

APP-CSE 2025 FORM  
ANNUAL PROCUREMENT PLAN - COMMOM-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:

- 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](http://www.ps-philgeps.gov.ph)).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 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](http://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.
- 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.
- 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.
- 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 [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: DPWH-QCIDE0  
Region: NCR  
Address: Sta. Catalina St, Brgy. Holy Spirit  
Quezon City

Agency Code/UACS: \_\_\_\_\_  
Organization Type: National

Contact Person: EDERLINA S. GURA  
Position: Administrative Officer III  
E-mail: santago14eden@gmail.com  
Telephone/Mobile Nos: 4314597 of 98 loc. 36228

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	130	0	130	260	13,111.80	0	130	0	130	6,555.90	130	0	130	260	13,111.80	0	130	0	130	6,555.90	780	50.43	39,335.40
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	357.09	0.00
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, A4 size	piece	150	0	150	300	10,548.00	0	150	0	150	5,274.00	150	0	150	300	10,548.00	0	150	0	150	5,274.00	900	35.16	31,644.00
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	150	0	150	300	10,908.00	0	150	0	150	5,454.00	150	0	150	300	10,908.00	0	150	0	150	5,454.00	900	36.36	32,724.00
5	60121534-ER-P01	ERASER, plastic/rubber	piece	150	0	0	150	1,239.00	0	150	0	150	1,239.00	0	0	150	150	1,239.00	0	150	0	150	1,239.00	600	8.26	4,956.00
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	650	0	0	650	14,430.00	650	0	0	650	14,430.00	650	0	0	650	14,430.00	0	650	0	650	14,430.00	2600	22.20	57,720.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	390	0	0	390	17,440.80	390	0	0	390	17,440.80	390	0	0	390	17,440.80	0	390	0	390	17,440.80	1560	44.72	69,763.20
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	390	0	0	390	22,308.00	390	0	0	390	22,308.00	390	0	0	390	22,308.00	0	390	0	390	22,308.00	1560	57.20	89,232.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	650	0	0	650	14,430.00	650	0	0	650	14,430.00	650	0	0	650	14,430.00	0	650	0	650	14,430.00	2600	22.20	57,720.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	390	0	0	390	17,440.80	390	0	0	390	17,440.80	390	0	0	390	17,440.80	0	390	0	390	17,440.80	1560	44.72	69,763.20
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	390	0	0	390	22,308.00	390	0	0	390	22,308.00	390	0	0	390	22,308.00	0	390	0	390	22,308.00	1560	57.20	89,232.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	130	0	0	130	2,886.00	130	0	0	130	2,886.00	130	0	0	130	2,886.00	0	130	0	130	2,886.00	520	22.20	11,544.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	130	0	0	130	5,948.80	130	0	0	130	5,948.80	130	0	0	130	5,948.80	0	130	0	130	5,948.80	520	45.76	23,795.20
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	130	0	0	130	7,436.00	130	0	0	130	7,436.00	130	0	0	130	7,436.00	0	130	0	130	7,436.00	520	57.20	29,744.00
15	60121124-WR-P01	WRAPPING 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	161.20	0.00
<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	23,623.60	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	16,588.00	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	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	20.49	0.00
19	26111702-BT-A01	BATTERY, dry cell, size AAA	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	18.34	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
20	47131812-AF-A01	AIR FRESHENER	can	150	0	150	300	26,193.00	0	150	0	150	13,096.50	150	0	150	300	26,193.00	0	150	0	150	13,096.50	900	87.31	78,579.00

