

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2027 FORM - OTHER ITEMS

AGENCY CODE/UNCS: 265163143000

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 2027 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.

AGENCY NAME: DEPARTMENT OF EDUCATION - SCHOOLS DIVISION OF MASBATE CITY
 ORGANIZATION TYPE: Department
 REGION: Region V - Bicol Region
 ADDRESS: JOLLY T. FERNANDEZ AVENUE, MASBATE CITY
 CONTACT PERSON: BENASA, MICHELLE TUALLA
 DESIGNATION: ADMINISTRATIVE OFFICER IV-SUPPLY
 EMAIL: michele.benasa@deped.gov.ph
 CONTACT NUMBER: 9382619198

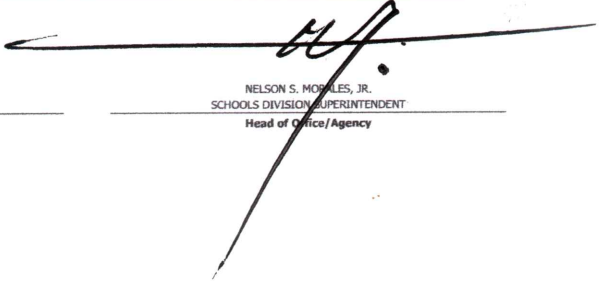
No	Item Description	UOM	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year
			QUARTER 1				QUARTER 2				QUARTER 3				QUARTER 4						
			Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount	Month	Qty	Total Qty	Total Amount			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
1	SIGN PEN GEL 0.5 GREEN	box	Jan	3	3	840.00	Apr	0	0	0.00	Jul	3	3	840.00	Oct	0	0	0.00	6	280.00	P1,680.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
2	SIGN PEN GEL 0.5 PURPLE	box	Jan	2	2	560.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	280.00	P560.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
3	SIGN PEN GEL 0.5 BLACK	box	Jan	5	5	1,400.00	Apr	5	5	1,400.00	Jul	5	5	1,400.00	Oct	0	0	0.00	15	280.00	P4,200.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
4	SIGN PEN BLACK 1.0 UM-153S	box	Jan	5	5	7,250.00	Apr	5	5	7,250.00	Jul	5	5	7,250.00	Oct	5	5	7,250.00	20	1,450.00	P29,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
5	SIGN PEN BLUE 1.0 UM-153S	box	Jan	10	10	14,500.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	10	1,450.00	P14,500.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
6	COLUMNAR 8 COLUMNS	piece	Jan	5	5	1,800.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	5	360.00	P1,800.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
7	PRINTER INK EPSON 003 (BLACK, CYAN, MAGENTA, YELLOW)	set	Jan	20	20	30,000.00	Apr	0	0	0.00	Jul	20	20	30,000.00	Oct	0	0	0.00	40	1,500.00	P60,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
8	PRINTER INK EPSON 003 BLACK	bottle	Jan	25	50	13,000.00	Apr	0	0	0.00	Jul	25	25	6,500.00	Oct	27	27	7,020.00	102	260.00	P26,520.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	25			Jun	0			Sep	0			Dec	0					
9	PRINTER INK 008 (BLACK, CYAN, MAGENTA, YELLOW)	set	Jan	2	2	2,526.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	1,263.00	P2,526.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
10	CONTINUOUS PAPER FAN FOLDED PLAIN WITH DEPDED WATERMARK LOGO, WITH BOTH SIDE PERFORATION, (11X9-1/2), 1 PLY	box	Jan	3	3	4,524.00	Apr	3	3	4,524.00	Jul	3	3	4,524.00	Oct	3	3	4,524.00	12	1,508.00	P18,096.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
11	CONTINUOUS FORM PAPER CARBONLESS, FAN FOLDED PLAIN WITH GRAY LINES, WITH BOTH SIDE PERFORATION, (11X9-1/2), 3PLY	box	Jan	5	5	14,375.00	Apr	5	5	14,375.00	Jul	5	5	14,375.00	Oct	5	5	14,375.00	20	2,875.00	P57,500.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
12	UNINTERRUPTIBLE POWER SUPPLY (UPS) 3000 VA	unit	Jan	7	7	75,600.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	7	10,800.00	P75,600.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
13	DESKTOP SYTSEM UNIT: INTEL NUC DESKTOP PC WITH 12TH GEN INTEL CORE I7 UP TO 4.8 GHZ 112 CORE, 16 THREADS, 16GB RAM 500	unit	Jan	5	5	233,500.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	5	46,700.00	P233,500.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
14	PRINTER EPSON LQ-2190 DOT MATRIX PRINTER	unit	Jan	1	1	49,800.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	1	49,800.00	P49,800.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
15	RIBBON CARTRIDGE EPSON LQ-2190	piece	Jan	4	4	5,980.00	Apr	0	0	0.00	Jul	4	4	5,980.00	Oct	0	0	0.00	8	1,495.00	P11,960.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
16	INK CARTRIDGE EPSON C13T664100 T6641 (BLACK)	piece	Jan	15	15	4,845.00	Apr	0	0	0.00	Jul	15	15	4,845.00	Oct	0	0	0.00	30	323.00	P9,690.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
17	INK CARTRIDGE EPSON C13T664200 T6642 CYAN	piece	Jan	10	10	3,230.00	Apr	0	0	0.00	Jul	5	5	1,615.00	Oct	0	0	0.00	15	323.00	P4,845.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
18	INK CARTRIDGE EPSON C13T664300 (T6643) M,AGENTA	piece	Jan	10	10	3,230.00	Apr	0	0	0.00	Jul	5	5	1,615.00	Oct	0	0	0.00	15	323.00	P4,845.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
19	INK CARTRIDGE EPSON C13T664400 (T6644), YELLOW	piece	Jan	10	10	3,230.00	Apr	0	0	0.00	Jul	5	5	1,615.00	Oct	0	0	0.00	15	323.00	P4,845.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					

