

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service - Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2019-10 dated 08 November 2019, 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 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) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (NGEPS).

Remarks:

- 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.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philippines.gov.ph) 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 template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be included in the PART II of the form.
- 6.0 The APP-CSE form shall be submitted to the Procurement Service, Department of Budget and Management, 1000 National Government Agency, Manila, Philippines.
- 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 09183944426 or 09276478245, or email apscse.hq@ps-philippines.gov.ph, or visit the PS-DBM website (www.ps-philippines.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue as of 28 July 2022	Total Amount for the year
		Jan	Feb	Mar	Q1 average	April	May	June	Q2 average	July	Aug	Sept	Q3 average	Oct	Nov	Dec

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

1	ALCOHOL, 70% ETOH, 500 mL	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
2	ALCOHOL, 70% ETOH, 1 Gallon	gallon	12	6	6	24	7,593.20	16	1	18	5,949.90	22	1	24	7,593.20	16	1	18	5,949.90
																		84	320.95

PART II. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

3	ALCOHOL, 70% ETOH, 500 mL	bottle	20	0	0	20	699.20	20	0	0	20	699.20	20	0	0	0	0	0	0.00
4	ALCOHOL, 70% ETOH, 1 Gallon	gallon	30	0	0	30	1,090.80	30	0	0	30	1,090.80	30	0	0	0	0	0	0.00
5	ALCOHOL, 70% ETOH, 1 Gallon	gallon	42	0	12	54	241.38	30	12	0	42	187.74	42	0	12	54	241.38	30	12
6	ALCOHOL, 70% ETOH, 1 Gallon	gallon	106	0	0	106	2,351.20	94	0	0	94	2,086.80	94	0	0	94	2,086.80	94	0
7	ALCOHOL, 70% ETOH, 1 Gallon	gallon	72	0	0	72	1,596.40	42	0	0	42	692.40	42	0	0	42	692.40	42	0
8	ALCOHOL, 70% ETOH, 1 Gallon	gallon	12	0	0	12	266.40	12	0	0	12	266.40	12	0	0	12	266.40	12	0
9	ALCOHOL, 70% ETOH, 1 Gallon	gallon	5	0	0	5	366.00	0	0	0	0	0	0	0	0	0	0	0	0.00

PART III. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

10	ALCOHOL, 70% ETOH, 500 mL	bottle	7	0	0	7	185.36	20	0	0	0	0	0	0	0	0	0	0	0.00
11	ALCOHOL, 70% ETOH, 1 Gallon	gallon	3	0	0	3	49,794.00	1	0	0	1	16,588.00	0	0	0	0	0	0	0.00
																		4	16,588.00

PART IV. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

12	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	20	0	0	20	499.80	20	0	0	20	499.80	20	0	0	20	499.80	20	0
13	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	20	0	0	20	366.80	20	0	0	20	366.80	20	0	0	20	366.80	20	0
14	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00

PART V. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)

15	AIR RESERVOIR, Amovox Box, 150g	can	23	6	6	26	2,897.40	23	6	6	26	2,897.40	23	6	6	26	2,897.40	23	6
16	BROOK, Soft (Wala Tampo)	piece	14	6	6	26	3,542.24	6	6	6	18	2,452.32	6	6	6	18	2,452.32	6	6
17	BROOK, Soft (Wala Tampo)	piece	9	2	2	12	273.36	2	2	2	6	136.68	2	2	2	6	136.68	30	22.78
18	BROOK, Soft (Wala Tampo)	piece	19	4	4	27	1,121.20	4	4	4	12	499.20	16	4	4	24	998.40	4	4
19	BROOK, Soft (Wala Tampo)	piece	16	4	4	24	574.08	4	4	4	12	287.04	16	4	4	24	574.08	4	4
20	BROOK, Soft (Wala Tampo)	piece	23	6	6	26	2,897.40	23	6	6	26	2,897.40	23	6	6	26	2,897.40	23	6

