

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
<b>LEGAL SERVICE PROJECTS</b>													
2	Legal Research online subscription	LS	NO	Direct Contracting	November	N/A	November	November	GoP	100,000.00	100,000.00		
2	Procurement of Supreme Court Reports Annotated (SCRA)	LS	NO	Direct Contracting	August	N/A	August	August	GoP	20,000.00	20,000.00		
<b>OFFICE OF THE SECRETARY PROJECTS</b>													
<b>Tribunal Meetings</b>													
1	Lease of Venue	OSEC	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	As the need arises	As the need arises	GoP	300,000.00	300,000.00		
1	Meals/Catering Services	OSEC	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	300,000.00	300,000.00		
1	Supplies and Materials not in Inventory and Other Incidental Expense	OSEC	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	55,000.00	55,000.00		
<b>Book Launching Activity</b>													
1	Lease of Venue	OSEC	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00		
1	Meals/Catering Services	OSEC	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00		
1	Supplies and Materials not in Inventory	OSEC	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	50,000.00	50,000.00		
1	Flower arrangement/Decoration	OSEC	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	60,000.00	60,000.00		
1	Printing Cost	OSEC	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	20,000.00	20,000.00		
<b>Legal Research</b>													
1	Publication Expense	OSEC	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	120,000.00	120,000.00		
<b>Management Meetings/Workshop</b>													
<b>Planning Workshop</b>													
1	Lease of Venue	OSEC	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	As the need arises	As the need arises	GoP	60,000.00	60,000.00		
1	Meals/Catering Services	OSEC	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00		
1	Transportation Services	OSEC	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	20,000.00	20,000.00		
1	Supplies and Materials not in Inventory	OSEC	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	5,000.00	5,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Accommodation	OSEC	NO	NP-53.10 Lease of Real Property and Venue	As the need arises	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00		
	Special Meetings with Tribunal Members and Other Agencies												
1	Meals/Catering Services	OSEC	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	30,000.00	30,000.00		
	Performance Management Team Activities												
	Regular Meetings												
1	Meals/Catering Services	OSEC	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	60,000.00	60,000.00		
	Staff Planning Workshop												
1	Lease of Venue	OSEC	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	February	February	GoP	30,000.00	30,000.00		
1	Meals/Catering Services	OSEC	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	110,000.00	110,000.00		
1	Supplies and Materials not in Inventory	OSEC	NO	Shopping	February	N/A	February	February	GoP	2,000.00	2,000.00		
<b>INTERNAL AUDIT UNIT</b>													
1	Oven Toaster	IAU	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	5,000.00	5,000.00		
1	Fire Extinguisher	IAU	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	2,000.00	2,000.00		
1	Supplies and Materials not in Inventory	IAU	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	20,000.00	20,000.00		
	Meetings with Management Committee Members and Service Unit Staff												
1	Meals	IAU	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	50,000.00	50,000.00		
<b>HUMAN RESOURCES MANAGEMENT SERVICE PROJECTS</b>													
<b>PSYCHOLOGICAL ASSESSMENTS</b>													
1	Psychological Assessment of SET applicants and employees	HRMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	150,000.00	150,000.00		
1	Basic Personality Inventory Answer Sheets	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	3,000.00	3,000.00		
1	Applicant Risk Profiler	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	5,000.00	5,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Differential Aptitude Test	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	5,000.00	5,000.00		
1	Management Development Questionnaire	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	3,000.00	3,000.00		
1	Ravens Progressive matrices	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	1,500.00	1,500.00		
1	Watson Glacier Critical Thinking Test Form A	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	2,000.00	2,000.00		
<b>ANNUAL TEAM BUILDING AND EDUCATIONAL/CULTURAL ACTIVITY</b>													
1	Lease of Venue	HRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	September	GoP	400,000.00	400,000.00		
1	Facilitators and Training Package	HRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	200,000.00	200,000.00		
1	Meals/Catering Service	HRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	400,000.00	400,000.00		
1	Transportation Services	HRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	200,000.00	200,000.00		
1	Prizes/Supplies/Materials not in Inventory	HRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	75,000.00	75,000.00		
1	Cultural Activity	HRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	50,000.00	50,000.00		
1	Uniform for Participants	HRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	50,000.00	50,000.00		
<b>SENIOR CITIZEN'S PROGRAM</b>													
1	Lease of Venue	HRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	August	August	GoP	50,000.00	50,000.00		
1	Meals/Catering Services	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	30,000.00	30,000.00		
1	Transportation Services	HRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	15,000.00	15,000.00		
1	Prizes/Token/Supplies not in Inventory	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	August	August	GoP	5,000.00	5,000.00		
<b>CIVIL SERVICE ANNIVERSARY CELEBRATION</b>													
1	Meals/Catering Services	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	September	September	GoP	27,500.00	27,500.00		
1	Uniform for Participants	HRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	39,000.00	39,000.00		
<b>TRIBUNAL ANNIVERSARY CELEBRATION</b>													
1	Lease of Venue	HRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	April	April	GoP	150,000.00	150,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Meals/Catering Services	HRMS	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	150,000.00	150,000.00		
1	Transportation Services	HRMS	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	50,000.00	50,000.00		
1	Prizes/Token/Supplies not in Inventory	HRMS	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	50,000.00	50,000.00		
1	Uniform for Participants	HRMS	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	45,000.00	45,000.00		
1	Facilitators and Training Package	HRMS	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	50,000.00	50,000.00		
<b>GENERAL ASSEMBLY</b>													
2	Lease of Venue	HRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	November	November	GoP	150,000.00	150,000.00		
2	Meals/Catering Services	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	250,000.00	250,000.00		
2	Transportation Services	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	70,000.00	70,000.00		
2	Prizes/Raffle/Materials for Games	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	90,000.00	90,000.00		
2	Decoration	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	15,000.00	15,000.00		
2	Lights and Sounds/LED	HRMS	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	75,000.00	75,000.00		
<b>PRAISE ACTIVITY</b>													
2	Token/Supplies not in Inventory	HRMS	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	50,000.00	50,000.00		
<b>MANAGEMENT TEAM BUILDING</b>													
2	Lease of Venue	HRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	July	July	GoP	30,000.00	30,000.00		
2	Facilitators	HRMS	NO	NP-53.9 - Small Value Procurement	July	N/A	July	July	GoP	50,000.00	50,000.00		
2	Meals/Catering Services	HRMS	NO	NP-53.9 - Small Value Procurement	July	N/A	July	July	GoP	75,000.00	75,000.00		
2	Supplies not in inventory	HRMS	NO	Shopping	July	N/A	July	July	GoP	5,000.00	5,000.00		
2	Transportation Services	HRMS	NO	NP-53.9 - Small Value Procurement	July	N/A	July	July	GoP	20,000.00	20,000.00		
2	Accommodation	HRMS	NO	NP-53.10 Lease of Real Property and Venue	July	N/A	July	July	GoP	75,000.00	75,000.00		
<b>LEARNING AND DEVELOPMENT INTERVENTION TRAINING NO. 1</b>													
2	Lease of Venue	HRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	June	June	GoP	15,000.00	15,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
2	Training Package	HRMS	NO	NP-53.9 - Small Value Procurement	May	N/A	June	June	GoP	50,000.00	50,000.00		
2	Meals/Catering Services	HRMS	NO	NP-53.9 - Small Value Procurement	May	N/A	June	June	GoP	50,000.00	50,000.00		
2	Supplies not in inventory	HRMS	NO	Shopping	May	N/A	June	June	GoP	5,000.00	5,000.00		
	<b>OTHERS</b>												
2	Flu Vaccine	HRMS	NO	NP-53.9 - Small Value Procurement	February	N/A	February	February	GoP	160,000.00	160,000.00		
2	Various Medicines	HRMS	NO	NP-53.9 - Small Value Procurement	N/A	N/A	As the need arises	As the need arises	GoP	15,000.00	15,000.00		