20	BALLPEN 0.7MM BLACK	box	Jan 4	4	520.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	4	130.00	P520.00
			Feb 0			May 0	0		Aug 0	0		Nov 0	0				
			Mar 0			Jun 0	0		Sep 0	0		Dec 0	0				
21	BALL PEN 0.5MM BLACK	box	Jan 7	7	735.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	7	105.00	P735.00
			Feb 0			May 0	0		Aug 0	0		Nov 0	0				
			Mar 0			Jun 0	0		Sep 0	0		Dec 0	0				
22	SPECIALTY PAPER A4, 180GSM, WHITE	pack	Jan 14	14	840.00	Apr 0	0	0.00	Jul 10	10	600.00	Oct 0	0	0.00	24	60.00	P1,440.00
			Feb 0			May 0	0		Aug 0	0		Nov 0	0				
			Mar 0			Jun 0	0		Sep 0	0		Dec 0	0				
23	FOLDER LONG, WHITE	ream	Jan 4	4	2,600.00	Apr 0	0	0.00	Jul 2	2	1,300.00	Oct 0	0	0.00	6	650.00	P3,900.00
			Feb 0			May 0	0		Aug 0	0		Nov 0	0				
			Mar 0			Jun 0	0		Sep 0	0		Dec 0	0				
24	FOLDER LONG BROWN KRAFT	ream	Jan 5	5	3,250.00	Apr 0	0	0.00	Jul 2	2	1,300.00	Oct 0	0	0.00	7	650.00	P4,550.00
			Feb 0			May 0	0		Aug 0	0		Nov 0	0				
			Mar 0			Jun 0	0		Sep 0	0		Dec 0	0				
25	MOP ROTATING SPIN WITH SPINNER BUCKET	piece	Jan 4	4	1,400.00	Apr 0	0	0.00	Jul 0	0	0.00	Oct 0	0	0.00	4	350.00	P1,400.00
			Feb 0			May 0	0		Aug 0	0		Nov 0	0				
			Mar 0			Jun 0	0		Sep 0	0		Dec 0	0				
A. TOTAL																	P624,012.00
B. ADDITIONAL PROVISION FOR PRICE CHANGES (10% of TOTAL)																	P62,401.20
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																	P10,000.00
D. GRAND TOTAL (A + B + C)																	P696,413.20