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
			Jan												Feb														
			Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount							
21	4713181-DE-903	DETERGENT POWDER, all purpose, 1kg	pack	47	6	6	59	3,190.72	6	6	6	18	973.44	30	6	6	42	2,271.36	6	6	6	18	973.44	137	54.08	7,404.96			
22	4713180-DE-401	DISENTRACTANT SPRAY, Aerosol type, 400g	can	30	0	6	36	5,038.04	24	6	0	30	4,196.70	18	0	6	24	3,357.26	24	0	0	24	3,357.26	114	139.89	15,847.46			
23	4713169-DU-901	DUST PAN, rigid non-breakable plastic	pieces	13	0	0	13	359.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	27.64	359.32			
24	4713002-FV-902	FLOOR WAX, paste type, red, 2kg	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	309.76	0.00			
25	4713189-FC-441	FLUORITINE CLEANER, Aerosol type, 300ml	can	6	0	0	6	720.72	6	0	0	6	720.72	6	0	6	720.72	6	0	0	6	720.72	24	120.12	2,882.88				
26	7310123-16-011	LIQUID HAND SOAP, 500ml	bottle	26	6	6	36	1,632.10	6	6	6	18	773.10	16	6	6	28	1,302.60	6	6	6	18	773.10	102	42.95	4,300.90			
27	4713184-HP-301	MCP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	9	0	0	9	20,992.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	2,388.00	20,992.00			
28	4713163-HP-402	MCP-HANDIE, heavy duty	pieces	5	0	0	5	624.00	0	0	0	0	0.00	1	0	0	1	124.80	0	0	0	0	0.00	6	124.80	746.80			
29	4713169-HP-801	MCP-HALO, made of rayon	pieces	5	0	0	5	612.55	0	0	0	0	0.00	1	0	0	1	122.51	0	0	0	0	0.00	6	122.51	735.06			
30	4713180-16-021	HAOS, all cotton, 1 kilo per bundle	bundle	12	0	0	12	699.62	1	0	0	1	32.14	1	0	0	1	32.14	0	0	0	0	0.00	15	33.14	797.10			
31	47131602-SC-901	SCORING PAD, 5 pieces per pack	pack	1	0	0	1	57.93	1	0	0	1	57.93	1	0	0	1	57.93	0	0	0	0	0.00	3	57.93	173.79			
32	4713201-7B-904	TRASHBAG, 36" x 47", 10 pieces per roll or pack	pack	19	9	9	37	5,329.46	9	9	9	27	3,890.58	9	19	9	37	5,329.46	0	10	0	10	1,440.40	111	144.04	15,886.44			
33	47131702-WB-901	WASTEBAGET, rigid plastic	pieces	8	0	0	8	255.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	31.91	255.28			
COLOR COMPOUNDS AND DISPENSERS																													
34	12171712-16-901	INK, for stamp pad, 80ml	bottle	34	0	0	34	751.66	6	0	0	6	173.46	6	0	6	173.46	6	0	0	6	173.46	44	28.91	1,272.04				
CONSUMER ELECTRONICS																													
35	5216153-DV-801	DIGITAL VOICE RECORDER	unit	3	0	0	3	22,017.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	7,209.16	22,017.46			
PACK MASK																													
36	42131713-SH-906	FACE MASK, 3 ply, 800 pieces per box	box	27	0	0	27	2,092.30	17	0	0	17	1,317.50	15	0	0	15	1,162.50	17	0	0	17	1,317.50	76	77.90	5,990.10			
FILMS																													