2	Meals for Administrative Committee Meetings	HRMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	75,000.00	75,000.00		
2	Supplies and Materials for Other HRMS Activities and Trainings	HRMS	NO	Shopping	N/A	N/A	As the need arises	As the need arises	GoP	20,000.00	20,000.00		
<b>PROCUREMENT AND PROPERTY MANAGEMENT SERVICE PROJECTS</b>													
2	Periodic Maintenance of Motor Vehicles (ANNEX 1)	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	807,600.00	807,600.00		
2	Repair and Maintenance of Building, Utilities, Motor Vehicles, Office Equipment, Furnitures and Fixtures (ANNEX 2)	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	1,188,480.00	1,188,480.00		
1	SET Indoor and Outdoor Signages	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	45,000.00	45,000.00		
1	Aircon, window type, 2HP	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	90,000.00	90,000.00		
1	Office Supplies and Materials not available in PS-DBM	PPMS	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	50,000.00	50,000.00		
1	Telecommunications (Landline and Cellular Phones)	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	480,000.00	480,000.00		
2	Electricity	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	1,580,000.00	1,580,000.00		
2	Water	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	350,000.00	350,000.00		
1	Courier, trucking, hauling, freight and other related services	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	50,000.00	50,000.00		
2	Fuel, toll, oil and lubricants	PPMS	NO	NP-53.14 Direct Retail Purchase of Petroleum Fuel, Oil and Lubricant (POL) Products and Airline Tickets	N/A	N/A	As the need arises	As the need arises	GoP	700,000.00	700,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Newspaper subscription	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	72,000.00	72,000.00		
1	Pest Control	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	120,000.00	120,000.00		
1	Supply and Delivery of Janitorial Services for FY 2024	PPMS	YES	Competitive Bidding	October 2023	November 2023	January	January	GoP	2,500,000.00	2,500,000.00		
1	Supply and Delivery of Security Services for FY 2024	PPMS	YES	Competitive Bidding	October 2023	November 2023	January	January	GoP	3,700,000.00	3,700,000.00		
2	Lease of Office Space	PPMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	As the need arises	As the need arises	GoP	19,600,000.00	19,600,000.00		
1	Renovation of Office Space of the SET	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	500,000.00	500,000.00		
1	Supply of Table Tennis Equipment	PPMS	NO	NP-53.9 - Small Value Procurement	January	N/A	February	February	GoP	25,000.00	25,000.00		
1	Computer Table & Chairs	PPMS	NO	Shopping	May	N/A	May	May	GoP	100,000.00	100,000.00		
1	Office Tables and Chairs	PPMS	NO	Shopping	May	N/A	May	May	GoP	100,000.00	100,000.00		
1	Various Disaster Management Tools and Equipment	PPMS	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	50,000.00	50,000.00		
1	Various Supplies and Materials for the Segregation of Waste	PPMS	NO	NP-53.9 - Small Value Procurement	March	N/A	April	April	GoP	10,000.00	10,000.00		
1	Various Parts and Consumables of KYOCERA Copier	PPMS	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	100,000.00	100,000.00		
1	Various Parts and Consumables of Sharp Copier	PPMS	NO	Direct Contracting	As the need arises	N/A	As the need arises	As the need arises	GoP	100,000.00	100,000.00		
1	Meals/Catering Services for PPMS/ BAC Meetings	PPMS	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	60,000.00	60,000.00		
<b>COMMON-USE SUPPLIES AND EQUIPMENT</b>													
1	Regular Office Supplies and Equipment Available at PS-DBM (Annex 4)	Various Service Group	NO	NP-53.5 Agency-to-Agency	As the need arises	N/A	As the need arises	As the need arises	GoP	1,074,953.43	1,074,953.43		
1	Regular Office Supplies and Equipment not Available at PS-DBM (Annex 5)	Various Service Group	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	175,686.50	175,686.50		
<b>INFORMATION AND COMMUNICATION SYSTEMS AND JUDICIAL RECORDS MANAGEMENT SERVICE PROJECTS</b>													
1	<b>OFFICE PRODUCTIVITY</b>												
1	Digital Photocopier	ICSJRMS	NO	Shopping	February	N/A	February	February	GoP	420,000.00		420,000.00	
1	Desktops with Operating System	ICSJRMS	NO	NP-53.5 Agency-to-Agency	February	N/A	February	February	GoP	523,000.00		523,000.00	
1	Multi-Function Inkjet Printers	ICSJRMS	NO	Shopping	February	N/A	February	February	GoP	40,000.00	40,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Inkjet Printer with Ink Tanks	ICSJRMS	NO	Shopping	February	N/A	February	February	GoP	32,000.00	32,000.00		
1	Flatbed Scanners	ICSJRMS	NO	Shopping	February	N/A	February	February	GoP	80,000.00	80,000.00		
1	Paper Shredders	ICSJRMS	NO	Shopping	February	N/A	February	February	GoP	80,000.00	80,000.00		
2	Internal Solid State Drives (1 TB)	ICSJRMS	NO	Shopping	February	N/A	February	February	GoP	20,000.00	20,000.00		
2	External Solid State Drives (2 TB)	ICSJRMS	NO	Shopping	February	N/A	February	February	GoP	150,000.00	150,000.00		
1	Various ICT Supplies and Materials (Annex 3)	ICSJRMS	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	540,000.00	540,000.00		
	<b>ICT SUBSCRIPTION</b>												
1	ISP Subscription (1000 Mbps) for SET	ICSJRMS	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	630,000.00	630,000.00		
1	ISP Subscription (500 Mbps) for Chairperson and Justice Members	ICSJRMS	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	630,000.00	630,000.00		
1	Domain and Web Hosting Subscription (50 GB) package	ICSJRMS	NO	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	20,000.00	20,000.00		
1	Domain and Subdomain Certificates (1 SSH & 3 SSL)	ICSJRMS	NO	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	15,000.00	15,000.00		
1	Audio/Video Conference Subscription	ICSJRMS	NO	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	75,000.00	75,000.00		
1	E-Mail Subscription	ICSJRMS	NO	NP-53.9 - Small Value Procurement	February	N/A	January	January	GoP	30,000.00	30,000.00		
1	Firewall software Subscription	ICSJRMS	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	340,000.00	340,000.00		
	<b>TRAININGS</b>												
	<b>IT Related Training for Secretariat and Contractual</b>												
1	Lease of Venue	ICSJRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	April	April	GoP	15,000.00	15,000.00		
1	Meals/Catering Services	ICSJRMS	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	50,000.00	50,000.00		
1	Supplies not in Inventory	ICSJRMS	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	5,000.00	5,000.00		
	<b>IT Related Training for Secretariat, Contractual and Coterminous</b>												
1	Lease of Venue	ICSJRMS	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GoP	150,000.00	150,000.00		
1	Meals/Catering Services	ICSJRMS	NO	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	250,000.00	250,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Supplies not in Inventory	ICSJRMS	NO	NP-53.9 - Small Value Procurement	May	N/A	May	May	GoP	5,000.00	5,000.00		
	<b>Training on MS Office/Microsoft 365 Essentials</b>												
1	Meals/Catering Services	ICSJRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	25,000.00	25,000.00		
1	Supplies not in Inventory	ICSJRMS	NO	NP-53.9 - Small Value Procurement	August	N/A	August	August	GoP	5,000.00	5,000.00		
	<b>INTERNAL ICT PROJECT 1 EXPANSION OF NETWORK INFRASTRUCTURE AT SRA</b>												
1	Wireless Routers/Access Points	ICSJRMS	NO	Shopping	January	N/A	January	January	GoP	60,000.00	60,000.00		
1	24 Port Gigabit Network Switches	ICSJRMS	NO	Shopping	January	N/A	January	January	GoP	30,000.00	30,000.00		
<b>GENDER AND DEVELOPMENT PROJECTS</b>													
1	Tarpaulin, Booklets and other Printing Services for GAD Activities	GAD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	45,000.00	45,000.00		
1	Meals/Catering Services for GFPS Meetings	GAD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	120,000.00	120,000.00		
	<b>Maintenance of gender neutral comfort room, lactation room, wellness room and GAD office/library</b>												
1	Hard Case for equipment, custom made	GAD	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	25,000.00	25,000.00		
1	Supplies and Materials not in Inventory	GAD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	24,000.00	24,000.00		
	<b>Maintenance of the GAD sub-section in the website and updates on the sex disaggregated database of Members and Parties to Election Contests</b>												
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	As the need arises	N/A	As the need arises	As the need arises	GoP	10,000.00	10,000.00		
	<b>Women's Month Activities</b>												
1	Lease of Venue and Accommodation	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	March	March	GoP	350,000.00	350,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	GoP	250,000.00	250,000.00		
1	Transportation Services	GAD	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	100,000.00	100,000.00		
1	Prizes/Token/Supplies not in Inventory	GAD	NO	NP-53.9 - Small Value Procurement	March	N/A	March	March	GoP	50,000.00	50,000.00		
1	Advocacy Shirts	GAD	NO	NP-53.9 - Small Value Procurement	February	N/A	March	March	GoP	60,000.00	60,000.00		