	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		
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	65	0	65	130	16,224.00	0	65	0	65	8,112.00	65	0	65	130	16,224.00	0	65	0	65	8,112.00	390	124.80	48,672.00	
22	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	40	0	40	80	2,080.00	0	40	0	40	1,040.00	40	0	40	80	2,080.00	0	40	0	40	1,040.00	240	26.00	6,240.00	
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	65	65	65	195	8,112.00	65	65	65	195	8,112.00	65	65	65	195	8,112.00	65	65	65	195	8,112.00	780	41.60	32,448.00	
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	15	15	15	45	1,076.40	15	15	15	45	1,076.40	15	15	15	45	1,076.40	15	15	15	45	1,076.40	180	23.92	4,305.60	
25	47131811-DE-B02	DETERGENT BAR	piece	150	150	150	450	4,203.00	150	150	150	450	4,203.00	150	150	150	450	4,203.00	150	150	150	450	4,203.00	1800	9.34	16,812.00	
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	150	150	150	450	24,336.00	150	150	150	450	24,336.00	150	150	150	450	24,336.00	150	150	150	450	24,336.00	1800	54.08	97,344.00	
27	47131803-DS-A01	DISINFECTANT SPRAY	can	65	65	65	195	27,278.55	65	65	65	195	27,278.55	65	65	65	195	27,278.55	65	65	65	195	27,278.55	780	139.89	109,114.20	
28	47131802-DU-P01	DUST PAN	piece	30	0	30	60	2,808.00	0	30	0	30	1,404.00	30	0	30	60	2,808.00	0	30	0	30	1,404.00	180	46.80	8,424.00	
29	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	309.76	0.00	
30	47131830-FC-A01	FURNITURE CLEANER	can	150	0	150	300	42,417.00	0	150	0	150	21,208.50	150	0	150	300	42,417.00	0	150	0	150	21,208.50	900	141.39	127,251.00	
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	65	0	65	130	5,583.50	0	65	0	65	2,791.75	65	0	65	130	5,583.50	0	65	0	65	2,791.75	390	42.95	16,750.50	
32	47121804-MP-B01	MOP BUCKET	unit	0	15	0	15	34,320.00	0	15	0	15	34,320.00	0	15	0	15	34,320.00	0	15	0	15	34,320.00	60	2,288.00	137,280.00	
33	47131501-RG-C01	RAGS	kilo	30	30	30	90	6,252.30	30	30	30	90	6,252.30	30	30	30	90	6,252.30	30	30	30	90	6,252.30	360	69.47	25,009.20	
34	47131602-SC-N01	SCOURING PAD	pack	30	30	30	90	7,706.70	30	30	30	90	7,706.70	30	30	30	90	7,706.70	30	30	30	90	7,706.70	360	85.63	30,826.80	
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	30	30	30	90	11,700.00	30	30	30	90	11,700.00	30	30	30	90	11,700.00	30	30	30	90	11,700.00	360	130.00	46,800.00	
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	30	30	30	90	5,335.20	30	30	30	90	5,335.20	30	30	30	90	5,335.20	30	30	30	90	5,335.20	360	59.28	21,340.80	
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	30	30	30	90	8,330.40	30	30	30	90	8,330.40	30	30	30	90	8,330.40	30	30	30	90	8,330.40	360	92.56	33,321.60	
38	47121702-WB-P01	WASTEBASKET	piece	65	65	65	195	8,517.60	65	65	65	195	8,517.60	65	65	65	195	8,517.60	65	65	65	195	8,517.60	780	43.68	34,070.40	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
39	12171703-SI-P01	INK, for stamp pad	bottle	30	30	30	90	2,591.10	30	30	30	90	2,591.10	30	30	30	90	2,591.10	30	30	30	90	2,591.10	360	28.79	10,364.40	
