



Republic of the Philippines  
Department of Agriculture

**AGRICULTURAL TRAINING INSTITUTE**

ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
Tel. Nos. (63-2) 8929-8541 to 49 & 8928-7397 Fax No. (63-2) 8920-9792  
Email: ati\_director@ati.da.gov.ph & ati\_director@yahoo.com  
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**AGRICULTURAL TRAINING INSTITUTE – CENTRAL OFFICE  
BIDS AND AWARDS COMMITTEE**

**A RESOLUTION RECOMMENDING FOR THE APPROVAL OF THE 2022 2<sup>nd</sup> SEMESTER  
SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (APP) FOR COMMON SUPPLIES AND  
EQUIPMENT AND NON-COMMON SUPPLIES AND EQUIPMENT**

**BAC Resolution No. DL-03, s. 2023**

**WHEREAS**, Section 7.2 of the Revised Implementing Rules and Regulations (IRR) of the Republic Act 9184, states that “No procurement shall be undertaken unless it is in accordance with the APP, including changes thereto. The APP must be consistent with the duly approved yearly budget of the Procuring Entity and shall bear the approval of the Head of Procuring Entity (HoPE) or second ranking official designated by the HoPE to act on its behalf”;

**WHEREAS**, on January 21, 2022, the 2022 APP was approved by the HoPE;

**WHEREAS**, the Institute deemed it necessary to update the 2022 APP to reflect the additional changes in the Project Procurement Management Plan (PPMP) submitted by the end-users. The 2022 2<sup>nd</sup> Semester Supplemental APP, served as basis for the Institute’s Procurement activities;

**WHEREAS**, the 2022 Supplemental APP complies with Section 7.4 of the Revised IRR which provide that, “Changes to the individual PPMP’s and the consolidated APP may be undertaken every six (6) months or as often as maybe required by the HoPE. The respective end-user or implementing units of the Procuring Entity shall be responsible for the changes of the PPMPs, while the BAC Secretariat shall be responsible for the consolidation of these PPMPs into an APP, which shall be subject to the approval of the HoPE”;

**NOW THEREFORE**, in the consideration of the foregoing, We, the Members of the Bids and Awards Committee, hereby **RESOLVE AS IT HEREBY RESOLVED** to recommend for the approval by the ATI OIC- Director IV of the 2022 2<sup>nd</sup> Semester Supplemental APP for the Common Supplies and Equipment (CSE) and Non-CSE

Done this 30<sup>th</sup> day of Jan. 2023 at Agricultural Training Institute Bldg. Elliptical Road, Diliman, Quezon City.

**THE BIDS AND AWARDS COMMITTEE:**

**JOVANEE S. DELA CUADRA**  
Member

  
**GAY RITCHEL GQ. DIANALA**  
Member

  
**YOVINA CLAIRE A. PAUIG**  
Member

  
**LEONILA D. CAIZ**  
Vice Chairperson

  
**EDITHA S. VINUYA**  
Chairperson

**APPROVED BY:**

  
**REMELYN R. RECOTER, MNSA, CESO III**  
Director IV

ISO 9001:2015 Certified  
C.R. No.: TUV100 05 3040



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### AGRICULTURAL TRAINING INSTITUTE – CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

#### A RESOLUTION RECOMMENDING FOR THE APPROVAL OF THE 2022 2<sup>nd</sup> SEMESTER SUPPLEMENTAL ANNUAL PROCUREMENT PLAN (APP) FOR COMMON SUPPLIES AND EQUIPMENT AND NON-COMMON SUPPLIES AND EQUIPMENT

BAC Resolution No. 01-03, s. 2023

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Done this 30<sup>th</sup> day of Jun. 2023 at Agricultural Training Institute Bldg. Elliptical Road, Diliman, Quezon City.

#### THE BIDS AND AWARDS COMMITTEE:

**JOVANEE S. DELA CUADRA**  
Member

  
**LEONILA D. CAIZ**  
Vice Chairperson

**GAY RITCHEL GQ. DIANALA**  
Member

  
**YOVINA CLAIRE A. PAUIG**  
Member

**EDITHA S. VINUYA**  
Chairperson

#### APPROVED BY:

  
**REMELYN R. RECOTER, MNSA, CESO III**  
Director IV

ISO 9001:2015 Certified  
C.R. No.: TUV100 05 3040

**SUPPLEMENTAL ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM  
Second Semester (FY 2022)**

*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. 2018-10 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:*

- Download the worksheet file APP-CSE 2020 template at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
  - form used is other than the prescribed format which can be downloaded only at [www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph) and;
  - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the 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.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
  - Saved using this format: APP2020\_Name of Agency\_Main or Regional Office (e.g. APP2020\_DBM\_Central Office, APP2020\_DBM\_Region IVA).
  - 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.
- 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 (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- 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.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 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*

Department/Bureau/Office: **AGRICULTURAL TRAINING INSTITUTE**  
 Region: **MAIN & NCR**  
 Address: **ATI BUILDING, ELLIPTICAL ROAD, DILIMAN, QUEZON CITY**

Agency Account Code: **D070**  
 Organization Type: **NATIONAL GOVERNMENT AGENCY (NGA)**

Contact Person: **KEMUEL M. BORROMEO**  
 Position: **Development Management Officer II**  
 E-mail: [atibacsec@gmail.com](mailto:atibacsec@gmail.com)  
 Telephone/Mobile Nos: **8929-8541**

Item & Specifications	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	
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																									
<b>Common Office Supplies</b>																									
1	Battery, dry cell, AA, 2 pieces per blister pack	pcs				0	0.00				0	0.00				0	0.00			30	30	1,260.00	30	42.00	1,260.00
2	Battery, Dry Cell, AAA, 2 Pieces per blister pack	pcs				0	0.00				0	0.00				0	0.00			30	30	2,040.00	30	68.00	2,040.00
3	Blade, for general purpose cutter/ utility knife	pcs				0	0.00				0	0.00				0	0.00			20	20	600.00	20	30.00	600.00
4	Calculator, compact	pcs				0	0.00				0	0.00				0	0.00			10	10	4,450.00	10	445.00	4,450.00
5	Clear book, 20 transparent pocket, A4	pcs				0	0.00				0	0.00				0	0.00			30	78	6,084.00	78	78.00	6,084.00
6	Clear book, 20 transparent pocket, Legal	pcs				0	0.00				0	0.00				0	0.00			30	30	2,700.00	30	90.00	2,700.00
7	Stampad Ink	bottle				0	0.00				0	0.00				0	0.00			3	3	66.00	3	22.00	66.00
8	Note Pad, Stick on, 50mm x 76mm (2"x3")	pad				0	0.00				0	0.00				0	0.00			50	50	900.00	50	18.00	900.00
9	Note pad, Stick on, 76mmx100mm (3"4"0min)	pad				0	0.00				0	0.00				0	0.00			50	50	6,750.00	50	135.00	6,750.00
10	Note Pad, Stick on, 76mm x 76mm (3" x 3")	pad				0	0.00				0	0.00				0	0.00			50	50	1,100.00	50	22.00	1,100.00
11	Paper Multicopy, 80 gsm, size 210mm x 297mm	ream				0	0.00				0	0.00				0	0.00			100	100	26,000.00	100	260.00	26,000.00
12	Paper, Multicopy, 80gsm, size 216mm x 330mm	ream				0	0.00				0	0.00				0	0.00			100	100	30,000.00	100	300.00	30,000.00
13	Paper, Parchment, size 210 x 297mm, multipurpose	ream				0	0.00				0	0.00				0	0.00			10	10	3,150.00	10	315.00	3,150.00
14	Record Book, 300 pages size 214mm x 278mm min	ream				0	0.00				0	0.00				0	0.00			5	5	565.00	5	113.00	565.00
15	Glue, all purpose, gross weight, 200 grams min	pcs				0	0.00				0	0.00				0	0.00			10	10	1,150.00	10	115.00	1,150.00
16	Staple Wire for heavy duty stapler (23/13)	pack				0	0.00				0	0.00				0	0.00			10	10	140.00	10	14.00	140.00
17	Stapler Wire, Standard, (26/6)	pack				0	0.00				0	0.00				0	0.00			30	30	2,040.00	30	68.00	2,040.00
18	Tape, Masking width 24mm (1mm)	roll				0	0.00				0	0.00				0	0.00			20	20	840.00	20	42.00	840.00