**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**

Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (Php)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
	Meetings on Preparation of FY 2024 GAD Accomplishment Report and FY 2025 GAD Plan and Budget												
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	January	N/A	January	January	GoP	30,000.00	30,000.00		
1	Supplies and Materials not in Inventory	GAD	NO	Shopping	As the need arises	N/A	As the need arises	As the need arises	GoP	2,000.00	2,000.00		
	<b>GAD Planning and Budgeting (GPB) Workshop for GFPS Members</b>												
1	Lease of Venue and Accommodation	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	September	GoP	150,000.00	150,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	90,000.00	90,000.00		
1	Transportation Services	GAD	NO	NP-53.9 - Small Value Procurement	September	N/A	September	September	GoP	20,000.00	20,000.00		
1	Supplies and Materials not in Inventory	GAD	NO	Shopping	September	N/A	September	September	GoP	5,000.00	5,000.00		
	<b>GAD Planning and Budgeting (GPB) Workshop for SET Personnel</b>												
1	Lease of Venue	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	October	October	GoP	15,000.00	15,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	50,000.00	50,000.00		
1	Prizes/Token/Supplies not in Inventory	GAD	NO	NP-53.9 - Small Value Procurement	October	N/A	October	October	GoP	20,000.00	20,000.00		
	<b>Gender Sensitive Emergency Preparedness Training for Selected Incident Mgt. Team members</b>												
1	Lease of Venue and Accommodation	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	April	April	GoP	150,000.00	150,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	150,000.00	150,000.00		
1	Transportation Services	GAD	NO	NP-53.9 - Small Value Procurement	April	N/A	April	April	GoP	20,000.00	20,000.00		
1	Supplies and Materials not in Inventory	GAD	NO	Shopping	April	N/A	April	April	GoP	15,000.00	15,000.00		
	<b>Gender Issue-Based Training for SET Personnel</b>												
1	Lease of Venue and Accommodation	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	July	July	GoP	250,000.00	250,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	June	N/A	July	July	GoP	150,000.00	150,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**


Code (PAP)	Procurement Project	PMO/End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/Posting of IB/REI	Submission/Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Transportation Services	GAD	NO	NP-53.9 - Small Value Procurement	June	N/A	July	July	GoP	100,000.00	100,000.00		
1	Prizes/Token/Supplies not in Inventory	GAD	NO	NP-53.9 - Small Value Procurement	June	N/A	July	July	GoP	20,000.00	20,000.00		
	<b>Capacity Building Workshop for GFPS Members</b>												
1	Lease of Venue and Accommodation	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	May	May	GoP	150,000.00	150,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	April	N/A	May	May	GoP	90,000.00	90,000.00		
1	Transportation Services	GAD	NO	NP-53.9 - Small Value Procurement	April	N/A	May	May	GoP	20,000.00	20,000.00		
1	Supplies and Materials not in Inventory	GAD	NO	Shopping	April	N/A	May	May	GoP	5,000.00	5,000.00		
	<b>GAD REVALIDA Activities</b>												
1	Lease of Venue	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	December	December	GoP	15,000.00	15,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	November	N/A	December	December	GoP	50,000.00	50,000.00		
1	Supplies and Materials not in Inventory	GAD	NO	Shopping	November	N/A	December	December	GoP	30,000.00	30,000.00		
	<b>GAD Orientation for New Employees</b>												
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	December	N/A	December	December	GoP	5,000.00	5,000.00		
1	Supplies and Materials not in Inventory	GAD	NO	Shopping	December	N/A	December	December	GoP	1,000.00	1,000.00		
	<b>Seminar on gender-related mental health issues and concerns</b>												
1	Lease of Venue	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	September	September	GoP	15,000.00	15,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	50,000.00	50,000.00		
1	Prizes/Token/Supplies not in Inventory	GAD	NO	NP-53.9 - Small Value Procurement	August	N/A	September	September	GoP	10,000.00	10,000.00		
	<b>18-Day Campaign to End VAW</b>												
1	Lease of Venue	GAD	NO	NP-53.10 Lease of Real Property and Venue	N/A	N/A	November	November	GoP	15,000.00	15,000.00		
1	Meals/Catering Services	GAD	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	50,000.00	50,000.00		
1	Prizes/Token/Supplies not in Inventory	GAD	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	10,000.00	10,000.00		

**SENATE ELECTORAL TRIBUNAL**  
**Indicative Annual Procurement Plan**  
**For Fiscal Year 2024**


Code (PAP)	Procurement Project	PMO/ End-User	Is this an Early Procurement Activity? (Yes/No)	Mode of Procurement	Schedule for Each Procurement Activity				Source of Funds	Estimated Budget (PhP)			Remarks (brief description of Project)
					Advertisement/ Posting of IB/REI	Submission/ Opening of Bids	Notice of Award	Contract Signing		Total	MOOE	CO	
1	Advocacy Shirts	GAD	NO	NP-53.9 - Small Value Procurement	November	N/A	November	November	GoP	60,000.00	60,000.00		

**Total** 46,265,719.93 45,322,719.93 943,000.00

Prepared by:

  
**JULIUS B. REMUDARO**  
 BAC Secretariat

Recommended for Approval by:

  
**ELEANOR S. FRANCISCO-ANUNCIACION**  
 BAC Chairperson

Approved by:

  
**CRISANTA V. VALERA**  
 Secretary, Senate Electoral Tribunal

Certified Appropriate Funds Available:

  
**ELOISA L. MARQUEZ**  
 Director III, FMS  
 BAC Regular Member

  
**JAMES G. ALLANIGUE**  
 BAC Provisional Member

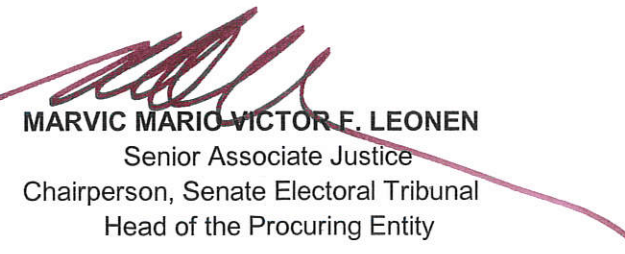
  
**JEFFREY P. TUMALA**  
 BAC Provisional Member

  
**ARNIE P. SUMOGAT**  
 BAC Provisional Member

  
**ANGELINA L. GABAT**  
 End-user Representative, AS

  
**NANCY G. CAÑETE**  
 End-user Representative, OSEC

  
**CHRISTIANN LEONARD P. AGODON**  
 End-user Representative, HRMS

  
**MARVIC MARIO VICTOR E. LEONEN**  
 Senior Associate Justice  
 Chairperson, Senate Electoral Tribunal  
 Head of the Procuring Entity

## ANNEX 1

**SCHEDULE OF PERIODIC MAINTENANCE OF MOTOR VEHICLES  
FOR FISCAL YEAR 2024**

NO.	ITEM CODE	PARTICULARS	UNIT	ESTIMATED COST	1st Sem	2nd Sem	TOTAL	
							UNITS	COST
1	Vehicle	Periodic Maintenance of Hi-Lux, Conduction Sticker # A91862, every 5,000 kms	lot	40,000.00	1	0	1	40,000.00
2	Vehicle	Periodic Maintenance of Hi-Lux, Plate # SAB 9433, every 5,000 kms	lot	40,000.00	1	0	1	40,000.00
3	Vehicle	Periodic Maintenance of Grandia, Plate # SJN 623, every 5,000 kms	lot	40,000.00	1	0	1	40,000.00
4	Vehicle	Periodic Maintenance of Grandia, Plate # SAB3671, every 5,000 kms	lot	40,000.00	1	0	1	40,000.00
5	Vehicle	Periodic Maintenance of Innova, Plate # SAB 4895, every 5,000 kms	lot	40,000.00	1	0	1	40,000.00
6	Vehicle	Periodic Maintenance of Avanza, Plate # SAB 4878, every 5,000 kms	lot	40,000.00	1	0	1	40,000.00
7	Vehicle	Periodic Maintenance of Mini Bus, Hyundai County, Conduction Sticker # KOY 865, every 5,000 kms	lot	40,000.00	1	0	1	40,000.00
8	Vehicle	Periodic Maintenance of SET New Vehicle, every 5,000 kms	lot	20,000.00	1	0	1	20,000.00
9	Vehicle	Quarterly General Cleaning of Hi-Lux, Conduction Sticker # A91862 (Engine Wash, Under Wash, Body Wash, Vacuum)	lot	7,000.00	2	2	4	28,000.00
10	Vehicle	Quarterly General Cleaning of Hi-Lux, Plate # SAB 9433, (Engine Wash, Under Wash, Body Wash, Vacuum)	lot	7,000.00	2	2	4	28,000.00
11	Vehicle	Quarterly General Cleaning of Grandia, Plate # SJN 623, every 5,000 kms	lot	7,000.00	2	2	4	28,000.00
12	Vehicle	Quarterly General Cleaning of Grandia, Plate # SAB3671, (Engine Wash, Under Wash, Body Wash, Vacuum)	lot	7,000.00	2	2	4	28,000.00
14	Vehicle	Quarterly General Cleaning of Innova, Plate # SAB 4895, (Engine Wash, Under Wash, Body Wash, Vacuum)	lot	7,000.00	2	2	4	28,000.00
15	Vehicle	Quarterly General Cleaning of Avanza, Plate # SAB 4878, (Engine Wash, Under Wash, Body Wash, Vacuum)	lot	7,000.00	2	2	4	28,000.00
16	Vehicle	Quarterly General Cleaning of Mini Bus, Hyundai County (Engine Wash, Under Wash, Body Wash, Vacuum)	lot	9,000.00	2	2	4	36,000.00
13	Vehicle	Quarterly General Cleaning of SET New Vehicle, (Engine Wash, Under Wash, Body Wash, Vacuum)	lot	7,000.00	2	2	4	28,000.00
17	Vehicle	Annual Aircon Maintenance of Hi-Lux, Conduction Sticker # A91862	lot	16,000.00	1	0	1	16,000.00
18	Vehicle	Annual Aircon Maintenance of Hi-Lux, Plate # SAB 9433	lot	16,000.00	1	0	1	16,000.00
19	Vehicle	Annual Aircon Maintenance of Grandia, Plate # SJN 623	lot	16,000.00	1	0	1	16,000.00
20	Vehicle	Annual Aircon Maintenance of Grandia, Plate # SAB 3671	lot	16,000.00	1	0	1	16,000.00

