

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 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. 2018-10 dated 08 November 2018, 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 (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed Incorrect or Invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phillips.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 inserted in PART II, if necessary. Note that this is only applicable in the PART II 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 Virtual Store account. 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 at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, Issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: DPWH - Mindoro Oriental District Engineering Office

Region: IV-B

Address: Masipit, Calapan City, Oriental Mindoro

Eileen A. Sevilla

Contact Person:

Agency Code/UACS: No Code

Administrative Officer III (S.O. II)

Organization Type: National Government Agency (NGA)

Position:

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Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity		Price Catalogue (as of 30 April 2021)	Total Amount for the year								
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov			Dec	Q4 AMOUNT	for the year					
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	can	15	15	15	45	6,271.20	10	7	7	24	3,344.64	15	15	15	45	6,271.20	10	7	7	24	3,344.64	138.00	139.36	19231.68
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	20	20	20	60	9,085.80	15	15	15	45	6,814.35	15	15	15	45	6,814.35	15	15	15	45	6,814.35	195.00	151.43	29528.85
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	40	40	40	120	7,987.20	30	30	30	90	5,990.40	35	35	30	100	6,656.00	30	30	30	90	5,990.40	400.00	66.56	26624.00
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	10	10	10	30	11,637.60	7	7	7	21	8,146.32	10	10	10	30	11,637.60	7	7	7	21	8,146.32	102.00	387.92	39567.84
5	51471901-AL-I01	ALCOHOL, Isopropyl, 68%- 72%, 500ml (-5ml)	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	0.00	43.58	0.00
6	51471901-AL-I02	ALCOHOL, Isopropyl, 68%-72%, scented, 3.785 liters	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	0.00	455.00	0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	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	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	INK, for stamp pad	bottle	7	7	7	21	661.92	5	5	5	15	472.80	8	8	8	24	756.48	7	7	7	21	661.92	81.00	31.52	2553.12
FILMS																										
9	13111203-AC-P01	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	0.00	847.82	0.00
10	13111201-CF-P01	CARBON FILM, A4	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	0.00	221.00	0.00
11	13111201-CF-P02	CARBON FILM, legal	box	2	0	0	2	417.04	0	1	0	1	208.52	2	0	0	2	417.04	0	1	0	1	208.52	6.00	208.52	1251.12
PAPER MATERIALS AND PRODUCTS																										
12	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	0.00	83.72	0.00
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 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	0.00	882.55	0.00
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 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	0.00	1029.60	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 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			
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 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	0.00	1528.80		0.00	
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 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	0.00	906.36		0.00	
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 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	0.00	884.00		0.00	
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 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	0.00	1508.00		0.00	
19	14111609-LL-C01	LOOSELEAF COVER, 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	0.00	794.96		0.00	
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	10	10	10	30	1,111.80	7	7	7	21	778.26	10	10	10	30	1,111.80	6	6	6	18	667.08	99.00	37.06	3668.94		0.00
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	10	10	10	30	1,778.40	6	6	6	18	1,667.04	7	7	7	21	1,244.88	5	5	5	15	889.20	84.00	59.28	4979.52		0.00
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	5	5	5	15	811.20	5	5	5	15	811.20	6	6	6	18	973.44	6	6	6	18	973.44	66.00	54.08	3569.28		0.00
23	14111514-NB-S01	NOTEBOOK, stenographer	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	0.00	12.04		0.00	
24	14111507-PP-M01	PAPER, MULTICOPIY, A4, 80 gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	136.66		0.00	
25	14111507-PP-M02	PAPER, MULTICOPIY, Legal, 80gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	127.71		0.00	
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	300	350	350	1000	98,260.00	350	370	350	1070	105,138.20	370	370	350	1090	107,103.40	370	370	370	1110	109,068.60	4,270.00	98.26	419570.20		0.00
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	250	300	300	850	100,691.00	300	300	900	106,614.00	350	350	300	1000	118,460.00	350	300	300	950	112,537.00	3,700.00	118.46	438302.00		0.00	
28	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	0.00	29.12		0.00	
29	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	0.00	98.05		0.00	
30	14111818-TH-P02	Thermal Paper, 58GSM (5%), 1/2 Core, 216mm x 30m	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	0.00	55.64		0.00	
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	50	30	40	120	8,486.40	25	20	65	4,596.80	20	20	20	60	4,243.20	25	20	25	70	4,950.40	315.00	70.72	22276.80		0.00	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	20	15	15	50	5,096.00	5	5	15	1,528.80	15	10	15	40	4,076.80	5	5	5	15	1,528.80	120.00	101.92	12230.40		0.00	
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100%, recycled	pack	240	210	210	660	57,314.40	250	200	670	58,182.80	200	200	200	600	52,104.00	200	210	250	660	57,314.40	2,590.00	86.84	224915.60		0.00	
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	30	50	30	110	3,832.40	40	50	120	4,180.80	50	50	30	130	4,529.20	50	40	50	140	4,877.60	500.00	34.84	17420.00		0.00	
35	14111704-TT-P04	TOILET TISSUE PAPER, 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	0.00	33.80		0.00	
BATTERIES AND CELLS AND ACCESSORIES																												
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	20	15	20	55	1,996.50	15	15	15	45	1,633.50	20	20	20	60	2,178.00	15	15	15	45	1,633.50	205.00	36.30	7441.50		0.00
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	20	15	20	55	1,085.15	15	15	15	45	887.85	20	20	20	60	1,183.80	15	15	15	45	887.85	205.00	19.73	4044.65		0.00
38	26111702-BT-A03	BATTERY, dry Cell, size D	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	0.00	96.20		0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																												