Item & Specifications	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				
19	Tape, masking width: 48mm (1mm)	roll				0	0.00				0	0.00				0	0.00			20	20	1,680.00	20	84.00	1,680.00
20	Tape, Packing, width: 48mm (1mm)	roll				0	0.00				0	0.00				0	0.00			20	20	1,000.00	20	50.00	1,000.00
21	Tape, Transparent, width 24mm (1mm)	roll				0	0.00				0	0.00				0	0.00			20	20	440.00	20	22.00	440.00
22	Tape, Transparent, width: 48mm (1mm)	roll				0	0.00				0	0.00				0	0.00			20	20	1,000.00	20	50.00	1,000.00
23	Ruler, Plastic, 450mm (18") width: 38mm min	pcs				0	0.00				0	0.00				0	0.00			15	15	720.00	15	48.00	720.00
24	Disinfectant Spray, aerosol type, 400-550 grams	pcs				0	0.00				0	0.00				0	0.00			30	30	21,450.00	30	715.00	21,450.00
25	Furniture Cleaner, Aerosol type, 300ml min per can	pcs				0	0.00				0	0.00				0	0.00			30	30	13,200.00	30	440.00	13,200.00
26	Correction Tape, Film base type, UL 6m min	pcs				0	0.00				0	0.00				0	0.00			30	30	1,860.00	30	62.00	1,860.00
27	1 Data File Box	pcs				0	0.00				0	0.00				0	0.00			20	20	2,200.00	20	110.00	2,200.00
28	Data Folder, made of Clipboard, taiga box	pcs				0	0.00				0	0.00				0	0.00			20	20	4,900.00	20	245.00	4,900.00
29	Envelope, Documentary, For A4 size documents	pcs				0	0.00				0	0.00				0	0.00			50	50	150.00	50	3.00	150.00
30	Envelope, Documentary, for legal Size Documents	pcs				0	0.00				0	0.00				0	0.00			50	50	200.00	50	4.00	200.00
31	Envelope, Expanding, Kraft board, for legal size doc.	pcs				0	0.00				0	0.00				0	0.00			50	50	850.00	50	17.00	850.00
32	Envelope, Expanding Plastic, 0.50mm thickness min	box				0	0.00				0	0.00				0	0.00			20	20	3,300.00	20	165.00	3,300.00
33	Envelope, Mailing White Window, long	pcs				0	0.00				0	0.00				0	0.00			1	1	140.00	1	140.00	140.00
34	Envelope, mailing white with window short	box				0	0.00				0	0.00				0	0.00			1	1	500.00	1	500.00	500.00
35	Eraser Felt for Blackboard/ White Board	pcs				0	0.00				0	0.00				0	0.00			10	10	250.00	10	25.00	250.00
36	Eraser, Plastic Rubber	pcs				0	0.00				0	0.00				0	0.00			20	20	140.00	20	7.00	140.00
37	Fastener, Metal, 70mm between prongs	pcs				0	0.00				0	0.00				0	0.00			20	20	1,500.00	20	75.00	1,500.00
38	File Organizer, Expanding plastic, 13 pockets	pcs				0	0.00				0	0.00				0	0.00			20	20	4,700.00	20	235.00	4,700.00
39	Folder fancy, for A4 size documents	pcs				0	0.00				0	0.00				0	0.00			50	50	450.00	50	9.00	450.00
40	Folder, Fancy, for legal size documents	pcs				0	0.00				0	0.00				0	0.00			50	50	500.00	50	10.00	500.00
41	Folder, L-Type Plastic for A4 size Documents	pcs				0	0.00				0	0.00				0	0.00			30	30	2,010.00	30	67.00	2,010.00
42	Folder, L-type for legal size documents	pcs				0	0.00				0	0.00				0	0.00			30	30	2,220.00	30	74.00	2,220.00
43	Magazine File Box, Large Size, made of Clipboard	pcs				0	0.00				0	0.00				0	0.00			20	20	11,200.00	20	560.00	11,200.00
44	Marker, Florescent, 3 assorted colors per set	pcs				0	0.00				0	0.00				0	0.00			20	20	2,000.00	20	100.00	2,000.00
45	Marker, Whiteboard black, felt tip, bullet type	pcs				0	0.00				0	0.00				0	0.00			20	20	1,000.00	20	50.00	1,000.00
46	Marker, whiteboard blue, felt tip, bullet type	pcs				0	0.00				0	0.00				0	0.00			20	20	1,000.00	20	50.00	1,000.00
47	Marker, white board, red, felt tip, bullet type	pcs				0	0.00				0	0.00				0	0.00			20	20	1,000.00	20	50.00	1,000.00
48	Marker, Permanent, Bullet type Black	pcs				0	0.00				0	0.00				0	0.00			20	20	840.00	20	42.00	840.00
49	Marker, Permanent, Bullet type. Blue	pcs				0	0.00				0	0.00				0	0.00			20	20	840.00	20	42.00	840.00
50	Marker, Permanent, Bullet Type, red	pcs				0	0.00				0	0.00				0	0.00			20	20	840.00	20	42.00	840.00
51	Paper Clip, vinyl/ plastic coat, length: 33mm min	box				0	0.00				0	0.00				0	0.00			30	30	390.00	30	13.00	390.00
52	Paper Clip, vinyl/ plastic coat, length: 50mm min	box				0	0.00				0	0.00				0	0.00			30	30	810.00	30	27.00	810.00
53	Pencil, lead w/ eraser, wood cased, hardness : HB	pcs				0	0.00				0	0.00				0	0.00			30	30	3,720.00	30	124.00	3,720.00
54	Ring bidder, Plastic, 332mm, 84 ring	pcs				0	0.00				0	0.00				0	0.00			5	5	250.00	5	50.00	250.00
55	Rubber Band, 70mm min lay Flat length (#18)	pcs				0	0.00				0	0.00				0	0.00			3	3	855.00	3	285.00	855.00
56	Stamp pad, Felt, Bed Dimension: 60mm x 100mm min	pcs				0	0.00				0	0.00				0	0.00			5	5	420.00	5	84.00	420.00
57	Dating and Stamping Machine, Heavy Duty	pcs				0	0.00				0	0.00				0	0.00			3	3	6,600.00	3	2,200.00	6,600.00
58	Pencil Sharpener, Manual, Single Cutter Head	pcs				0	0.00				0	0.00				0	0.00			10	10	3,200.00	10	320.00	3,200.00
59	Puncher, Paper, Heavy Duty, with two hole guide	pcs				0	0.00				0	0.00				0	0.00			15	15	14,250.00	15	950.00	14,250.00
60	Scissors, Symmetrical, Blade length: 65mm min	pcs				0	0.00				0	0.00				0	0.00			15	15	1,425.00	15	95.00	1,425.00
61	Stapler, Standard Type, Load Cap, 200 staples min	pcs				0	0.00				0	0.00				0	0.00			15	15	7,800.00	15	520.00	7,800.00
62	Stapler Remover , Plier-Type	pcs				0	0.00				0	0.00				0	0.00			15	15	525.00	15	35.00	525.00