MICHELLE T. BENASA

ADMINISTRATIVE OFFICER IV - SUPPLY
Property/Supply Officer


MARY GRACE A. NUÑEZ
ADMINISTRATIVE OFFICER V - BUDGET
Accountant/Budget Officer


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

Date Prepared: 8/27/2026 14:27:44

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OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																					
1	PVC COVER A4, 300MIC	ream	Jan	6	6	5,940.00	Apr	0	0	0.00	Jul	6	6	5,940.00	Oct	0	0	0.00	12	990.00	P11,880.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
2	DOOR MAT ABSORBENT, THICK, NON-SLIP	piece	Jan	3	3	450.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	3	150.00	P450.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
3	STEEL RACK HEAVY DUTY, 5 LAYERS	piece	Jan	2	2	14,000.00	Apr	0	0	0.00	Jul	1	1	7,000.00	Oct	0	0	0.00	3	7,000.00	P21,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
4	PLASTIC COVER GAUGE 2.6	roll	Jan	1	1	1,450.00	Apr	1	1	1,450.00	Jul	1	1	1,450.00	Oct	1	2	2,900.00	5	1,450.00	P7,250.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	1					
5	STORAGE BOX 60 LTR	piece	Jan	5	5	2,400.00	Apr	0	0	0.00	Jul	5	5	2,400.00	Oct	0	0	0.00	10	480.00	P4,800.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
6	INK CARTRIDGE HP933XL - MAGENTA, CYAN, YELLOW, BLACK	set	Jan	1	1	4,000.00	Apr	1	1	4,000.00	Jul	1	1	4,000.00	Oct	0	0	0.00	3	4,000.00	P12,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
7	INK CARTRIDGE HP933XL BLACK	piece	Jan	2	2	1,600.00	Apr	0	0	0.00	Jul	2	2	1,600.00	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					
8	CARTRIDGE HOLDER BLACK A4	piece	Jan	5	5	900.00	Apr	5	5	900.00	Jul	5	5	900.00	Oct	0	0	0.00	15	180.00	P2,700.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
9	COMPUTER KEYBOARD WIRELESS	piece	Jan	2	2	840.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	420.00	P840.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
10	FASTENER METAL EXTRA LONG 50 SETS PER BOX	box	Jan	2	2	500.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	250.00	P500.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
11	PLASTIC JACKET FOR CERTIFICATE A4	piece	Jan	25	25	2,000.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	25	80.00	P2,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
12	SANDO BAG JUMBO, 50 PCS/PACK	pack	Jan	10	10	3,500.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	10	350.00	P3,500.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
13	PHOTOCOPIER INK TONER MP2014 AD GENUINE	piece	Jan	3	3	7,800.00	Apr	0	0	0.00	Jul	2	2	5,200.00	Oct	0	0	0.00	5	2,600.00	P13,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
14	PHOTOCOPIER DEVELOPER MP2014 AD	piece	Jan	1	1	4,850.00	Apr	0	0	0.00	Jul	1	1	4,850.00	Oct	0	0	0.00	2	4,850.00	P9,700.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
15	PHOTOCOPIER CLEANING BLADE MP2014	piece	Jan	1	1	784.00	Apr	0	0	0.00	Jul	1	1	784.00	Oct	0	0	0.00	2	784.00	P1,568.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
16	JACKET FOLDER LONG	piece	Jan	100	100	1,000.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	100	10.00	P1,000.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
17	JACKET FOLDER A4	piece	Jan	100	100	0.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	100	0.00	P0.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
18	FOLDER A4, WHITE	ream	Jan	2	2	1,200.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	600.00	P1,200.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					
19	FOLDER A4 BROWN KRAFT	ream	Jan	2	2	1,200.00	Apr	0	0	0.00	Jul	0	0	0.00	Oct	0	0	0.00	2	600.00	P1,200.00
			Feb	0			May	0			Aug	0			Nov	0					
			Mar	0			Jun	0			Sep	0			Dec	0					

