

APP-CSE 2025 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 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 Modernized Philippine Government Electronic Procurement System (mPhilGEPS) 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 mPhilGEPS 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 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 2025 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/adeqO>. Instructions on how to fill-out is included in the reminders of the form.
- 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 mPhilGEPS 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 mPhilGEPS 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 0918-2954426 (Smart) or 0962-8255199 (Smart), or email apccse.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: DPWH, NOCC 3RD DEO
Region: REGION VI
Address: SO. MOHON, BRGY. 1, KAB. CITY
NEG. OCC

Agency Code/UACS: 18-001-18-00108
Organization Type: NGA

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

Contact Person: MARIA LIZA G. RULL
Position: Head, Procurement Unit/Engineer III
E-mail : bacnegoccc3rd@gmail.com
Telephone/Mobile Nos: 0918-940-6447

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				
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	57	53	13	123	6,202.89	72	13	13	98	4,942.14	72	13	13	98	4,942.14	72	13	13	98	4,942.14	417	50.43		21,029.31
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	25	12	12	49	17,497.41	12	12	12	36	12,855.24	12	12	12	36	12,855.24	14	14	14	42	14,997.78	163	357.09		58,205.67
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-P01	CLEARBOOK, A4 size	piece	22	3	3	28	984.48	12	3	3	18	632.88	22	3	3	28	984.48	12	3	3	18	632.88	92	35.16		3,234.72
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	13	2	0	15	545.40	4	0	0	4	145.44	14	0	0	14	509.04	4	0	0	4	145.44	37	36.36		1,345.32
5	60121534-ER-P01	ERASER, plastic/rubber	piece	44	4	19	67	553.42	6	19	4	29	239.54	26	4	4	34	280.84	6	4	4	14	115.64	144	8.26		1,189.44
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	205	91	36	332	7,370.40	110	36	36	182	4,040.40	160	36	36	232	5,150.40	110	36	36	182	4,040.40	928	22.20		20,601.60
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	175	35	35	245	10,956.40	41	35	35	111	4,963.92	75	35	35	145	6,484.40	40	35	35	110	4,919.20	611	44.72		27,323.92
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	153	50	50	253	14,471.60	33	30	30	93	5,319.60	53	50	50	153	8,751.60	53	50	50	153	8,751.60	652	57.20		37,294.40
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	119	58	13	190	4,218.00	49	13	13	75	1,665.00	49	13	13	75	1,665.00	49	13	13	75	1,665.00	415	22.20		9,213.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	138	32	32	202	9,033.44	38	32	32	102	4,561.44	38	32	32	102	4,561.44	38	32	32	102	4,561.44	508	44.72		22,717.76
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	112	3	0	115	6,578.00	12	3	0	15	858.00	12	3	0	15	858.00	12	3	0	15	858.00	160	57.20		9,152.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	23	23	0	46	1,021.20	13	3	0	16	355.20	13	3	0	16	355.20	13	3	0	16	355.20	94	22.20		2,086.80
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	23	3	0	26	1,189.76	3	3	0	6	274.56	3	3	0	6	274.56	3	3	0	6	274.56	44	45.76		2,013.44
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	20	0	0	20	1,144.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	57.20		1,144.00
15	60121124-WR-P01	WRAPPING PAPER	pack	5	0	0	5	806.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	161.20		806.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
16	45121517-DO-C03	DOCUMENT CAMERA	unit	1	0	0	1	23,623.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	23,623.60		23,623.60
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	1	0	0	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00		16,588.00
BATTERIES AND CELLS AND ACCESSORIES																											
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	26	14	1	41	840.09	22	1	0	23	471.27	28	0	1	29	594.21	13	0	2	15	307.35	108	20.49		2,212.92
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	53	1	2	56	1,027.04	18	1	3	22	403.48	21	3	2	26	476.84	8	3	1	12	220.08	116	18.34		2,127.44
CLEANING EQUIPMENT AND SUPPLIES																											