<b>CONSUMER ELECTRONICS</b>																											
40	52161535-DV-R02	DIGITAL VOICE RECORDER	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	7,339.16	0.00	
<b>FILMS</b>																											
41	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	1,243.84	0.00	
42	13111201-CF-P02	CARBON FILM, Legal size	box	15	0	15	30	10,554.90	0	15	0	15	5,277.45	0	15	0	15	5,277.45	0	15	0	15	5,277.45	75	351.83	26,387.25	
<b>FIRE FIGHTING EQUIPMENT</b>																											
43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	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	1,144.00	0.00	
<b>FLAG OR ACCESSORIES</b>																											
44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	100	0	100	28,484.00	0	0	0	0	0.00	0	0	0	0	0.00	100	284.84	28,484.00	
<b>FURNITURE AND FURNISHINGS</b>																											
45	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	20	50	0	70	23,878.40	0	50	0	50	17,056.00	0	50	0	50	17,056.00	0	50	0	50	17,056.00	220	341.12	75,046.40	
46	56101504-CM-W01	MONOBLOC CHAIR, white	piece	20	50	0	70	23,878.40	0	50	0	50	17,056.00	0	50	0	50	17,056.00	0	50	0	50	17,056.00	220	341.12	75,046.40	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	2	0	0	2	2,444.00	0	2	0	2	2,444.00	0	2	0	2	2,444.00	0	2	0	2	2,444.00	8	1,222.00	9,776.00	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	2	0	0	2	2,219.36	0	2	0	2	2,219.36	0	2	0	2	2,219.36	0	2	0	2	2,219.36	8	1,109.68	8,877.44	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	2	0	0	2	3,120.00	0	2	0	2	3,120.00	0	2	0	2	3,120.00	0	2	0	2	3,120.00	8	1,560.00	12,480.00	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	2	0	0	2	1,803.36	0	2	0	2	1,803.36	0	2	0	2	1,803.36	0	2	0	2	1,803.36	8	901.68	7,213.44	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
51	43211507-DSK003	DESKTOP, for Basic Users	unit	0	10	0	10	247,936.00	0	15	0	15	371,904.00	0	15	0	15	371,904.00	0	15	0	15	371,904.00	55	24,793.60	1,363,648.00	
52	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	0	6	0	6	254,342.40	0	6	0	6	254,342.40	0	6	0	6	254,342.40	0	10	0	10	423,904.00	28	42,390.40	1,186,931.20	
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	40	0	40	120,598.40	0	25	0	25	75,374.00	0	25	0	25	75,374.00	0	30	0	30	90,448.80	120	3,014.96	361,795.20	
54	43202010-FD-U04	FLASH DRIVE	piece	0	100	0	100	15,274.00	0	100	0	100	15,274.00	0	100	0	100	15,274.00	0	100	0	100	15,274.00	400	152.74	61,096.00	
55	43211503-LAP004	LAPTOP COMPUTER, for Mid-range Users	unit	0	10	0	10	423,800.00	0	10	0	10	423,800.00	0	10	0	10	423,800.00	0	0	10	10	423,800.00	40	42,380.00	1,695,200.00	
56	43211503-LAP003	LAPTOP COMPUTER, Lightweight	unit	0	5	0	5	234,000.00	0	5	0	5	234,000.00	0	5	0	5	234,000.00	0	0	5	5	234,000.00	20	46,800.00	936,000.00	
57	43211708-MO-O02	COMPUTER MOUSE, Wireless	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	50	0	50	8,096.00	50	161.92	8,096.00	

