	Piece				40	535.2				35	468.3				22	294.36				0	0	97	13.38	1,297.86
29	MARKER, whiteboard, red, felt tip, bullet type	Piece				25	334.5				28	374.64				12	160.56				0	0	65	13.38	869.70
30	MARKER, PERMANENT, bullet type, black	Piece				268	3484.24				64	764.32				41	368.18				0	0	513	8.66	4,606.74
31	MARKER, PERMANENT, bullet type, blue	Piece				115	1032.7				63	565.74				29	260.42				0	0	207	8.66	1,858.86
32	MARKER, PERMANENT, bullet type, red	Piece				62	536.76				53	475.94				17	152.66				0	0	132	8.66	1,165.36
33	PAPER CLIP, vinyl/plastic coat, length: 32mm min	Box				276	2141.76				20	155.2				23	178.48				0	0	319	7.76	2,475.44
34	PAPER CLIP, vinyl/plastic coat, length: 50mm min	Box				168	2879.52				15	257.1				26	445.64				0	0	209	17.14	3,582.26
35	PENCIL, lead, w/ eraser, wood cased, hardness: HB	Box				151	3139.29				8	166.32				17	353.43				0	0	176	20.79	3,659.04
36	RING BINDER, plastic, 32mm, 64 rings	Bundle				20	4795.8				0	0				0	0				0	0	20	239.79	4,795.80
37	RUBBER BAND, 70mm min lay flat length (#16)	Box				61	6584.5				14	1633				0	0				0	0	65	109.50	7,117.50
38	STAMP PAD, FELT, pad dimension: 60mm x 100mm min	Piece				25	973.75				0	0				10	349.5				0	0	35	34.95	1,223.25
39	CUTTER BLADE, for heavy duty cutter	Tube				26	370.5				5	74.1				10	148.2				0	0	40	14.82	592.80
40	CUTTER KNIFE, for general purpose	Piece				45	1804.35				12	401.16				0	0				0	0	57	33.43	1,905.51
41	DATING AND STAMPING MACHINE, heavy duty	Piece				10	4539.6				2	907.92				0	0				0	0	12	453.96	5,447.52
42	PENCIL SHARPENER, manual, single cutter head	Piece				7	1419.6				0	0				0	0				0	0	7	202.80	1,419.60
43	PUNCHER, paper, heavy duty, with two hole guide	Piece				20	2639.2				2	263.92				5	659.8				0	0	27	131.98	3,562.92
44	SCISSORS, symmetrical, blade length: 65mm min	Pair				49	1887.44				39	1681.84				8	324.48				0	0	96	40.56	3,893.76
45	STAPLER, STANDARD TYPE, load cap: 200 staples min	Piece				81	14320.8				21	3712.8				6	1060.8				0	0	108	176.80	19,094.40
46	STAPLER, BINDER TYPE, heavy duty, desktop	Unit				1	914.16				0	0				0	0				0	0	1	914.16	914.16
47	STAPLE REMOVER, PLIER-TYPE	Piece				25	622.5				10	249				10	249				0	0	45	24.90	1,120.50
48	TAPE DISPENSER, TABLE TOP, for 24mm width tape	Piece				31	1990.2				5	321				0	0				0	0	36	64.20	2,311.20
49	BINDING AND PUNCHING MACHINE, binding cap: 50mm	Unit				1	9534.72				1	9534.72				0	0				0	0	2	9,534.72	19,069.44
50	CALCULATOR, compact, 12 digits	Unit				14	4855.9				2	693.7				0	0				0	0	16	346.85	5,540.60
51	FACSIMILE MACHINE, uses thermal paper	Unit				0	0				0	0				0	0				0	0	0	5,642.00	0.00
52	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	Unit				0	0				0	0				0	0				0	0	0	9,297.60	0.00
53	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	Unit				3	17097.6				0	0				0	0				0	0	3	5,699.20	17,097.60
Printer or Facsimile or Photocopier Supplies																									
21	RIBBON CART, EPSON C13S015516 (#8750), Black	Cart				0	0				0	0				0	0				0	0	0	77.43	0.00

