

APP-CSE 2022 FORM
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 updated APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (NGEPS).

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-philgeps.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.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-695-7750 local 4004, 4005, 4015, or visit the PS-DBM website (www.ps-philgeps.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.

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 Region: Region X
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30 Sep 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			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																				
PESTICIDES OR PEST REPELLENTS																				
1 10191509-RI-A01 INSECTICIDE, aerosol type	can	10	10	10	30	4,180.80	0	30	0	30	4,180.80	30	0	30	0	30	4,180.80	139.36	16723.20	
PERFUMES OR COLOGNIES OR FRAGRANCES																				
2 S3131636-HS-S01 LIQUID HAND SANITIZER, 500ml	bottle	20	0	0	20	3,028.60	20	0	20	40	6,057.20	20	0	20	0	20	6,057.20	151.43	21220.20	
ALCOHOL OR ACETONE BASED ANTISEPTICS																				
3 12191601-AL-E04 ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	66.56	0.00	
4 12191601-AL-E03 ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	20	0	20	40	15,516.80	0	20	20	40	15,516.80	20	0	20	20	60	23,275.20	387.92	68915.60	
5 S1471501-AL-101 ALCOHOL, isopropyl, 68%-72%, 500ml (5m)	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	43.58	0.00	
6 S1471501-AL-102 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	10	0	10	4,550.00	0	20	0	20	9,100.00	0	0	20	20	20	9,100.00	455.00	31650.00	
7 S1471505-FO-P01 POWIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	207.75	0.00	
COLOR COMPOUNDS AND DISPERSIONS																				
8 12171703-SI-P01 INK, for stamp pad	bottle	20	0	0	20	630.40	0	20	0	20	630.40	0	20	0	20	0	630.40	31.52	2521.60	
FILMS																				
9 13111203-AC-F01 ACETATE	roll	2	0	2	4	3,391.28	2	0	2	4	3,391.28	0	0	0	0	2	1,695.64	847.82	8178.20	
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	0.00	221.00	0.00	
11 13111201-CF-P02 CARBON FILM, legal	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	208.52	0.00	
PAPER MATERIALS AND PRODUCTS																				
12 14111525-CA-A01 CARTOLINA, assorted colors	pack	10	0	10	20	1,674.40	0	10	0	10	837.20	10	0	20	1,674.40	0	20	1,674.40	83.72	5590.40
13 14111506-CF-111 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	0.00	865.55	0.00	
14 14111506-CF-112 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	0.00	1039.60	0.00	

Item & Specifications				Unit of Measure	Monthly Quantity Requirement																Price Catalogue for 2021	Total Quantity for the year	Total Amount for the year		
					Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Est Auditor				
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 pty, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	1528.80	0.00	
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 pty, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	906.36	0.00	
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 pty, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0.00	0.00	884.00	0.00	
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 pty, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	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	0	0	0	0.00	0	0	0	0.00	794.56	0.00		
20	14111514-HP-S02	NOTE PAD, slick on, 50mm x 76mm (2" x 3") min	pad	10	10	10	30	1,111.80	0	20	20	40	1,482.40	10	10	10	30	1,111.80	0	20	40	1,482.40	140.00	37.06	
21	14111514-HP-S04	NOTE PAD, slick on, 76mm x 100mm (3" x 4") min	pad	20	0	20	40	2,371.20	20	20	20	60	3,556.80	20	0	20	40	2,371.20	20	20	60	3,556.80	200.00	59.28	
22	14111514-HP-S03	NOTE PAD, slick on, 3" x 3"	pad	20	20	0	40	2,163.20	20	0	20	40	2,163.20	20	0	20	40	2,163.20	20	0	20	40	2,163.20	160.00	54.08
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	10	0	10	20	240.80	10	0	10	20	240.80	10	0	10	20	240.80	10	0	10	20	240.80	80.00	12.04
24	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	50	50	50	150	20,499.00	50	50	50	150	20,499.00	50	50	50	150	20,499.00	50	50	150	20,499.00	600.00	136.66	
25	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	20	20	20	60	7,662.60	20	20	20	60	7,662.60	20	20	20	60	7,662.60	20	20	60	7,662.60	240.00	127.71	
26	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	100	100	100	300	29,478.00	100	100	100	300	29,478.00	100	100	100	300	29,478.00	100	100	300	29,478.00	1,200.00	98.26	
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	50	50	50	150	17,769.00	50	50	50	150	17,769.00	50	50	50	150	17,769.00	50	50	150	17,769.00	600.00	118.46	
28	14111531-PP-J01	PAD PAPER, ruled	pad	5	5	5	15	436.80	5	5	5	15	436.80	5	5	5	15	436.80	5	5	15	436.80	60.00	29.12	
29	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	98.05	0.00	