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		
58	43212105-PR-L01 PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	5	0	5	13,184.45	0	5	0	5	13,184.45	0	5	0	5	13,184.45	15	2,636.89	39,553.35		
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
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		
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
61	31201610-GL-J02 GLUE, all-purpose	bottle	260	0	0	260	16,156.40	260	0	0	260	16,156.40	260	0	0	260	16,156.40	260	0	0	260	16,156.40	1040	62.14	64,625.60		
62	31151804-SW-H01 STAPLE WIRE, heavy duty (binder type), 23/13	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	36.40	0.00		
63	31151804-SW-S01 STAPLE WIRE, standard	box	260	0	260	520	12,355.20	0	260	0	260	6,177.60	260	0	260	520	12,355.20	0	260	0	260	6,177.60	1560	23.76	37,065.60		
64	31201502-TA-E02 TAPE, electrical	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	19.45	0.00		
65	31201503-TA-M01 TAPE, masking, 24mm	roll	150	0	150	300	16,704.00	0	150	0	150	8,352.00	150	0	150	300	16,704.00	0	150	0	150	8,352.00	900	55.68	50,112.00		
66	31201503-TA-M02 TAPE, masking, 48 mm	roll	100	0	100	200	24,232.00	0	100	0	100	12,116.00	100	0	100	200	24,232.00	0	100	0	100	12,116.00	600	121.16	72,696.00		
67	31201517-TA-P01 TAPE, packaging, 48 mm	roll	0	10	0	10	223.60	0	10	0	10	223.60	0	10	0	10	223.60	0	10	0	10	223.60	40	22.36	894.40		
68	31201512-TA-T01 TAPE, transparent, 24mm	roll	150	0	150	300	5,304.00	0	150	0	150	2,652.00	0	150	0	150	2,652.00	0	150	0	150	2,652.00	750	17.68	13,260.00		
69	31201512-TA-T02 TAPE, transparent, 48 mm	roll	260	0	260	520	11,736.40	0	260	0	260	5,868.20	0	260	0	260	5,868.20	0	260	0	260	5,868.20	1300	22.57	29,341.00		
70	31151507-TW-P01 TWINE, plastic	roll	30	0	0	30	1,998.60	0	30	0	30	1,998.60	0	30	0	30	1,998.60	0	30	0	30	1,998.60	120	66.62	7,994.40		
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
71	41111604-RU-P02 RULER, plastic, 450mm	piece	130	0	0	130	2,590.90	0	130	0	130	2,590.90	0	130	0	130	2,590.90	0	130	0	130	2,590.90	520	19.93	10,363.60		
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
72	44121612-BL-H01 BLADE, for general purpose cutter/utility knife	tube	10	0	0	10	163.70	0	15	0	15	245.55	0	15	0	15	245.55	0	150	0	150	2,455.50	190	16.37	3,110.30		
73	44101602-PB-M01 BINDING AND PUNCHING MACHINE	unit	1	0	0	1	9,534.72	0	1	0	1	9,534.72	0	1	0	1	9,534.72	0	1	0	1	9,534.72	4	9,534.72	38,138.88		
74	44122037-RB-P10 BINDING RING/COMB, plastic, 32 mm	bundle	1	0	0	1	259.89	0	1	0	1	259.89	0	1	0	1	259.89	0	1	0	1	259.89	4	259.89	1,039.56		
75	44101807-CA-C01 CALCULATOR, Compact	unit	25	0	0	25	5,894.25	0	25	0	25	5,894.25	0	25	0	25	5,894.25	0	25	0	25	5,894.25	100	235.77	23,577.00		
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	150	0	0	150	1,404.00	0	150	0	150	1,404.00	0	150	0	150	1,404.00	0	150	0	150	1,404.00	600	9.36	5,616.00		