Item & Specifications		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
63	Tape Dispenser, Table Top, for 24mm width Type	pcs				0	0.00				0	0.00				0	0.00			15	15	1,725.00	15	115.00	1,725.00
64	Cutter/ Utility Knife, for General Purpose	pcs				0	0.00				0	0.00				0	0.00			10	10	920.00	10	92.00	920.00
65	Sign Pen Black, Liquid/ gel ink, 0.5 needle tip	pcs				0	0.00				0	0.00				0	0.00			40	40	1,120.00	40	28.00	1,120.00
66	Sign Pen Blue, Liquid/ gel ink, 0.5 needle tip	pcs				0	0.00				0	0.00				0	0.00			40	40	1,120.00	40	28.00	1,120.00
67	Sign Pen Red, Liquid/ gel ink, 0.5 needle tip	pcs				0	0.00				0	0.00				0	0.00			40	40	1,120.00	40	28.00	1,120.00
68	Clip, Back fold, all metal, clamping: 19mm	box				0	0.00				0	0.00				0	0.00			30	30	540.00	30	18.00	540.00
69	Clip, Back fold, all metal, clamping: 25mm	box				0	0.00				0	0.00				0	0.00			30	30	720.00	30	24.00	720.00
70	Clip, Back fold, all metal, clamping: 32mm	box				0	0.00				0	0.00				0	0.00			30	30	1,020.00	30	34.00	1,020.00
71	Clip, Back fold, all metal, clamping: 50mm	box				0	0.00				0	0.00				0	0.00			30	30	2,550.00	30	85.00	2,550.00
72	Wrapping Paper, Kraft	pack				0	0.00				0	0.00				0	0.00			2	2	600.00	2	300.00	600.00
73	Certificate Holder (2 folds)	pcs				0	0.00				0	0.00				0	0.00			100	100	25,000.00	100	250.00	25,000.00
74	Tape Dispenser (table top)	pcs				0	0.00				0	0.00				0	0.00			10	10	800.00	10	80.00	800.00
75	Tape (Masking 24mm)	pcs				0	0.00				0	0.00				0	0.00			50	50	3,000.00	50	60.00	3,000.00
76	Tape (masking 48mm)	pcs				0	0.00				0	0.00				0	0.00			50	50	6,000.00	50	120.00	6,000.00
77	Tape (packing 48 mm)	pcs				0	0.00				0	0.00				0	0.00			50	50	4,000.00	50	80.00	4,000.00
78	Tape (Transparent, 24 mm)	pcs				0	0.00				0	0.00				0	0.00			50	50	750.00	50	15.00	750.00
79	Tape (Transparent, 48mm)	pcs				0	0.00				0	0.00				0	0.00			50	50	1,250.00	50	25.00	1,250.00
80	Clipboard (legal)	pcs				0	0.00				0	0.00				0	0.00			50	50	3,500.00	50	70.00	3,500.00
81	Alcohol (ethyl)	bottle				0	0.00				0	0.00				0	0.00			20	20	1,400.00	20	70.00	1,400.00
82	Acetate	roll				0	0.00				0	0.00				0	0.00			2	2	2,000.00	2	1,000.00	2,000.00
83	Laminating Film pouches	ream				0	0.00				0	0.00				0	0.00			2	2	2,600.00	2	1,300.00	2,600.00
84	Laminating Film (A3)	pack				0	0.00				0	0.00				0	0.00			10	10	9,900.00	10	990.00	9,900.00
85	Laminating Film (Legal)	pack				0	0.00				0	0.00				0	0.00			10	10	2,400.00	10	240.00	2,400.00
86	Laminating pouches (100mm x 150mm)	pack				0	0.00				0	0.00				0	0.00			5	5	1,650.00	5	330.00	1,650.00
87	Sticker paper (A4)	pack				0	0.00				0	0.00				0	0.00			50	50	6,000.00	50	120.00	6,000.00
88	Yellow Pad	pad				0	0.00				0	0.00				0	0.00			50	50	3,000.00	50	60.00	3,000.00
89	Notebook (Stenographer)	pcs				0	0.00				0	0.00				0	0.00			200	200	12,000.00	200	60.00	12,000.00
90	Paper, Long size 8.5x13"	ream				0	0.00				0	0.00				0	0.00			20	20	9,600.00	20	480.00	9,600.00
91	Wrapping paper (Kraft)	pack				0	0.00				0	0.00				0	0.00			50	50	9,000.00	50	180.00	9,000.00
92	Photo paper (A4, Glossy, 10pcs per pack)	pack				0	0.00				0	0.00				0	0.00			50	50	8,500.00	50	170.00	8,500.00
93	Photo paper (A4, matte, 10pcs per pack)	pack				0	0.00				0	0.00				0	0.00			50	50	8,500.00	50	170.00	8,500.00
94	Sticker paper (A4, Glossy, 10pcs per pack)	pack				0	0.00				0	0.00				0	0.00			50	50	6,000.00	50	120.00	6,000.00
95	Sticker paper (A4, Matte, 10pcs per pack)	pack				0	0.00				0	0.00				0	0.00			50	50	6,000.00	50	120.00	6,000.00
96	Velum paper (A4)	pack				0	0.00				0	0.00				0	0.00			50	50	6,750.00	50	135.00	6,750.00
97	Bond Paper (A4, 80gsm)	ream				0	0.00				0	0.00				0	0.00			200	200	31,000.00	200	155.00	31,000.00
98	Bond Paper (legal, 80 gsm)	ream				0	0.00				0	0.00				0	0.00			200	200	29,000.00	200	145.00	29,000.00
99	Record book (500 pages, 214mm x 278mm, min)	book				0	0.00				0	0.00				0	0.00			20	20	2,200.00	20	110.00	2,200.00
100	Battery (Dry cell AA)	pack				0	0.00				0	0.00				0	0.00			30	30	1,500.00	30	50.00	1,500.00
101	Battery (Dry Cell AAA)	pack				0	0.00				0	0.00				0	0.00			30	30	900.00	30	30.00	900.00
102	Disinfectant spray (Aerosol type, 320ml)	can				0	0.00				0	0.00				0	0.00			50	50	12,500.00	50	250.00	12,500.00
103	Air Freshener (Aerosol Type)	can				0	0.00				0	0.00				0	0.00			50	50	10,000.00	50	200.00	10,000.00
104	Furniture cleaner (Aerosol Type)	can				0	0.00				0	0.00				0	0.00			50	50	11,500.00	50	230.00	11,500.00
105	Liquid hand Sanitizer (500ml)	bottle				0	0.00				0	0.00				0	0.00			50	50	10,000.00	50	200.00	10,000.00
106	Liquid Hand Soap (500ml)	bottle				0	0.00				0	0.00				0	0.00			50	50	7,500.00	50	150.00	7,500.00
107	Dishwashing Liquid	gal				0	0.00				0	0.00				0	0.00			50	50	17,500.00	50	350.00	17,500.00