30	14111818-TH-P02	Thermal Paper, 5565M (45%), 1/2 Core, 216mm x 30m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	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	50	50	150	10,608.00	50	50	50	150	10,608.00	50	50	50	150	10,608.00	50	50	150	10,608.00	600.00	70.72	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	50	50	50	150	15,288.00	50	50	50	150	15,288.00	50	50	50	150	15,288.00	50	50	150	15,288.00	600.00	101.92	
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-pty, 100% recycled	pack	50	50	50	150	13,026.00	50	50	50	150	13,026.00	50	50	50	150	13,026.00	50	50	150	13,026.00	600.00	66.84	
34	14111704-TP-T01	TISSUE, interfolded paper towel	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	34.84	0.00	
35	14111704-TT-P01	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	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	10	10	10	30	1,089.00	0	0	0	0	0.00	0	0	0	0.00	10	10	10	30	1,089.00	60.00	36.30	
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	10	10	10	30	591.90	0	0	0	0	0.00	0	0	0	0.00	10	10	10	30	591.90	60.00	19.73	
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	0.00	0	0	0	0.00	0.00	96.20	0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																									
39	31201610-GL-J01	GLUE, all purpose	jar	5	5	5	15	1,072.50	0	0	0	0	0.00	5	5	5	15	1,072.50	0	0	0	0.00	30.00	71.50	
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	70	70	70	210	4,149.60	70	70	70	210	4,149.60	50	50	50	150	2,964.00	50	50	150	2,964.00	720.00	14327.20	
41	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	22.41	0.00	
42	31201502-TA-E01	TAPE, electrical	roll	5	5	5	15	280.05	5	5	5	15	280.05	5	5	5	15	280.05	5	5	15	280.05	60.00	18.67	
43	31201503-TA-M01	TAPE, masking, 24mm	roll	10	10	10	30	1,638.00	10	10	10	30	1,638.00	10	10	10	30	1,638.00	10	10	30	1,638.00	120.00	54.60	
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	10	10	10	30	3,198.00	10	10	10	30	3,198.00	10	10	10	30	3,198.00	10	10	30	3,198.00	120.00	106.60	
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	10	10	10	30	670.80	10	10	10	30	670.80	10	10	10	30	670.80	10	10	30	670.80	120.00	22.36	
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	20	20	20	60	605.40	20	20	20	60	605.40	20	20	20	60	605.40	20	20	60	605.40	240.00	10.09	
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	20	20	20	60	1,198.20	20	20	20	60	1,198.20	20	20	20	60	1,198.20	20	20	60	1,198.20	240.00	19.97	
48	31151507-TW-P01	TWINE, plastic	roll	10	10	10	30	1,747.20	10	10	10	30	1,747.20	10	10	10	30	1,747.20	10	10	30	1,747.20	120.00	58.24	
HEATING AND VENTILATION AND AIR CIRCULATION																									
49	40101604-EF-G01	ELECTRIC FAN, Industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	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	0.00	0	0	0	0.00	0.00	1369.68	0.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price		Total Amount for the year							
			Quantity												Catalogue (as of 30 April 2021)									
			Jan	Feb	Mar	Q1 amount	Apr	May	June	Q2 amount	July	Aug	Sept	Q3 amount		Oct		Nov	Dec	Q4 amount				
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
52	40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
MEDICAL THERMOMETERS AND ACCESSORIES																								
53	41112224-TG-T02	THERMOGUN	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																								
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																								
56	41111604-RU-P02	RULER, plastic, 450mm	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
CLEANING EQUIPMENT AND SUPPLIES																								
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	30	30	30	8,119.80	30	30	90	8,119.80	30	30	90	8,119.80	30	30	90	8,119.80	30	30	90	8,119.80	32479.20
58	47131604-BR-S01	BROOM, soft, tumble	piece	20	20	20	8,174.40	20	20	60	8,174.40	20	20	60	8,174.40	20	20	60	8,174.40	20	20	60	8,174.40	32677.60
59	47131604-BR-T01	BROOM, stick, long-hand	piece	20	20	20	1,092.00	20	20	60	1,092.00	20	20	60	1,092.00	20	20	60	1,092.00	20	20	60	1,092.00	4553.00
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	10	10	10	1,246.00	10	10	30	1,246.00	10	10	30	1,246.00	10	10	30	1,246.00	10	10	30	1,246.00	4632.00
61	47131805-CL-P01	CLEANER, scouring powder	can	10	10	10	717.60	10	10	30	717.60	10	10	30	717.60	10	10	30	717.60	10	10	30	717.60	2670.40
62	47131811-DE-B02	DETERGENT BAR, 140g	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	30	30	30	4,867.20	30	30	90	4,867.20	30	30	90	4,867.20	30	30	90	4,867.20	30	30	90	4,867.20	19533.60
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	50	50	50	19,344.00	50	50	150	19,344.00	50	50	150	19,344.00	50	50	150	19,344.00	50	50	150	19,344.00	79756.00
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
67	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	15	15	15	4,633.20	15	15	45	4,633.20	15	15	45	4,633.20	15	15	45	4,633.20	15	15	45	4,633.20	16532.60