20	47131812-AF-A01	AIR FRESHENER	can	113	22	9	144	12,572.64	48	9	22	79	6,897.49	63	9	17	89	7,770.59	48	9	17	74	6,460.94	386	87.31		33,701.66
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	31	10	3	44	5,491.20	3	2	11	16	1,996.80	10	4	1	15	1,872.00	3	2	1	6	748.80	81	124.80		10,108.80
22	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	18	14	5	37	962.00	3	2	11	16	416.00	3	2	1	6	156.00	3	2	1	6	156.00	65	26.00		1,690.00

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			
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	125	22	10	157	6,531.20	25	12	10	47	1,955.20	35	10	10	55	2,288.00	20	10	10	40	1,664.00	299	41.60	12,438.40
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	17	16	11	44	1,052.48	12	16	11	39	932.88	12	16	11	39	932.88	12	16	11	39	932.88	161	23.92	3,851.12
25	47131811-DE-B02	DETERGENT BAR	piece	30	2	2	34	317.56	2	2	2	6	56.04	2	2	2	6	56.04	2	2	2	6	56.04	52	9.34	485.68
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	46	13	6	65	3,515.20	16	6	8	30	1,622.40	16	6	6	28	1,514.24	18	6	6	30	1,622.40	153	54.08	8,274.24
27	47131803-OS-A01	DISINFECTANT SPRAY	can	62	20	7	89	12,450.21	10	7	20	37	5,175.93	10	17	7	34	4,756.26	10	7	15	32	4,476.48	192	139.89	26,858.88
28	47131601-DU-P01	DUST PAN	piece	10	4	1	15	702.00	4	2	1	7	327.60	4	2	1	7	327.60	2	2	0	4	187.20	33	46.80	1,544.40
29	47131802-FW-P03	FLOOR WAX, paste type, red	can	60	0	0	60	18,585.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	309.76	18,585.60
30	47131830-FC-A01	FURNITURE CLEANER	can	88	11	3	102	14,421.78	16	6	4	26	3,676.14	28	1	9	38	5,372.82	16	11	1	28	3,958.92	194	141.39	27,429.66
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	23	15	5	43	1,846.85	11	7	13	31	1,331.45	21	5	13	39	1,675.05	6	15	5	26	1,116.70	139	42.95	5,970.05
32	47121804-MP-B01	MOP BUCKET	unit	8	2	1	11	25,168.00	2	2	0	4	9,152.00	4	0	0	4	9,152.00	2	0	0	2	4,576.00	21	2,288.00	48,048.00
33	47131501-RG-C01	RAGS	kilo	19	2	2	23	1,597.81	8	0	0	8	555.76	14	0	2	16	1,111.52	7	0	0	7	486.29	54	69.47	3,751.38
34	47131602-SC-W01	SCOURING PAD	pack	16	0	0	16	1,370.08	8	0	0	8	685.04	8	0	0	8	685.04	8	0	0	8	685.04	40	85.63	3,425.20
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	3	5	0	8	1,040.00	2	5	0	7	910.00	0	5	0	5	650.00	5	0	0	5	650.00	25	130.00	3,250.00
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	59	2	2	63	3,734.64	2	2	2	6	355.68	9	2	2	13	770.64	2	2	2	6	355.68	88	59.28	5,216.64
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	52	2	2	56	5,183.36	2	2	2	6	555.36	4	2	2	8	740.48	4	2	2	8	740.48	78	92.56	7,219.68
38	47121702-WB-P01	WASTEBASKET	piece	19	4	0	23	1,004.64	4	2	0	6	262.08	4	2	0	6	262.08	2	2	0	4	174.72	39	43.68	1,703.52
COLOR COMPOUNDS AND DISPERSIONS																										
39	12171703-SI-P01	INK, for stamp pad	bottle	14	9	1	24	690.96	3	2	8	13	374.27	5	2	2	9	259.11	3	2	7	12	345.48	58	28.79	1,669.82
CONSUMER ELECTRONICS																										
40	52161535-DV-R02	DIGITAL VOICE RECORDER	unit	1	0	0	1	7,339.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,339.16	7,339.16
FILMS																										
41	13111203-AC-F01	ACETATE	roll	100	0	0	100	124,384.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	1,243.84	124,384.00
42	13111201-CF-P02	CARBON FILM, Legal size	box	3	3	0	6	2,110.98	2	0	3	5	1,759.15	2	0	0	2	703.66	2	0	0	2	703.66	15	351.83	5,277.45
FIRE FIGHTING EQUIPMENT																										
43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	4	0	0	4	4,576.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,144.00	4,576.00
FLAG OR ACCESSORIES																										
44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	1	0	1	284.84	1	0	0	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	2	284.84	569.68
FURNITURE AND FURNISHINGS																										
45	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	341.12	0.00
46	56101504-CM-W01	MONOBLOC CHAIR, white	piece	40	0	0	40	13,644.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	341.12	13,644.80
HEATING AND VENTILATION AND AIR CIRCULATION																										
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	2	0	0	2	2,444.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,222.00	2,444.00