## ANNEX 1

**SCHEDULE OF PERIODIC MAINTENANCE OF MOTOR VEHICLES  
FOR FISCAL YEAR 2024**

NO.	ITEM CODE	PARTICULARS	UNIT	ESTIMATED COST	1st Sem	2nd Sem	TOTAL	
							UNITS	COST
22	Vehicle	Annual Aircon Maintenance of Innova, Plate # SAB 4895	lot	16,000.00	1	0	1	16,000.00
23	Vehicle	Annual Aircon Maintenance of Avanza, SAB 4878	lot	16,000.00	1	0	1	16,000.00
	Vehicle	Annual Aircon Maintenance of Mini Bus Hyundai County, Conduction Sticker # KOY 865	lot	25,000.00	1	0	1	30,000.00
21	Vehicle	Annual Aircon Maintenance of SET New Vehicle	lot	15,000.00	1	0	1	15,000.00
	Vehicle	Semestral Laundry of Vehicle Seat Cover of Hi-Lux, Conduction Sticker # A91862	lot	500.00	1	1	2	1,000.00
	Vehicle	Semestral Laundry of Vehicle Seat Cover of Hi-Lux, Plate # SAB 9433	lot	500.00	1	1	2	1,000.00
	Vehicle	Semestral Laundry of Vehicle Seat Cover of Grandia, Plate # SJN 623	lot	1,000.00	1	1	2	2,000.00
	Vehicle	Semestral Laundry of Vehicle Seat Cover of Grandia, Plate # SAB 3671	lot	1,000.00	1	1	2	2,000.00
	Vehicle	Semestral Laundry of Vehicle Seat Cover of Innova, Plate # SAB 4895	lot	1,000.00	1	1	2	2,000.00
	Vehicle	Semestral Laundry of Vehicle Seat Cover of Avanza, SAB 4878	lot	1,000.00	1	1	2	2,000.00
	Vehicle	Semestral Laundry of Vehicle Seat Cover of Mini Bus Hyundai County, Conduction Sticker # KOY 865	lot	1,500.00	1	1	2	3,000.00
	Vehicle	Semestral Laundry of Vehicle Seat Cover of SET New Vehicle	lot	1,000.00	1	1	2	2,000.00
<b>TOTAL</b>								<b>673,000.00</b>
+ 10% Provision for Inflation								67,300.00
+ 10% Contingency								67,300.00
<b>TOTAL ESTIMATED BUDGET:</b>								<b>807,600.00</b>

## ANNEX 2

### REPAIR AND MAINTENANCE OF BUILDING, UTILITIES, MOTOR VEHICLES, OFFICE EQUIPMENT, FURNITURES AND FIXTURES FOR FISCAL YEAR 2024

NO.	ITEM CODE	PARTICULARS	UNIT	ESTIMATED COST	1st Sem	2nd Sem	TOTAL	
							UNITS	COST
<b>COMMON ELECTRICAL SUPPLIES</b>								
1	Electrical	Battery, Rechargeable, AA, Panasonic, 2 pcs./ pack	pack	550.00	4	4	8	4,400.00
2	Electrical	Battery, Rechargeable, AAA, Panasonic	pcs.	550.00	4	4	8	4,400.00
3	Electrical	Cable Tie, 8", Black	pcs.	3.00	100	100	200	600.00
4	Electrical	Cable Tie, 12", Black	pcs.	4.00	100	100	200	800.00
5	Electrical	Cord, Extension Cord, 3 Sockets, WCHG 28534-5, 16a, 250v, 3500 Watts, 5M Wire Length, IEC 608841-1 conform, 1.5 sq. mm. wire size. Panasonic	set	500.00	5	0	5	2,500.00
6	Electrical	Cord, Extension Cord, 5 Sockets, WCHG 28552-5, 16a, 250v, 3500 Watts, 5M Wire Length, IEC 608841-1 conform, 1.5 sq. mm. wire size. Panasonic	set	500.00	5	0	5	2,500.00
7	Electrical	Moulding, Electrical Flexible Rubber Moulding, 120mm2	meters	150.00	10	10	20	3,000.00
8	Electrical	Moulding, Plastic Moulding, 1/2"x 3m	pcs.	90.00	5	5	10	900.00
9	Electrical	Moulding, Plastic Moulding, 1"x 3m	pcs.	120.00	5	5	10	1,200.00
10	Electrical	Outlet, Three Gang, surface convenience outlet w/ ground, 10A, 250V, Omni, WSG-003	set	400.00	5	5	10	4,000.00
11	Electrical	Outlet, Four Gang, surface convenience outlet w/ ground, 10A, 250V, Omni, WSO-004	set	370.00	10	0	10	3,700.00
12	Electrical	Plug, Parallel Ground Plug, Transparent, 15A 250V (Round Type), Omni, WPR-103	pcs.	60.00	20	0	20	1,200.00
13	Electrical	Tape, Electrical Tape, Vinyl, 0.16mmx19mmx16m, Black, Armak	pcs.	50.00	10	10	20	1,000.00
14	Electrical	Wire, Flat Cord #16	meters	90.00	150	0	150	13,500.00
15	Electrical	Wire, Flat Cord #18	meters	90.00	150	0	150	13,500.00
16	Electrical	Various Electrical repairs and maintenance materials, tools, equipments and services	lot	20,000.00	1	1	2	40,000.00
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>								
1	Lighting	Bulb, LED, Day light, E27 socket, 9w, Philips	pcs.	450.00	50	50	100	45,000.00
2	Lighting	Flourescent Lamp, LED	pcs.	500.00	5	5	10	5,000.00
<b>VEHICLE MAINTENANCE</b>								
1	Vehicle	Car Ionizer, Car Ionizer Cigarette Lighter Plug In, 12volts.	pcs.	2,000.00	4	4	8	16,000.00
2	Vehicle	Car Shampoo, 1L, Concentrated	pcs.	750.00	3	3	6	4,500.00

## ANNEX 2

### REPAIR AND MAINTENANCE OF BUILDING, UTILITIES, MOTOR VEHICLES, OFFICE EQUIPMENT, FURNITURES AND FIXTURES FOR FISCAL YEAR 2024