68	47131802-FW-P02	FLOOR WAX, paste type, red	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	10	10	10	3,603.60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
70	47121804-HP-B01	MOP BUCKET, heavy duty, hard plastic	unit	10	10	10	68,640.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
71	47131613-HP-H02	MOP HANDLE, heavy duty, screw type	piece	10	10	10	3,744.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
72	47131619-HP-R01	MOP HEAD, made of rayon	piece	10	10	10	3,712.80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
73	47131501-RG-C01	RAGS, all cotton	bundle	10	10	10	3,614.60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
74	47131602-SC-W01	SCOURING PAD	pack	10	10	10	3,369.60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	10	10	10	4,040.40	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	10	10	10	838.80	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																								
77	43211507-DS-M001	DESKTOP FOR BASIC USERS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
78	43211507-DS-M002	DESKTOP FOR MID-RANGE USERS	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
79	43211503-LAP-M01	LAPTOP FOR MID-RANGE USERS	unit	3	0	0	1241,760.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	41,392.00	
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	piece	0	10	0	25,988.40	0	10	0	10	25,988.40	0	0	10	25,988.40	0	0	10	25,988.40	0	0	10	25,988.40
81	43202010-FD-J01	FLASH DRIVE, 16 GB	piece	20	0	20	6,697.60	20	0	20	40	6,697.60	20	0	20	40	6,697.60	20	0	20	40	6,697.60	167.44	
82	43211708-MO-C01	MOUSE, OPTICAL, USB connection type	unit	20	20	20	6,678.00	20	0	20	40	4,452.00	20	0	20	40	4,452.00	20	0	20	40	4,452.00	180.00	
83	43211708-MO-C02	MOUSE, WIRELESS, USB	unit	0	20	0	3,080.00	0	0	20	3,080.00	0	20	0	20	3,080.00	0	20	0	20	3,080.00	80.00	154.00	
84	43212102-PR-M02	PRINTER, impact, dot matrix, 24 pins, 136 columns	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38100.97	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 Sep 2017)	Total Quantity for the year	Total Amount for the year
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
43212102-PR-001	PRINTER, impact, dot matrix, 9 pins, 80 columns	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
43212105-PR-001	PRINTER, laser, monochrome	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
43212105-PR-002	PRINTER, laser, colored	unit	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																	
44121710-CH-001	CHALK, white enamel	box	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122105-BF-001	CLIP, backfold, 19mm	box	20	20	20	20	20	20	20	20	20	20	20	20	525.60	240.00	2132.40
44122105-BF-002	CLIP, backfold, 25mm	box	20	20	20	20	20	20	20	20	20	20	20	20	913.20	240.00	1522
44122105-BF-003	CLIP, backfold, 32mm	box	20	20	20	20	20	20	20	20	20	20	20	20	1,341.60	240.00	5355.40
44122105-BF-004	CLIP, backfold, 50mm	box	20	20	20	20	20	20	20	20	20	20	20	20	3,276.00	240.00	13154.00
44121801-CT-002	CORRECTION TAPE, 8m	piece	20	20	20	20	20	20	20	20	20	20	20	20	700.80	240.00	2633.20
44111515-DF-001	DATA FILE BOX	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122011-DF-001	DATA FOLDER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121506-EH-001	ENVELOPE, documentary, A4	box	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121506-EH-002	ENVELOPE, DOCUMENTARY, for legal size document	box	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121506-EH-001	ENVELOPE, expanding, kraft, legal	box	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121506-EH-002	ENVELOPE, expanding, plastic	box	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121506-EH-002	ENVELOPE, mailing	box	5	5	5	5	5	5	5	5	5	5	5	5	5,673.00	60.00	378.20
44121506-EH-002	ENVELOPE, mailing, with window	box	5	5	5	5	5	5	5	5	5	5	5	5	6,505.20	60.00	433.68
44111912-ER-001	ERASER, FELT, for blackboard/whiteboard	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122118-FA-001	FASTENER, metal, non-sharp edges	box	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44111515-FO-001	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122018-FT-001	FILE TAB DIVIDER, bisol board, for A4	set	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122018-FT-002	FILE TAB DIVIDER, legal	set	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122011-FO-001	FOLDER, fancy, with slide, A4	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122011-FO-002	FOLDER, fancy, with slide, legal	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122011-FO-001	FOLDER, L-type, A4	pack	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122011-FO-002	FOLDER, L-type, legal	pack	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44122027-FO-001	FOLDER, pressboard	box	20	20	20	20	20	20	20	20	20	20	20	20	57,158.40	180.00	952.64
44122011-FO-003	FOLDER, with tab, A4	pack	20	20	20	20	20	20	20	20	20	20	20	20	16,740.00	180.00	279.00