37	13111203-AC-901	ACTIVTE, 50 meters	roll	1	0	0	1	999.86	1	0	0	1	999.86	1	0	0	1	999.86	1	0	0	1	999.86	4	3,979.52	999.86			
38	13111201-CH-901	CARBON FILM, 1/4, 100 sheets per box	box	1	0	0	1	221.00	1	0	0	1	221.00	1	0	0	1	221.00	1	0	0	1	221.00	4	221.00	884.00			
39	13111201-CH-902	CARBON FILM, 1/4x1, 100 sheets per box	box	1	0	0	1	228.54	1	0	0	1	228.54	1	0	0	1	228.54	1	0	0	1	228.54	4	228.54	894.16			
PIRE FIGHTING EQUIPMENT																													
40	46131601-FE-901	FIRE EXTINGUISHER, dry chemical	unit	8	0	0	8	9,152.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	1,144.00	9,152.00			
41	46131601-FE-901	FIRE EXTINGUISHER, pure H2C	unit	1	2	0	3	16,839.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,613.25	16,839.75			
FLAG OR ACCESSORIES																													
42	85131803-PH-901	PHILIPPINE NATIONAL FLAG	pieces	1	0	0	1	284.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	284.64	284.64			
FURNITURE AND FURNISHINGS																													
43	95101504-CH-901	MONOBLOC CHAIR, beige	pieces	62	0	0	62	21,339.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	62	347.41	21,537.42			
44	95101504-CH-901	MONOBLOC CHAIR, white	pieces	12	50	0	62	21,385.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	62	344.52	21,385.04			
45	95101513-TV-901	MONOBLOC TABLE, white, 4 seater capacity	unit	2	0	0	2	2,496.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,248.00	2,496.00			
46	95101513-TV-902	MONOBLOC TABLE, beige, 4 seater capacity	unit	2	0	0	2	2,496.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,248.00	2,496.00			
HEATING AND VENTILATION AND AIR CIRCULATION																													
47	46101604-FE-021	ELECTRIC FAN, ceiling mount, white type	unit	0	2	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	46101604-FE-021	ELECTRIC FAN, industrial, ground type	unit	2	2	0	4	4,638.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,109.68	4,638.72			
49	46101604-FE-021	ELECTRIC FAN, stand type	unit	12	0	0	12	10,282.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	666.86	10,282.32			
50	46101604-FE-021	ELECTRIC FAN, wall mount	unit	3	2	0	5	3,942.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	796.56	3,942.80			
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																													
51	40211507-DE-001	DESKTOP, for Basic Users	unit	1	3	0	4	96,174.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	24,793.60	99,174.40			
52	40211507-DE-002	DESKTOP, for Mid-Range Users	unit	19	0	0	19	805,417.60	11	0	0	11	666,296.40	11	0	0	11	666,296.40	0	0	0	0	0.00	41	42,390.40	1,738,006.40			
53	40201827-DE-002	EXTERNAL HARD DRIVE, 1TB	unit	6	12	0	18	50,263.20	0	0	0	0	0.00	12	0	0	12	31,508.80	0	0	0	0	0.00	30	2,792.40	83,772.00			