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	3	0	0	3	3,329.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,109.68	3,329.04
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	6	0	0	6	9,360.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	1,560.00	9,360.00
50	40101604-EF-W01	ELECTRIC FAN, wall mount	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	901.68	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
51	43211507-DSK003	DESKTOP, for Basic Users	unit	3	0	0	3	74,380.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	24,793.60	74,380.80
52	43211507-DSK004	DESKTOP, 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	42,390.40	0.00
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	8	0	0	8	24,119.68	4	0	0	4	12,059.84	3	0	0	3	9,044.88	3	0	0	3	9,044.88	18	3,014.96	54,269.28
54	43202010-FD-U04	FLASH DRIVE	piece	17	0	0	17	2,596.58	5	0	0	5	763.70	4	0	0	4	610.96	0	0	0	0	0.00	26	152.74	3,971.24
55	43211503-LAP004	LAPTOP COMPUTER, for Mid-range Users	unit	6	0	0	6	254,280.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	42,380.00	254,280.00
56	43211503-LAP003	LAPTOP COMPUTER, 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
57	43211708-MO-O02	COMPUTER MOUSE, Wireless	unit	4	5	4	13	2,104.96	0	1	0	1	161.92	0	0	0	0	0.00	0	0	0	0	0.00	14	161.92	2,266.88
58	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	2,636.89	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
59	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	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	75.61	0.00
60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	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	205.82	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			
MANUFACTURING COMPONENTS AND SUPPLIES																										
61	31201610-GL-J02	GLUE, all-purpose	bottle	13	0	0	13	807.82	2	0	1	3	186.42	4	0	1	5	310.70	2	0	1	3	186.42	24	62.14	1,491.36
62	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	3	2	1	6	218.40	3	2	1	6	218.40	3	2	1	6	218.40	3	2	1	6	218.40	24	36.40	873.60
63	31151804-SW-S01	STAPLE WIRE, standard	box	44	18	10	72	1,710.72	25	8	21	54	1,283.04	38	8	22	68	1,615.68	17	8	11	36	855.36	230	23.76	5,464.80
64	31201502-TA-E02	TAPE, electrical	roll	19	14	0	33	641.85	27	0	0	27	525.15	24	0	0	24	466.80	14	0	0	14	272.30	98	19.45	1,906.10
65	31201503-TA-M01	TAPE, masking, 24mm	roll	23	15	6	44	2,449.92	18	5	15	38	2,115.84	14	5	16	35	1,948.80	9	15	5	29	1,614.72	146	55.68	8,129.28
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	31	2	0	33	3,998.28	3	0	0	3	363.48	28	0	0	28	3,392.48	3	0	0	3	363.48	67	121.16	8,117.72
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	7	5	1	13	290.68	2	1	1	4	89.44	2	1	1	4	89.44	2	1	1	4	89.44	25	22.36	559.00
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	36	34	9	79	1,396.72	19	7	31	57	1,007.76	29	7	26	62	1,096.16	10	7	26	43	760.24	241	17.68	4,260.88
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	6	2	2	10	225.70	3	2	2	7	157.99	3	2	2	7	157.99	3	2	2	7	157.99	31	22.57	699.67
70	31151507-TW-P01	TWINE, plastic	roll	1	0	0	1	66.62	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	66.62	66.62
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
71	41111604-RU-P02	RULER, plastic, 450mm	piece	5	2	8	15	298.95	1	0	6	7	139.51	1	0	0	1	19.93	0	0	0	0	0.00	23	19.93	458.39
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	4	7	0	11	180.07	1	5	0	6	98.22	1	0	0	1	16.37	1	0	0	1	16.37	19	16.37	311.03
73	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	4	0	0	4	38,138.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	9,534.72	38,138.88
74	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	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	259.89	0.00
75	44101807-CA-C01	CALCULATOR, Compact	unit	3	6	0	9	2,121.93	0	5	0	5	1,178.85	0	0	0	0	0.00	0	0	0	0	0.00	14	235.77	3,300.78
76	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
77	44122105-BF-C01	CLIP, backfold, 19mm	box	27	31	25	83	776.88	27	26	30	83	776.88	27	26	30	83	776.88	27	26	30	83	776.88	332	9.36	3,107.52
78	44122105-BF-C02	CLIP, backfold, 25mm	box	28	29	24	81	1,263.60	25	24	29	78	1,216.80	25	24	29	78	1,216.80	25	24	29	78	1,216.80	315	15.60	4,914.00
79	44122105-BF-C03	CLIP, backfold, 32mm	box	24	23	23	70	2,329.60	23	23	22	68	2,263.04	24	23	23	70	2,329.60	24	23	23	70	2,329.60	278	33.28	9,251.84
