

## ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2026 FORM - OTHER ITEMS

AGENCY CODE/UACS:	265163143000
AGENCY NAME:	DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OFFICE OF MASBATE CITY
ORGANIZATION TYPE:	Department
REGION:	Region V - Bicol Region
ADDRESS:	Jolly T. Fernandez Avenue,Masbate City
CONTACT PERSON:	Benasa, Michelle Tualla
DESIGNATION:	AO-Supply
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INTRODUCTION:

Section 4.4 of DBM Circular Letter No. 2011-6 states that all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which, depending on their mandate and nature of operations, are necessary for and desirable in their official and regular transactions, consumed and needed in their day-to-day operations.

With this, for items not included on the list of PART II, a separate file, with the file name APP-CSE 2026 Form - Other Items was created. This shall be one of the bases for the PS-DBM in expanding the electronic catalogue to include other products commonly purchased by government procurement entities.

Due to the limitations of the Google Form, agencies can only input 25 items per form. If you have more than 25 items, you must fill out another set of forms.

No	Item Description	UOM	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year
			QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4						
			Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Items)																					
1	BALL POINT PEN 0.5 BLACK	box	Jan	5	5	480.00	Apr	0	0	0.00	Jul	4	4	384.00	Oct	0	0	0.00	9	96.00	P864.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
2	BINDING COMB OR STRIPS PLASTIC, 1 INCH (25MM)	piece	Jan	9	9	504.00	Apr	0	0	0.00	Jul	9	9	504.00	Oct	0	0	0.00	18	56.00	P1,008.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
3	BINDING COMB OR STRIPS PLASTIC 1/2 INCH (12MM)	piece	Jan	8	8	152.00	Apr	0	0	0.00	Jul	8	8	152.00	Oct	0	0	0.00	16	19.00	P304.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
4	PVC COVER LONG	ream	Jan	1	1	500.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	1	500.00	P500.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
5	PVC COVER A4, 300MC	ream	Jan	5	5	4,950.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	5	990.00	P4,950.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
6	FOLDER LONG WITH PLASTIC JACKET (BLUE)	piece	Jan	25	25	725.00	Apr	25	25	725.00	Jul	20	20	580.00	Oct	0	0	0.00	70	29.00	P2,030.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
7	FOLDER LONG WITH PLASTIC JACKET (GREEN)	piece	Jan	25	25	725.00	Apr	25	25	725.00	Jul	20	20	580.00	Oct	0	0	0.00	70	29.00	P2,030.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
8	FOLDER LONG WITH PLASTIC JACKET (RED)	piece	Jan	25	25	725.00	Apr	25	25	725.00	Jul	20	20	580.00	Oct	0	0	0.00	70	29.00	P2,030.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
9	FOLDER LONG WITH PLASTIC JACKET (VIOLET)	piece	Jan	25	25	725.00	Apr	25	25	725.00	Jul	20	20	580.00	Oct	0	0	0.00	70	29.00	P2,030.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
10	FOLDER LONG WITH PLASTIC JACKET (YELLOW)	piece	Jan	25	25	725.00	Apr	25	25	725.00	Jul	20	20	580.00	Oct	0	0	0.00	70	29.00	P2,030.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
11	FOLDER LONG (WHITE)	ream	Jan	3	3	1,350.00	Apr	1	1	450.00	Jul	0	0	0.00	Oct	0	0	0.00	4	450.00	P1,800.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
12	RIBBON CARTRIDGE EPSON LQ-2190	piece	Jan	2	2	3,000.00	Apr	2	2	3,000.00	Jul	2	2	3,000.00	Oct	2	2	3,000.00	8	1,500.00	P12,000.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
13	INK CARTRIDGE HP933XL INK CARTRIDGE BLACK	piece	Jan	4	4	3,200.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	4	800.00	P3,200.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
14	INK CARTRIDGE HP933XL INK CARTRIDGE	set	Jan	2	2	6,000.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	3,000.00	P6,000.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
15	PRINTER INK EPSON 003 (BLACK,CYAN,MAGENTA,, YELLOW)	set	Jan	30	30	42,000.00	Apr	30	30	42,000.00	Jul	30	30	42,000.00	Oct	30	30	42,000.00	120	1,400.00	P168,000.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
16	PRINTER INK EPSON 003 BLACK	bottle	Jan	28	28	9,800.00	Apr	33	33	11,550.00	Jul	33	33	11,550.00	Oct	33	33	11,550.00	127	350.00	P44,450.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
17	SIGN PEN GEL BLACK 0.5	box	Jan	3	3	975.00	Apr	2	2	650.00	Jul	2	2	650.00	Oct	2	2	650.00	9	325.00	P2,925.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
18	SIGN PEN BLUE 1.0, UM-153S	box	Jan	6	6	1,080.00	Apr	0	0	0.00	Jul	6	6	1,080.00	Oct	0	0	0.00	12	180.00	P2,160.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						
19	SIGN PEN GEL 0.5 GREEN	box	Jan	2	2	650.00	Apr	0	0	0.00	Jul	2	2	650.00	Oct	1	1	325.00	5	325.00	P1,625.00
		Feb	0	May			0	Aug			0	Nov			0						
		Mar	0	Jun			0	Sep			0	Dec			0						