39	31201610-GL-J01	GLUE, all purpose	jar	10	10	10	30	2,145.00	5	5	5	15	1,072.50	10	10	10	30	2,145.00	5	5	5	15	1,072.50	90.00	71.50	6435.00		0.00
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	3	3	3	9	177.84	5	5	5	15	296.40	3	3	3	9	177.84	5	5	5	15	296.40	48.00	19.76	948.48		0.00
41	31151804-SW-S01	STAPLE WIRE, standard	box	10	10	10	30	672.30	15	15	15	45	1,008.45	10	15	10	35	794.35	10	10	10	30	672.30	140.00	22.41	3137.40		0.00
42	31201502-TA-E01	TAPE, electrical	roll	15	0	0	15	280.05	15	0	0	15	280.05	15	0	0	15	280.05	15	0	0	15	280.05	60.00	18.67	1120.20		0.00
43	31201503-TA-M01	TAPE, masking, 24mm	roll	7	6	6	19	1,037.40	5	5	5	15	819.00	4	4	3	11	600.60	3	3	2	8	436.80	53.00	54.60	2893.80		0.00
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	8	8	8	24	2,558.40	5	4	3	12	1,279.20	5	5	3	13	1,385.80	5	5	5	15	1,599.00	64.00	106.60	6822.40		0.00
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	8	8	8	24	536.64	5	5	5	15	335.40	7	8	8	23	514.28	6	8	9	23	514.28	85.00	22.36	1900.60		0.00
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	25	25	20	70	706.30	15	15	20	50	504.50	18	15	10	43	433.87	15	12	15	42	423.78	205.00	10.09	2068.45		0.00
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	15	5	5	25	499.25	5	10	5	20	399.40	5	5	10	20	399.40	15	5	5	25	499.25	90.00	19.97	1797.30		0.00
48	31151507-TW-P01	TWINE, plastic	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	0.00	58.24		0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																												
49	40101604-EF-C01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1109.68		0.00	
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1369.68		0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year					
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit	2	2	2	6	5,141.16	1	1	1	3	2,570.58	1	0	0	1	856.86	1	1	0	2	1,713.72	12.00	856.86	10282.32	
52	40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	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	0.00	674.96	0.00	
MEDICAL THERMOMETERS AND ACCESSORIES																											
53	41112224-TG-T02	THERMOGUN	piece	10	0	0	10	25,324.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	2532.40	25324.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	5	5	5	15	3,087.30	0	0	0	0	0.00	5	5	5	15	3,087.30	0	0	0	0	0.00	30.00	205.82	6174.60	
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	20	0	0	20	1,643.20	0	0	0	0	0.00	20	0	0	20	1,643.20	0	0	0	0	0.00	40.00	82.16	3286.40	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
56	41111604-RU-P02	RULER, plastic, 450mm	piece	20	0	0	20	353.60	5	0	0	5	88.40	10	0	0	10	176.80	5	0	0	5	88.40	40.00	17.68	707.20	
CLEANING EQUIPMENT AND SUPPLIES																											
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	20	25	20	65	5,864.30	15	10	5	30	2,706.60	15	15	10	40	3,608.80	15	15	15	45	4,059.90	180.00	90.22	16239.60	
58	47131604-BR-S01	BROOM, soft, bamboo	piece	10	10	10	30	4,087.20	3	3	3	9	1,226.16	5	5	5	15	2,043.60	3	3	3	9	1,226.16	63.00	136.24	8583.12	
59	47131604-BR-T01	BROOM, stick, ting-ting	piece	15	15	15	45	819.00	15	15	15	45	819.00	15	15	15	45	819.00	15	15	15	45	819.00	180.00	18.20	3276.00	
60	47131823-TB-C01	CLEANER, toilet and urinal	bottle	20	20	20	60	2,496.00	20	20	20	60	2,496.00	20	20	20	60	2,496.00	20	20	20	60	2,496.00	240.00	41.60	9984.00	
61	47131805-CL-P01	CLEANSER, scouring powder	can	10	10	10	30	717.60	10	10	10	30	717.60	10	10	10	30	717.60	10	10	10	30	717.60	120.00	23.92	2870.40	
62	47131811-DE-B02	DETERGENT BAR, 140g	piece	10	10	10	30	249.00	10	10	10	30	249.00	10	10	10	30	249.00	10	10	10	30	249.00	120.00	8.30	996.00	
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	10	10	10	30	1,622.40	10	10	10	30	1,622.40	10	10	10	30	1,622.40	10	10	10	30	1,622.40	120.00	54.08	6489.60	
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	20	20	20	60	7,737.60	20	20	20	60	7,737.60	20	20	20	60	7,737.60	20	20	20	60	7,737.60	240.00	128.96	30950.40	
65	47131601-DL-P01	DUST PAN, non-rigid plastic	piece	10	0	0	10	248.30	0	0	0	0	0.00	10	0	0	10	248.30	0	0	0	0	0.00	20.00	24.83	496.60	
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	10	0	0	10	1,312.50	10	0	0	10	1,312.50	10	0	0	10	1,312.50	10	0	0	10	1,312.50	40.00	131.25	5250.00	
67	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	20	20	20	60	6,177.60	20	20	20	60	6,177.60	20	20	20	60	6,177.60	20	20	20	60	6,177.60	240.00	102.96	24710.40	
68	47131802-FW-P02	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	0.00	309.76	0.00	
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	8	8	8	24	2,882.88	5	5	5	15	1,801.80	7	7	7	21	2,522.52	5	7	7	19	2,282.28	79.00	120.12	9489.48	
70	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	10	0	0	10	22,880.00	0	0	0	0	0.00	10	0	0	10	22,880.00	0	0	0	0	0.00	20.00	2288.00	45760.00	
71	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece	0	0	0	0	0.00	10	0	0	10	1,248.00	0	0	0	0	0.00	10	0	0	10	1,248.00	20.00	124.80	2496.00	
72	47131619-MP-R01	MOPHEAD, made of rayon	piece	10	0	10	20	2,475.20	10	0	10	20	2,475.20	10	0	10	20	2,475.20	10	0	10	20	2,475.20	80.00	123.76	9900.80	
73	47131501-RG-C01	RAGS, all cotton	bundle	20	0	0	20	1,076.40	0	0	0	0	0.00	20	0	0	20	1,076.40	0	0	0	0	0.00	40.00	53.82	2152.80	
74	47131602-SC-N01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	112.32	0.00	
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	20	15	15	50	6,734.00	20	15	15	50	6,734.00	20	15	15	50	6,734.00	20	15	15	50	6,734.00	200.00	134.68	26936.00	
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	20	0	0	20	559.20	0	0	0	0	0.00	10	0	0	10	279.60	0	0	0	0	0.00	30.00	27.96	638.80	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
77	43211507-DSK001	DESKTOP FOR BASIC USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24,793.60	0.00	
78	43211507-DSK002	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	0.00	42,390.40	0.00	
79	43211503-LAP001	LAPTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41,392.00	0.00	
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	10	0	0	10	25,988.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	25988.84	25988.40	
81	43202010-FD-U01	FLASH DRIVE, 16 GB	piece	20	0	0	20	3,348.80	0	0	0	0	0.00	10	0	0	10	1,674.40	0	0	0	0	0.00	30.00	167.44	5023.20	
82	43211708-MO-C01	MOUSE, OPTICAL, USB connection type	unit	10	10	10	30	3,339.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	111.30	3339.00	
83	43211708-MO-C02	MOUSE, WIRELESS, USB	unit	3	3	3	9	1,386.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9.00	154.00	1386.00	
84	43212102-PR-D02	PRINTER, Impact, dot matrix, 24 pins, 136 columns	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	0.00	38100.97	0.00	