44122011-FO-004	FOLDER, with tab, legal	pack	20	20	20	20	20	20	20	20	20	20	20	20	19,281.60	180.00	321.36
44122005-IT-001	INDEX TAB, self-adhesive, transparent	box	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44111515-IF-002	MAGAZINE FILE BOX, large	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121716-MA-001	MARKER, fluorescent	set	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121708-HW-001	MARKER, whiteboard, black	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121708-HW-002	MARKER, whiteboard, blue	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121708-HW-003	MARKER, whiteboard, red	piece	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
44121708-HP-001	MARKER, permanent, black, bullet type	piece	10	10	10	10	10	10	10	10	10	10	10	10	269.40	60.00	538.80
44121708-HP-002	MARKER, permanent, blue, bullet type	piece	10	10	10	10	10	10	10	10	10	10	10	10	269.40	60.00	538.80
44121708-HP-003	MARKER, permanent, red, bullet type	piece	10	10	10	10	10	10	10	10	10	10	10	10	269.40	60.00	538.80

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for this year	Price Catalogue for 2021	Total Amount for this year		
				Jan	Feb	Mar	Q1 Amount	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4				Q4 Amount	
123	44122104-PC-001	PAPER CLIP, vinyl/plastic coated, 33mm	box	10	10	10	30	232.80	0	10	10	20	155.20	0	0	0	0.00	10	0	20	155.20	7.76	512.20	
124	44122104-PC-002	PAPER CLIP, vinyl/plastic coated, 50mm	box	10	10	10	30	413.40	0	10	10	20	275.60	0	0	0	0.00	0	10	20	275.60	13.78	551.60	
125	44121706-PE-101	PENCIL, lead, with eraser	box	10	10	10	30	623.70	0	0	0	0	0.00	10	10	10	30	623.70	0	0	0.00	20.79	1217.40	
126	44122037-RB-F10	RING BINDER, plastic, 32mm	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	239.79	0.00	
127	44122101-RU-801	RUBBER BAND, No. 18	box	10	0	10	20	2,001.00	0	10	0	10	1,000.50	10	0	10	2,001.00	0	10	10	1,000.50	100.05	6022.00	
128	44121905-SP-F01	STAMP PAD, felt	piece	10	0	0	10	349.50	0	10	0	10	349.50	0	0	10	349.50	0	10	10	349.50	34.95	1353.00	
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	14.82	0.00	
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	33.43	0.00	
131	4410302-DS-H01	DATING AND STAMPING MACHINE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	453.56	0.00	
132	44121615-PS-H01	PENCIL SHARPENER, manual, single cutter head	piece	10	0	10	20	4,053.40	10	0	10	20	4,053.40	10	0	10	20	4,053.40	10	20	4,053.40	202.67	16213.60	
133	44101602-FU-F01	PUNCHER, paper, heavy duty	piece	10	10	10	30	4,524.00	10	10	10	30	4,524.00	10	10	10	30	4,524.00	10	30	4,524.00	150.80	12075.00	
134	44121618-SS-S01	SCISSORS, symmetrical	pair	15	0	15	30	1,216.80	0	15	15	30	1,216.80	15	0	15	30	1,216.80	0	15	608.40	40.56	4135.00	
135	44121615-ST-S01	STAPLER, standard type	piece	10	0	10	20	2,808.00	0	10	10	20	2,808.00	0	10	10	20	2,808.00	10	20	2,808.00	140.40	11232.00	
136	44121615-ST-H01	STAPLER, heavy duty, binder type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	914.22	0.00	
137	44121613-SR-F01	STAPLE REMOVER, plier type	piece	15	0	15	30	747.00	0	15	0	15	373.50	15	0	15	30	747.00	0	15	373.50	24.90	2241.00	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	10	0	10	20	1,284.00	0	0	10	10	642.00	0	0	10	642.00	0	10	10	642.00	64.20	3110.00	
139	44101602-FB-H01	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	0.00	9534.72	0.00	
140	44101607-CA-C01	CALCULATOR, compact	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	346.85	0.00	
141	44101714-PK-H01	FACEMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	5642.00	0.00	
142	44101601-LPT-H01	PAPER TRIMMER / CUTTING MACHINE, table top	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	9297.60	0.00	
143	44101603-PS-H01	PAPER SHREDDER	unit	2	0	0	2	11,398.40	0	2	0	2	11,398.40	0	0	2	2	11,398.40	0	2	2	11,398.40	5699.20	45593.60
PRINTERS OR PHOTOCOPIER SUPPLIES																								
144	44103109-BR-005	DRUM CART, BROTHER DR-3455, Black	Cart	6	0	0	6	41,683.20	6	0	0	6	41,683.20	6	0	6	41,683.20	6	0	6	41,683.20	6947.20	166722.00	
145	44103105-BR-804	INK CART, BROTHER LC578, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	910.00	0.00	
146	44103105-BR-805	INK CART, BROTHER LC577YBK, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	1601.60	0.00	
147	44103109-BR-006	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	0.00	6760.00	0.00	
148	44103103-BR-816	Toner Cart, Brother TN-156 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	0.00	5080.40	0.00	
149	44103103-BR-803	Toner Cart, Brother TN-156 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	0.00	8569.60	0.00	
150	44103103-BR-803	Toner Cart, Brother TN-156 MAGENTA, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	8569.60	0.00	
151	44103103-BR-803	Toner Cart, Brother TN-156 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	0.00	5116.80	0.00	
152	44103105-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	0.00	989.04	0.00	