80	44122105-BF-C04	CLIP, backfold, 50mm	box	28	7	3	38	2,292.16	2	2	7	11	663.52	23	2	8	33	1,990.56	3	2	8	13	784.16	95	60.32	5,730.40
81	44121801-CT-R02	CORRECTION TAPE	piece	41	55	11	107	1,444.50	23	17	51	91	1,228.50	36	15	51	102	1,377.00	17	15	51	83	1,120.50	383	13.50	5,170.50
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	13	13	0	26	824.72	0	10	0	10	317.20	3	0	0	3	95.16	1	1	0	2	63.44	41	31.72	1,300.52
83	44111515-DF-B01	DATA FILE BOX	piece	71	42	42	155	22,612.95	51	42	42	135	19,695.15	42	42	42	126	18,382.14	42	42	42	126	18,382.14	542	145.89	79,072.38
84	44122011-DF-F01	DATA FOLDER	piece	3	2	2	7	581.07	2	2	2	6	498.06	2	2	2	6	498.06	2	2	2	6	498.06	25	83.01	2,075.25
85	44103202-DS-M01	DATER STAMP	piece	7	7	1	15	6,524.25	5	0	0	5	2,174.75	0	0	0	0	0.00	0	0	0	0	0.00	20	434.95	8,699.00
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	14	0	6	20	16,598.40	0	0	0	0	0.00	2	0	0	2	1,659.84	0	0	0	0	0.00	22	829.92	18,258.24
87	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	11	0	0	11	11,633.38	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	1,057.58	11,633.38
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	13	5	0	18	16,919.10	5	0	0	5	4,699.75	5	0	0	5	4,699.75	0	0	0	0	0.00	28	939.95	26,318.60
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	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	30.49	0.00
90	44121506-EN-M02	ENVELOPE, Mailing	box	7	2	0	9	3,892.68	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	432.52	10	432.52	4,325.20
91	44121504-EN-W02	ENVELOPE, Mailing, with window	box	7	0	0	7	3,589.04	3	0	0	3	1,538.16	0	0	0	0	0.00	0	0	0	0	0.00	10	512.72	5,127.20
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	3	0	0	3	43.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	14.48	43.44
93	44122118-FA-P01	FASTENER	box	58	46	32	136	12,871.04	33	31	47	111	10,505.04	56	32	41	129	12,208.56	33	31	42	106	10,031.84	482	94.64	45,616.48
94	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	12	0	0	12	1,082.40	0	0	0	0	0.00	10	0	0	10	902.00	0	0	0	0	0.00	22	90.20	1,984.40
95	44122018-FT-D01	FILE TAB DIVIDER, A4	set	10	0	0	10	111.30	0	0	0	0	0.00	10	0	0	10	111.30	0	0	0	0	0.00	20	11.13	222.60
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	set	10	0	0	10	142.30	0	0	0	0	0.00	10	0	0	10	142.30	0	0	0	0	0.00	20	14.23	284.60
97	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	5	2	2	9	2,433.60	2	2	2	6	1,622.40	2	2	2	6	1,622.40	2	2	2	6	1,622.40	27	270.40	7,300.80
98	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	5	5	1,456.00	5	291.20	1,456.00
99	44122011-FO-L01	FOLDER, L-type, A4	pack	4	0	0	4	801.12	0	0	0	0	0.00	3	0	0	3	600.84	0	0	0	0	0.00	7	200.28	1,401.96
100	44122011-FO-L02	FOLDER, L-type, Legal	pack	4	0	0	4	996.32	0	0	0	0	0.00	3	0	0	3	747.24	0	0	0	0	0.00	7	249.08	1,743.56
101	44122027-FO-P01	FOLDER, pressboard	box	1	0	0	1	952.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	952.64	952.64
102	44122011-FO-T01	FOLDER with tab, A4	pack	5	4	16	25	9,490.00	4	4	10	18	6,832.80	4	4	4	12	4,555.20	4	4	4	12	4,555.20	67	379.60	25,433.20
103	44122011-FO-T02	FOLDER with tab, Legal	pack	8	2	2	12	4,967.04	2	2	2	6	2,483.52	7	2	2	11	4,553.12	2	2	2	6	2,483.52	35	413.92	14,487.20
104	44122008-IT-T01	INDEX TAB	box	3	0	0	3	202.80	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	67.60	4	67.60	270.40

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	
105	44121716-MA-F01	MARKER, Fluorescent	set	14	6	1	21	653.31	14	1	1	16	497.76	0	1	1	2	62.22	1	1	1	3	93.33	42	31.11	1,306.62	
106	44121708-MP-B01	MARKER, Permanent, Black	piece	56	16	2	74	611.98	12	3	9	24	198.48	41	2	8	51	421.77	5	2	8	15	124.05	164	8.27	1,356.28	
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	15	4	1	20	165.40	11	0	4	15	124.05	1	1	3	5	41.35	1	1	3	5	41.35	45	8.27	372.15	
108	44121708-MP-B03	MARKER, Permanent, Red	piece	52	1	0	53	438.31	0	0	1	1	8.27	2	0	1	3	24.81	0	0	2	2	16.54	59	8.27	487.93	
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	63	3	3	69	665.85	10	3	3	16	154.40	7	3	3	13	125.45	4	3	3	10	96.50	108	9.65	1,042.20	
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	57	0	0	57	550.05	7	0	0	7	67.55	1	0	0	1	9.65	1	0	0	1	9.65	66	9.65	636.90	