78	44122105-BF-C02 CLIP, backfold, 25mm	box	150	0	0	150	2,340.00	0	150	0	150	2,340.00	0	150	0	150	2,340.00	0	150	0	150	2,340.00	600	15.60	9,360.00		
79	44122105-BF-C03 CLIP, backfold, 32mm	box	150	0	0	150	4,992.00	0	150	0	150	4,992.00	0	150	0	150	4,992.00	0	150	0	150	4,992.00	600	33.28	19,968.00		
80	44122105-BF-C04 CLIP, backfold, 50mm	box	150	0	0	150	9,048.00	0	150	0	150	9,048.00	0	150	0	150	9,048.00	0	150	0	150	9,048.00	600	60.32	36,192.00		
81	44121801-CT-R02 CORRECTION TAPE	piece	80	0	0	80	1,080.00	0	80	0	80	1,080.00	0	80	0	80	1,080.00	0	80	0	80	1,080.00	320	13.50	4,320.00		
82	44121612-CU-H01 CUTTER/UTILITY KNIFE, for general purpose	piece	80	0	0	80	2,537.60	0	80	0	80	2,537.60	0	80	0	80	2,537.60	0	80	0	80	2,537.60	320	31.72	10,150.40		
83	44111515-DF-B01 DATA FILE BOX	piece	150	0	0	150	21,883.50	0	150	0	150	21,883.50	0	150	0	150	21,883.50	0	150	0	150	21,883.50	600	145.89	87,534.00		
84	44122011-DF-F01 DATA FOLDER	piece	150	0	0	150	12,451.50	0	150	0	150	12,451.50	0	150	0	150	12,451.50	0	150	0	150	12,451.50	600	83.01	49,806.00		
85	44103202-DS-M01 DATER STAMP	piece	25	0	0	25	10,873.75	0	25	0	25	10,873.75	0	0	0	0	0.00	0	25	0	25	10,873.75	75	434.95	32,621.25		
86	44121506-EN-D01 ENVELOPE, Documentary, A4	box	5	0	10	15	12,448.80	0	10	0	10	8,299.20	0	10	0	10	8,299.20	0	10	0	10	8,299.20	45	829.92	37,346.40		
87	44121506-EN-D02 ENVELOPE, Documentary, legal,	box	5	0	10	15	15,863.70	0	10	0	10	10,575.80	0	10	0	10	10,575.80	0	10	0	10	10,575.80	45	1,057.58	47,591.10		
88	44121506-EN-X01 ENVELOPE, Expanding, Kraft	box	5	0	10	15	14,099.25	0	10	0	10	9,399.50	0	10	0	10	9,399.50	0	10	0	10	9,399.50	45	939.95	42,297.75		
89	44121506-EN-X02 ENVELOPE, Expanding, Plastic	piece	0	0	50	50	1,524.50	0	50	0	50	1,524.50	0	50	0	50	1,524.50	0	50	0	50	1,524.50	200	30.49	6,098.00		
90	44121506-EN-M02 ENVELOPE, Mailing	box	10	0	0	10	4,325.20	0	10	0	10	4,325.20	0	10	0	10	4,325.20	0	10	0	10	4,325.20	40	432.52	17,300.80		
91	44121504-EN-W02 ENVELOPE, Mailing, with window	box	10	0	2	12	6,152.64	0	2	0	2	1,025.44	0	2	0	2	1,025.44	0	2	0	2	1,025.44	18	512.72	9,228.96		
92	44111912-ER-B01 ERASER, felt, for blackboard/whiteboard	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	14.48	0.00		
93	44122118-FA-P01 FASTENER	box	150	0	0	150	14,196.00	0	150	0	150	14,196.00	0	150	0	150	14,196.00	0	150	0	150	14,196.00	600	94.64	56,784.00		
94	44111515-FO-X01 FILE ORGANIZER, expanding, plastic, legal	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	90.20	0.00		
95	44122018-FT-D01 FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.13	0.00		
96	44122018-FT-D02 FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00		
97	44122011-FO-F01 FOLDER, Fancy with slide, A4	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	270.40	0.00		
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	0	0	0.00	0	291.20	0.00		

