

APP-CSE 2024 FORM - Other Items  
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 SUPPLEMENTAL NO. 5 - OTHER ITEMS

Department/Bureau/Office: DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT - MAIN  
Region: NATIONAL CAPITAL REGION  
Address: DSWD Central Office, Batasan Complex, Constitution Hills,  
Quezon City, 1126

Agency Code/UACS: R001  
Organization Type: National Government Agency (NGA)

Contact Person: JEXIELYN CRISSEDA I. MARASIGAN  
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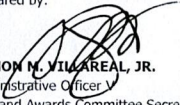
| No.                                                                                                                       | UNSPSC Code | Item & Specifications                                                                                                                                                        | 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 |                             |                 |                           |            |
| OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items) |             |                                                                                                                                                                              |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |     |            |     |     |     |    |           |                             |                 |                           |            |
| 1                                                                                                                         |             | CANON TM5340 Ink Matte Black (130 ml) PFI 8120                                                                                                                               |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 19,500.00  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 3,900.00        |                           | 19,500.00  |
| 2                                                                                                                         |             | CANON TM5340 Ink Black (130 ml) PFI 8120                                                                                                                                     |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 19,500.00  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 3,900.00        |                           | 19,500.00  |
| 3                                                                                                                         |             | CANON TM5340 Ink Cyan (130 ml) PFI 8120                                                                                                                                      |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 19,500.00  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 3,900.00        |                           | 19,500.00  |
| 4                                                                                                                         |             | CANON TM5340 Ink Magenta (130 ml) PFI 8120                                                                                                                                   |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 19,500.00  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 3,900.00        |                           | 19,500.00  |
| 5                                                                                                                         |             | MF461dw Ink Cartridge Black (High Yield Cartridge 070                                                                                                                        |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 67,660.00  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 13,532.00       |                           | 67,660.00  |
| 6                                                                                                                         |             | Plotter paper 36 Inches X 150 yards 3" Core                                                                                                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 12,525.00  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 2,505.00        |                           | 12,525.00  |
| 7                                                                                                                         |             | Plotter paper 36 Inches X 150 yards 2" Core                                                                                                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 8,658.35   | 0   | 0   | 0   | 0  | 0.00      | 5                           | 1,731.67        |                           | 8,658.35   |
| 8                                                                                                                         |             | C3326i Toner Black (38,000 Copylife) NPG-88                                                                                                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 78,433.35  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 15,686.67       |                           | 78,433.35  |
| 9                                                                                                                         |             | C3326i Toner Cyan (25,500 Copylife) NPG-88                                                                                                                                   |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 116,941.65 | 0   | 0   | 0   | 0  | 0.00      | 5                           | 23,388.33       |                           | 116,941.65 |
| 10                                                                                                                        |             | C3326i Toner Magenta (25,500 Copylife) NPG-88                                                                                                                                |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 116,941.65 | 0   | 0   | 0   | 0  | 0.00      | 5                           | 23,388.33       |                           | 116,941.65 |
| 11                                                                                                                        |             | C3326i Toner Yellow(25,500 Copylife) NPG-88                                                                                                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 116,941.65 | 0   | 0   | 0   | 0  | 0.00      | 5                           | 23,388.33       |                           | 116,941.65 |
| 12                                                                                                                        |             | C3326i Waste Toner (25,500 Copylife)                                                                                                                                         |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 26,600.00  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 5,320.00        |                           | 26,600.00  |
| 13                                                                                                                        |             | MF643cdw Ink Cartridge Black (High Yield) Cartridge 054 BK                                                                                                                   |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 27,133.35  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 5,426.67        |                           | 27,133.35  |
| 14                                                                                                                        |             | MF643cdw Ink Cartridge Cyan (High Yield) Cartridge 054 C                                                                                                                     |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 26,733.35  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 5,346.67        |                           | 26,733.35  |
| 15                                                                                                                        |             | MF643cdw Ink Cartridge Magenta (High Yield) Cartridge 054 M                                                                                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 26,733.35  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 5,346.67        |                           | 26,733.35  |
| 16                                                                                                                        |             | MF643cdw Ink Cartridge Yellow (High Yield) Cartridge 054 Y                                                                                                                   |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 26,733.35  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 5,346.67        |                           | 26,733.35  |
| 17                                                                                                                        |             | HP W9210MC Black Managed Laserjet Toner Cartridge                                                                                                                            |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 33,166.65  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 6,633.33        |                           | 33,166.65  |
| 18                                                                                                                        |             | HP W9211MC Cyan Managed Laserjet Toner Cartridge                                                                                                                             |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 121,333.35 | 0   | 0   | 0   | 0  | 0.00      | 5                           | 24,266.67       |                           | 121,333.35 |
| 19                                                                                                                        |             | HP W9212MC Yellow Managed Laserjet Toner Cartridge                                                                                                                           |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 121,333.35 | 0   | 0   | 0   | 0  | 0.00      | 5                           | 24,266.67       |                           | 121,333.35 |
| 20                                                                                                                        |             | HP W9213MC Magenta Managed Laserjet Toner Cartridge                                                                                                                          |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 121,333.35 | 0   | 0   | 0   | 0  | 0.00      | 5                           | 24,266.67       |                           | 121,333.35 |
| 21                                                                                                                        |             | INK CART, CANON, 319, Black                                                                                                                                                  |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 38,483.35  | 0   | 0   | 0   | 0  | 0.00      | 5                           | 7,696.67        |                           | 38,483.35  |
| 22                                                                                                                        |             | Ribbon for Unica TS-350 Time and Date Stamp Machine                                                                                                                          |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 12   | 12  | 7,488.00   | 0   | 0   | 0   | 0  | 0.00      | 12                          | 624.00          |                           | 7,488.00   |
| 23                                                                                                                        |             | STORAGE BOX PLASTIC , heavy duty, Plastic resins, Snap lock, 50L capacity, Stackable, Food grade material, With wheels for easy transport<br>Measurements: L56 x W40 x H35cm |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 5    | 5   | 1,795.00   | 0   | 0   | 0   | 0  | 0.00      | 5                           | 359.00          |                           | 1,795.00   |
| 24                                                                                                                        |             | BRISTOL BOARD, A4, 220 gsm, red, 100 per pack                                                                                                                                |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 10   | 10  | 6,816.70   | 0   | 0   | 0   | 0  | 0.00      | 10                          | 681.67          |                           | 6,816.70   |
| 25                                                                                                                        |             | BRISTOL BOARD, A4, 220 gsm, orange, 100 per pack                                                                                                                             |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 10   | 10  | 4,466.70   | 0   | 0   | 0   | 0  | 0.00      | 10                          | 446.67          |                           | 4,466.70   |
| 26                                                                                                                        |             | PAPER, Multi-Purpose, A3, 80-100 gsm, 500 sheets per ream                                                                                                                    |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 10   | 10  | 8,300.00   | 0   | 0   | 0   | 0  | 0.00      | 10                          | 830.00          |                           | 8,300.00   |
| 27                                                                                                                        |             | EXTENSION CORD HD, 5 meters, 6 gang                                                                                                                                          |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 8    | 8   | 7,919.36   | 0   | 0   | 0   | 0  | 0.00      | 8                           | 989.92          |                           | 7,919.36   |
| 28                                                                                                                        |             | Customized Notebook with Pen Holder and Customized Ballpen                                                                                                                   |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 154  | 0   | 0    | 154 | 23,100.00  | 0   | 0   | 0   | 0  | 0.00      | 154                         | 150.00          |                           | 23,100.00  |
| 29                                                                                                                        |             | Note Flag/Indicator Flag, sign here - 44mmx25mm                                                                                                                              |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0   | 0.00       | 50  | 0   | 0   | 50 | 6,450.00  | 50                          | 129.00          |                           | 6,450.00   |
| 30                                                                                                                        |             | Ballpoint Pen (Black)                                                                                                                                                        |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0   | 0.00       | 10  | 0   | 0   | 10 | 150.00    | 10                          | 15.00           |                           | 150.00     |
| 31                                                                                                                        |             | Glue, All purpose, Squezzable, 130ml                                                                                                                                         |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0   | 0.00       | 5   | 0   | 0   | 5  | 250.00    | 5                           | 50.00           |                           | 250.00     |
| 32                                                                                                                        |             | Multicopy Paper, A3 80gsm                                                                                                                                                    |                 | 0                            | 0   | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0   | 0.00       | 10  | 0   | 0   | 10 | 26,250.00 | 10                          | 2,625.00        |                           | 26,250.00  |