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 Sep 2020)	Total Amount for the year	
			Monthly Quantity Requirement																							
			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	4421100-LM-001	LAPTOP, for Mid-range Users	unit	3	10	0	13	550,940.00	0	0	0	0	0.00	3	0	0	3	127,140.00	0	0	0	0	0.00	16	42,380.00	678,000.00
55	4421100-LM-002	LAPTOP, Lightweight	unit	0	0	0	0	0.00	3	0	0	3	149,400.00	0	0	0	0	0.00	0	0	0	0	0.00	3	46,800.00	149,400.00
56	4421100-NO-001	MOUSE, OPTICAL, USB connection type	unit	16	12	0	28	4,193.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28	4,193.28	4,193.28
57	4421100-PR-002	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	1	3	0	4	152,403.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	36,100.97	152,403.88
58	4421100-PR-001	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	2	1	0	3	30,569.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	10,169.92	30,569.76
59	4421100-PR-001	PRINTER, Laser, Monochrome	unit	0	2	1	3	7,910.67	1	0	0	1	2,636.89	1	0	0	1	2,636.89	1	0	0	1	2,636.89	6	2,636.89	15,821.34
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	3910163-LB-001	LIGHT-EMITTING DIODE (LED) LIGHT BALL, 7 watts	pieces	5	0	0	5	378.05	5	0	0	5	378.05	5	0	0	5	378.05	5	0	0	5	378.05	20	75.61	1,512.20
61	3910163-LV-001	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	pieces	2	0	0	2	411.64	2	0	0	2	411.64	2	0	0	2	411.64	2	0	0	2	411.64	8	305.82	1,646.56
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201610-GL-001	GLUE, all-purpose, 200 grams	jar	3	12	0	15	1,060.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	70.72	1,060.80
63	3111180-SW-001	STAPLE WIRE, heavy duty (Binder Type), 23/13	box	11	12	0	23	518.65	1	0	0	1	22.55	1	0	0	1	22.55	1	0	0	1	22.55	26	22.55	566.20
64	3111180-SW-001	STAPLE WIRE, standard	box	51	1	1	53	1,299.28	1	1	3	71.18	1	1	3	71.18	3	0	0	3	71.18	62	23.76	1,471.12		
65	3120180-TA-001	TAPE, electrical	roll	5	0	0	5	97.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	18.46	97.25
66	3120180-TA-001	TAPE, masking, 24mm	roll	11	0	0	11	460.66	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	61.86	460.66
67	3120180-TA-002	TAPE, masking, 48 mm	roll	17	0	0	17	2,099.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17	121.16	2,099.72
68	3120180-TA-001	TAPE, packaging, 48 mm	roll	17	0	0	17	380.13	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17	22.86	380.13
69	3120180-TA-001	TAPE, transparent, 24mm	roll	5	0	0	5	55.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	11.18	55.90
70	3120180-TA-002	TAPE, transparent, 48 mm	roll	17	0	0	17	380.69	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17	22.87	380.69
71	3111180-TA-001	TAPING, plastic	roll	3	0	0	3	333.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	66.62	333.16
MEASURING AND OBSERVING EQUIPMENT																										
72	4411100-RU-002	RULER, plastic, 450 mm	pieces	18	0	12	30	699.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	16.64	699.20
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	4412100-BL-001	BLADE, for general purpose utility knife, 10 pieces per tube	tubes	3	0	12	15	222.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	14.82	222.30
74	4412100-PR-001	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	1	0	0	1	9,534.72	1	0	0	1	9,534.72	0	0	0	0	0.00	0	0	0	0	0.00	2	9,534.72	19,069.44
75	4412100-CA-001	CALCULATOR, Compact	unit	11	0	5	16	4,299.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	266.34	4,299.84
76	4412100-CA-001	CHALK, white enamel, 100 pieces per box	box	0	0	10	10	239.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	32.97	239.70
77	4412100-PR-001	CLIP, barbed, 18mm	box	24	10	0	34	298.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	34	8.72	298.48
78	4412100-PR-002	CLIP, barbed, 25mm	box	24	10	0	34	901.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	34	14.75	901.50
79	4412100-PR-003	CLIP, barbed, 30mm	box	24	10	0	34	868.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	34	25.56	868.04
80	4412100-PR-004	CLIP, barbed, 50mm	box	24	10	0	34	1,905.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	34	56.04	1,905.36
81	4412100-CT-002	CORRECTION TAPE, 8 mm	pieces	22	0	0	22	253.66	0	0	0	6	69.18	0	12	0	12	138.36	0	0	0	0	0.00	40	11.53	463.20
82	4412100-CT-001	CUTTER/UTILITY KNIFE, for general purpose	pieces	2	0	5	7	234.01	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	33.49	234.01
83	4412100-CA-001	DATA FILE BOX	pieces	110	0	50	160	12,352.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	210	77.20	16,122.00
84	4412100-CA-001	DATA FOLDER	pieces	100	50	0	150	10,296.00	0	0	100	4,684.00	0	50	0	50	3,432.00	0	50	0	50	3,432.00	350	64.64	24,024.00	
85	4412100-CA-001	DATING AND STAMPING MACHINE	pieces	5	0	6	11	4,991.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	459.96	4,991.36
86	4412100-PR-001	ENVELOPE, Documentary, A4, 500 pieces per box	box	1	1	0	2	1,520.80	1	0	0	1	754.40	1	0	0	1	754.40	1	0	0	1	754.40	5	754.40	3,822.00
87	4412100-PR-002	ENVELOPE, Documentary, legal, 500 pieces per box	box	3	0	2	5	4,503.60	1	0	0	1	980.72	1	0	0	1	980.72	1	0	0	1	980.72	8	980.72	7,846.76
88	4412100-PR-001	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	1	0	0	1	738.40	1	0	0	1	738.40	1	0	0	1	738.40	1	0	0	1	738.40	4	738.40	2,953.60
89	4412100-PR-002	ENVELOPE, Expanding, Plastic	pieces	1	0	0	1	30.49	1	12	0	13	396.17	1	0	0	1	30.49	1	0	0	1	30.49	16	30.49	487.84
90	4412100-PR-002	ENVELOPE, Manila, 500 pieces per box	box	1	0	0	1	432.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	432.52	432.52
91	4412100-PR-002	ENVELOPE, Manila, with window, 500 pieces per box	box	1	0	0	1	488.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	488.80	488.80

