

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

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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																									
1	114719	Alcohol, 500 ml	bottle				10	1,000.00			10	10	1,000.00	10			10	1,000.00			0	0.00	30	100.00	3,000.00
2		Air Humidifier Scent (Bamboo Scent)	liter	10			10	2,000.00					0	0.00	10		10	2,000.00			0	0.00	20	200.00	4,000.00
3		Canon PIXMA G3020 Ink GI-71 (Pigment / Black)	bottle		2		2	1,000.00		2		2	1,000.00				0	0.00			0	0.00	4	500.00	2,000.00
4		Canon PIXMA G3020 Ink GI-71 (Dye-Based Ink / Cyan)	bottle		2		2	1,000.00		2		2	1,000.00				0	0.00			0	0.00	4	500.00	2,000.00
5		Canon PIXMA G3020 Ink GI-71 (Dye-Based Ink / Magenta)	bottle		2		2	1,000.00		2		2	1,000.00				0	0.00			0	0.00	4	500.00	2,000.00
6		Canon PIXMA G3020 Ink GI-71 (Dye-Based Ink / Yellow)	bottle		2		2	1,000.00		2		2	1,000.00				0	0.00			0	0.00	4	500.00	2,000.00
7		Canon PIXMA G3020 MC-G02 Maintenance Cartridge	unit			4	4	3,000.00					0	0.00			0	0.00			0	0.00	4	750.00	3,000.00
8		Canon Ink PGI-35 Pigment Black Ink Tank	bottle				0	0.00		3		3	2,550.00				0	0.00			0	0.00	3	850.00	2,550.00
9		Canon Ink PGI 36 Color	bottle				0	0.00		3		3	3,600.00				0	0.00			0	0.00	3	1,200.00	3,600.00
10		Copy Paper A4, 70gsm	ream	10			10	2,200.00		10		10	2,200.00	10		10	2,200.00			0	0.00	30	220.00	6,600.00	
11		Copy Paper A4, 80gsm	ream	10			10	2,100.00		10		10	2,100.00	10		10	2,100.00			0	0.00	30	210.00	6,300.00	
12		Copy Paper A4, 70gsm (Blue)	ream	5			5	1,250.00					0	0.00			0	0.00			0	0.00	5	250.00	1,250.00
13		Copy Paper Legal Size 70gsm, ream	ream	5			5	2,500.00		5		5	2,500.00	5		5	2,500.00			0	0.00	15	500.00	7,500.00	
14		Copy Paper Legal Size 80gsm, ream	ream	5			5	2,500.00		5		5	2,500.00	5		5	2,500.00			0	0.00	15	500.00	7,500.00	
15		Data File Folder, Black - 2 Ring Lever Type Arch File Folder Top Mechanism Clip 3" Long (FC) - Thick Durable, Horizontal	piece			10	10	2,000.00		10		10	2,000.00				0	0.00			0	0.00	20	200.00	4,000.00
16		Data File Folder, Blue - 2 Ring Lever Type Arch File Folder Top Mechanism Clip 3" Long (FC) - Thick Durable, Horizontal	piece		15		15	2,250.00			20	20	3,000.00				0	0.00			0	0.00	35	150.00	5,250.00
17		Disinfectant Spray	can			10	10	4,000.00					0	0.00			0	0.00			0	0.00	10	400.00	4,000.00
18		Facemask, KN94	pack		20		20	1,000.00			20	20	1,000.00				0	0.00			0	0.00	40	50.00	2,000.00
19		HP 680 Ink Black, pc	piece		20		20	10,000.00			15	15	7,500.00				0	0.00			0	0.00	35	500.00	17,500.00
20		HP 680 Ink Tricolor, pc	piece		20		20	10,000.00			15	15	7,500.00				0	0.00			0	0.00	35	500.00	17,500.00
21		HP 678 Black Ink, pc	piece			2	2	1,000.00					0	0.00			0	0.00			0	0.00	2	500.00	1,000.00
22		HP 678 Tricolor Ink, pc	piece			2	2	1,600.00					0	0.00			0	0.00			0	0.00	2	800.00	1,600.00
23		HP 932 and 933 Bundle (Yellow, Cyan, Magenta and Black pc)	bundle			1	1	4,700.00					0	0.00			0	0.00			0	0.00	1	4,700.00	4,700.00
24		Name Stamp Self-Inking (ABS)	piece	1			1	1,500.00					0	0.00			0	0.00			0	0.00	1	1,500.00	1,500.00
25		Name Stamp Self-Inking (RCM)	piece	1			1	1,500.00					0	0.00			0	0.00			0	0.00	1	1,500.00	1,500.00
26		Name Stamp Self-Inking (HDD)	piece	1			1	1,500.00					0	0.00			0	0.00			0	0.00	1	1,500.00	1,500.00
27		Signs Pen (Blue, Pilot, VS)	piece		20		20	1,600.00					0	0.00			0	0.00			0	0.00	20	80.00	1,600.00
28		Scotch Tape 1inchX50m	roll			10	10	300.00					0	0.00			0	0.00			0	0.00	10	30.00	300.00
29		Sign Here Tab, pack	pack			20	20	1,000.00		5		5	250.00				0	0.00			0	0.00	25	50.00	1,250.00
30		Signs Pen Blue, box	box				0	0.00		5		5	750.00				0	0.00			0	0.00	5	150.00	750.00
31		Staple wire no.35 (standard)	box				0	0.00		5		5	250.00				0	0.00			0	0.00	5	50.00	250.00
32		Sticky Note 2x3, pad	pad	10		10	20	800.00					0	0.00			0	0.00			0	0.00	20	40.00	800.00
33		Sticky Note 3x4, pad	pad	10		10	20	1,000.00					0	0.00			0	0.00			0	0.00	20	50.00	1,000.00
34		Sticky Note 1x3, pad	pack	10		10	20	1,400.00					0	0.00			0	0.00			0	0.00	20	70.00	1,400.00
35		Storage box with lid, black	box			2	2	800.00					0	0.00			0	0.00			0	0.00	2	400.00	800.00