Item & Specifications			Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year						
			Unit of Measure		Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug	Sept	Q3				Q3	Oct	Nov	Dec	Q4	Q4
					AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
85	43212105-PR-D01		unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00		
86	43212105-PR-L01		unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00		
87	43212105-PR-L02		unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00		
PRINTER, laser, colored			unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00		

OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES

88	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	0.00	0.00	29.64		
89	44122105-BF-C01	CLIP, backfold, 19mm	box	10	10	10	30	262.80	10	10	10	30	262.80	10	10	10	30	262.80	10	10	10	30	30	262.80	120.00	8.76	1051.20	
90	44122105-BF-C02	CLIP, backfold, 25mm	box	10	10	10	30	456.60	10	10	10	30	456.60	10	10	10	30	456.60	10	10	10	30	30	456.60	120.00	15.22	1826.40	
91	44122105-BF-C03	CLIP, backfold, 29mm	box	10	10	10	30	670.80	10	10	10	30	670.80	10	10	10	30	670.80	10	10	10	30	30	670.80	120.00	22.36	2683.20	
92	44122105-BF-C04	CLIP, backfold, 50mm	box	10	10	10	30	1,638.00	10	10	10	30	1,638.00	10	10	10	30	1,638.00	10	10	10	30	30	1,638.00	120.00	54.60	6552.00	
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	40	40	40	120	1,401.60	20	20	20	60	700.80	40	40	40	120	1,401.60	20	20	20	60	60	700.80	360.00	11.68	4204.80	
94	44111515-DF-B01	DATA FILE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	77.20	0.00	
95	44122011-DF-F01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	68.64	0.00	
96	44121506-EN-D01	ENVELOPE, documentary, A4	box	5	0	0	5	3,365.45	5	0	0	5	3,365.45	5	0	0	5	3,365.45	5	0	0	0	5	5	3,365.45	20.00	673.09	13461.80
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	5	0	0	5	4,635.80	5	0	0	5	4,635.80	5	0	0	5	4,635.80	5	0	0	0	5	5	4,635.80	20.00	927.16	18543.20
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	5	5	5	15	11,076.00	5	5	5	15	11,076.00	5	5	5	15	11,076.00	5	5	5	15	15	11,076.00	60.00	738.40	44304.00	
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	10	0	0	10	304.90	10	0	0	10	304.90	10	0	0	10	304.90	10	0	0	0	10	10	304.90	40.00	30.49	1219.60
100	44121506-EN-M02	ENVELOPE, mailing	box	4	3	2	9	3,403.80	5	2	2	9	3,403.80	2	4	2	8	3,025.60	4	2	2	8	8	3,025.60	34.00	378.20	12858.80	
101	44121504-EN-W02	ENVELOPE, mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	433.68	0.00	
102	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	0.00	0.00	10.30	0.00	
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	box	15	20	10	45	3,753.45	20	15	10	45	3,753.45	10	15	15	40	3,336.40	15	10	10	35	35	2,919.35	165.00	83.41	13762.65	
104	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	0.00	0.00	86.04	0.00	
105	44122018-FT-D01	FILE TAB DIVIDER, Bristol board, for 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	0.00	0.00	11.13	0.00	
106	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	0.00	0.00	14.23	0.00	
107	44122011-FO-F01	FOLDER, fancy, with slide, A4	bundle	5	0	0	5	1,352.00	5	0	0	5	1,352.00	5	0	0	5	1,352.00	5	0	0	0	5	5	1,352.00	20.00	270.40	5408.00
108	44122011-FO-F02	FOLDER, fancy, with slide, legal	bundle	10	0	0	10	3,118.80	10	0	0	10	3,118.80	10	0	0	10	3,118.80	10	0	0	0	10	10	3,118.80	40.00	311.88	12475.20
109	44122011-FO-L01	FOLDER, L-type, 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	0.00	0.00	171.43	0.00	
110	44122011-FO-L02	FOLDER, L-type, 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	0.00	0.00	243.24	0.00	
111	44122027-FO-P01	FOLDER, prestboard	box	5	5	5	15	14,289.60	5	5	5	15	14,289.60	5	5	5	15	14,289.60	5	5	5	15	15	14,289.60	60.00	952.64	57158.40	
112	44122011-FO-T03	FOLDER, with tab, A4	pack	5	5	5	15	4,185.00	5	5	5	15	4,185.00	5	5	5	15	4,185.00	5	5	5	15	15	4,185.00	60.00	279.00	16740.00	
113	44122011-FO-T04	FOLDER, with tab, legal	pack	5	5	5	15	4,820.40	5	5	5	15	4,820.40	5	5	5	15	4,820.40	5	5	5	15	15	4,820.40	60.00	321.36	19281.60	
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	56.68	0.00	
115	44111515-MF-B02	MAGAZINE FILE BOX, large	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	41.60	0.00	
116	44121716-MF-F01	MARKER, fluorescent	set	10	10	10	30	1,099.80	10	10	10	30	1,099.80	10	10	10	30	1,099.80	10	10	10	30	30	1,099.80	120.00	36.66	4399.20	
117	44121708-MW-B01	MARKER, whiteboard, black	piece	20	0	20	40	535.20	20	0	20	40	535.20	20	0	20	40	535.20	20	0	20	40	40	535.20	160.00	13.38	2140.80	
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	10	0	10	20	267.60	10	0	10	20	267.60	10	0	10	20	267.60	10	0	10	20	20	267.60	80.00	13.38	1070.40	
119	44121708-MW-B03	MARKER, whiteboard, red	piece	10	0	10	20	267.60	10	0	10	20	267.60	10	0	10	20	267.60	10	0	10	20	20	267.60	80.00	13.38	1070.40	
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	50	30	50	130	1,167.40	50	30	50	130	1,167.40	50	30	50	130	1,167.40	50	30	50	130	130	1,167.40	520.00	8.98	4669.60	
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	10	0	0	10	89.80	10	0	0	10	89.80	10	0	0	10	89.80	10	0	0	0	10	10	89.80	40.00	8.98	359.20
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	10	0	0	10	89.80	10	0	0	10	89.80	10	0	0	10	89.80	10	0	0	0	10	10	89.80	40.00	8.98	359.20