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	44122011-FO-L01	FOLDER, L-type, A4	pack	5	140	0	145	29,040.60	0	150	0	150	30,042.00	0	150	0	150	30,042.00	0	150	0	150	30,042.00	595	200.28	119,166.60	
100	44122011-FO-L02	FOLDER, L-type, Legal	pack	2	25	0	27	6,725.16	0	25	0	25	6,227.00	0	25	0	25	6,227.00	0	25	0	25	6,227.00	102	249.08	25,406.16	
101	44122027-FO-P01	FOLDER, pressboard	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	952.64	0.00	
102	44122011-FO-T01	FOLDER with tab, A4	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	379.60	0.00	
103	44122011-FO-T02	FOLDER with tab, Legal	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	413.92	0.00	
104	44122008-IT-T01	INDEX TAB	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	67.60	0.00	
105	44121716-MA-F01	MARKER, Fluorescent	set	10	140	0	150	4,666.50	0	150	0	150	4,666.50	0	150	0	150	4,666.50	0	150	0	150	4,666.50	600	31.11	18,666.00	
106	44121708-MP-B01	MARKER, Permanent, Black	piece	10	140	0	150	1,240.50	0	150	0	150	1,240.50	0	150	0	150	1,240.50	0	150	0	150	1,240.50	600	8.27	4,962.00	
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	10	140	0	150	1,240.50	0	150	0	150	1,240.50	0	150	0	150	1,240.50	0	150	0	150	1,240.50	600	8.27	4,962.00	
108	44121708-MP-B03	MARKER, Permanent, Red	piece	10	140	0	150	1,240.50	0	150	0	150	1,240.50	0	150	0	150	1,240.50	0	150	0	150	1,240.50	600	8.27	4,962.00	
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	10	140	0	150	1,447.50	0	150	0	150	1,447.50	0	150	0	150	1,447.50	0	150	0	150	1,447.50	600	9.65	5,790.00	
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	10	140	0	150	1,447.50	0	150	0	150	1,447.50	0	150	0	150	1,447.50	0	150	0	150	1,447.50	600	9.65	5,790.00	
111	44121708-MW-B03	MARKER, Whiteboard, Red	piece	10	140	0	150	1,447.50	0	150	0	150	1,447.50	0	150	0	150	1,447.50	0	150	0	150	1,447.50	600	9.65	5,790.00	
112	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	10	140	0	150	1,323.00	0	150	0	150	1,323.00	0	150	0	150	1,323.00	0	150	0	150	1,323.00	600	8.82	5,292.00	
113	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	10	140	0	150	2,919.00	0	150	0	150	2,919.00	0	150	0	150	2,919.00	0	150	0	150	2,919.00	600	19.46	11,676.00	
114	44101603-PS-M02	PAPER SHREDDER	unit	2	0	0	2	37,437.92	0	2	0	2	37,437.92	0	2	0	2	37,437.92	0	2	0	2	37,437.92	8	18,718.96	149,751.68	
115	44101601-PT-M02	PAPER TRIMMER/CUTTING MACHINE	unit	1	0	0	1	9,297.60	0	1	0	1	9,297.60	0	1	0	1	9,297.60	0	1	0	1	9,297.60	4	9,297.60	37,190.40	
116	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	30	60	0	90	4,023.90	0	60	0	60	2,682.60	0	60	0	60	2,682.60	0	60	0	60	2,682.60	270	44.71	12,071.70	
117	44121619-PS-M01	PENCIL SHARPENER	piece	1	15	0	16	3,777.28	0	0	0	0	0.00	0	15	0	15	3,541.20	0	0	0	0	0.00	31	236.08	7,318.48	
118	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	30	120	0	150	23,088.00	0	0	0	0	0.00	0	150	0	150	23,088.00	0	0	0	0	0.00	300	153.92	46,176.00	
119	44122101-RU-B01	RUBBER BAND No. 18	box	10	140	0	150	20,280.00	0	0	0	0	0.00	0	150	0	150	20,280.00	0	0	0	0	0.00	300	135.20	40,560.00	