222	RIBBON CART, EPSON C13S015631 (S015086), Black	Cart				0	0				0	0				0	0				0	0	0	736.32	0.00
223	RIBBON CART, EPSON C13S015632, Black, forLX-310	Cart				0	0				0	0				0	0				0	0	0	77.94	0.00
	Fire Fighting Equipment																								
290	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	Unit				5	0				0	0				0	0				0	0	5	0.00	0.00
	Consumer Electronics																								
291	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	Unit				2	12831.28				0	0				0	0				0	0	2	6,416.64	12,831.28
	Printed Publications																								
294	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT-RA 9184(6th Edition), 6" x 9", 296 pages,	Piece				0	0				0	0				0	0				0	0	0	37.21	0.00
	Audio and Visual Equipment and Supplies																								
297	DOCUMENT CAMERA	Unit				0	0				0	0				0	0				0	0	0	23,623.60	0.00
298	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	Unit				0	0				0	0				0	0				0	0	0	17,472.00	0.00
	Flag or Accessories																								
299	PHILIPPINE NATIONAL FLAG, 100% polyester	Piece				1	284.64				1	284.64				0	0				0	0	2	284.64	569.68
	Fire Fighting Equipment																								
301	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	Unit				17	0				4	0				0	0				0	0	21	0.00	0.00
	Furniture and Furnishings																								
304	CHAIR, monobloc, beige, with backrest, w/o armrest	Piece				29	7692				0	0				0	0				0	0	29	303.68	7,592.00
305	CHAIR,monobloc, white, with backrest, w/o armrest	Piece				0	0				0	0				0	0				0	0	0	301.60	0.00
306	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	Unit				0	0				0	0				0	0				0	0	0	1,336.40	0.00
307	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	Unit				2	2631.2				0	0				0	0				0	0	2	1,315.60	2,631.20
	Arts and Crafts Equipment and Accessories and Supplies																								
308	CLEARBOOK, 20 transparent pockets, for A4 size	Piece				22	675.16				22	675.16				12	477.36				0	0	59	39.76	2,227.68
309	CLEARBOOK, 20 transparent pockets, for LEGAL size	Piece				52	2203.76				2	84.76				12	505.56				0	0	66	42.38	2,797.08
310	ERASER, PLASTIC/RUBBER, for pencil draft/writing	Piece				6	26.52				10	44.2				0	0				0	0	16	4.42	70.72
311	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	Piece				1580	54683.8				152	5260.72				254	8790.94				0	0	1986	34.61	68,735.46
312	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	Piece				1316	45516.68				190	6575.9				269	9310.09				0	0	1777	34.61	61,501.97
313	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	Piece				393	13601.73				71	2457.31				15	519.15				0	0	479	34.61	16,578.19
314	WRAPPING PAPER, kraft, 65gsm (-5%)	Pack				0	0				0	0				0	0				0	0	0	154.84	0.00
	Cleaning Equipment and Supplies																								
998	DISINFECTANT, bleaching solution	Container				198	22176				17	1904				34	3808				0	0	249	112.00	27,888.00
	Information and Communication Technology (ICT) Equipment and Devices and Accessories																								
999	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	Piece				6	150.36				0	0				0	0				0	0	6	25.06	150.36
999	Laptop Computer Executive (Mithi)	Unit				1	69640				0	0				0	0				0	0	1	69,640.00	69,640.00
999	Laptop Computer Midrange (Mithi)	Unit				1	45760				0	0				0	0				0	0	1	45,760.00	45,760.00
999	PRINTER, Inkjet, Wireless Capable, 60PPM Speed, 512MB Memory, Duplex	Unit				0	0				0	0				0	0				0	0	0	11,000.00	0.00
	Lighting and Fixtures and Accessories																								
999	LED Linear Tube, 18 watts individually wrapped in carton	Tube				139	32899.91				14	3313.66				50	11834.5				0	0	203	236.69	48,048.07
	Office Equipment and Accessories and Supplies																								
999	CALCULATOR, SCIENTIFIC, 1 unit per box	Unit				3	854.16				2	569.44				0	0				0	0	5	284.72	1,423.60
	Paper Materials and Products																								
999	TOILET TISSUE PAPER 2-ply sheets, 150 pulls	Pack				126	6242.92				60	5233.6				30	1962.6				0	0	236	65.42	15,439.12

Printer or Facsimile or Photocopier Supplies																										
99	FOLDER, FANCY, for A4 size documents	Bundle				3	811.2				10	2704				0	0				0	0		270.40	3,515.20
99	RIBBON CART, EPSON C13S015564 (S016327), Black	Cart				0	0				0	0				0	0				0	0		368.37	0.00
Information and Communication Technology (ICT) Equipment and Devices and Accessories																										
	Desktop Computer (Mithi)	Unit				0	0				0	0				0	0				0	0		39,209.00	0.00
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
A. TOTAL																									10,536,056.67 + 0.00 =	**10,663,056.67**
B. ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL)																										**1,056,305.68**
C. GRAND TOTAL (A + B)																										**11,619,362.65**
D. APPROVED BUDGET BY THE AGENCY HEAD																										
In Figures and Words:																										
G. MONTHLY CASH REQUIREMENTS (IN PESOS)																										
	G1. AVAILABLE AT PROCUREMENT SERVICE STORES																									**10,663,056.67**
	G2. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES																									**0.00**
TOTAL CASH REQUIREMENTS : FOUR MILLION FIVE HUNDRED EIGHT THOUSAND THREE HUNDRED EIGHTY-NINE AND SEVEN HUNDRED TWENTY-ONE PESOS AND CENTAVOS																										

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.

Submitted by:

Date Prepared: Nov 16, 2020

Submitted by:

MARIA CIELO M. LAMPA
CHIEF, SPMO

Certified Funds Available/ Certified Appropriate Funds Available:

Certified Funds Available/ Certified Appropriate

MARIE CLAIRE L. RAYMUNDO
HIEF ACCOUNTING OFFI

Approved by:

Approved by:

JOSE V. CAMACHO Jr.
CHANCELLOR

Summary

	1Q	2Q	3Q	4Q	Total
Fund - 101	1,953,992.96	304,670.53	287,260.36	9,006.72	2,555,130.57
Fund - 164	114,390.00	0.00	0.00	0.00	114,390.00
Fund - -	60,709.66	0.00	0.00	0.00	60,709.66
Fund - 164	733,260.06	276,340.23	214,690.19	146,624.80	1,370,705.88
Total	2,903,138.28	581,772.76	516,011.55	163,644.52	4,100,936.11

Trust Fund Summary

	1Q	2Q	3Q	4Q	Total
C0000852 - UPLB 1300001 - Commission On Audit GF	0.00	41,779.78	0.00	0.00	41,779.78
C0000859 - UPLB 9300000 - Revolving Fund Adjustment	13,644.80	13,644.80	13,644.80	13,644.80	54,579.20
C0000890 - UPLB 9304312 - University Health Service MOOE	132,880.00	132,880.00	132,880.00	132,880.00	531,520.00
C0000909 - UPLB 1205617 - GF Bids and Awards Committee Secretariat	23,394.16	19,571.97	0.00	0.00	42,966.13
Total	169,918.96	207,876.55	146,524.80	146,524.80	670,845.11