153	44103105-CA-C01	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	0.00	1029.60	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	0.00	754.00	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	0.00	780.00	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	0.00	249.60	0.00	
157	44103105-EP-817	INK CART, EPSON C13T66A100 (T6641), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	249.60	0.00	
158	44103105-EP-C17	INK CART, EPSON C13T66A200 (T6642), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	249.60	0.00	
159	44103105-EP-M17	INK CART, EPSON C13T66A300 (T6643), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	249.60	0.00	
160	44103105-EP-Y17	INK CART, EPSON C13T66A400 (T6644), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	249.60	0.00	

Item # Specifications		Unit of Measure	Monthly Quantity Requirement																								Total Quantity Catalogue for the year	Price Catalogue as of 20 April 2021	Total Amount for the year
			Jan												Feb														
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount							
200	44103105-HP-M50	Ink Cartridge, HP US54AA (HP955) Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	995.75	0.00	
201	44103105-HP-Y50	Ink Cartridge, HP US57AA (HP955) Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	995.75	0.00	
202	44103105-HP-B50	Ink Cartridge, HP US60AA (HP955) Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4956.60	0.00	
203	44103105-HP-C48	Ink Cartridge, HP US63AA (HP955XL) Cyan	20	0	0	20	24,252.80	0	20	0	20	24,252.80	0	0	20	20	24,252.80	0	0	10	10	12,126.40	70.00	1212.64	9456.50	3456.50	0.00		
204	44103105-HP-M48	Ink Cartridge, HP US66AA (HP955XL) Magenta	20	0	0	20	24,252.80	0	20	0	20	24,252.80	0	0	20	20	24,252.80	0	0	10	10	12,126.40	70.00	1212.64	3456.50	0.00			
205	44103105-HP-Y48	Ink Cartridge, HP US69AA (HP955XL) Yellow	20	0	0	20	24,252.80	0	20	0	20	24,252.80	0	0	20	20	24,252.80	0	0	10	10	12,126.40	70.00	1212.64	3456.50	0.00			
206	44103105-HP-B48	Ink Cartridge, HP US62AA (HP955XL) Black	20	0	0	20	32,884.80	0	20	0	20	32,884.80	0	0	20	20	32,884.80	0	0	10	10	16,442.40	70.00	1644.24	11656.60	0.00			
207	44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	451.62	0.00	
208	44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	451.62	0.00	
209	44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	451.62	0.00	
210	44103105-HP-B51	Ink Cartridge, HP T6R02AA (HP905) Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	741.28	0.00	
211	44103112-EP-R05	RIBBON CART, EPSON C13015531 (5015065), Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	77.43	0.00	
212	44103112-EP-R07	RIBBON CART, EPSON C13015531 (5015065), Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	736.32	0.00	
213	44103112-EP-R13	RIBBON CART, EPSON C13015632, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	77.94	0.00	
214	44103103-BR-R03	TONER CART, BROTHER TN-2025, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	2685.28	0.00	
215	44103103-BR-R04	TONER CART, BROTHER TN-2130, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	1992.80	0.00	
216	44103103-BR-R05	TONER CART, BROTHER TN-2150, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	2685.28	0.00	
217	44103103-BR-R09	TONER CART, BROTHER TN-3320, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3567.20	0.00	
218	44103103-BR-R11	TONER CART, BROTHER TN-3350, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	5002.40	0.00	
219	44103103-HP-B12	TONER CART, HP CE335A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3380.00	0.00	
220	44103103-HP-B14	TONER CART, HP CE340A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3337.36	0.00	
221	44103103-HP-B18	TONER CART, HP CE355A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	7332.00	0.00	
222	44103103-HP-B21	TONER CART, HP CE376A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3952.00	0.00	
223	44103103-HP-B22	TONER CART, HP CE385A (HP95A), Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3432.00	0.00	
224	44103103-HP-B23	TONER CART, HP CE310A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	2614.56	0.00	
225	44103103-HP-C23	TONER CART, HP CE311A, Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	2542.80	0.00	
226	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	2542.80	0.00	
227	44103103-HP-M23	TONER CART, HP CE313A, Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	2542.80	0.00	
228	44103103-HP-B24	TONER CART, HP CE320A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3072.16	0.00	
229	44103103-HP-C24	TONER CART, HP CE321A, Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	3072.16	0.00	
230	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	8476.00	0.00	
231	44103103-HP-M24	TONER CART, HP CE323A, Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	6900.40	0.00	
232	44103103-HP-B25	TONER CART, HP CE390A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	10193.04	0.00	