120	44121905-SP-F01	STAMP PAD, felt	piece	10	15	0	25	998.00	0	15	0	15	598.80	0	15	0	15	598.80	0	15	0	15	598.80	70	39.92	2,794.40	
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	10	70	0	80	5,241.60	0	0	0	0	0.00	0	70	0	70	4,586.40	0	0	0	0	0.00	150	65.52	9,828.00	
122	44121615-ST-S01	STAPLER, standard type	piece	25	60	0	85	16,796.00	0	60	0	60	11,856.00	0	60	0	60	11,856.00	0	60	0	60	11,856.00	265	197.60	52,364.00	
123	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	5	0	0	5	3,465.75	0	5	0	5	3,465.75	0	5	0	5	3,465.75	0	5	0	5	3,465.75	20	693.15	13,863.00	
124	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	10	70	0	80	3,720.80	0	0	0	0	0.00	0	70	0	70	3,255.70	0	0	0	0	0.00	150	46.51	6,976.50	
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	20	60	0	80	6,206.40	0	0	0	0	0.00	0	60	0	60	4,654.80	0	0	0	0	0.00	140	77.58	10,861.20	
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	20	130	0	150	5,559.00	0	150	0	150	5,559.00	0	150	0	150	5,559.00	0	150	0	150	5,559.00	600	37.06	22,236.00	
130	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	20	130	0	150	8,892.00	0	150	0	150	8,892.00	0	150	0	150	8,892.00	0	150	0	150	8,892.00	600	59.28	35,568.00	
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	20	130	0	150	7,800.00	0	150	0	150	7,800.00	0	150	0	150	7,800.00	0	150	0	150	7,800.00	600	52.00	31,200.00	
132	14111514-NB-S02	STENO NOTEBOOK	piece	0	0	0	0	0.00	0	25	0	25	351.00	0	0	0	0	0.00	0	0	0	0	0.00	25	14.04	351.00	
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	650	650	650	1950	416,910.00	650	650	650	1950	416,910.00	650	650	650	1950	416,910.00	650	650	650	1950	416,910.00	7800	213.80	1,667,640.00	
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	10	140	0	150	34,944.00	0	150	0	150	34,944.00	0	150	0	150	34,944.00	0	150	0	150	34,944.00	600	232.96	139,776.00	
135	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	650	650	650	1950	268,593.00	650	650	650	1950	268,593.00	650	650	650	1950	268,593.00	650	650	650	1950	268,593.00	7800	137.74	1,074,372.00	
136	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	10	140	0	150	23,836.50	0	150	0	150	23,836.50	0	150	0	150	23,836.50	0	150	0	150	23,836.50	600	158.91	95,346.00	
137	14111531-PP-R01	PAD PAPER, ruled	pad	5	0	0	5	174.10	0	5	0	5	174.10	0	5	0	5	174.10	0	5	0	5	174.10	20	34.82	696.40	
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	100	300	0	400	36,680.00	0	300	0	300	27,510.00	0	300	0	300	27,510.00	0	300	0	300	27,510.00	1300	91.70	119,210.00	
140	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	30	120	0	150	18,684.00	0	150	0	150	18,684.00	0	150	0	150	18,684.00	0	150	0	150	18,684.00	600	124.56	74,736.00	
141	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	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	33.80	0.00	
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	150	0	150	300	29,952.00	0	150	0	150	14,976.00	0	150	0	150	14,976.00	0	150	0	150	14,976.00	750	99.84	74,880.00	