NO.	ITEM CODE	PARTICULARS	UNIT	ESTIMATED COST	1st Sem	2nd Sem	TOTAL	
							UNITS	COST
3	Vehicle	Chamois cloth	Piece	300.00	10	10	20	6,000.00
4	Vehicle	Wiper Blades of Hi-Lux, Conduction Sticker # A91862, 2pcs per set	lot	3,000.00	1	1	2	6,000.00
5	Vehicle	Wiper Blades of Hi-Lux, Plate # SAB 9433, 2pcs per set	lot	3,000.00	1	1	2	6,000.00
6	Vehicle	Wiper Blades of Grandia, Plate # SJN 623 3pcs per set	lot	3,000.00	1	1	2	6,000.00
7	Vehicle	Wiper Blades of Grandia, Plate #SAB 3671 3pcs per set	lot	3,000.00	1	1	2	6,000.00
8	Vehicle	Wiper Blades of Innova, Plate # SAB 4895, 3pcs per set	lot	3,000.00	1	1	2	6,000.00
9	Vehicle	Wiper Blades of Avanza, Plate # SAB 4878, 3pcs per set	lot	3,000.00	1	1	2	6,000.00
10	Vehicle	Wiper Blades of Mini Bus, Hyundai County, Conduction Sticker # KOY 865, 3pcs per set	lot	4,000.00	1	1	2	8,000.00
11	Vehicle	Tires of Hi-Lux, Conduction Sticker # A91862	lot	12,000.00	2	0	2	24,000.00
12	Vehicle	Tires of Hi-Lux, Plate # SAB 9433	lot	12,000.00	2	0	2	24,000.00
13	Vehicle	Tires of Grandia, Plate # SJN 623	lot	15,000.00	2	0	2	30,000.00
14	Vehicle	Tires of Grandia, Plate # SAB 3671	lot	15,000.00	2	0	2	30,000.00
15	Vehicle	Tires of Innova, Plate # SAB 4895	lot	12,000.00	2	0	2	24,000.00
16	Vehicle	Tires of Avanza, Plate # SAB 4878	lot	10,000.00	2	0	2	20,000.00
17	Vehicle	Tires of Mini Bus, Conduction Sticker # KOY865	lot	15,000.00	2	0	2	30,000.00
18	Vehicle	Battery of Hi-Lux, Conduction Sticker # A91862	lot	20,000.00	1	0	1	20,000.00
19	Vehicle	Battery of Hi-Lux, Plate # SAB 9433	lot	20,000.00	1	0	1	20,000.00
20	Vehicle	Battery of Grandia, Plate # SJN 623	lot	20,000.00	1	0	1	20,000.00
21	Vehicle	Battery of Grandia, Plate # SAB 3671	lot	20,000.00	1	0	1	20,000.00
22	Vehicle	Battery of Innova, Plate # SAB 4895	lot	20,000.00	1	0	1	20,000.00
23	Vehicle	Battery of Avanza, Plate # SAB4878	lot	20,000.00	1	0	1	20,000.00
24	Vehicle	Battery of Mini Bus, Conduction Sticker # KOY 865	lot	15,000.00	2	0	2	30,000.00
25	Vehicle	Floor Matting of Hi-Lux, Conduction Sticker # A91862	lot	15,000.00		0	0	-
26	Vehicle	Floor Matting of Hi-Lux, Plate # SAB 9433	lot	15,000.00		0	0	-
27	Vehicle	Floor Matting of Grandia, Plate # SJN 623	lot	20,000.00		0	0	-
28	Vehicle	Floor Matting of Grandia, Plate # SAB 3671	lot	20,000.00		0	0	-
29	Vehicle	Floor Matting of Innova, Plate # SAB 4895	lot	15,000.00		0	0	-

**ANNEX 2**

**REPAIR AND MAINTENANCE OF BUILDING, UTILITIES, MOTOR VEHICLES, OFFICE EQUIPMENT, FURNITURES AND FIXTURES  
FOR FISCAL YEAR 2024**

NO.	ITEM CODE	PARTICULARS	UNIT	ESTIMATED COST	1st Sem	2nd Sem	TOTAL	
							UNITS	COST
30	Vehicle	Floor Matting of Avanza, Plate # SAB 4878	lot	15,000.00		0	0	-
31	Vehicle	Floor Matting of Mini Bus, Hyundai County Conduction Sticker KOY 865	lot	30,000.00		0	0	-
32	Vehicle	Dash Cam of Grandia, Plate # SJN 623	lot	10,000.00	0	1	1	10,000.00
33	Vehicle	Dash Cam of Mini Bus, Conduction Sticker # KOY865	lot	10,000.00	0	1	1	10,000.00
34	Vehicle	Tire Black, 100ml	bottle	250.00	2	2	4	1,000.00
35	Vehicle	Wax, Car Wax, 298 G	pcs.	1,000.00	1	1	2	2,000.00
36	Vehicle	Disinfectant Spray, 170 g	bottle	350.00	4	4	8	2,800.00
37	Vehicle	Portable Pressure Washer	unit	6,000.00	0	1	1	6,000.00
38	Vehicle	Fogging Machine Anti Bacterial Solution, 1 Lit	bottle	3,000.00	3	2	5	15,000.00
39	Vehicle	Various Vehicle repairs and maintenance materials, tools, equipments and services	lot	30,000.00	1	1	2	60,000.00
<b>OTHER CATEGORIES</b>								
1	Telephone	Staplewire, 23x13 (1/2")Telephone Guntacker Staple Wire. T25	box	160.00	0	1	1	160.00
2	Telephone	Connector, UY	pcs.	100.00	15	0	15	1,500.00
3	Telephone	Connector, UR	pcs.	100.00	15	0	15	1,500.00
4	Telephone	Connector, RJ 11	pcs.	100.00	10	0	10	1,000.00
5	Electrical	Various Telephone and Electrical Maintenance Materials and consumables	lot	15,000.00	1	1	2	30,000.00
6	Electrical	Various Telephone and Electrical Maintenance tools and equipments & Services	lot	15,000.00	1	1	2	30,000.00
7	Building	Bio Mineral-Pot Replacement Parts and Filters	lot	10,000.00	0	1	1	10,000.00
8	Building	Push Cart, 400 KG	pcs.	15,000.00	0	1	1	15,000.00
9	Building	Blind Rivets	pcs.	2.00	500	0	500	1,000.00
10	Building	Brush, roller #6 cotton with handle	pcs.	100.00	5	5	10	1,000.00
11	Building	Brush, roller #4 cotton with handle	pcs.	80.00	5	5	10	800.00
12	Building	Brush, roller #2 cotton with handle	pcs.	70.00	5	5	10	700.00
13	Building	Chisel Set, (1/4", 1/2", 3/4", 5/8", 3/8", 1.5")	set	2,000.00	1	0	1	2,000.00
14	Building	Clear Gloss Laquer	gal.	350.00	3	3	6	2,100.00
15	Building	Cutting Disk, Metal 4", 105x1x16mm	pcs.	150.00	3	3	6	900.00
16	Building	Dril Bit 3/16	pcs.	120.00	3	3	6	720.00



## ANNEX 2

**REPAIR AND MAINTENANCE OF BUILDING, UTILITIES, MOTOR VEHICLES, OFFICE EQUIPMENT, FURNITURES AND FIXTURES  
FOR FISCAL YEAR 2024**

NO.	ITEM CODE	PARTICULARS	UNIT	ESTIMATED COST	1st Sem	2nd Sem	TOTAL	
							UNITS	COST
17	Building	Dril Bit 5/32	pcs.	100.00	3	3	6	600.00
18	Building	Fula-tite, laquer Type	liter	600.00	1	1	2	1,200.00
19	Building	Handle of Welding Rod	set	1,000.00	1	0	1	1,000.00
20	Building	Lacquer Flo	gal.	1,200.00	3	3	6	7,200.00
21	Building	Nail, Common #1.5	kg	120.00	3	3	6	720.00
22	Building	Nail, Common #2	kg	120.00	5	5	10	1,200.00
23	Building	Nail, Common #3	kg	120.00	5	5	10	1,200.00
24	Building	Nail, Common #4	kg	150.00	5	5	10	1,500.00
25	Building	Paint, Flat Latex White	gal.	850.00	3	3	6	5,100.00
26	Building	Paint, Gloss Latex White	gal.	900.00	3	3	6	5,400.00
27	Building	Paint, Flat Wall Enamel	gal.	900.00	3	3	6	5,400.00
28	Building	Paint, QDE Black	gal.	850.00	3	3	6	5,100.00
29	Building	Polituff	gal.	1,500.00	3	3	6	9,000.00
30	Building	Rugby	gal.	1,000.00	1	1	2	2,000.00
31	Building	Sanding Sealer	gal.	1,000.00	5	5	10	10,000.00
32	Building	Screw, wood 1"	pcs.	2.00	500	500	1000	2,000.00
33	Building	Screw, wood 1.5"	pcs.	3.00	500	500	1000	3,000.00
34	Building	Screw, wood 2"	pcs.	4.00	500	500	1000	4,000.00
35	Building	Thinner, Paint	gal.	500.00	3	3	6	3,000.00
36	Building	Thinner, Lacquer	gal.	600.00	3	3	6	3,600.00
37	Building	Tinting Color Black, 1/4 lit	can	500.00	3	3	6	3,000.00
38	Building	Tinting Color Yellow 1/4 lit	can	500.00	1	1	2	1,000.00
39	Building	Tinting Color Vietnam Red 1/4 lit	can	500.00	1	1	2	1,000.00
40	Building	Tinting Color Venetian Red 1/4 lit	can	500.00	1	1	2	1,000.00
41	Building	Vulcaseal	liter	800.00	1	1	2	1,600.00
42	Building	Welding Rod, Thin	kg	200.00	3	3	6	1,200.00
43	Building	Wood Stain, Mahogany	liter	250.00	3	3	6	1,500.00

**ANNEX 2**

**REPAIR AND MAINTENANCE OF BUILDING, UTILITIES, MOTOR VEHICLES, OFFICE EQUIPMENT, FURNITURES AND FIXTURES  
FOR FISCAL YEAR 2024**