233	44103103-HP-B26	TONER CART, HP CE400A, Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	10193.04	0.00	
234	44103103-HP-C26	TONER CART, HP CE401A, Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	4201.60	0.00	
235	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	6011.20	0.00	
236	44103103-HP-M26	TONER CART, HP CE403A, Magenta	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00		0.00	
237	44103103-HP-B27	TONER CART, HP CE410A (HP305), Black	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00		0.00	
238	44103103-HP-C27	TONER CART, HP CE411A (HP305), Cyan	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00		0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Pages Catalogue for 2011	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-Y27	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6011.20	0.00
240	44103103-HP-Y27	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6011.20	0.00
241	44103103-HP-B28	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4466.80	0.00
242	44103103-HP-B28	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7332.00	0.00
243	44103103-HP-B52	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3044.08	0.00
244	44103103-HP-B53	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5787.60	0.00
245	44103103-HP-B55	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5200.00	0.00
246	44103103-HP-B51	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9004.32	0.00
247	44103103-HP-B55	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8606.00	0.00
248	44103103-HP-B57	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3241.70	0.00
249	44103103-HP-B51	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4055.00	0.00
250	44103103-HP-B59	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10051.00	0.00
251	44103103-HP-B52	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13156.00	0.00
252	44103103-HP-B60	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2901.60	0.00
253	44103103-HP-C50	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2953.60	0.00
254	44103103-HP-B60	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2953.60	0.00
255	44103103-HP-B60	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2953.60	0.00
256	44103103-HP-B60	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2953.60	0.00
257	44103103-HP-B61	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7056.40	0.00
258	44103103-HP-B61	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8846.24	0.00
259	44103103-HP-B61	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8846.24	0.00
260	44103103-HP-B62	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8846.24	0.00
261	44103103-HP-B62	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8846.24	0.00
262	44103103-HP-B62	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8846.24	0.00
263	44103103-HP-B62	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8846.24	0.00
264	44103103-HP-B63	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4440.80	0.00
265	44103103-HP-B54	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7441.20	0.00
266	44103103-HP-B63	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5616.00	0.00
267	44103103-HP-C54	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7472.40	0.00
268	44103103-HP-B63	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5616.00	0.00
269	44103103-HP-C54	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7472.40	0.00
270	44103103-HP-B63	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5616.00	0.00
271	44103103-HP-C54	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7472.40	0.00
272	44103103-HP-B34	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3900.00	0.00
273	44103103-HP-B40	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4599.20	0.00
274	44103103-5A-D05	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3406.00	0.00
275	44103103-5A-B07	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2350.40	0.00
276	44103103-5A-B08	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2454.40	0.00
277	44103103-5A-B09	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3380.00	0.00

Item B. Specifications		Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	PRICING Catalogue Price of 2017	Total Amount for the year
			Jan												Feb														
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount							
276	44103103-SA-B14	TONER CART, Samsung MLT-D108S, Black	0	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	2075.50	0.00				
279	44103103-SA-B21	TONER CART, Samsung MLT-D203E, Black	0	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	7259.20	0.00				
280	44103103-SA-B18	TONER CART, Samsung MLT-D203L, Black	0	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	3458.00	0.00				
281	44103103-SA-B20	TONER CART, Samsung MLT-D203U, Black	0	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	6442.80	0.00				