20	SIGN PEN GEL 0.5 PURPLE	box	Jan 1	1	325.00	Apr 0	0	0.00	Jul 1	1	325.00	Oct 0	0	0.00	2	325.00	P650.00
			Feb 0			May 0	0	0.00	Aug 0	0		Nov 0	0	0.00			
			Mar 0			Jun 0			Sep 0			Dec 0					
21	COLUMNAR 24 COLUMNS	piece	Jan 5	5	1,000.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	5	200.00	P1,000.00
			Feb 0			May 0			Aug 0			Nov 0					
			Mar 0			Jun 0			Sep 0			Dec 0					
22	CONTINUOUS FORM PAPER CARBONLESS, FAN FOLDED PLAIN GRAY LINES WITH BOTH SIDE PERFORATION (11X9-1/2) 3PLY	box	Jan 5	5	16,000.00	Apr 5	5	16,000.00	Jul 5	5	16,000.00	Oct 5	5	16,000.00	20	3,200.00	P64,000.00
			Feb 0			May 0			Aug 0			Nov 0					
			Mar 0			Jun 0			Sep 0			Dec 0					
23	CONTINUOUS FORM PAPER CARBONLESS, FAN FOLDED PLAIN WITH GRAY LINES, WITH BOTH SIDE PERFORATION (11X14-7/8), 4PLY	box	Jan 3	3	15,000.00	Apr 3	3	15,000.00	Jul 0	0	0.00	Oct 0	0	0.00	6	5,000.00	P30,000.00
			Feb 0			May 0			Aug 0			Nov 0					
			Mar 0			Jun 0			Sep 0			Dec 0					
24	CONTINUOUS PAPER FAN FOLDED PLAIN WITH DEPED WATERMARK LOGO WITH BOTH SIDE PERFORATION (11X9-1/2, 1PLY	box	Jan 5	5	12,500.00	Apr 0	0	0.00	Jul 5	5	12,500.00	Oct 0	0	0.00	10	2,500.00	P25,000.00
			Feb 0			May 0			Aug 0			Nov 0					
			Mar 0			Jun 0			Sep 0			Dec 0					
25	SIGN PEN BALL POINT BLACK 1.0 UM-153S	piece	Jan 18	18	3,240.00	Apr 18	18	3,240.00	Jul 18	18	3,240.00	Oct 18	18	3,240.00	72	180.00	P12,960.00
			Feb 0			May 0			Aug 0			Nov 0					
			Mar 0			Jun 0			Sep 0			Dec 0					
A. TOTAL																	P393,546.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	P39,354.60
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																	P15,000.00
D. GRAND TOTAL (A + B + C)																	P447,900.60

  
MICHELLE T. BENASA

ADMINISTRATIVE OFFICER IV - SUPPLY  
Property/Supply Officer

  
MARY GRACE L. NUNEZ

ADMINISTRATIVE OFFICER V - BUDGET  
Accountant/Budget Officer

NELSON S. MORALES, JR.  
SCHOOLS DIVISION SUPERINTENDENT  
Head of Office/Agency

Date Prepared: 8/27/2025 15:27:11