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36		Toner Black, M-375z	piece				0	0.00							1						1	7,500.00				0	0.00	1	7,500.00	7,500.00	
37		Whiteboard marker, black	piece			10	10	170.00													0	0.00					0	0.00	10	170.00	170.00
38		Apple 61W USB-C Power Adapter	piece	1			1	2,000.00													0	0.00					0	0.00	1	2,000.00	2,000.00
39		Apple USB-C Charge Cable	piece	1			1	2,000.00													0	0.00					0	0.00	1	2,000.00	2,000.00
40		Flourescent Light, LED Tube, 18w	piece	5			5	1,250.00													0	0.00					0	0.00	5	250.00	1,250.00
41		1 unit dot matrix printer, Specs: 9-Pin Narrow Carriage Impact Printer, Highly reliable printing with better performance, High 357 CPS print speed at 12CPH, USB, Serial and Parallel ports	unit	1			1	15,000.00													0	0.00					0	0.00	1	15,000.00	15,000.00
42		Steel Cabinet with Sliding Glass Door, 5 layer	unit				0	0.00		1					1	15,000.00					0	0.00					0	0.00	1	15,000.00	15,000.00
43		Luggage Cover (Large)	piece	2			2	1,200.00													0	0.00					0	0.00	2	600.00	1,200.00
44		QR Reader	piece	1			1	5,000.00													0	0.00					0	0.00	1	5,000.00	5,000.00
45		Extension cord	piece	2			2	4,000.00													0	0.00					0	0.00	2	2,000.00	4,000.00
A. TOTAL																						P	176,620.00								
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	17,662.00								
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P	-								
D. GRAND TOTAL (A + B+ C)																						P	194,282.00								
E. APPROVED BUDGET BY THE AGENCY HEAD																															
In Figures and Words:																						ONE HUNDRED NINETY FOUR THOUSAND TWO HUNDRED EIGHTY TWO PESOS									

We hereby warrant that the total amount reflected in this Annual Procurement Plan (TAPI DOST-GIA) 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:



MARICRES D. SABADO
Procurement Officer

none



JOSEPHINE G. REYES
Budget Officer

Approved by:



ATTY. CHAIMONIVY D. DECENA
Director, TAPI