111	44121708-MW-B03	MARKER, Whiteboard, 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	9.65	0.00	
112	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box	40	31	25	96	846.72	22	22	27	71	626.22	32	22	27	81	714.42	22	21	32	75	661.50	323	8.82	2,848.86	
113	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	58	33	23	114	2,218.44	25	23	28	76	1,478.96	55	22	28	105	2,043.30	25	23	28	76	1,478.96	371	19.46	7,219.66	
114	44101603-PS-M02	PAPER SHREDDER	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	18,718.96	0.00	
115	44101601-PT-M02	PAPER TRIMMER/CUTTING 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	9,297.60	0.00	
116	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	20	19	4	43	1,922.53	4	2	10	16	715.36	5	2	10	17	760.07	4	2	3	9	402.39	85	44.71	3,800.35	
117	44121619-PS-M01	PENCIL SHARPENER	piece	9	2	0	11	2,596.88	4	2	5	11	2,596.88	7	2	0	9	2,124.72	2	2	0	4	944.32	35	236.08	8,262.80	
118	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	16	7	0	23	3,540.16	4	0	6	10	1,539.20	2	0	0	2	307.84	2	0	0	2	307.84	37	153.92	5,695.04	
119	44122101-RU-B01	RUBBER BAND No. 18	box	5	4	1	10	1,352.00	2	0	2	4	540.80	3	0	3	6	811.20	2	0	2	4	540.80	24	135.20	3,244.80	
120	44121905-SP-F01	STAMP PAD, felt	piece	12	0	6	18	718.56	2	0	5	7	279.44	0	0	1	1	39.92	0	0	0	0	0.00	26	39.92	1,037.92	
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	28	16	0	44	2,882.88	0	0	6	6	393.12	1	0	2	3	196.56	0	0	2	2	131.04	55	65.52	3,603.60	
122	44121615-ST-S01	STAPLER, standard type	piece	25	13	6	44	8,694.40	6	6	12	24	4,742.40	7	6	12	25	4,940.00	6	6	7	19	3,754.40	112	197.60	22,131.20	
123	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	2	0	0	2	1,386.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	693.15	1,386.30	
124	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	9	0	2	11	511.61	4	0	1	5	232.55	4	0	1	5	232.55	2	0	1	3	139.53	24	46.51	1,116.24	
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	11	0	0	11	853.38	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	77.58	853.38	
PAPER MATERIALS AND PRODUCTS																											
126	14111525-CA-A01	CARTOLINA, assorted colors	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	83.72	0.00	
127	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	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	945.36	0.00	
128	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	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	1,973.92	0.00	
129	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	12	14	7	33	1,222.98	7	7	15	29	1,074.74	7	7	15	29	1,074.74	7	5	11	23	852.38	114	37.06	4,224.84	
130	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	20	5	5	30	1,778.40	5	5	5	15	889.20	15	5	5	25	1,482.00	5	5	5	15	889.20	85	59.28	5,038.80	
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	12	15	7	34	1,768.00	7	7	15	29	1,508.00	7	7	14	28	1,456.00	7	7	14	28	1,456.00	119	52.00	6,188.00	
132	14111514-NB-S02	STENO NOTEBOOK	piece	10	0	0	10	140.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	14.04	140.40	
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	100	135	50	285	60,933.00	87	35	150	272	58,153.60	90	45	155	290	62,002.00	57	45	160	262	56,015.60	1109	213.80	237,104.20	
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	30	3	3	36	8,386.56	18	3	3	24	5,591.04	3	3	3	9	2,096.64	3	3	3	9	2,096.64	78	232.96	18,170.88	
135	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	140	120	120	380	52,341.20	120	120	120	360	49,586.40	120	120	120	360	49,586.40	120	120	120	360	49,586.40	1460	137.74	201,100.40	
136	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	10	10	10	30	4,767.30	10	10	10	30	4,767.30	10	10	10	30	4,767.30	10	10	10	30	4,767.30	120	158.91	19,069.20	
137	14111531-PP-R01	PAD PAPER, ruled	pad	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	34.82	0.00	
138	14111503-PA-P01	PAPER, parchment	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	154.21	0.00	
139	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	24	2	2	28	2,567.60	2	2	0	4	366.80	12	0	0	12	1,100.40	2	0	0	2	183.40	46	91.70	4,218.20	
140	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	42	2	3	47	5,854.32	5	0	1	6	747.36	15	0	1	16	1,992.96	6	3	3	12	1,494.72	81	124.56	10,089.36	