|                                                                        |  |   |              |
|------------------------------------------------------------------------|--|---|--------------|
| A. TOTAL                                                               |  | P | 1,258,670.86 |
| B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)                   |  | P | 125,867.09   |
| C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable) |  | P | -            |

|                                                                |  |   |              |
|----------------------------------------------------------------|--|---|--------------|
| D. GRAND TOTAL (A + B + C)                                     |  | P | 1,384,537.95 |
| E. APPROVED BUDGET BY THE AGENCY HEAD<br>In Figures and Words: |  |   |              |

We hereby warrant that the total amount reflected in this Annual 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:

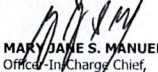
  
**RAMON N. VILLAREAL, JR.**  
 Administrative Officer V  
 Bids and Awards Committee Secretariat  
 Procurement Management Division  
 Administrative Service  
 Date Prepared: \_\_\_\_\_

Noted by:

  
**ATTY. KARINA ANTONETTE A. AGUDO, CESO III**  
 Director IV, Administrative Service

Certified Funds Available/  
 Certified Appropriate Funds Available:

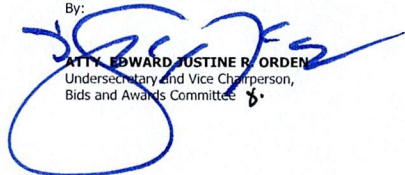
  
**ATTY. MERIEL P. CASTILLO, CPA**  
 Chief Administrative Officer,  
 Budget Division for Regular Programs  
 Financial Management Service

  
**MARY JANE S. MANUEL**  
 Officer-in-Charge Chief,  
 Budget Division for Special Projects  
 Financial Management Service

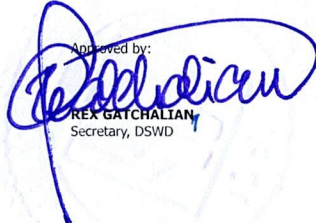
Recommending Approval:

**MONINA JOSEFINA H. ROMUALDEZ**  
 Undersecretary and Chairperson,  
 Bids and Awards Committee

By:

  
**ATTY. EDWARD JUSTINE R. ORDEN**  
 Undersecretary and Vice Chairperson,  
 Bids and Awards Committee

Approved by:

  
**REX GATCHALIAN**  
 Secretary, DSWD