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year									
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4					
			AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	20	15	20	55	426.80	20	15	20	55	426.80	20	15	20	55	426.80	20	15	20	55	426.80	220.00	7.76	1707.20
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	20	15	20	55	757.90	20	15	20	55	757.90	20	15	20	55	757.90	20	15	20	55	757.90	220.00	13.78	3031.60
125	44121705-PE-L01	PENCIL, lead, with eraser	box	50	30	20	100	2,079.00	50	20	20	90	1,871.10	30	30	90	1,871.10	30	20	20	70	1,455.30	350.00	20.79	7276.50	
126	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle	10	10	10	30	7,193.70	10	10	10	30	7,193.70	10	10	10	30	7,193.70	10	10	10	30	7,193.70	120.00	239.79	28774.80
127	44122101-RU-B01	RUBBER BAND, No. 18	box	10	5	10	25	2,501.25	10	5	10	25	2,501.25	10	5	10	25	2,501.25	10	5	10	25	2,501.25	100.00	100.05	10005.00
128	44121905-SR-P01	STAMP PAD, felt	piece	10	0	0	10	349.50	10	0	0	10	349.50	10	0	0	10	349.50	10	0	0	10	349.50	40.00	34.95	1398.00
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	20	20	20	60	889.20	10	10	10	30	444.60	20	20	60	889.20	10	10	10	30	444.60	180.00	14.82	2667.60	
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	10	0	0	10	334.30	10	0	0	10	334.30	10	0	0	10	334.30	10	0	0	10	334.30	40.00	33.43	1337.20
131	44103202-DS-M01	DATING AND STAMPING MACHINE	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	0.00	453.96	0.00
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	10	0	0	10	2,026.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	202.67	2026.70
133	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	10	0	0	10	1,508.00	10	0	0	10	1,508.00	0	10	0	1,508.00	10	0	0	10	1,508.00	40.00	150.80	6032.00	
134	44121618-SS-S01	SCISSORS, symmetrical	pair	20	0	0	20	811.20	20	0	0	20	811.20	20	0	0	811.20	20	0	0	20	811.20	80.00	40.56	3244.80	
135	44121615-ST-S01	STAPLER, standard type	piece	30	0	0	30	4,212.00	10	0	0	10	1,404.00	10	0	0	1,404.00	10	0	0	10	1,404.00	60.00	140.40	8444.00	
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	10	0	0	10	9,142.20	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	914.22	9142.20	
137	44121613-SR-P01	STAPLE REMOVER, pier type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	24.90	0.00	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	10	0	0	10	642.00	10	0	0	10	642.00	10	0	0	642.00	10	0	0	10	642.00	40.00	64.20	2568.00	
139	44101602-RB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	9534.72	0.00	
140	44101807-CA-C01	CALCULATOR, compact	unit	10	0	0	10	3,468.50	0	0	0	0	3,468.50	0	0	0	3,468.50	0	0	0	0	0.00	20.00	346.85	6937.00	
141	44101714-FX-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	5642.00	0.00	
142	44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	unit	10	0	0	10	92,976.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	9297.60	92976.00	
143	44101603-PS-M01	PAPER SHREDDER	unit	10	0	0	10	56,992.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10.00	5699.20	56992.00	

PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES

144	44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	6947.20	0.00	
145	44103105-BR-B04	INK CART, BROTHER LC87B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	910.00	0.00	
146	44103105-BR-B05	INK CART, BROTHER LC87H8K, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1601.60	0.00	
147	44103109-BR-D06	Drum Cart, Brother DR-451CL,high yield 30000 pages	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	6760.00	0.00	
148	44103103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	5080.40	0.00	
149	44103103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
150	44103103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
151	44103103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	8569.60	0.00	
152	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	5116.80	0.00	
153	44103105-CA-C04	INK CART, CANON CL-741,Colored	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	989.04	0.00	
154	44103105-CA-C02	INK CART, CANON CL-811, Colored	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00	
155	44103105-CA-B04	INK CART, CANON PG-740, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	754.00	0.00	
156	44103105-CA-B02	INK CART, CANON PG-810, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	780.00	0.00	
157	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	Cart	100	75	100	275	68,640.00	100	75	100	275	68,640.00	100	75	100	275	68,640.00	100	75	100	275	68,640.00	1,100.00	249.60	274560.00
158	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	Cart	75	50	75	200	49,920.00	75	50	75	200	49,920.00	75	50	75	200	49,920.00	75	50	75	200	49,920.00	800.00	249.60	199680.00
159	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	Cart	75	50	75	200	49,920.00	75	50	75	200	49,920.00	75	50	75	200	49,920.00	75	50	75	200	49,920.00	800.00	249.60	199680.00
160	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	Cart	75	50	75	200	49,920.00	75	50	75	200	49,920.00	75	50	75	200	49,920.00	75	50	75	200	49,920.00	800.00	249.60	199680.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																				
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Item & Specifications				Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
239	44103103-HP-V27	TONER CART, HP CE412A, (HP205), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6011.20		0.00
240	44103103-HP-M27	TONER CART, HP CE413A, (HP205), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6011.20		0.00
241	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4466.80		0.00
242	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7322.00		0.00
243	44103103-HP-B52	TONER Cartridge, HP CF217A (HP17A) Black Laser Jet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3044.08		0.00
244	44103103-HP-B53	TONER Cartridge, HP CF226A (HP26A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5787.60		0.00
245	44103103-HP-B55	TONER Cartridge, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5200.00		0.00
246	44103103-HP-B51	TONER CART, HP CF280XC, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9094.32		0.00
247	44103103-HP-B56	TONER Cartridge, HP CF281A (HP81A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8606.00		0.00
248	44103103-HP-B57	TONER Cartridge, HP CF283A (HP83A) LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3241.70		0.00
249	44103103-HX-B51	TONER Cartridge, HP CF283XC (HP83X) Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4056.00		0.00
250	44103103-HP-B58	TONER Cartridge, HP CF287A (HP87) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10051.00		0.00
251	44103103-HX-B52	TONER Cartridge, HP CF325XC (HP25X) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13156.00		0.00
252	44103103-HP-B60	TONER Cartridge, HP CF350A Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2901.60		0.00
253	44103103-HP-C60	TONER Cartridge, HP CF351A Cyan LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60		0.00
254	44103103-HP-Y60	TONER Cartridge, HP CF352A Yellow LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60		0.00
255	44103103-HP-M60	TONER Cartridge, HP CF353A Magenta LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2953.60		0.00
256	44103103-HP-B61	TONER Cartridge, HP CF360A (HP308A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7056.40		0.00
257	44103103-HP-C61	TONER Cartridge, HP CF361A (HP308A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24		0.00
258	44103103-HP-Y61	TONER Cartridge, HP CF362A (HP308A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24		0.00
259	44103103-HP-M61	TONER Cartridge, HP CF363A (HP308A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8846.24		0.00
260	44103103-HP-B62	TONER Cartridge, HP CF400A (HP201A) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3429.78		0.00
261	44103103-HP-C62	TONER Cartridge, HP CF401A (HP201A) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83		0.00
262	44103103-HP-Y62	TONER Cartridge, HP CF402A (HP201A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83		0.00
263	44103103-HP-M62	TONER Cartridge, HP CF403A (HP201A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4043.83		0.00
264	44103103-HP-B63	TONER Cartridge, HP CF410A (HP410A) black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4440.80		0.00
265	44103103-HX-B64	TONER Cartridge, HP CF410XC (HP410XC) black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7441.20		0.00
266	44103103-HP-C63	TONER Cartridge, HP CF411A (HP410A) cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00		0.00
267	44103103-HX-C64	TONER Cartridge, HP CF411XC (HP410XC) cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40		0.00
268	44103103-HP-M63	TONER Cartridge, HP CF412A (HP410A) yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00		0.00
269	44103103-HX-Y64	TONER Cartridge, HP CF412XC (HP410XC) yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40		0.00
270	44103103-HP-M63	TONER Cartridge, HP CF413A (HP410A) magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00		0.00
271	44103103-HX-M64	TONER Cartridge, HP CF413XC (HP410XC) magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7472.40		0.00
272	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3900.00		0.00
273	44103103-HP-B48	TONER CART, HP Q7533A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	4399.20		0.00
274	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3406.00		0.00
275	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2350.40		0.00
276	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	2454.40		0.00
277	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3380.00		0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year		Price Catalogue (as of 30 April 2021)	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
278	44103103-SA-B14	TONER CART, Samsung MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
279	44103103-SA-B21	TONER CART, Samsung MLT-D203E, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
280	44103103-SA-B18	TONER CART, Samsung MLT-D203L, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
281	44103103-SA-B20	TONER CART, Samsung MLT-D203U, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
282	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
283	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
284	44103103-SA-B10	TONER CART, SAMSUNG SCC-D6555A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
285	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
286	44103103-CA-B00	TONER CART, CANON CRG 324 II	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																							
287	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	2	0	0	2	47,247.20	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2.00	
288	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	2	0	0	2	34,944.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2.00	
FLAG OR ACCESSORIES																							
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
PRINTED PUBLICATIONS																							
290	55101524-RA-H01	HANDBOOK (RA 9189), 8th edition	book	3	0	0	3	111.63	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3.00	
FIRE FIGHTING EQUIPMENT																							
291	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
292	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
CONSUMER ELECTRONICS																							
293	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	2	0	0	2	12,831.28	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2.00	
FURNITURE AND FURNISHINGS																							
294	56101504-CH-B01	MONOLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
295	56101504-CH-W01	MONOLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
296	56101519-TM-S01	MONOLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
297	56101519-TM-S02	MONOLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																							
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	20	20	20	60	2,222.40	20	20	20	60	2,222.40	20	20	2,222.40	20	20	20	60	2,222.40	8889.60	
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	20	20	20	60	2,304.60	20	20	20	60	2,304.60	20	20	2,304.60	20	20	20	60	2,304.60	9218.40	
300	60121534-ER-P01	ERASER, plastic/rubber	piece	30	0	20	50	218.50	20	0	20	40	174.80	20	0	20	174.80	10	0	10	20	87.40	150.00
301	60121524-SF-G01	SIGN PEN, black	piece	100	100	100	300	6,078.00	100	100	100	300	6,078.00	100	100	6,078.00	100	100	100	300	6,078.00	24312.00	
302	60121524-SF-G02	SIGN PEN, blue	piece	150	150	150	450	9,117.00	150	150	150	450	9,117.00	150	150	9,117.00	150	150	150	450	9,117.00	36468.00	
303	60121524-SF-G03	SIGN PEN, red	piece	50	0	0	50	1,013.00	50	0	0	50	1,013.00	50	0	50	1,013.00	50	0	0	50	1,013.00	4052.00
304	60121124-WR-P01	WRAPPING PAPER, kraft	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	0	0	0	0	0.00	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	0.00	0	0	0	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	0.00	0	0	0	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	0.00	0	0	0	0	0.00	0.00	