141	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	7	2	2	11	371.80	2	2	2	6	202.80	7	2	2	11	371.80	2	2	2	6	202.80	34	33.80	1,149.20	
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	95	49	43	187	18,670.08	78	41	56	175	17,472.00	80	31	40	151	15,075.84	43	41	50	134	13,378.56	647	99.84	64,596.48	
PERFUMES OR COLOGNES OR FRAGRANCES																											
143	53131626-HS-S01	HAND SANITIZER	bottle	23	6	5	34	2,892.72	7	6	5	18	1,531.44	5	6	5	16	1,361.28	5	6	5	16	1,361.28	84	85.08	7,146.72	
PESTICIDES OR PEST REPELLENTS																											
144	10191509-IN-A01	INSECTICIDE	can	10	0	0	10	1,393.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	139.36	1,393.60	
PRINTED PUBLICATIONS																											
145	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and its IRR)	book	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	37.21	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, 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	6,947.20	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				
2	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	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	1,126.32		0.00
3	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	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	1,178.32		0.00
4	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, 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	861.12		0.00
5	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, 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	892.32		0.00
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	46	40	40	126	29,219.40	46	40	40	126	29,219.40	46	40	40	126	29,219.40	46	40	40	126	29,219.40	504	231.90		116,877.60
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	11	7	7	25	6,055.00	11	7	7	25	6,055.00	11	7	7	25	6,055.00	11	7	7	25	6,055.00	100	242.20		24,220.00
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	11	7	7	25	6,055.00	11	7	7	25	6,055.00	11	7	7	25	6,055.00	11	7	7	25	6,055.00	100	242.20		24,220.00
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	11	7	7	25	6,055.00	11	7	7	25	6,055.00	11	7	7	25	6,055.00	11	7	7	25	6,055.00	100	242.20		24,220.00
10	44103105-HP-B40	INK CARTRIDGE, HP C2P04AA (HP62), 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	852.80		0.00
11	44103105-HP-T40	INK CARTRIDGE, HP C2P06AA (HP62), Tri-color	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	1,048.32		0.00
12	44103105-HP-B09	INK CARTRIDGE, HP C9351AA (HP21), 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	910.00		0.00
13	44103105-HP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	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	1,053.52		0.00
14	44103105-HP-B17	INK CARTRIDGE, HP CC640WA (HP60), 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	880.88		0.00
15	44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HP60), Tri-color	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	1,047.28		0.00
16	44103105-HX-C40	INK CARTRIDGE, HP CD972AA (HP920XL), 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	823.68		0.00
17	44103105-HX-M40	INK CARTRIDGE, HP CD973AA (HP920XL), 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	823.68		0.00
18	44103105-HX-Y40	INK CARTRIDGE, HP CD974AA (HP920XL), 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	823.68		0.00
19	44103105-HX-B40	INK CARTRIDGE, HP CD975AA (HP920XL), 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	1,541.28		0.00
20	44103105-HP-B20	INK CARTRIDGE, HP CH561WA (HP61), 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	865.28		0.00
21	44103105-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), Tri-color	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	1,066.00		0.00
22	44103105-HX-B43	INK CARTRIDGE, HP CN045AA (HP950XL), 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	1,970.80		0.00
23	44103105-HX-C43	INK CARTRIDGE, HP CN046AA (HP951XL), 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	1,517.36		0.00
24	44103105-HX-M43	INK CARTRIDGE, HP CN047AA (HP951XL), 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	1,517.36		0.00
25	44103105-HX-Y43	INK CARTRIDGE, HP CN048AA (HP951XL), 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	1,517.36		0.00