NO.	ITEM CODE	PARTICULARS	UNIT	ESTIMATED COST	1st Sem	2nd Sem	TOTAL	
							UNITS	COST
44	Building	Wood Stain, Maple	liter	250.00	3	3	6	1,500.00
45	Building	Wood Stain, Walnut	liter	250.00	3	3	6	1,500.00
46	Building	Refil of Fire Extuiguishers	lot	15,000.00	1	1	2	30,000.00
48	Building	Various building, repairs and maintenance materials, tools, equipments and services	lot	30,000.00	1	1	2	60,000.00
49	Equipment	Various office equipment, repairs and maintenance materials, tools, equipments and services	lot	30,000.00	1	1	2	60,000.00
								-
<b>TOTAL</b>								<b>990,400.00</b>
+ 10% Provision for Inflation								99,040.00
+ 10% Contingency								99,040.00
<b>TOTAL ESTIMATED BUDGET:</b>								<b>1,188,480.00</b>

SCHEDULE OF ICT SUPPLIES AND MATERIALS FOR FY 2024

ANNEX 3

End-User		Item & Specifications	Unit of Measure	Quantity	Cost per Unit	Total Amount
BROTHER	OJI	Toner cartridge, Brother Multi-function MFC 7840N (black) <b>Cartridge Model: TN-330</b>	cart	1	5,000.00	5,000.00
	OSEC	Toner cartridge, Brother MFC, L3770 CDW Laser Printer (B,C,M,Y) <b>Cartridge Models: TN-263BK, TN-263C, TN-263M, &amp; TN-263Y</b>	set	2	24,000.00	48,000.00
	CBS	Toner cartridge, Brother MFC-L2700 Monochrome (black) <b>Toner Model: TN660</b>	cart	2	9,000.00	18,000.00
	FMS	Toner cartridge, Brother HL-5100DN <b>Cartridge Model: TN3448</b>	cart	4	7,000.00	28,000.00
EPSON	OSEC	Printer Ink, colored Epson L565 <b>Ink Model: 664(BK), 664(C), 664(M), 664(Y)</b>	set	1	2,000.00	2,000.00
	ICSJRMS	Printer Ink, Epson Stylus L550 4 in 1 <b>Ink Model: 664 (B,C,M,Y)</b>	set	4	2,000.00	8,000.00
HEWETT PACKARD	OJI	Toner cartridge, HP Laserjet Pro 200 M25 IN <b>Cartridge Models: 131A (CF212A) Y, 131A (CF213A)M, 131A (CF211A) C, &amp; 131A (CF210A) BK</b>	set	1	20,000.00	20,000.00
	CBS	Toner cartridge, color Laser Jet Pro MFP M282nw (black) <b>Cartridge Model: HP 206A Part No. W2110A</b>	cart	2	6,000.00	12,000.00
	CBS	Toner cartridge, color Laser Jet Pro MFP M282nw (cyan) <b>Cartridge Model: HP 206A Part No. W2111A</b>	cart	1	6,000.00	6,000.00
	CBS	Toner cartridge, color Laser Jet Pro MFP M282nw (magenta) <b>Cartridge Model: HP 206A Part No. W2113A</b>	cart	1	6,000.00	6,000.00
	CBS	Toner cartridge, color Laser Jet Pro MFP M282nw (yellow) <b>Cartridge Model: HP 206A Part No. W2112A</b>	cart	1	6,000.00	6,000.00
	FMS	Toner cartridge, HP Laserjet Printer Pro M1132 Pro MFP Monochrome (black) <b>Cartridge Model: CE285A</b>	cart	10	5,000.00	50,000.00
	AS	Printer cartridge, HP Deskjet Ink Advantage 2677 All-In-One (black & tricolor) <b>Cartridge Model: HP680 black and HP 680 color</b>	set	2	2,000.00	4,000.00
CANON	PPMS	Printer Ink, Canon Pixma G7070 <b>Ink Model: Canon GI-790 (B,C,M,Y)</b>	set	2	2,000.00	4,000.00
	COA	Printer Ink, Canon Pixma G7070 <b>Ink Model: Canon GI-790 (B,C,M,Y)</b>	set	2	2,000.00	4,000.00
	HRMS	Printer Ink, Canon Pixma G7070 <b>Ink Model: Canon GI-790 (B,C,M,Y)</b>	set	2	2,000.00	4,000.00
	FMS	Ribbon CART, Olivetti Check Printer Snug-Cart Fabric Indelible	cart	3	1,500.00	4,500.00
	ICSJRMS	Other supplies and materials	lot	1	220,500.00	220,500.00
<b>TOTAL</b>						<b>₱ 450,000.00</b>
+ 10% Provision for Inflation						₱ 45,000.00
+ 10% Contingency						₱ 45,000.00
<b>TOTAL ESTIMATED BUDGET:</b>						<b>₱ 540,000.00</b>

APP-CSE 2024 FORM  
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store (VS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hos58>.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Senate Electoral Tribunal  
 Region: National Capital Region  
 Address: 6th Floor, Sugar Center Building  
North Ave., Diliman, Quezon City

Agency Code/UACS: 01-002-0000000  
 Organization Type: \_\_\_\_\_

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.

Contact Person: Julius B. Remudaro  
 Position: ISO III  
 E-mail: set.pprms.ps@gmail.com  
 Telephone/Mobile Nos: 8463-1113

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price	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 PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	46	44	46	136	6,930.56	43	46	44	133	6,777.68	46	44	46	136	6,930.56	43	46	47	136	6,930.56	541	50.96	27,569.36
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	451.36	0.00
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	2	2	0	4	141.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	35.36	141.44
4	60121413-CB-P02	CLEARBOOK, Legal size	box	0	0	0	0	0.00	0	0	3	3	115.44	0	0	0	0	0.00	0	0	0	0	0.00	3	38.48	115.44
5	60121534-ER-P01	ERASER, plastic/rubber	piece	5	3	2	10	93.60	3	0	0	3	28.08	3	0	0	3	28.08	3	0	0	3	28.08	19	9.36	177.84
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	17	12	18	47	1,222.00	17	16	6	39	1,014.00	17	10	12	39	1,014.00	17	10	12	39	1,014.00	164	26.00	4,264.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	16	10	10	36	936.00	16	7	7	30	780.00	16	5	12	33	858.00	16	10	7	33	858.00	132	26.00	3,432.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	5	0	0	5	130.00	5	0	0	5	130.00	5	0	0	5	130.00	5	0	0	5	130.00	20	26.00	520.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	45.76	0.00
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
15	60121124-WR-P01	WRAPPING PAPER	pack	1	3	0	4	856.96	0	0	0	0	0.00	3	0	0	3	642.72	0	0	0	0	0.00	7	214.24	1,499.68
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45121517-DO-C03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	25,536.16	0.00
17	4511609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,470.40	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	10	3	4	17	371.28	2	5	0	7	152.88	8	3	4	15	327.60	3	2	5	10	218.40	49	21.84	1,070.16
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	10	4	3	17	335.92	2	5	0	7	138.32	8	3	4	15	296.40	3	2	5	10	197.60	49	19.76	968.24