Item & Specifications	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	
108	Wastebasket (non-rigid plastic)	pcs				0	0.00				0	0.00				0	0.00			10	10	3,500.00	10	350.00	3,500.00
109	Trash bag	pack				0	0.00				0	0.00				0	0.00			50	50	7,500.00	50	150.00	7,500.00
110	rags (All Cotton)	pcs				0	0.00				0	0.00				0	0.00			10	10	600.00	10	60.00	600.00
111	Broom (Soft, Tambo)	pcs				0	0.00				0	0.00				0	0.00			5	5	750.00	5	150.00	750.00
112	Dust Pan	pcs				0	0.00				0	0.00				0	0.00			5	5	150.00	5	30.00	150.00
113	Data File Box	pcs				0	0.00				0	0.00				0	0.00			50	50	7,500.00	50	150.00	7,500.00
114	Book ends, Heavy Duty	pcs				0	0.00				0	0.00				0	0.00			50	50	5,500.00	50	110.00	5,500.00
115	Ruler (plastic, 450mm)	pcs				0	0.00				0	0.00				0	0.00			40	40	800.00	40	20.00	800.00
116	Stapler (Standard Type)	pcs				0	0.00				0	0.00				0	0.00			30	30	4,800.00	30	160.00	4,800.00
117	Cutter/ Utility Knife, for General Purpose	pcs				0	0.00				0	0.00				0	0.00			10	10	1,850.00	10	185.00	1,850.00
118	Scissors, Symmetrical, Blade length: 65mm min	pcs				0	0.00				0	0.00				0	0.00			20	20	1,000.00	20	50.00	1,000.00
119	Cutter, Snap Blade, Small	pcs				0	0.00				0	0.00				0	0.00			10	10	600.00	10	60.00	600.00
120	Puncher, Heavy Duty	pcs				0	0.00				0	0.00				0	0.00			10	10	1,700.00	10	170.00	1,700.00
121	Clipbook (20 Transparent pockets, A4)	pcs				0	0.00				0	0.00				0	0.00			50	50	2,250.00	50	45.00	2,250.00
122	Clear book (20 Transparent pockets, Legal)	pcs				0	0.00				0	0.00				0	0.00			50	50	2,500.00	50	50.00	2,500.00
123	Highlighter pen (yellow)	pcs				0	0.00				0	0.00				0	0.00			50	50	3,000.00	50	60.00	3,000.00
124	Plastic envelope (long with zipper, transparent)	pcs				0	0.00				0	0.00				0	0.00			20	20	2,700.00	20	135.00	2,700.00
125	Plastic envelope (Long)	pcs				0	0.00				0	0.00				0	0.00			20	20	1,400.00	20	70.00	1,400.00
126	Plastic envelope (Expanding with Holder)	pcs				0	0.00				0	0.00				0	0.00			200	200	20,000.00	200	100.00	20,000.00
127	Data Folder w/ mechanism Vertical, Legal Black (Arch File)	pcs				0	0.00				0	0.00				0	0.00			25	25	11,250.00	25	450.00	11,250.00
128	Paper Clip (Vinyl/ Plastic coated, 33mm)	pcs				0	0.00				0	0.00				0	0.00			30	30	27,000.00	30	900.00	27,000.00
129	Paper Clip (Vinyl/ Plastic coated, 50mm)	pcs				0	0.00				0	0.00				0	0.00			30	30	1,500.00	30	50.00	1,500.00
130	Page markers (8 assorted color per pack)	pack				0	0.00				0	0.00				0	0.00			30	30	15,900.00	30	530.00	15,900.00
131	Fastener 9Plastic, 50 sets per box)	box				0	0.00				0	0.00				0	0.00			30	30	6,600.00	30	220.00	6,600.00
132	Post it note pad (1.5 x 2)	pcs				0	0.00				0	0.00				0	0.00			50	50	2,500.00	50	50.00	2,500.00
133	Post it note pad (3x5)	pcs				0	0.00				0	0.00				0	0.00			50	50	3,500.00	50	70.00	3,500.00
134	Post it note pad (4x4)	pcs				0	0.00				0	0.00				0	0.00			50	50	4,000.00	50	80.00	4,000.00
135	Post it note pad (4x6)	pcs				0	0.00				0	0.00				0	0.00			50	50	4,000.00	50	80.00	4,000.00
136	Pencil (482 no. 2 Medium, Lead, with eraser, 12pcs per box	box				0	0.00				0	0.00				0	0.00			10	10	1,000.00	10	100.00	1,000.00
137	Photo paper (A4)	pack				0	0.00				0	0.00				0	0.00			50	50	6,500.00	50	130.00	6,500.00
138	Correction Tape, Film base type, UL 6m min	pcs				0	0.00				0	0.00				0	0.00			20	20	600.00	20	30.00	600.00
139	Ring Bidder, (Plastic, 32mm)	bundle				0	0.00				0	0.00				0	0.00			10	10	3,000.00	10	300.00	3,000.00
140	Staple Wire (Standard)	pack				0	0.00				0	0.00				0	0.00			50	50	1,500.00	50	30.00	1,500.00
141	Staple Wire (23/17)	box				0	0.00				0	0.00				0	0.00			50	50	3,000.00	50	60.00	3,000.00
142	Staple Wire (23/8)	box				0	0.00				0	0.00				0	0.00			50	50	2,000.00	50	40.00	2,000.00
143	Staple Wire (135mm)	box				0	0.00				0	0.00				0	0.00			50	50	11,000.00	50	220.00	11,000.00
144	Stapler Remover , Plier-Type	pcs				0	0.00				0	0.00				0	0.00			20	20	600.00	20	30.00	600.00
145	Calculator, compact	pcs				0	0.00				0	0.00				0	0.00			18	18	7,200.00	18	400.00	7,200.00
146	Marker, Whiteboard black, felt tip, bullet type	pcs				0	0.00				0	0.00				0	0.00			50	50	1,500.00	50	30.00	1,500.00
147	Marker, Whiteboard Blue,. Felt tip Bullet Type	pcs				0	0.00				0	0.00				0	0.00			50	50	1,500.00	50	30.00	1,500.00
148	Marker, Whiteboard Red, Felt Tip, Bullet type	pcs				0	0.00				0	0.00				0	0.00			50	50	1,500.00	50	30.00	1,500.00
149	Marker Permanent , Black, Bullet Type	pcs				0	0.00				0	0.00				0	0.00			50	50	1,250.00	50	25.00	1,250.00
150	Marker Permanent , Blue, Bullet Type	pcs				0	0.00				0	0.00				0	0.00			50	50	1,250.00	50	25.00	1,250.00
151	Marker Permanent, Red, Bullet type	pcs				0	0.00				0	0.00				0	0.00			50	50	1,250.00	50	25.00	1,250.00
152	Sign Pen, Black	pcs				0	0.00				0	0.00				0	0.00			50	50	1,500.00	50	30.00	1,500.00
153	Sign Pen, Blue	pcs				0	0.00				0	0.00				0	0.00			50	50	1,500.00	50	30.00	1,500.00
154	Sign Pen Red	pcs				0	0.00				0	0.00				0	0.00			50	50	1,500.00	50	30.00	1,500.00