26	44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), 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	419.12		0.00
27	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	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	419.12		0.00
28	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), 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	404.56		0.00
29	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	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	404.56		0.00
30	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	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	424.32		0.00
31	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), 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	424.32		0.00
32	44103105-HP-C50	INK CARTRIDGE, HP L0551AA (HP955), Cyan Original	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	982.80		0.00
33	44103105-HP-M50	INK CARTRIDGE, HP L0554AA (HP955), Magenta Original	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	982.80		0.00
34	44103105-HP-Y50	INK CARTRIDGE, HP L0557AA (HP955), Yellow Original	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	982.80		0.00
35	44103105-HP-B50	INK CARTRIDGE, HP L0560AA (HP955), Black Original	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	1,294.80		0.00
36	44103105-HX-C48	INK CARTRIDGE, HP L0563AA (HP955XL), Cyan Original	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	1,339.52		0.00
37	44103105-HX-M48	INK CARTRIDGE, HP L0566AA (HP955XL), 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	1,339.52		0.00
38	44103105-HX-Y48	INK CARTRIDGE, HP L0569AA (HP955XL), 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	1,339.52		0.00
39	44103105-HX-B48	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	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	1,817.92		0.00
40	44103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	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	468.00		0.00
41	44103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	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	468.00		0.00
42	44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	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	468.00		0.00
43	44103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	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	774.80		0.00
44	44103112-EP-R05	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), 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	77.43		0.00
45	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, 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	77.94		0.00
46	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	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	818.48		0.00
47	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, 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	3,567.20		0.00
48	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, 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	5,002.40		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				
49	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, 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	5,575.44	0.00	
50	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	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	4,564.56	0.00	
51	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	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	7,716.80	0.00	
52	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	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	7,716.80	0.00	
53	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	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	7,716.80	0.00	
54	44103103-CA-B00	TONER CARTRIDGE, CANON CRG-324 II	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	13,399.36	0.00	
55	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, 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	3,439.28	0.00	
56	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, 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	7,705.36	0.00	
57	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, 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	4,152.72	0.00	
58	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), 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	3,598.40	0.00	