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	1	2	2	5	462.80	2	2	2	6	555.36	1	2	2	5	462.80	2	2	2	6	555.36	22	92.56	2,036.32	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
21	47131812-AF-A01	AIR FRESHENER	can	5	1	1	7	611.52	5	1	1	7	611.52	5	1	1	7	611.52	5	1	1	7	611.52	28	87.36	2,446.08	
22	47131604-BR-S01	BROOM (Walis Tambo)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	127.92	0.00	
23	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23.92	0.00	
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00	
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.00	0.00	
26	47131811-DE-B02	DETERGENT BAR	bar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.36	0.00	
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	88.40	0.00	
28	47131803-DS-A01	DISINFECTANT SPRAY	can	3	3	0	6	904.80	3	3	0	6	904.80	3	3	0	6	904.80	3	3	0	6	904.80	24	150.80	3,619.20	
29	47131601-DU-P01	DUST PAN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46.80	0.00	
30	47131802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00	
31	47131830-FC-A01	FURNITURE CLEANER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	226.72	0.00	
32	73101612-HS-L01	HAND SOAP, liquid	bottle	2	3	2	7	300.65	2	3	2	7	300.65	2	3	2	7	300.65	2	3	2	7	300.65	28	42.95	1,202.60	
33	47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00	
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	134.16	0.00	
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	114.04	0.00	
36	47131501-RG-C01	RAGS	kilo	1	15	0	16	915.20	10	0	0	10	572.00	1	10	0	11	629.20	10	0	0	10	572.00	47	57.20	2,688.40	
37	47131602-SC-N01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	89.44	0.00	
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	5	0	0	5	650.00	0	0	0	0	0.00	5	0	0	5	650.00	0	0	0	0	0.00	10	130.00	1,300.00	
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	59.28	0.00	
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.56	0.00	
41	47121702-WB-P01	WASTEBASKET	piece	6	0	0	6	262.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	43.68	262.08	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
42	12171703-SI-P01	INK, for stamp pad	bottle	7	1	1	9	280.80	0	0	0	0	0.00	1	5	0	6	187.20	0	0	0	0	0.00	15	31.20	468.00	
<b>CONSUMER ELECTRONICS</b>																											
43	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	1	1	1	3	14,411.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	4,803.76	14,411.28	
<b>FACE MASK</b>																											
44	42131713-SM-M06	FACE MASK	box	70	70	70	210	10,920.00	70	70	70	210	10,920.00	70	70	70	210	10,920.00	70	70	70	210	10,920.00	840	52.00	43,680.00	
<b>FILMS</b>																											
45	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00	
46	13111201-CF-P02	CARBON FILM, Legal size	box	1	0	0	1	256.88	0	0	0	0	0.00	1	0	0	1	256.88	0	0	0	0	0.00	2	256.88	513.76	
<b>FIRE FIGHTING EQUIPMENT</b>																											
47	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	5	5	6,994.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,398.80	6,994.00	
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00	
<b>FLAG OR ACCESSORIES</b>																											
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	284.84	0.00	
<b>FURNITURE AND FURNISHINGS</b>																											
50	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	375.44	0.00	
51	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	372.32	0.00	
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00	
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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				
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	5	5	6,900.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,380.08	6,900.40	
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00	
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,005.72	0.00	
57	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	5	5	4,570.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	914.16	4,570.80	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
58	43211507-DSK003	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0.00	
59	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	0	10	0	10	423,904.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	42,390.40	423,904.00	
60	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	3	6	8	17	51,307.36	3	0	0	3	9,054.24	0	0	0	0	0.00	0	0	0	0	0.00	20	3,018.08	60,361.60	
61	43202010-PD-U04	FLASH DRIVE	piece	5	2	6	13	2,920.32	0	0	0	0	0.00	2	0	0	2	449.28	0	0	0	0	0.00	15	224.64	3,369.60	
62	43211503-LAP004	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00	
63	43211503-LAP003	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00	
64	43211708-MO-O02	COMPUTER MOUSE, Wireless	unit	0	0	0	0	0.00	1	1	5	7	1,186.64	1	0	0	1	169.52	0	0	0	0	0.00	8	169.52	1,356.16	
65	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33,015.84	0.00	
66	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins	unit	1	1	0	2	22,029.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	11,014.64	22,029.28	
67	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,063.04	0.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
68	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	50	0	0	50	4,056.00	50	0	0	50	4,056.00	20	0	0	20	1,622.40	20	0	0	20	1,622.40	140	81.12	11,356.80	
69	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	20	0	0	20	4,116.40	20	0	0	20	4,116.40	10	0	0	10	2,058.20	10	0	0	10	2,058.20	60	205.82	12,349.20	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
70	31201610-GL-J01	GLUE, all-purpose	jar	2	1	1	4	282.88	1	1	2	4	282.88	0	0	0	0	0.00	0	0	2	2	141.44	10	70.72	707.20	
71	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	1	1	2	4	90.20	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	22.55	5	22.55	112.75	
72	31151804-SW-S01	STAPLE WIRE, standard	box	5	3	5	13	308.88	0	0	0	0	0.00	2	0	0	2	47.52	1	0	0	1	23.76	16	23.76	380.16	
73	31201502-TA-E01	TAPE, electrical	roll	10	10	10	30	583.50	10	0	0	10	194.50	1	10	0	11	213.95	10	0	0	10	194.50	61	19.45	1,186.45	
74	31201503-TA-M01	TAPE, masking, 24mm	roll	5	5	3	13	804.44	5	5	3	13	804.44	2	0	0	2	123.76	2	0	3	5	309.40	33	61.88	2,042.04	
75	31201503-TA-M02	TAPE, masking, 48 mm	roll	10	6	10	26	3,150.16	10	6	8	24	2,907.84	10	6	16	32	3,877.12	6	3	10	19	2,302.04	101	121.16	12,237.16	
76	31201517-TA-P01	TAPE, packaging, 48 mm	roll	10	1	0	11	331.76	0	0	0	0	0.00	3	1	0	4	120.64	0	0	0	0	0.00	15	30.16	452.40	
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	7	4	9	20	228.80	7	10	10	27	308.88	7	17	5	29	331.76	8	7	14	29	331.76	105	11.44	1,201.20	
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	6	0	10	16	382.72	8	10	0	18	430.56	8	0	0	8	191.36	10	0	0	10	239.20	52	23.92	1,243.84	
79	31151507-TW-P01	TWINE, plastic	roll	1	0	2	3	212.16	0	0	0	0	0.00	1	1	0	2	141.44	1	0	0	1	70.72	6	70.72	424.32	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
80	41111604-RU-P02	RULER, flexible, plastic, 450mm	piece	13	6	4	23	478.40	1	0	0	1	20.80	1	0	0	1	20.80	0	0	0	0	0.00	25	20.80	520.00	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	1	1	10	12	192.00	0	0	10	10	160.00	0	0	10	10	160.00	0	0	0	0	0.00	32	16.00	512.00	
82	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,104.64	0.00	
83	44101807-CA-C01	CALCULATOR, Compact	unit	7	1	1	9	2,583.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	287.04	2,583.36	
84	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00	
85	44122105-BF-C01	CLIP, backfold, 19mm	box	7	4	10	21	196.56	4	1	10	15	140.40	4	4	10	18	168.48	4	1	10	15	140.40	69	9.36	645.84	
86	44122105-BF-C02	CLIP, backfold, 25mm	box	5	4	7	16	249.60	4	1	5	10	156.00	3	4	5	12	187.20	4	1	5	10	156.00	48	15.60	748.80	
87	44122105-BF-C03	CLIP, backfold, 32mm	box	5	4	10	19	513.76	4	1	10	15	405.60	3	4	1	8	216.32	4	1	0	5	135.20	47	27.04	1,270.88	
88	44122105-BF-C04	CLIP, backfold, 50mm	box	3	1	10	14	844.48	1	10	0	11	663.52	3	1	10	14	844.48	1	10	0	11	663.52	50	60.32	3,016.00	
89	44121801-CT-R02	CORRECTION TAPE	piece	20	6	10	36	415.08	18	2	10	30	345.90	18	2	10	30	345.90	18	2	10	30	345.90	126	11.53	1,452.78	
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	1	2	2	5	158.60	2	0	0	2	63.44	0	0	0	0	0.00	0	0	0	0	0.00	7	31.72	222.04	
91	44111515-DF-B01	DATA FILE BOX	piece	0	0	5	5	386.00	0	5	0	5	386.00	0	5	0	5	386.00	0	5	0	5	386.00	20	77.20	1,544.00	











Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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				
			99	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0				0
100	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
101	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
102	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
103	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
104	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
105	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
106	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
107	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,900.00	0.00
108	44103103-HX-B54	TONER CARTRIDGE, HP CF410XC (HP410XC), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,848.40	0.00
109	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00
110	44103103-HX-C54	TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,522.00	0.00
111	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.00	0.00
112	44103103-HX-Y54	TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,522.80	0.00
113	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00
114	44103103-HX-M54	TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,522.80	0.00
115	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,744.00	0.00
116	44103103-HP-B48	TONER CARTRIDGE, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.00	0.00

**SOFTWARE**

1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
12	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

**PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)**

1	80141505-TS-001	BALLPEN	piece	0	0	70	70	0.00	0	0	70	70	0.00	0	0	70	70	0.00	0	0	70	70	0.00	280	0.00	0.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	1	0	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0.00	0.00
3	80141505-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
4	80141505-TS-004	STICKER PAPER	pack	0	0	0	0	0.00	1	0	0	1	0.00	1	0	0	1	0.00	0	0	0	0	0.00	2	0.00	0.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
6	80141505-TS-006	PHOTO PAPER	pack	0	0	0	0	0.00	1	0	0	1	0.00	1	0	0	1	0.00	0	0	0	0	0.00	2	0.00	0.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