Item & Specifications	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		
155	Hi Tech Point Rollerball Pen, BXV5 Blue, 0.5mm	pcs				0	0.00				0	0.00				0	0.00				50	50	3,000.00	50	60.00	3,000.00
156	Gel Pen, 0.3 Black, 12 pcs/ box	box				0	0.00				0	0.00				0	0.00				10	10	2,000.00	10	200.00	2,000.00
157	Gel Pen, 0.3 Blue, 12 pcs/ box	box				0	0.00				0	0.00				0	0.00				10	10	2,000.00	10	200.00	2,000.00
158	Gel Pen, 0.3 Red, 12 pcs/ box	box				0	0.00				0	0.00				0	0.00				10	10	2,000.00	10	200.00	2,000.00
159	Crayons (regular size)	box				0	0.00				0	0.00				0	0.00				50	50	2,500.00	50	50.00	2,500.00
160	Clip Back fold, 19mm	pcs				0	0.00				0	0.00				0	0.00				50	50	500.00	50	10.00	500.00
161	Clip Back fold, 25mm	pcs				0	0.00				0	0.00				0	0.00				50	50	1,000.00	50	20.00	1,000.00
162	Clip Back fold, 32mm	pcs				0	0.00				0	0.00				0	0.00				50	50	1,250.00	50	25.00	1,250.00
163	Clip Back fold, 50mm	pcs				0	0.00				0	0.00				0	0.00				50	50	3,250.00	50	65.00	3,250.00
164	Envelope, Documentory, A4	box				0	0.00				0	0.00				0	0.00				2	2	1,500.00	2	750.00	1,500.00
165	Envelope, Documentory form legal size	box				0	0.00				0	0.00				0	0.00				2	2	2,006.20	2	1,003.10	2,006.20
166	Folder(L-Type, A4)	pack				0	0.00				0	0.00				0	0.00				10	10	1,900.00	10	190.00	1,900.00
167	Folder (L-Type, Legal)	pack				0	0.00				0	0.00				0	0.00				10	10	2,700.00	10	270.00	2,700.00
168	Folder (with tab, legal)	pack				0	0.00				0	0.00				0	0.00				10	10	3,550.00	10	355.00	3,550.00
169	Plastic Folder (Bottom Seal, L-type, A4 Size (50pcs/pack)	pack				0	0.00				0	0.00				0	0.00				5	5	1,325.00	5	265.00	1,325.00
170	Plastic Folder (Bottom Seal, L-type, Legal Size (50pcs/pack)	pack				0	0.00				0	0.00				0	0.00				5	5	1,375.00	5	275.00	1,375.00
171	Level Arch File with Ring Binder (long)	pcs				0	0.00				0	0.00				0	0.00				20	20	3,300.00	20	165.00	3,300.00
172	Adhesive Hooks,12 pcs	pcs				0	0.00				0	0.00				0	0.00				10	10	1,650.00	10	165.00	1,650.00
173	Pushpin, 100pcs	pack				0	0.00				0	0.00				0	0.00				20	20	600.00	20	30.00	600.00
174	Stamp Pad ink, red, 28ml	bottle				0	0.00				0	0.00				0	0.00				5	5	750.00	5	150.00	750.00
175	Stamp Pad ink, black, 28ml	bottle				0	0.00				0	0.00				0	0.00				5	5	750.00	5	150.00	750.00
176	Stamp Pad ink, green, 28ml	bottle				0	0.00				0	0.00				0	0.00				5	5	750.00	5	150.00	750.00
177	Stamp Pad ink, blue, 28ml	bottle				0	0.00				0	0.00				0	0.00				5	5	750.00	5	150.00	750.00
178	Stamp Pad ink, violet, 28ml	bottle				0	0.00				0	0.00				0	0.00				5	5	750.00	5	150.00	750.00
179	Dating and Stamping Machine, Heavy Duty	unit				0	0.00				0	0.00				0	0.00				3	3	1,500.00	3	500.00	1,500.00
180	Stamp Pad	pcs				0	0.00				0	0.00				0	0.00				5	5	275.00	5	55.00	275.00
181	ID Holder	pcs				0	0.00				0	0.00				0	0.00				50	50	7,500.00	50	150.00	7,500.00
182	Tape, Masking, 48mm	roll				0	0.00				0	0.00				0	0.00	6				6	639.60	6	106.60	639.60
183	Twine, Plastic	roll				0	0.00				0	0.00				0	0.00	1				1	58.24	1	58.24	58.24
184	Corrugated Box	pcs				0	0.00				0	0.00				0	0.00	4				4	800.00	4	200.00	800.00
185	Vellum Paper	pack				0	0.00				0	0.00				0	0.00	10				10	1,200.00	10	120.00	1,200.00
186	Ball pen , FO-GelB08, 0.5 Black (12pcs/ box)	box				0	0.00				0	0.00				0	0.00	5				5	600.00	5	120.00	600.00
187	Alcohol (ethyl) 60ml	bottle				0	0.00				0	0.00				0	0.00	25				25	2,500.00	25	100.00	2,500.00
188	Alcohol (ethyl) 1 gal.	bottle				0	0.00				0	0.00				0	0.00	2				2	775.84	2	387.92	775.84
189	Paper, Multicopy A4, 80gsm	ream				0	0.00				0	0.00				0	0.00	5				5	750.00	5	150.00	750.00
190	Carolina Assorted Colors, 20 pcs per pack	pack				0	0.00				0	0.00				0	0.00	5				5	500.00	5	100.00	500.00
191	Tarpaulin (4ft x 8ft)	pcs				0	0.00				0	0.00				0	0.00	1				1	1,500.00	1	1,500.00	1,500.00
192	Colored paper (8 1/2 x 11", 250 sheet, 80gsm)	pcs				0	0.00				0	0.00				0	0.00	5				5	500.00	5	100.00	500.00
193	ID Holder	pcs				0	0.00				0	0.00				0	0.00	25				25	750.00	25	30.00	750.00
194	Vertical ID Card Holder with Retractable Lanyard	pcs				0	0.00				0	0.00				0	0.00	150				150	15,000.00	150	100.00	15,000.00
195	ID Holder with Lanyard	pcs				0	0.00				0	0.00				0	0.00				135	135	9,450.00	135	70.00	9,450.00
196	Expanding Transparent Zip Envelope	pcs				0	0.00				0	0.00				0	0.00				135	135	6,075.00	135	45.00	6,075.00
197	Vellum (A4)	ream				0	0.00				0	0.00				0	0.00				2	2	1,300.00	2	650.00	1,300.00
198	Certificate Holders	pcs				0	0.00				0	0.00				0	0.00				120	120	5,400.00	120	45.00	5,400.00
199	Call/ Serving Ball	pcs				0	0.00				0	0.00				0	0.00				8	8	1,920.00	8	240.00	1,920.00
200	Plain White Board 30x40cm	pcs				0	0.00				0	0.00				0	0.00				8	8	2,800.00	8	350.00	2,800.00
201	Eraser	pcs				0	0.00				0	0.00				0	0.00				8	8	560.00	8	70.00	560.00

Item & Specifications			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	
202	Letter Standee	pcs				0	0.00				0				0	0.00											
203	Customized 2023 Notebook Planner	pcs				0	0.00				0				0	0.00				5	5	2,000.00	5	400.00		2,000.00	
204	Ballpoint Pen, Black	pcs				0	0.00				0				0	0.00				135	135	67,500.00	135	500.00		67,500.00	
205	Notebook	pcs				0	0.00				0				0	0.00	12000			12000		600,000.00	12,000	50.00		600,000.00	
206	Ball pen	pcs				0	0.00				0				0	0.00		225		225		22,500.00	225	100.00		22,500.00	
207	ID Holder with Lace	pcs				0	0.00				0				0	0.00		225		225		11,250.00	225	50.00		11,250.00	
208	Alcohol with Spray (500ml)	pcs				0	0.00				0				0	0.00		225		225		16,875.00	225	75.00		16,875.00	
209	120 pull interfold paper towel	pcs				0	0.00				0				0	0.00		10		10		1,200.00	10	120.00		1,200.00	
210	Certificate Holder (2 folds)	pcs				0	0.00				0				0	0.00		10		10		500.00	10	50.00		500.00	
211	Marker, Permanent Black	pcs				0	0.00				0				0	0.00		25		25		6,250.00	25	250.00		6,250.00	
212	Assorted Pastel-Colored Carolina	pcs				0	0.00				0				0	0.00		150		150		13,425.00	150	89.50		13,425.00	
213	Expanding Envelope (Black)	pcs				0	0.00				0				0	0.00		100		100		1,500.00	100	15.00		1,500.00	
214	Scissors, Symmetrical, Blade length: 65mm min	pcs				0	0.00				0				0	0.00		5		5		1,350.00	5	270.00		1,350.00	
215	Plastic Envelope with Handle	pcs				0	0.00				0				0	0.00		15		15		1,200.00	15	80.00		1,200.00	
216	Mega box High Impact Storage box 50L	pcs				0	0.00				0				0	0.00		15		15		1,500.00	15	100.00		1,500.00	
217	Mega box High impact Storage box 120L	pcs				0	0.00				0				0	0.00		6		6		2,700.00	6	450.00		2,700.00	
218	500ml alcohol w/ spray	pcs				0	0.00				0				0	0.00		6		6		5,100.00	6	850.00		5,100.00	
219	120 pull interfold paper towel	pcs				0	0.00				0				0	0.00		25		25		3,000.00	25	120.00		3,000.00	
220	Black Expert Gel Pen Board 1.0 mm	pcs				0	0.00				0				0	0.00		25		25		1,250.00	25	50.00		1,250.00	
221	Blue Expert Gel Pen Board 1.0 mm	pcs				0	0.00				0			12	12	600.00				0	0.00		12	50.00		600.00	
222	Black Expert Gel Pen Board 0.70mm	pcs				0	0.00				0			12	12	600.00				0	0.00		12	50.00		600.00	
223	Blue Expert Gel Pen Board 0.70mm	pcs				0	0.00				0			12	12	600.00				0	0.00		12	50.00		600.00	
224	Self Inking Stamp Black	pcs				0	0.00				0			12	12	600.00				0	0.00		12	50.00		600.00	
225	Stamp (with Data and Time)	pcs				0	0.00				0			1	1	500.00				0	0.00		1	500.00		500.00	
226	PVC Office ID	pcs				0	0.00				0			1	1	3,000.00				0	0.00		1	3,000.00		3,000.00	
Paper Materials and Products														112		112	19,999.84				0	0.00		112	178.57		19,999.84
1	Silk Book Paper White- A4- 8.27x11.69	ream				0	0.00				0				0	0.00											
2	C2S for IEC					0	0.00				0				0	0.00	400			400		313,200.00	400	783.00		313,200.00	
3	Glossy-A3-11.7x16.5	ream				0	0.00				0				0	0.00				0	0.00		0			0.00	
4	Glossy-SRA-13x19"					0	0.00				0				0	0.00	150			150		461,250.00	150	3,075.00		461,250.00	
5	MultiCopy					0	0.00				0				0	0.00	10			10		59,780.00	10	5,978.00		59,780.00	
6	White-A4- 8 1/2x11 3/4	ream				0	0.00				0				0	0.00				0	0.00		0			0.00	
7	White-Long-8 1/2 x 13"	ream				0	0.00				0				0	0.00	200			200		50,000.00	200	250.00		50,000.00	
8	White-Long-A3-11.7x16.5"	ream				0	0.00				0				0	0.00	200			200		60,000.00	200	300.00		60,000.00	
9	White-Long-8 1/2 x 13"	ream				0	0.00				0				0	0.00	200			200		110,000.00	200	550.00		110,000.00	
10	White -A4- 8.27x11.69	ream				0	0.00				0				0	0.00	200			200		25,600.00	200	128.00		25,600.00	
11	White -Tabloid	ream				0	0.00				0				0	0.00	300			300		121,500.00	300	405.00		121,500.00	
12	White-Short-8 1/2 x 11	ream				0	0.00				0				0	0.00	350			350		283,500.00	350	810.00		283,500.00	
Cleaning Equipment and Supplies																											
67	43211507-DCT-03 Desktop Computer, branded	unit				0	0.00				0				0	0.00											
69	43201827-HD-X02 EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece				0	0.00				0				0	0.00				0	0.00		0	39,208.00		0.00	
70	43202010-FD-U01 FLASH DRIVE, 16 GB capacity	piece				0	0.00				0				0	0.00				0	0.00		0	2,724.80		0.00	
71	43211503-LCT-03 Laptop Computer, branded	unit				0	0.00				0				0	0.00				0	0.00		0	276.64		0.00	
72	43211708-MO-O01 MOUSE, optical, USB connection type	unit				0	0.00				0				0	0.00				0	0.00		0	35,916.40		0.00	
73	43212102-PR-D02 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0				0	0.00				0	0.00		0	134.99		0.00	
						0	0.00				0				0	0.00				0	0.00		0	33,131.28		0.00	





Item & Specifications	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			
62 Soap Dispenser	pcs				0	0.00				0	0.00				1	1	89.00			0	0.00	1	89.00	89.00
63 3 pcs cookware	pcs				0	0.00				0	0.00				1	1	950.00			0	0.00	1	950.00	950.00
64 Frying pan	pcs				0	0.00				0	0.00				1	1	279.00			0	0.00	1	279.00	279.00
65 Universal Kawali	pcs				0	0.00				0	0.00				1	1	450.00			0	0.00	1	450.00	450.00
<b>DORMITORY SUPPLIES: (RDEC/GUESTHOUSE)</b>																				0	0.00	0		0.00
1 Fire Extinguisher for 10-20lbs baked powder coated made with metal color red					0	0.00				0	0.00				0	0.00			8	8	14,560.00	8	1,820.00	14,560.00
2 Fire Extinguisher 10lbs0HCFC 123 Green 5 Years Expiration (Refillable)					0	0.00				0	0.00				0	0.00			8	8	35,360.00	8	4,420.00	35,360.00
<b>CLEANING SUPPLIES AND MATERIALS (RDEC)</b>																						0		0.00
1 Dry Iron Light Weight (0.9kg) Non Stick Soleplate	Unit				0	0.00				0	0.00				0	0.00			1	1	2,500.00	1	2,500.00	2,500.00
2 Hand soap	pcs				0	0.00				0	0.00				0	0.00	5		5	5	1,750.00	5	350.00	1,750.00
3 Deodorant Cake 100g	pcs				0	0.00				0	0.00				0	0.00	200		200	200	16,000.00	200	80.00	16,000.00
4 Interfold Paper Tower	pcs				0	0.00				0	0.00				0	0.00	300		300	300	27,240.00	300	90.80	27,240.00
5 Chlorine Powder 1kg per pack	pack				0	0.00				0	0.00				0	0.00	10		10	10	2,500.00	10	250.00	2,500.00
6 Bleach					0	0.00				0	0.00				0	0.00	10		10	10	2,500.00	10	250.00	2,500.00
<b>ICT Equipment and Consumables (RDEC)</b>																								
1 GT53xl Black Ink Bottle 135ml	bottle				0	0.00				0	0.00				0	0.00			1	1	700.00	1	700.00	700.00
2 GT53xl Cyan Ink Bottle 135ml	Bottle				0	0.00				0	0.00				0	0.00			1	1	450.00	1	450.00	450.00
3 GT53xl Magenta Ink Bottle 135ml	Bottle				0	0.00				0	0.00				0	0.00			1	1	450.00	1	450.00	450.00
4 GT53xl Yellow Ink Bottle 135ml	Bottle				0	0.00				0	0.00				0	0.00			1	1	450.00	1	450.00	450.00
5 Cartridge HP Printer head Smart Tank 615 Black	Cart				0	0.00				0	0.00				0	0.00			1	1	1,200.00	1	1,200.00	1,200.00
6 Cartridge HP Printer head Smart Tank 615 Tri-Color	Cart				0	0.00				0	0.00				0	0.00			1	1	1,200.00	1	1,200.00	1,200.00
<b>A. TOTAL</b>																								19,993,795.69
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																								1,999,379.57
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)</b>																								
<b>D. GRAND TOTAL (A + B + C)</b>																								21,993,175.26
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																								
<b>F. MONTHLY CASH REQUIREMENTS</b>																								
G.1 Available at Procurement Service Stores																								
G.2 Other Items not available at PS but regular purchased from other																								
<b>TOTAL MONTHLY CASH REQUIREMENTS</b>																								

\*Agency must put the monthly requirement for air tickets both local and international.

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.

Prepared by:

  
**KEMUEL M. BORROMELO**  
 Member, BAC Secretariat

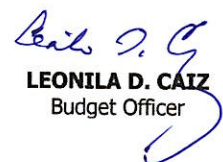
Recommended by:

**EDITHA S. VINUYA**  
 BAC Chairperson

Approved by:

  
**REMELYN R. RECOTER, MNSA. CESO III**  
 OIC- Director IV

Certified Funds Available / Certified Appropriate Funds Available:

  
**LEONILA D. CAIZ**  
 Budget Officer

**SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - NON - COMMON SUPPLIES EQUIPMENT (APP-NON-CSE) 2022 FORM  
Second Semester (FY 2022)**

Office: AGRICULTURAL TRAINING INSTITUTE  
Address: ATI BUILDING, ELLIPTICAL ROAD, DILIMAN, QUEZON CITY

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>ADMINISTRATIVE AND FINANCE UNIT (AFU)</b>												
	Extermination and Massive Treatment of Termites at RDEC Messhall, Dormitory and Staff House	AFU-OD	NP-53.9 - Small Value Procurement	8/22/2022	9/1/2022	10/7/2022	n/a	GoP	30,000.00	30,000.00		
	Refrigerator Inverter	AFU-OD	NP-53.9 - Small Value Procurement	n/a	n/a	12/27/2022	n/a	GoP	33,600.00	33,600.00		
	Microwave Oven Inverter	AFU-OD	NP-53.9 - Small Value Procurement					GoP	14,400.00	14,400.00		
	Oven Toaster	AFU-OD	NP-53.9 - Small Value Procurement					GoP	7,200.00	7,200.00		
	Water Dispenser	AFU-OD	NP-53.9 - Small Value Procurement					GoP	3,600.00	3,600.00		
	Paper Shedder	AFU-OD	NP-53.9 - Small Value Procurement					GoP	15,400.00	15,400.00		
	Coffee Maker	AFU-OD	NP-53.9 - Small Value Procurement					GoP	2,400.00	2,400.00		
	Repair of Air-conditioning Units at RDEC Room 42	AFU-OD	NP-53.9 - Small Value Procurement	n/a	n/a	9/5/2022	n/a	GoP	11,000.00	11,000.00		
	Consolidated Repair of Aircon Units at Different Offices	AFU-OD	NP-53.9 - Small Value Procurement	n/a	n/a	6/26/2022	n/a	GoP	175,400.00	175,400.00		
	Repair of Air-condition Units at RDEC Room 44	AFU-OD	NP-53.9 - Small Value Procurement	n/a	n/a	9/29/2022	n/a	GoP	11,000.00	11,000.00		
	Hardware Device	AFU-OD	NP-53.9 - Small Value Procurement					GoP	10,680.00	10,680.00		
	Meals During the Program to Institutionalize Meritocracy and Excellence in Human Resource Management (PRIME-HRM) on September 5-8, 2022	AFU-OD	NP-53.9 - Small Value Procurement	8/27/2022	8/30/2022	9/5/2022	n/a	GoP	99,700.00	99,700.00		
	Meals During the Seminar Workshop on Basic Records and Archives Management on September 13-17, 2022 at RDEC	AFU-OD	NP-53.9 - Small Value Procurement	9/2/2022	9/7/2022	9/22/2022	n/a	GoP	111,000.00	111,000.00		

Low

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Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Improvement of Main Electrical Feeder Line, FDAS and CCTV System at ATI Main Building	AFU-OD	Competitive Bidding	10/11/2022	10/3/2022	11/11/2022	11/22/2022	GoP	12,000,000.00		12,000,000.00	
	Meals during the meeting with the Dutch Government Representative on September 14, 2022	AFU-OD	NP-53.9 - Small Value Procurement	n/a	n/a	9/13/2022	n/a	GoP	6,900.00	6,900.00		
	ICT Equipment	AFU-OD	NP-53.9 - Small Value Procurement	10/6/2022	10/13/2022	11/9/2022	n/a	GoP	131,900.00	131,900.00		
	6 pack highball Glass Tumbler Set 340 ml and Stainless Serving Spoon	AFU-OD	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	2,600.00	2,600.00		
	Supply and Equipment, Labor and Installation of Bran New Air Conditioning Units for the Replacement of Used-Worn ACU on Different Offices in ATI-Co	AFU-OD	NP-53.9 - Small Value Procurement	10/7/2022	10/13/2022	11/9/2022	n/a	GoP	380,000.00	380,000.00		
	Air-conditioning Units at RDEC Room 8, Dormitory Office and Messhall Room 2	AFU-OD	NP-53.9 - Small Value Procurement	10/13/2022	10/19/2022	11/9/2022	n/a	GoP	190,000.00	190,000.00		
	Collared Polo Shirt	AFU-OD	NP-53.9 - Small Value Procurement	10/18/2022	10/21/2022		n/a	GoP	172,500.00	172,500.00		
	Meals for the Synergy Enhancement Activity: Towards Increased Employee engagement and Improved Productivity on December 20-22, 2022 at RDEC ATI Building Quezon City	AFU-OD	NP-53.9 - Small Value Procurement	10/19/2022	10/24/2022	11/16/2022	n/a	GoP	864,000.00	864,000.00		
	Meals during the Lecture Series Activity	AFU-OD	NP-53.9 - Small Value Procurement	10/13/2022	10/24/2022	11/10/2022	n/a	GoP	949,500.00	949,500.00		
	Meals during the ATI General Assembly on October 26, 2022	AFU-OD	NP-53.9 - Small Value Procurement	10/19/2022	10/24/2022	10/27/2022	n/a	GoP	150,000.00	150,000.00		
	Control Inverter WB110GT 7.5KW	AFU-OD	NP-53.9 - Small Value Procurement					GoP	360,000.00	360,000.00		
	Round Trip Plane Ticket from Manila to Tel Aviv vis-à-vis	AFU-OD	NP-53.9 - Small Value Procurement	11/18/2022	11/22/2022	11/22/2022	n/a	GoP	118,000.00	118,000.00		
	Meals during the ATIEA Consultation meeting on December 5-8, 2022 at RDEC Training Hall	AFU-OD	NP-53.9 - Small Value Procurement	11/25/2022	11/29/2022	12/5/2022	n/a	GoP	107,750.00	107,750.00		
	Network Copier/ Printer/ Scanner	AFU-OD	NP-53.9 - Small Value Procurement					GoP	300,000.00	300,000.00		
	Meals during the Year end, General Assembly on December 23, 2022	AFU-OD	NP-53.9 - Small Value Procurement					GoP	240,000.00	240,000.00		
<b>SUBTOTAL</b>									<b>16,498,530.00</b>	<b>4,498,530.00</b>	<b>12,000,000.00</b>	