282	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	0	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	7321.14	0.00				
283	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	0	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	3962.24	0.00				
284	44103103-SA-B10	TONER CART, SAMSUNG SCX-D655SA, Black	0	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	4066.40	0.00				
285	44103103-BR-B15	TONER CART, BROTHER TN-347B, Black	0	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	6370.00	0.00				
286	44103103-CA-B00	TONER CART, CANON CRG 324 II	0	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	13399.36	0.00				
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																													
287	45121517-DO-Q02	DOCUMENT CAMERA, 8 MP	unit	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	23623.60	0.00				
288	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	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	17472.00	0.00				
FLAG OR ACCESSORIES																													
289	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	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	284.04	0.00				
PRINTED PUBLICATIONS																													
290	55101524-RA-H01	HANDBOOK (RA 9149), 8th edition	book	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	37.21	0.00				
FIRE FIGHTING EQUIPMENT																													
291	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	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	1144.00	0.00				
292	46191601-FE-H01	FIRE EXTINGUISHER, pure MFC	unit	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	5613.25	0.00				
CONSUMER ELECTRONICS																													
293	52161535-DV-H01	DIGITAL VOICE RECORDER	unit	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	6415.64	0.00				
FURNITURE AND FURNISHINGS																													
294	56101504-CH-H01	MONOBLOC CHAIR, beige	piece	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	303.68	0.00				
295	56101504-CH-H01	MONOBLOC CHAIR, white	piece	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	301.60	0.00				
296	56101519-TM-S01	MONOBLOC TABLE, white	unit	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	1235.52	0.00				
297	56101519-TM-S02	MONOBLOC TABLE, beige	unit	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	1008.88	0.00				
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																													
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	piece	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	37.04	0.00				
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, Legal	piece	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	38.41	0.00				
300	60121534-ER-P01	ERASER, plastic/rubber	piece	50	0	0	50	218.50	0	50	0	218.50	0	0	0	0	0.00	0	0	50	50	218.50	150.00	455.50	0.00				
301	60121524-SP-G01	SIGN PEN, black	piece	60	0	0	60	1,215.60	0	60	0	1,215.60	0	0	60	60	1,215.60	0	0	60	60	1,215.60	240.00	4832.40	0.00				
302	60121524-SP-G02	SIGN PEN, blue	piece	60	0	0	60	1,215.60	0	60	0	1,215.60	0	0	60	60	1,215.60	0	0	60	60	1,215.60	240.00	4832.40	0.00				
303	60121524-SP-G03	SIGN PEN, red	piece	12	0	0	12	243.12	0	12	0	243.12	0	12	0	12	243.12	0	12	12	12	243.12	48.00	972.48	0.00				
304	60121124-WR-P01	WRAPPING PAPER, kraft	pack	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	154.84	0.00				
SOFTWARE																													
1	43231513-SFT-Q01	Business function specific software	license	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	0.00	0.00			
2	43231602-SFT-Q02	Finance accounting and enterprise resource planning ERP software	license	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	0.00	0.00			
3	43232004-SFT-Q03	Computer game or entertainment software	license	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	0.00	0.00			

Year & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue for the year 2021	Total Amount for the year
			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Q4	Q4 Amount	
4	4323207-SFT-004	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
5	4323202-SFT-005	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
6	4323204-SFT-006	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
7	4323202-SFT-007	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
8	4323205-SFT-008	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
9	4323203-SFT-009	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
10	4323204-SFT-010	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
11	4323202-SFT-011	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
12	4323205-SFT-012	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
13	4323204-SFT-013	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
14	4323205-SFT-014	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
15	4323205-SFT-015	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