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					
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
143	53131626-HS-S01	HAND SANITIZER	bottle	0	100	0	100	8,508.00	0	100	0	100	8,508.00	0	100	0	100	8,508.00	0	100	0	100	8,508.00	400	85.08	34,032.00
<b>PESTICIDES OR PEST REPELLENTS</b>																										
144	10191509-IN-A01	INSECTICIDE	can	10	140	0	150	20,904.00	0	150	0	150	20,904.00	0	150	0	150	20,904.00	0	150	0	150	20,904.00	600	139.36	83,616.00
<b>PRINTED PUBLICATIONS</b>																										
145	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and its IRR)	book	10	0	0	10	372.10	0	10	0	10	372.10	0	10	0	10	372.10	0	10	0	10	372.10	40	37.21	1,488.40
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																										
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
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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	231.90	0.00
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), 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	242.20	0.00
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), 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	242.20	0.00
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), 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	242.20	0.00
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 L0S51AA (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 L0S54AA (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 L0S57AA (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 L0S60AA (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 L0S63AA (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 L0S66AA (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 L0S69AA (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

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	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 C135015516 (#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 C135015632, 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 C135015531 (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
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

	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				
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	
<b>SOFTWARE</b>																											
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	8	0	8	0.00	8	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	8	0	8	0.00	8	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	8	0	8	0.00	8	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	8	0	8	0.00	8	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	8	0	8	0.00	8	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	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	80141505-TS-001	BALLPEN	piece	780	0	780	1560	23,400.00	0	780	0	780	11,700.00	0	780	0	780	11,700.00	0	780	0	780	11,700.00	3900	15.00	58,500.00	
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	5	0	5	1,250,000.00	0	5	0	5	1,250,000.00	0	3	0	3	750,000.00	0	2	0	2	500,000.00	15	250,000.00	3,750,000.00	
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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	10	50	0	60	2,460.00	0	50	0	50	2,050.00	0	50	0	50	2,050.00	0	50	0	50	2,050.00	210	41.00	8,610.00	
6	80141505-TS-006	PHOTO PAPER	pack	20	100	0	120	13,200.00	0	100	0	100	11,000.00	0	100	0	100	11,000.00	0	100	0	100	11,000.00	420	110.00	46,200.00	
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	
8	80141505-TS-008	CERTIFICATE FRAME	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	
9	80141505-TS-009	CERTIFICATE HOLDER	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	
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	23	0	23	276,000.00	0	80	0	80	960,000.00	103	12,000.00	1,236,000.00	
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	5	0	5	300,000.00	0	5	0	5	300,000.00	0	5	0	5	300,000.00	0	5	0	5	300,000.00	20	60,000.00	1,200,000.00	
12	80141505-TS-012	SMART TELEVISION	unit	0	2	0	2	80,000.00	0	2	0	2	80,000.00	0	2	0	2	80,000.00	0	2	0	2	80,000.00	8	40,000.00	320,000.00	
13	80141505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5	0	5	400,000.00	5	80,000.00	400,000.00	
14	80141505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	5	0	5	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	5	5,000.00	25,000.00	
15	80141505-TS-015	MEDAL	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	
16	80141505-TS-016	DISHWASHING LIQUID	bottle	0	100	0	100	5,000.00	0	100	0	100	5,000.00	0	100	0	100	5,000.00	0	100	0	100	5,000.00	400	50.00	20,000.00	
17	80141505-TS-017	PLASTIC FASTENER	box	0	150	0	150	6,750.00	0	150	0	150	6,750.00	0	150	0	150	6,750.00	0	150	0	150	6,750.00	600	45.00	27,000.00	
18	80141505-TS-018	STEEL FILING CABINET	piece	0	50	0	50	375,000.00	0	0	0	0	0.00	0	50	0	50	375,000.00	0	0	0	0	0.00	100	7,500.00	750,000.00	
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	25	0	25	17,500.00	0	25	0	25	17,500.00	0	0	0	0	0.00	0	0	0	0	0.00	50	700.00	35,000.00	
21	80141505-TS-021	PAINT	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	0.00	0.00	
22	80141505-TS-022	COLORLED PAPER	pack	0	50	0	50	29,650.00	0	50	0	50	29,650.00	0	50	0	50	29,650.00	0	50	0	50	29,650.00	200	593.00	118,600.00	
23	80141505-TS-023	BOND PAPER	ream	1500	0	0	1500	336,000.00	1500	0	0	1500	336,000.00	0	1500	0	1500	336,000.00	1500	0	0	1500	336,000.00	6000	224.00	1,344,000.00	
24	80141505-TS-024	PUSH PIN	pack	50	0	0	50	1,750.00	0	0	0	0	0.00	0	0	0	0	0.00	50	0	0	50	1,750.00	100	35.00	3,500.00	

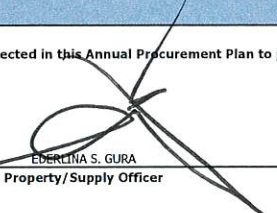




Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year					
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P		
D. GRAND TOTAL (A + B+ C)																							P		30,510,818.91
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:

  
 \_\_\_\_\_  
 EDERLINA S. GURA  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 \_\_\_\_\_  
 ANASTACIO S. DE GUZMAN  
 Accountant / Budget Officer

Approved by:

  
 \_\_\_\_\_  
 LOIDA S. BUSA  
 Head of Office/Agency

Date Prepared: July 22, 2024