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity Catalogue as of 29 May 2022	Price per Unit	Total Amount for the Year					
			Monthly Quantity Requirement												Total Quantity											
			Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug		Sept	Q3	Q3 amount				Oct	Nov	Dec	Q4	Q4 amount
93	4411913-8R-801	BRASS, 1/2" for backboard/whiteboard	pieces	1	0	0	5	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	11.41	66.46	
93	4410174-FV-901	PACKSHIELD MACHINE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
94	4412114-FV-901	FASTENER, metal, non-sharp edges, 50 sets per box	box	3	10	0	13	1,293.32	2	0	8	10	946.40	2	0	0	2	189.28	2	0	0	2	189.28	27	94.64	2,553.28
95	4411515-FV-001	FILE ORGANIZER, expanding, plastic, legal	pieces	10	0	0	10	852.00	10	0	0	10	852.00	10	0	0	10	852.00	10	0	0	10	852.00	40	85.20	3,408.00
96	4412018-FV-001	FILE TAB/INDEX DIVIDER, letter board, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
97	4412018-FV-002	FILE TAB/INDEX DIVIDER, binder board, legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
98	4412011-FV-901	FOLDER, Fancy with side, A4, 50 pieces per bundle	bundle	50	0	2	52	14,699.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	52	270.40	14,699.80	
99	4412011-FV-902	FOLDER, Fancy with side, legal, 50 pieces per bundle	bundle	50	0	2	52	14,699.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	52	286.82	14,699.04	
100	4412011-FV-001	FOLDER, L-type, A4, 50 pieces per pack	pack	0	0	0	4	790.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	4	187.54	790.16	
101	4412011-FV-002	FOLDER, L-type, legal, 50 pieces per pack	pack	0	0	0	4	954.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	4	228.57	954.28	
102	4412027-FV-901	FOLDER, preboard, 100 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
103	4412011-FV-003	FOLDER with tab, A4, 100 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	289.12	
104	4412011-FV-004	FOLDER with tab, legal, 100 pieces per pack	pack	5	0	0	5	1,666.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	5	333.26	1,666.30	
105	4412008-FV-001	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	83.11	
106	4411515-FV-802	MARKING FILE BOX, Large	pieces	5	0	0	5	208.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	5	41.60	208.00	
107	4412114-FV-901	MARKER, Fluorescent, 3 colors per set	set	5	0	0	5	183.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	5	36.66	183.30	
108	4412114-FV-902	MARKER, Permanent, Blue	pieces	10	36	0	46	243.62	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	46	7.47	343.62	
109	4412114-FV-802	MARKER, Permanent, Red	pieces	0	24	0	24	179.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	24	7.47	179.28	
110	4412114-FV-801	MARKER, Permanent, Blue	pieces	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	7.47	
111	4412114-FV-803	MARKER, Whiteboard, Black	pieces	0	36	0	36	347.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	36	9.65	347.46	
112	4412114-FV-802	MARKER, Whiteboard, Blue	pieces	0	12	0	12	115.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	12	9.65	115.80	
113	4412114-FV-801	MARKER, Whiteboard, Red	pieces	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	
114	4412114-FV-001	PAPER CLIP, vinyl/plastic coated, 13mm	box	50	10	0	60	529.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	60	8.65	529.20	
115	4412114-FV-002	PAPER CLIP, vinyl/plastic coated, Junko, 50mm	box	50	15	0	65	895.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	65	13.78	895.70	
116	4410180-FV-001	PAPER THINNER/CUTTING MACHINE, table top	unit	1	0	0	1	9,297.60	1	0	0	1	9,297.60	0	0	0	0	0.00	0	0	0	0	2	9,297.60	18,595.20	
117	4412114-FV-001	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	13	5	0	18	374.22	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	18	20.79	374.22	
118	4412114-FV-901	PENCIL, SHARPER, manual, single color head	pieces	10	6	0	16	3,405.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	16	213.87	3,405.52	
119	4410180-FV-901	PUNCHER, paper, heavy duty	pieces	2	6	0	8	1,205.40	0	10	0	10	1,506.80	0	0	0	0	0.00	0	0	0	0	18	150.80	2,714.40	
120	4412017-FV-910	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	5	3	0	8	2,183.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	8	274.23	2,183.84	
121	4412101-FV-801	RUBBER BAND No. 18, 350g	box	5	2	0	7	946.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	7	135.20	946.40	
122	4412005-FV-901	STAPLE P.D., 16#	pieces	5	0	0	5	199.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	5	39.92	199.60	
123	4412114-FV-001	SCISSORS, symmetrical or asymmetrical	pair	5	0	0	5	567.29	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	5	33.37	567.29	
124	4412114-FV-901	STAPLER, standard type	pieces	5	12	0	17	2,475.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	17	145.60	2,475.20	
125	4412114-FV-901	STAPLER, heavy duty (binder type), desktop	unit	2	2	0	4	3,552.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	4	888.16	3,552.64	
126	4412114-FV-901	STAPLE REMOVER, pier type	pieces	2	12	0	14	390.18	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	14	27.87	390.18	
127	4412105-FV-001	TAPE DISPENSER, table top	pieces	2	6	0	8	582.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	8	72.80	582.40	
PAPER MATERIALS AND PRODUCTS																										
128	1411125-CV-401	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	0	3	0	3	251.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	3	83.72	251.16	
129	1411190-CV-111	COMPUTER CONTINUOUS FORM, 1 PM, 260mm x 241mm, 2,000 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	882.55	
130	1411190-CV-112	COMPUTER CONTINUOUS FORM, 1 PM, 260mm x 278mm, 2,000 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,565.88	
131	1411190-CV-121	COMPUTER CONTINUOUS FORM, 2 PM, 260mm x 278mm, 1,000 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,528.80	
132	1411190-CV-121	COMPUTER CONTINUOUS FORM, 2 PM, 260mm x 241mm, 1,000 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	1,528.46	