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			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	
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	0.00		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	0.00		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	0.00		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	0.00		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	0.00		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	0.00		0.00
10	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
11	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
12	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
13	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
14	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	0.00		0.00
15	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	0.00		0.00
16	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	0.00		0.00

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

1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
2	40101701-AC-S01	Air Conditioning Unit, Split Type		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
3	44111905-WB-N01	White Board		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
4	44111911-WB-D01	White Board, Digital		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
5	52161505-TV-S01	SMART Television		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
6	52161520-MC-M01	Microphone		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
7	52161512-SP-K01	Speakers		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
8	32101514-AM-P01	Amplifier		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
9	52161517-EQ-E01	Equalizer		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
10	46171615-HD-C01	HD Camera		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
11	45121504-DS-C01	DSLR Camera		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
12	45121516-VH-C01	HD Video Camera		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
13	45121506-VC-C01	Video Conference Equipment		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
14	39121202-LB-B01	LED bulb	20	20	20	60	18,000.00	0	0	0	0	0.00	10	10	10	30	9,000.00	0	0	0	0	0.00	90.00	300.00	27000.00
15	43212104-PI-M01	PRINTER, Inkjet, Monochrome		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
16	43212104-PI-C01	PRINTER, Inkjet, Color		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
17	43212105-PP-001	Portable Printer		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
18	43211509-AT-001	Android Tablet		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
19	43222610-HS-001	Hub/switches		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
20	43222609-NR-001	Network Routers		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
21	43222640-WA-P01	Wireless Access Point		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
22	43211711-SF-001	Scanner, Flatbed		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
23	45111601-WP-P01	Wireless Pointing Device / Laser Pointer		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
24	81112306-MF-P01	Multi Function PRINTER		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00
25	39121011-UP-S01	UNINTERERRUPTIBLE POWER SUPPLY (UPS)		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00		0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year		Price Catalogue (as of 30 April 2021)		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		
26	43191501-MP-001	Mobile phone		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
27	43211711-SC-001	Scanner, Colored, Double sided, feeder type		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
28	53121601-GB-001	GO BAG, for disaster relief, rescue operations		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
29	60104701-SP-001	Solar Panel		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
30	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
31	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
32	46181502-BF-V01	Bulle proof vest		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
33	25172502-WW-001	Wheels, _____ (type of vehicle)		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
34	40161513-FF-001	Fuel Filters		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
35	48101710-DW-F01	Drinking Water/ Fountain		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
36	26111729-AB-001	Auto Battery		0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	0.00		
		Fluorescent Lamp, 40 watts, 1 piece in individual box	piece	10	10	10	30	6,109.20	0	0	0	0	0	0	0	0.00	10	10	10	30	0	0.00	60.00	203.64	12218.40	
		Extension Wire	piece	10	10	10	30	16,500.00	3	0	0	0	0	0	3	1,650.00	2	0	0	0	0	0.00	35.00	550.00	19250.00	