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Program/Activity/Project)
				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>CAREER DEVELOPMENT AND MANAGEMENT DIVISION (CDMD)</b>												
	Supply of Materials for Frosted Glass Sticker for CDMD Office	CDMD	NP-53.9 - Small Value Procurement	n/a	n/a	9/28/2022	n/a	GoP	11,625.00	11,625.00		
	Food and Accommodation during the conduct of TOT on Coconut-Coffee Farming System on October 3-7, 2022	CDMD	NP-53.10 Lease of Real Property and Venue	n/a	n/a	09/28/2022	n/a	GoP	381,500.00	381,500.00		
	Food and Accommodation during the conduct of TOT on Dairy Farm Operation for Goat on September 26-30, 2022 at Bacolor Pampanga	CDMD	NP-53.10 Lease of Real Property and Venue	n/a	n/a	Sep-22	n/a	GoP	350,000.00	350,000.00		
	Food and Accommodation during the conduct of the TOT on the Production of Coconut Products and By-Products on October 17-26, 2022 in Hinatuan, Surigao del Sur	CDMD	NP-53.10 Lease of Real Property and Venue	n/a	n/a	10/5/2022	n/a	GoP	700,000.00	700,000.00		
	Food and Accommodation during the conduct of TOT on Native Pig Production and Management on November 7-11, 2022 in San Juan Batangas	CDMD	NP-53.10 Lease of Real Property and Venue	n/a	n/a	10/25/2022	n/a	GoP	350,000.00	350,000.00		
	Service Provider for the Development of Facilitators Guide for the Coconut Farmers Industry Development Plan (CFIDP) Training Initiatives	CDMD	NP-53.6 Scientific, Scholarly, Artistic Work, Exclusive Technology and Media Services	n/a	n/a		n/a	GoP	1,500,000.00	1,500,000.00		
	Food and Accommodation during the conduct of Training on Module Development	CDMD	NP-53.10 Lease of Real Property and Venue	11/2/2022	11/7/2022	11/15/2022	n/a	GoP	300,000.00	300,000.00		
	Service Provider for the 2 Batches of Short Course on Leadership and Management for Middle Manager-Level Extension Manager	CDMD	Competitive Bidding	11/28/2022	12/19/2022			GoP	6,873,000.00	6,873,000.00		
	Notarial Service of Contract of Scholars	CDMD	NP-53.9 - Small Value Procurement	12/5/2022	12/9/2022	12/23/2022	n/a	GoP	113,050.00	113,050.00		
	Food and Accommodation during the conduct of TOT on Module Development Batch 2 on November 21-25, 2022	CDMD	NP-53.9 - Small Value Procurement	n/a	n/a	11/21/2022	n/a	GoP	277,500.00	277,500.00		
	Food and Accommodation during the conduct of TOT on Dairy Farm Operations for Cattle on October 10-14, 2022 in Pavia, Iloilo	CDMD	NP-53.10 Lease of Real Property and Venue	n/a	n/a	10/1/2022	n/a	GoP	390,000.00	390,000.00		
								<b>SUBTOTAL</b>	<b>11,246,675.00</b>	<b>11,246,675.00</b>	<b>-00</b>	

Code (PAP)	Procurement Program/Project	PMO/ End-User	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Program/Activity/Project)
				Advertisement /Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Meals during the consultation workshop on updating of the ATI Strategic Performance Management System (ATI-SPMS) Success Indicators on August 16, 2022	PPD	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	11,500.00	11,500.00		
	Meals during the PPDs FY 2022 Midyear Performance Review and FY 2023 Plan and Budget Proposal on August 3-5, 2022	PPD	NP-53.10 Lease of Real Property and Venue	n/a	n/a	7/27/2022	n/a	GoP	168,000.00	168,000.00		
	Meals during the Consultation Meeting on the R4DEAP and CFIDP on July 13, 2022	PPD	NP-53.9 - Small Value Procurement	n/a	n/a	7/22/2022	n/a	GoP	36,000.00	36,000.00		
	Meals during the conduct of ATI Training Centers Planning and Budget Execution Workshop for FY 2023 on October 5-7, 2022	PPD	NP-53.9 - Small Value Procurement	9/29/2022	10/3/2022	10/4/2022	n/a	GoP	190,350.00	190,350.00		
	Meals during the conduct of the development of Guidelines on the conduct of Evaluation Studies of Agriculture and Fisheries (AFE) on November 16-17, 2022 and December 6, 2022	PPD	NP-53.9 - Small Value Procurement	11/4/2022	11/9/2022	11/29/2022	n/a	GoP	93,225.00	93,225.00		
	Field Monitoring Jacket	PPD	NP-53.9 - Small Value Procurement	n/a	n/a	n/a	n/a	GoP	30,000.00	30,000.00		
	1 year Subscription of HR Manager Application	PPD	NP-53.9 - Small Value Procurement	12/6/2022	12/9/2022	12/29/2022	n/a	GoP	920,000.00	920,000.00		
									-00			
<b>SUBTOTAL</b>									<b>1,449,075.00</b>	<b>1,449,075.00</b>	<b>-00</b>	
<b>GRAND TOTAL</b>									<b>43,727,753.00</b>			

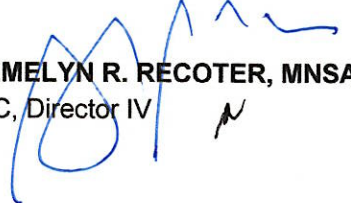
Prepared by:

  
**KEMUEL M. BORROME**  
 Head, BAC Secretariat

Recommended by:

  
**EDITHA S. VINUYA**  
 BAC Chairperson

Approved by:

  
**REMELYN R. RECOTER, MNSA, CESO III**  
 OIC, Director IV

Certified Funds Available/ Certified Appropriate Funds Available:

  
**LEONILA D. CAIZ**  
 Budget Officer