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Category (as of 7/29/2017)	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
18	4410105-HP-446 INK CARTRIDGE, HP C0390A (HP72), 60ml, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
19	4410105-HP-V46 INK CARTRIDGE, HP C9004A (HP72), 60ml, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
20	4410105-HP-C46 INK CARTRIDGE, HP C9014A (HP72), 60ml, Gray	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
21	4410105-HP-946 INK CARTRIDGE, HP C9014A (HP72), 130ml, Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
22	4410105-HP-817 INK CARTRIDGE, HP C04494A (HP50), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
23	4410105-HP-T17 INK CARTRIDGE, HP C04494A (HP50), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
24	4410105-HP-835 INK CARTRIDGE, HP C08074A (HP70), Black	cart	0	12	0	12	5,029.44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,029.44			
25	4410105-HP-T35 INK CARTRIDGE, HP C08084A (HP70), Tri-color	cart	0	12	0	12	5,029.44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,029.44			
26	4410105-HP-C40 INK CARTRIDGE, HP C09734A (HP920X), Cyan	cart	0	12	0	12	9,884.16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,884.16			
27	4410105-HP-M40 INK CARTRIDGE, HP C09734A (HP920X), Magenta	cart	0	12	0	12	9,884.16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,884.16			
28	4410105-HP-V40 INK CARTRIDGE, HP C09734A (HP920X), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
29	4410105-HP-940 INK CARTRIDGE, HP C09734A (HP920X), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
30	4410105-HP-820 INK CARTRIDGE, HP C09514A (HP51), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
31	4410105-HP-T20 INK CARTRIDGE, HP C09514A (HP51), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
32	4410105-HP-940 INK CARTRIDGE, HP C09514A (HP51), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
33	4410105-HP-C40 INK CARTRIDGE, HP C09514A (HP51), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
34	4410105-HP-M40 INK CARTRIDGE, HP C09514A (HP51), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
35	4410105-HP-V40 INK CARTRIDGE, HP C09514A (HP51), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
36	4410105-HP-C40 INK CARTRIDGE, HP C09514A (HP51), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
37	4410105-HP-C40 INK CARTRIDGE, HP C09514A (HP51), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
38	4410105-HP-M40 INK CARTRIDGE, HP C09514A (HP51), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
39	4410105-HP-V40 INK CARTRIDGE, HP C09514A (HP51), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
40	4410105-HP-835 INK CARTRIDGE, HP C09514A (HP51), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
41	4410105-HP-T35 INK CARTRIDGE, HP C09514A (HP51), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
42	4410105-HP-835 INK CARTRIDGE, HP C21074A (HP978), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
43	4410105-HP-T33 INK CARTRIDGE, HP C21084A (HP978), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
44	4410105-HP-942 INK CARTRIDGE, HP C2121A (HP985A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
45	4410105-HP-C33 INK CARTRIDGE, HP C2122A (HP985A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
46	4410105-HP-M33 INK CARTRIDGE, HP C2123A (HP985A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
47	4410105-HP-T33 INK CARTRIDGE, HP C2124A (HP985A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
48	4410105-HP-T43 INK CARTRIDGE, HP P92734A (HP50), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
49	4410105-HP-943 INK CARTRIDGE, HP P92734A (HP50), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
50	4410105-HP-C30 INK CARTRIDGE, HP U05514A (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
51	4410105-HP-M30 INK CARTRIDGE, HP U05544A (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
52	4410105-HP-T30 INK CARTRIDGE, HP U05574A (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
53	4410105-HP-930 INK CARTRIDGE, HP U05604A (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
54	4410105-HP-C38 INK CARTRIDGE, HP U05614A (HP955X), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
55	4410105-HP-M38 INK CARTRIDGE, HP U05614A (HP955X), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
56	4410105-HP-V48 INK CARTRIDGE, HP U05614A (HP955X), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
57	4410105-HP-948 INK CARTRIDGE, HP U05734A (HP955X), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
58	4410105-HP-C51 INK CARTRIDGE, HP T8334A (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			
59	4410105-HP-M51 INK CARTRIDGE, HP T8334A (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00			