59	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, 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	2,608.32	0.00	
60	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, 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	2,897.44	0.00	
61	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, 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	2,897.44	0.00	
62	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, 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	2,897.44	0.00	
63	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, 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	4,495.92	0.00	
64	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), 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	3,194.88	0.00	
65	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), 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	5,822.96	0.00	
66	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), 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	8,658.00	0.00	
67	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet 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	3,367.52	0.00	
68	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), 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	10,908.56	0.00	
69	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, 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	2,856.88	0.00	
70	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, 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	2,943.20	0.00	
71	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, 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	2,943.20	0.00	
72	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, 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	2,943.20	0.00	
73	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	0	0	0.00	0	7,803.12	0.00	
74	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	9,783.28	0.00	
75	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	9,783.28	0.00	
76	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	9,783.28	0.00	
77	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	3,439.28	0.00	
78	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	4,063.28	0.00	
79	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	4,063.28	0.00	
80	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	4,063.28	0.00	
81	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	4,328.48	0.00	
82	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	5,592.08	0.00	
83	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	5,592.08	0.00	
84	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	5,592.08	0.00	
85	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	4,155.84	0.00	
86	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	

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			
39	80141505-TS-038	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	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
41	80141505-TS-041	PARACETAMOL	pack	6	0	0	6	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	0.00	0.00
42	80141505-TS-042	GLUE GUN	unit	1	0	0	1	0.00	0	0	0	0	0.00	1	0	0	1	0.00	0	0	0	0	0.00	2	0.00	0.00
43	80141505-TS-043	INKJET PRINTER	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
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	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-046	KEYBOARD	unit	10	0	0	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
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
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	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
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		2,242,753.93
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P		224,275.39
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P		-
D. GRAND TOTAL (A + B+ C)																								P		2,467,029.32
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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

MARY T. BAJOS
Property/Supply Officer

CELIA ANNABELLE G. BALONON
Accountant / Budget Officer

RODNEY A. CASTILLO
Head of Office/Agency

Date Prepared:

2/15/24