16	4323204-SFT-016	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DEM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Notes: Please indicate price of items)																	
1	4010701-AC-W01	Air Conditioning Unit, Window Inverter Type							0	0.00					0	0.00	0.00
2	4010701-AC-S01	Air Conditioning Unit, Split Type							0	0.00					0	0.00	0.00
3	44111905-WB-N01	White Board							0	0.00					0	0.00	0.00
4	44111911-WB-D01	White Board, Digital							0	0.00					0	0.00	0.00
5	52161505-TV-S01	SMART Television							0	0.00					0	0.00	0.00
6	52161520-KC-N01	Microphone							0	0.00					0	0.00	0.00
7	52161512-SP-K01	Speakers							0	0.00					0	0.00	0.00
8	32101514-AH-P01	Amplifier							0	0.00					0	0.00	0.00
9	52161517-EQ-E01	Equalizer							0	0.00					0	0.00	0.00
10	46171616-HD-C01	HD Camera							0	0.00					0	0.00	0.00
11	45121504-DS-C01	DSLR Camera							0	0.00					0	0.00	0.00
12	45121516-VH-C01	HD Video Camera							0	0.00					0	0.00	0.00
13	45121506-VC-C01	Video Conference Equipment							0	0.00					0	0.00	0.00
14	39112024-LB-E01	LED bulb							0	0.00					0	0.00	0.00
15	43212104-PI-N01	PRINTER, Inkjet, Monochrome							0	0.00					0	0.00	0.00
16	43212104-PI-C01	PRINTER, Inkjet, Color							0	0.00					0	0.00	0.00
17	43212105-PP-C01	Portable Printer							0	0.00					0	0.00	0.00
18	43211509-AT-C01	Android Tablet							0	0.00					0	0.00	0.00
19	43222610-HS-C01	Hub/Switches							0	0.00					0	0.00	0.00
20	43222609-NR-C01	Network Routers							0	0.00					0	0.00	0.00
21	43222640-WA-P01	Wireless Access Point							0	0.00					0	0.00	0.00
22	43211711-SF-C01	Scanner, Flatbed							0	0.00					0	0.00	0.00
23	45111601-WP-P01	Wireless Pointing Device / Laser Pointer							0	0.00					0	0.00	0.00
24	81112006-WF-P01	Multi Function PRINTER							0	0.00					0	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 2021)	Total Quantity for the year	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
25	3912101-UP-501	UNINTERRUPTIBLE POWER SUPPLY (UPS)				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
26	43191501-MP-001	Mobile Phone				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
27	43211711-SC-001	Scanner, Colored, Double sided, feeder type				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
28	53121601-GP-001	GO BAG, for disaster relief, rescue operations				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
29	6010701-SP-001	Solar Panel				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
30	46161604-LV-01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
31	26111607-CC-501	Charge Controller and DC Inverter for Solar Panel				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
32	46161502-BF-V01	Bullet proof vest				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
33	25172502-WW-001	Wheels, _____ (Type of vehicle)				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
34	40161513-FF-001	Fuel Filters				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
35	48101710-DW-F01	Drinking Water/ Fountain				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
36	26111729-AB-001	Auto Battery				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
37	44103103-EP-IC	Epson LQ 300+		12		12	170.00				0	0.00				0	0.00				0	0.00	12.00	2040.00
38	44103103-BR-1T	Brother DR 3455	DRUM	6		6	46758.00				0	0.00				0	0.00				0	0.00	6.00	46758.00
39	44103103-TK	Kyocera TK 4109	cart	5		5	39690.00				0	0.00				0	0.00				0	0.00	5.00	7938.00
40	44103104-TK	Kyocera TK 1147	CART	8		8	67200.00				0	0.00				0	0.00				0	0.00	8.00	8400.00
41	44103104-KIP	KIP 770 Toner (blue)	box	5		5	49250.00				0	0.00				0	0.00				0	0.00	5.00	9850.00
42	44103104-OKI	OKIES5162	cart	14		14	85400.00				0	0.00				0	0.00				0	0.00	14.00	6100.00
43	44103104-OKI	OKI MC363 CWM	cart	10		10	84500.00				0	0.00				0	0.00				0	0.00	10.00	8450.00
44	44103104-BR	BROTHER TN 2360	cart	8		8	28800.00				0	0.00				0	0.00				0	0.00	8.00	3600.00
45	44103104-BR	BROTHER LC 3617	cart	10		10	57000.00				0	0.00				0	0.00				0	0.00	10.00	5700.00
46						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
47						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
48						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
49						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00

SP	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for this Year	Price Catalogue for 2011	Total Amount for this year
			Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4			
						0	0.00				0	0.00			0	0.00				0	0.00	0.00	0.00	
																							P	3,672,439.18
A. TOTAL																							P	287,243.92
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	
D. GRAND TOTAL (A + B + C)																							P	4,269,773.20
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:

RICHARD A. MAG-ISA
Property/Supply Officer

Date Prepared: _____

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

LUZ L. MALERIANO
Accountant / Budget Officer

ACHILLES B. PIMENTEL
Head of Office / Agency