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 29 July 2022)	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
60	4410101-HP-711 INK CARTRIDGE, HP T6471A (HP700), 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	465.00	0.00
61	4410101-HP-811 INK CARTRIDGE, HP T64901A (HP900), 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
62	4410111-EP-805 RIBBON CARTRIDGE, EPSON C13011516 (48750), 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
63	4410111-EP-813 RIBBON CARTRIDGE, EPSON C13011522, 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
64	4410111-EP-807 RIBBON CARTRIDGE, EPSON C13011531 (501596)	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	818.46	0.00
65	4410109-HP-006 TONER CARTRIDGE, BROTHER DR-451C, High Yield 3000	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	4,760.00	0.00
66	4410103-HP-803 TONER CARTRIDGE, BROTHER TN-2005, 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	2,665.28	0.00
67	4410103-HP-804 TONER CARTRIDGE, BROTHER TN-2100, 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	1,892.80	0.00
68	4410103-HP-805 TONER CARTRIDGE, BROTHER TN-2100, 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	2,665.28	0.00
69	4410103-HP-809 TONER CARTRIDGE, BROTHER TN-3200, 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	3,867.20	0.00
70	4410103-HP-811 TONER CARTRIDGE, BROTHER TN-3300, 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
71	4410103-HP-815 TONER CARTRIDGE, BROTHER TN-3470, 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
72	4410103-HP-816 TONER CARTRIDGE, BROTHER TN-460 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	4,964.56	0.00
73	4410103-HP-823 TONER CARTRIDGE, BROTHER TN-460 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
74	4410103-HP-903 TONER CARTRIDGE, BROTHER TN-460 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
75	4410103-HP-903 TONER CARTRIDGE, BROTHER TN-460 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
76	4410103-CA-800 TONER CARTRIDGE, CANON CR-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
77	4410103-HP-812 TONER CARTRIDGE, HP CE383A, 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	3,099.20	0.00
78	4410103-HP-814 TONER CARTRIDGE, HP CE384A, 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	3,601.60	0.00
79	4410103-HP-818 TONER CARTRIDGE, HP CE385A, 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	6,940.00	0.00
80	4410103-HP-821 TONER CARTRIDGE, HP CE387A, 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	3,741.80	0.00
81	4410103-HP-822 TONER CARTRIDGE, HP CE388A (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	3,242.72	0.00
82	4410103-HP-823 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	2,380.40	0.00
83	4410103-HP-823 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	2,610.40	0.00
84	4410103-HP-723 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	2,610.40	0.00
85	4410103-HP-423 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	2,610.40	0.00
86	4410103-HP-824 TONER CARTRIDGE, HP CE320A, Black	cart	0	0	0	0	36,313.60	0	0	0	0	36,313.60	0	0	0	0	0.00	0	0	0	0	0.00	0	3,197.80	76,627.20
87	4410103-HP-824 TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	37,003.20	0	0	0	0	37,003.20	0	0	0	0	0.00	0	0	0	0	0.00	0	3,003.60	74,006.40
88	4410103-HP-724 TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	37,003.20	0	0	0	0	37,003.20	0	0	0	0	0.00	0	0	0	0	0.00	0	3,003.60	74,006.40
89	4410103-HP-424 TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	37,003.20	0	0	0	0	37,003.20	0	0	0	0	0.00	0	0	0	0	0.00	0	3,003.60	74,006.40
90	4410103-HP-825 TONER CARTRIDGE, HP CE390A, 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	7,872.80	0.00
91	4410103-HP-826 TONER CARTRIDGE, HP CE390A, 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	6,786.00	0.00
92	4410103-HP-826 TONER CARTRIDGE, HP CE391A, 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	10,103.60	0.00
93	4410103-HP-726 TONER CARTRIDGE, HP CE392A, 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	10,103.60	0.00
94	4410103-HP-426 TONER CARTRIDGE, HP CE393A, 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	10,103.60	0.00
95	4410103-HP-827 TONER CARTRIDGE, HP CE410A (HP300), 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	3,837.60	0.00
96	4410103-HP-827 TONER CARTRIDGE, HP CE411A (HP300), 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	6,011.20	0.00
97	4410103-HP-727 TONER CARTRIDGE, HP CE412A (HP300), 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	5,460.00	0.00
98	4410103-HP-427 TONER CARTRIDGE, HP CE413A (HP300), 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	6,011.20	0.00
99	4410103-HP-828 TONER CARTRIDGE, HP CE390A, 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	4,990.80	0.00
100	4410103-HP-828 TONER CARTRIDGE, HP CE390A, 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	7,331.00	0.00
101	4410103-HP-832 TONER CARTRIDGE, HP CE317A (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	2,879.72	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue # (as of 7/1/2022)	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
102 4410101-HP-803 TONER CARTRIDGE, HP CF226A (HP256A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
103 4410101-HP-805 TONER CARTRIDGE, HP CF230A, LaserJet Pro M401/M455	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
104 4410101-HP-851 TONER CARTRIDGE, HP CF230XC	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
105 4410101-HP-856 TONER CARTRIDGE, HP CF231A (HP231A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
106 4410101-HP-857 TONER CARTRIDGE, HP CF234A (HP234A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
107 4410101-HP-851 TONER CARTRIDGE, HP CF235XC (HP235X), Black Compact L	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
108 4410101-HP-808 TONER CARTRIDGE, HP CF237A (HP237), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
109 4410101-HP-812 TONER CARTRIDGE, HP CF235XC (HP235X), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
110 4410101-HP-860 TONER CARTRIDGE, HP CF235A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
111 4410101-HP-060 TONER CARTRIDGE, HP CF251A, Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
112 4410101-HP-760 TONER CARTRIDGE, HP CF251A, Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
113 4410101-HP-960 TONER CARTRIDGE, HP CF253A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
114 4410101-HP-961 TONER CARTRIDGE, HP CF250A (HP250A), Black LaserJet	cart	0	6	0	6	42,132.40	6	0	0	6	42,132.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
115 4410101-HP-061 TONER CARTRIDGE, HP CF251A (HP250A), Cyan LaserJet	cart	0	6	0	6	52,884.00	6	0	0	6	52,884.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
116 4410101-HP-761 TONER CARTRIDGE, HP CF251A (HP250A), Yellow LaserJet	cart	0	6	0	6	52,884.00	6	0	0	6	52,884.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
117 4410101-HP-961 TONER CARTRIDGE, HP CF250A (HP250A), Magenta LaserJet	cart	0	6	0	6	52,884.00	6	0	0	6	52,884.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
118 4410101-HP-962 TONER CARTRIDGE, HP CF250A (HP250A), 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	0.00
119 4410101-HP-062 TONER CARTRIDGE, HP CF251A (HP250A), 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	0.00
120 4410101-HP-762 TONER CARTRIDGE, HP CF251A (HP250A), 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	0.00
121 4410101-HP-962 TONER CARTRIDGE, HP CF250A (HP250A), 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	0.00
122 4410101-HP-462 TONER CARTRIDGE, HP CF240C (HP410C), 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	0.00
123 4410101-HP-804 TONER CARTRIDGE, HP CF241C (HP410C), 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	0.00
124 4410101-HP-063 TONER CARTRIDGE, HP CF241A (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	0.00
125 4410101-HP-064 TONER CARTRIDGE, HP CF241C (HP410C), 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	0.00
126 4410101-HP-763 TONER CARTRIDGE, HP CF241A (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	0.00
127 4410101-HP-764 TONER CARTRIDGE, HP CF241C (HP410C), 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	0.00
128 4410101-HP-463 TONER CARTRIDGE, HP CF241A (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	0.00
129 4410101-HP-064 TONER CARTRIDGE, HP CF241C (HP410C), 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	0.00
130 4410101-HP-804 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	0.00
131 4410101-HP-846 TONER CARTRIDGE, HP Q7353A, 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	0.00
132 4410101-HP-803 TONER CARTRIDGE, SAMUNG MLT-D2600A, 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	0.00
133 4410101-HP-806 TONER CARTRIDGE, SAMUNG MLT-D101S, 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	0.00
134 4410101-HP-807 TONER CARTRIDGE, SAMUNG MLT-D101S, 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	0.00
135 4410101-HP-808 TONER CARTRIDGE, SAMUNG MLT-D101S, 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	0.00
136 4410101-HP-809 TONER CARTRIDGE, SAMUNG MLT-D101S, 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	0.00
137 4410101-HP-814 TONER CARTRIDGE, SAMUNG MLT-D101S, 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	0.00
138 4410101-HP-821 TONER CARTRIDGE, SAMUNG MLT-D200E, 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	0.00
139 4410101-HP-818 TONER CARTRIDGE, SAMUNG MLT-D200E, 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	0.00
140 4410101-HP-820 TONER CARTRIDGE, SAMUNG MLT-D200E, 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	0.00
141 4410101-HP-812 TONER CARTRIDGE, SAMUNG MLT-D200E, 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	0.00
142 4410101-HP-805 TONER CARTRIDGE, SAMUNG MLT-D200E, 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	0.00
143 4410101-HP-810 TONER CARTRIDGE, SAMUNG SCX-D855A, 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	0.00

[illegible]

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:

Property/Supply Officer

~~CHERRY MAVER, GURGIO~~
~~Accountant / Budget Officer~~

MARY JEAN G. TORREFRANCA Head of Office/Agency	JOHN J. TORREFRANCA Head of Office/Agency
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Date Prepared: September 01, 2022