		Columnar Paper, 14 columns	pad	1	0	0	1	50.00	1	0	0	0	0	1	50.00	1	1	0	0	0	0	50.00	4.00	50.00	200.00	
		Columnar Paper, 6 columns	pad	1	0	0	1	50.00	1	0	0	0	0	1	50.00	1	1	0	0	0	1	50.00	4.00	50.00	200.00	
		Index Card, 5"x8", 500 pieces per pack	pack	1	0	0	1	139.34	1	0	0	1	0	1	139.34	1	1	0	0	0	1	139.34	4.00	139.34	557.36	
		Colored Paper, assorted	ream	1	0	0	1	200.00	0	0	0	0	0	0	0	0.00	1	0	0	0	0	0.00	2.00	200.00	400.00	
		Photo Paper	pack	13	8	8	29	8,700.00	10	5	5	20	6,000.00	13	8	8	29	8,700.00	10	5	5	20	6,000.00	98.00	300.00	29400.00
		Project Cost Sheet	piece	100	100	50	250	2,500.00	100	100	50	250	2,500.00	100	100	50	250	2,500.00	100	100	50	250	2,500.00	1,000.00	10.00	10000.00
		Push Pin, flat head type, assorted colors, 100 pcs per case	case	1	0	0	1	24.96	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	2.00	24.96	49.92	
		Ruler, stainless, 24 inches	piece	10	0	0	10	5,000.00	0	0	0	0	0	0	0	0.00	10	0	0	0	0	0.00	20.00	500.00	10000.00	
		Tape, double sided	roll	10	10	10	30	1,380.00	10	10	10	30	1,380.00	10	10	10	30	1,380.00	10	10	10	30	1,380.00	120.00	46.00	5520.00
		Shoe Lace, 1m	pair	50	50	30	130	4,680.00	50	50	30	130	4,680.00	50	50	30	130	4,680.00	50	50	30	130	4,680.00	520.00	36.00	18720.00
		Sign pen, 0.3mm, green	box	1	0	0	1	308.70	1	0	0	1	308.70	1	0	0	1	308.70	1	0	0	1	308.70	4.00	308.70	1234.80
		Duct Tape (scotch 3m)	roll	5	0	0	5	3,675.00	5	0	0	5	3,675.00	5	0	0	5	3,675.00	5	0	0	5	3,675.00	20.00	735.00	14700.00
		Yellow pad paper	pad	1	1	1	3	105.00	1	1	1	3	105.00	1	1	1	3	105.00	1	1	1	3	105.00	12.00	35.00	420.00
		Brown Envelope (Legal)	piece	100	100	100	300	1,050.00	100	100	100	300	1,050.00	100	100	100	300	1,050.00	100	100	100	300	1,050.00	1,200.00	3.50	4200.00
		Brown Envelope (A4)	piece	50	50	50	150	450.00	50	50	50	150	450.00	50	50	50	150	450.00	50	50	50	150	450.00	600.00	3.00	1800.00
		Field Book	piece	30	20	20	70	4,550.00	30	20	20	70	4,550.00	30	20	20	70	4,550.00	30	20	20	70	4,550.00	280.00	65.00	18200.00
		Binder with hard cover legal size	piece	10	10	10	30	8,280.00	10	10	10	30	8,280.00	10	10	10	30	8,280.00	10	10	10	30	8,280.00	120.00	276.00	33120.00
		Mylar 24" x 20"	tube	5	2	3	10	35,000.00	5	2	3	10	35,000.00	5	2	3	10	35,000.00	5	2	3	10	35,000.00	40.00	3500.00	140000.00
		Ring Binder (Plastic, 25mm)	bundle	5	5	5	15	2,262.00	5	5	5	15	2,262.00	5	5	5	15	2,262.00	5	5	5	15	2,262.00	60.00	150.80	9048.00
		Ring Binder (Plastic, 50mm)	bundle	10	10	7	27	7,857.81	10	10	8	28	8,148.84	10	10	7	27	7,857.81	10	10	7	27	7,857.81	109.00	291.03	31722.27
		Sliding Folder	piece	20	15	15	50	250.00	20	15	15	50	250.00	20	15	15	50	250.00	20	15	15	50	250.00	200.00	5.00	1000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year		Price Catalogue (as of 30 April 2022)		Total Amount for the year					
				Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		AMOUNT	AMOUNT			
	Carbon Paper	piece	3	3	3	9	90.00	2	2	2	6	60.00	3	3	3	9	90.00	2	2	2	6	60.00	30.00	10.00	300.00
	Bond Paper, A3 (80 gsm)	ream	40	40	40	120	72,000.00	40	40	40	120	72,000.00	40	40	40	120	72,000.00	40	40	40	120	72,000.00	480.00	600.00	288000.00
	Ordinary Folder (long)	piece	50	40	50	140	910.00	50	50	50	150	975.00	35	35	35	105	682.50	35	35	35	105	682.50	500.00	6.50	3250.00
	Clear Folder (Long)	piece	20	20	20	60	1,080.00	15	15	15	45	810.00	20	20	20	60	1,080.00	15	15	15	45	810.00	210.00	18.00	3780.00
	Customised A4 Size Binder with Hard Cover with thickness of 7"x3" level archfile mechanism with rodlock ring pocket and three (3) colored logo on spine expansion of at least 15mm with white background	piece	30	30	30	90	24,750.00	30	30	30	90	24,750.00	30	30	30	90	24,750.00	30	30	30	90	24,750.00	360.00	275.00	99000.00
	Customised Legal Size Binder with Hard Cover with thickness of 7"x3" level archfile mechanism with rodlock ring pocket and three (3) colored logo on spine expansion of at least 15mm with white background	piece	30	30	30	90	24,750.00	30	30	30	90	24,750.00	30	30	30	90	24,750.00	30	30	30	90	24,750.00	360.00	275.00	99000.00
	Toner Kit for 7XSkaifa TK-4109	bottle	2	2	2	6	56,400.00	1	1	1	3	28,200.00	2	2	2	6	56,400.00	1	1	1	3	28,200.00	18.00	9400.00	169200.00
	Toner Kit (TK-410)	box	1	1	0	2	16,620.00	1	1	0	2	16,620.00	1	1	0	2	16,620.00	1	1	0	2	16,620.00	8.00	8310.00	66480.00
	Toner Kit (TK-1147)	box	2	2	2	6	48,096.00	2	1	1	4	32,064.00	2	2	2	6	48,096.00	2	1	1	4	32,064.00	20.00	8016.00	160320.00
	Toner Kit (TK-3134)	box	2	1	2	5	49,795.00	1	1	1	3	29,877.00	2	1	2	5	49,795.00	1	1	1	3	29,877.00	16.00	9959.00	159341.00
	Toner Kit (Taskalipa-1800)	box	1	1	0	2	17,900.00	1	1	0	2	17,900.00	1	1	0	2	17,900.00	1	1	0	2	17,900.00	8.00	8950.00	71600.00
	Toner Kit, Kyocera KM-2810	box	1	1	1	3	16,062.00	1	1	1	3	16,062.00	1	1	1	3	16,062.00	1	1	1	3	16,062.00	12.00	5364.00	64248.00
	Toner Kit, Fuji Xerox S2011	box	1	1	1	3	23,400.00	3	1	1	5	39,000.00	1	1	1	3	23,400.00	3	1	1	5	39,000.00	16.00	7800.00	124800.00
	Cartridge-colored (Canon #811)	box	4	3	2	9	10,755.00	3	2	1	6	7,170.00	4	3	2	9	10,755.00	3	2	1	6	7,170.00	30.00	1195.00	35850.00
	Cartridge-black (Canon #810)	box	4	4	3	11	10,945.00	3	3	2	8	7,960.00	4	4	3	11	10,945.00	3	3	2	8	7,960.00	38.00	995.00	37810.00
	Ink Desjet 704 (Black)	box	2	1	1	4	3,600.00	1	1	1	3	2,700.00	2	1	1	4	3,600.00	1	1	1	3	2,700.00	14.00	900.00	12600.00
	Ink Desjet 704 (Colored)	box	2	1	1	4	3,600.00	1	1	1	3	2,700.00	2	1	1	4	3,600.00	1	1	1	3	2,700.00	14.00	900.00	12600.00
	HP 711 (black)	box	5	5	5	15	36,750.00	4	4	3	11	26,950.00	5	5	5	15	36,750.00	4	4	3	11	26,950.00	52.00	2450.00	127400.00
	HP 711 (magenta)	box	4	3	3	10	24,500.00	4	2	2	8	19,600.00	4	3	3	10	24,500.00	4	2	2	8	19,600.00	36.00	2450.00	86200.00
	HP 711 (Cyan)	box	4	3	3	10	24,500.00	4	3	3	10	24,500.00	4	3	3	10	24,500.00	3	2	3	8	19,600.00	38.00	2450.00	93100.00
	HP 711 (Yellow)	box	4	3	3	10	24,500.00	4	3	3	10	24,500.00	4	3	3	10	24,500.00	3	2	2	7	17,150.00	37.00	2450.00	90650.00
	INK CART, Brother LC539XL, Black	cart	1	1	1	3	1,785.00	1	1	1	3	1,785.00	1	1	1	3	1,785.00	1	1	1	3	1,785.00	12.00	595.00	7140.00
	INK CART, Brother LC535XL, Cyan	cart	1	1	0	2	1,190.00	1	1	0	2	1,190.00	1	1	0	2	1,190.00	1	1	0	2	1,190.00	8.00	595.00	4760.00
	INK CART, Brother LC535XL, Yellow	cart	1	1	0	2	1,190.00	1	1	0	2	1,190.00	1	1	0	2	1,190.00	1	1	0	2	1,190.00	8.00	595.00	4760.00
	INK CART, Brother LC535XL, Magenta	cart	1	1	0	2	1,190.00	1	1	0	2	1,190.00	1	1	0	2	1,190.00	1	1	0	2	1,190.00	8.00	595.00	4760.00
	Brother DCP-T500W Ink BT 5000 Cyan	bottle	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	1	1	0	2	1,000.00	5.00	500.00	2500.00
	Brother DCP-T500W Ink BT 5000 Yellow	bottle	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	1	1	0	2	1,000.00	5.00	500.00	2500.00
	Brother DCP-T500W Ink BT 5000 Magenta	bottle	1	0	0	1	500.00	1	0	0	1	500.00	1	0	0	1	500.00	1	1	0	2	1,000.00	5.00	500.00	2500.00
	Brother DCP-T500W Ink BT 6000 Black	bottle	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	12.00	500.00	6000.00
	Multifunction Aluminum Handle Sponge and Home Glass Window Wiper Cleaner	piece	10	0	0	10	3,000.00	0	0	0	0	0.00	10	0	0	10	3,000.00	0	0	0	0	0.00	20.00	300.00	6000.00
	Toilet Brush	piece	10	0	0	10	600.00	10	0	0	10	600.00	10	0	0	10	600.00	10	0	0	10	600.00	40.00	60.00	2400.00
	Automatic Spray Air Freshener Refill	piece	10	10	10	30	7,500.00	10	10	10	30	7,500.00	10	10	10	30	7,500.00	10	10	10	30	7,500.00	120.00	250.00	30000.00
	Fabric Conditioner, 26ml (12 pcs/bundle)	bundle	10	5	5	20	2,580.00	10	5	5	20	2,580.00	10	5	5	20	2,580.00	10	5	5	20	2,580.00	80.00	129.00	10320.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year						
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4									
		AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT					
	Plunger, rubber	piece	10	0	5	15	2,250.00	0	0	0	0	0	0.00	10	0	0	10	1,500.00	0	0	0	0.00	25.00	150.00		
	Car Freshener	can	5	5	5	15	1,275.00	0	0	0	0	0	0.00	5	5	5	15	1,275.00	0	0	0	0.00	30.00	85.00	2550.00	
	Dormat	piece	5	5	5	15	675.00	0	5	5	5	10	450.00	5	5	5	15	675.00	0	4	4	8	360.00	48.00	2160.00	
	Sponge with Scotchrite	piece	10	10	10	30	1,650.00	10	10	10	30	1,650.00	10	10	10	30	1,650.00	10	10	10	30	1,650.00	120.00	55.00	6600.00	
	Glass panel cleanser	piece	3	3	3	9	1,350.00	0	0	0	0	0	0.00	3	3	3	9	1,350.00	0	0	0	0	0.00	18.00	150.00	2700.00
	Fine brush (small)	piece	3	0	0	3	150.00	0	0	0	0	0	0.00	3	0	0	3	150.00	0	0	0	0	0.00	6.00	50.00	300.00
	Feather Dusk	piece	3	0	0	3	195.00	0	0	0	0	0	0.00	3	0	0	3	195.00	0	0	0	0	0.00	6.00	65.00	390.00
	Dishwashing Liquid	bottle	20	20	20	60	5,700.00	20	20	20	60	5,700.00	20	20	20	60	5,700.00	20	20	20	60	5,700.00	240.00	95.00	22800.00	
	Muriatic Acid	bottle	10	0	10	20	1,600.00	0	10	0	10	800.00	10	0	0	10	1,600.00	0	10	0	10	800.00	60.00	80.00	4800.00	
	Glueboard (4 piece per set plastic board)	box	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	4.00	200.00	800.00	
	Modern Mice Catcher	piece	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	4.00	200.00	800.00	
	Dorak Killer	piece	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	1	0	0	1	200.00	4.00	200.00	800.00	
A. TOTAL																						5,539,105.90				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						553,310.59				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						-				
D. GRAND TOTAL (A + B+ C)																						6,086,416.49				
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:

Eileen A. Bevilacqua
Eileen A. Bevilacqua
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

Gloria M. Barcelona
Gloria M. Barcelona
Accountant / Budget Officer

Erwin DG. Umali
Erwin DG. Umali
Head of Office/Agency

Date Prepared: August 17, 2021