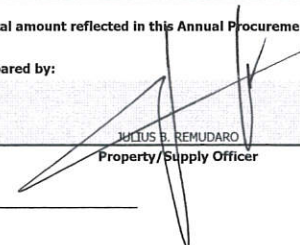
Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	0	10	10	0.00	0	0	10	10	0.00	0	0	10	10	0.00	0	0	10	10	0.00	40	0.00	0.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	0	10	10	0.00	0	0	10	10	0.00	0	0	10	10	0.00	0	0	10	10	0.00	40	0.00	0.00
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	10	10	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00	0.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	10	10	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00	0.00
12	80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
13	80141505-TS-013	WHITE BOARD	piece	0	0	1	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0.00	0.00
14	80141505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
15	80141505-TS-015	MEDAL	piece	0	0	70	70	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	70	0.00	0.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
17	80141505-TS-017	PLASTIC FASTENER	box	0	0	5	5	0.00	0	0	5	5	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00	0.00
18	80141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
19	80141505-TS-019	VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
20	80141505-TS-020	EXTENSION CORD	piece	0	0	5	5	0.00	0	0	0	0	0.00	5	0	0	5	0.00	0	0	0	0	0.00	10	0.00	0.00
21	80141505-TS-021	PAINT	gallon	0	0	20	20	0.00	0	0	0	0	0.00	20	0	0	20	0.00	0	0	0	0	0.00	40	0.00	0.00
22	80141505-TS-022	COLORLED PAPER	pack	0	0	5	5	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	0.00	0.00
23	80141505-TS-023	BOND PAPER	ream	0	0	10	10	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00	0.00
24	80141505-TS-024	PUSH PIN	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
25	80141505-TS-025	DOOR MAT	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
26	80141505-TS-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
28	80141505-TS-028	DEODORANT CAKE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
29	80141505-TS-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
30	80141505-TS-030	OFFICE CHAIR	piece	0	0	5	5	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	0.00	0.00
31	80141505-TS-031	MANILA PAPER	pack	0	0	20	20	0.00	0	0	0	0	0.00	20	0	0	20	0.00	0	0	0	0	0.00	40	0.00	0.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	3	3	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	0.00	0.00
33	80141505-TS-033	PADLOCK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
34	80141505-TS-034	MOBILE PHONE	unit	0	0	10	10	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00	0.00
35	80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37	80141505-TS-037	STORAGE BOX	piece	0	0	5	5	0.00	0	0	0	0	0.00	5	0	0	5	0.00	0	0	0	0	0.00	10	0.00	0.00
38	80141505-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
39	80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
40	80141505-TS-040	WATER DISPENSER	unit	0	0	3	3	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	0.00	0.00
41	80141505-TS-041	PARACETAMOL	pack	0	0	20	20	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	0.00	0.00
42	80141505-TS-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
43	80141505-TS-043	INKJET PRINTER	unit	0	0	3	3	0.00	0	0	0	0	0.00	3	0	0	3	0.00	0	0	0	0	0.00	6	0.00	0.00
44	80141505-TS-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
45	80141505-TS-045	POVIDONE IODINE	bottle	0	0	5	5	0.00	0	0	0	0	0.00	5	0	0	5	0.00	0	0	0	0	0.00	10	0.00	0.00
46	80141505-TS-046	KEYBOARD	unit	0	0	5	5	0.00	0	0	0	0	0.00	5	0	0	5	0.00	0	0	0	0	0.00	10	0.00	0.00
47	80141505-TS-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-049	LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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					
		51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	5	5	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0				0	0
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

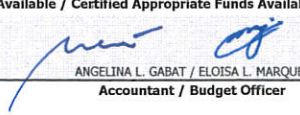
A. TOTAL		P	977,230.39
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	97,723.04
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	
D. GRAND TOTAL (A + B + C)		P	1,074,953.43
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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.

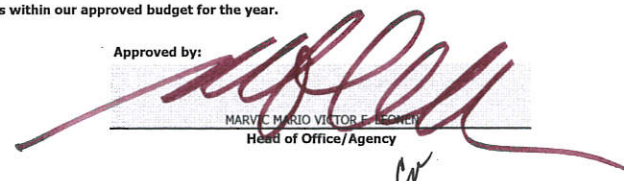
Prepared by:

  
 JULIUS B. REMUDARO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 ANGELINA L. GABAT / ELOISA L. MARQUEZ  
 Accountant / Budget Officer

Approved by:

  
 MARVIC MARIO VICTOR E. BENEN  
 Head of Office/Agency

Date Prepared: \_\_\_\_\_

**Introduction:**

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

**Reminders:**

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://shorturl.at/hes58> (Please copy the link and paste in your browser)
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE Form.

**Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.**

Department/Bureau/Office: Senate Electoral Tribunal  
 Region: National Capital Region  
 Address: 6th Floor, Sugar Center Building, North Ave., Diliman, Quezon City

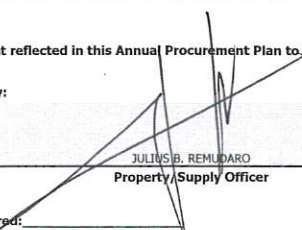
Agency Code/UACS: 01-002-0000000  
 Organization Type: \_\_\_\_\_

Contact Person: Julius B. Remudaro  
 Position: SLSO III  
 E-mail: set.pms\_ps@gmail.com  
 Telephone/Mobile Nos: 8463-1113

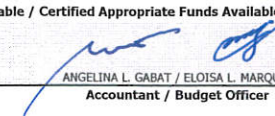
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year				
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
2	-	ALCOHOL, Isopropyl, 66%- 72%, 500ml (-5ml)	bottle	59	34	34	127	11,430.00	59	34	34	127	11,430.00	59	34	34	127	11,430.00	59	34	34	127	11,430.00	508	90.00	45,720.00
3	-	TOILET TISSUE PAPER, 3 ply, 12 rolls in a pack	pack	40	40	40	120	19,800.00	40	40	40	120	19,800.00	40	40	40	120	19,800.00	40	40	40	120	19,800.00	480	165.00	79,200.00
4	-	Chicago Screw, 1"	piece	50			50	500.00	50			50	500.00	50			50	500.00	50			50	500.00	200	10.00	2,000.00
5	-	Chicago Screw, 2"	piece	50			50	650.00	50			50	650.00	50			50	650.00	50			50	650.00	200	13.00	2,600.00
6	-	Chicago Screw, 3"	piece	50			50	750.00	50			50	750.00	50			50	750.00	50			50	750.00	200	15.00	3,000.00
7	-	Chicago Screw, 4"	piece	50			50	1,000.00	50			50	1,000.00	50			50	1,000.00	50			50	1,000.00	200	20.00	4,000.00
8	-	Tape, Double Sided, 12mm	piece	4	1		5	55.00				0	0.00				0	0.00				0	0.00	5	11.00	55.00
9	-	Ballpen, blue	piece	10			10	400.00				0	0.00	10			10	400.00				0	0.00	20	40.00	800.00
10	-	Ballpen, black	piece	10			10	400.00				0	0.00	10			10	400.00				0	0.00	20	40.00	800.00
11	-	Plastic ring bind, 1 inch	piece	1	1		2	600.00				0	0.00				0	0.00				0	0.00	2	300.00	600.00
12	-	Folder, Tagboard, Long	piece	100			100	308.00				0	0.00				0	0.00				0	0.00	100	3.08	308.00
13	-	Folder, Tagboard, Short	piece	100			100	192.00				0	0.00				0	0.00				0	0.00	100	1.92	192.00
14	-	Sticker, "SIGN HERE"	pack	3	10		13	2,210.00				0	0.00				0	0.00				0	0.00	13	170.00	2,210.00
15	-	Envelop, Pay Envelop, size 4"x7 1/2"	box	1			1	400.00				0	0.00				0	0.00				0	0.00	1	400.00	400.00
16	-	Ink Film, Brother 878	cart	1			1	1,290.00				0	0.00				0	0.00				0	0.00	1	1,290.00	1,290.00
17	-	Toner Cartridge, Sharp MX-M315N	box	1			1	8,250.00				0	0.00	1			1	8,250.00				0	0.00	2	8,250.00	16,500.00
18	-	Adding Machine tape	piece	2			2	40.00				0	0.00				0	0.00				0	0.00	2	20.00	40.00
<b>A. TOTAL</b>																							P		159,715.00	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																							P		15,971.50	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																							P			
<b>D. GRAND TOTAL (A + B + C)</b>																							P		175,686.50	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																										
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.

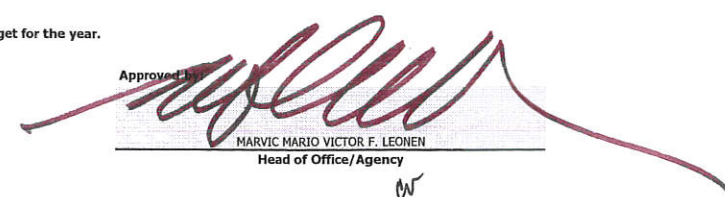
Prepared by:

  
 JULIUS B. REMUDARO  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 ANGELINA L. GABAT / ELOISA L. MARQUEZ  
 Accountant / Budget Officer

Approved by:

  
 MARVIC MARIO VICTOR F. LEONEN  
 Head of Office/Agency

Date Prepared: