

APP-CSE 2024 FORM
ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements.
Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) will be able to purchase CSE from the PS-DBM.
Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hosS8>.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.

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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	93	76	103	272	13,861.12	76	76	86	238	12,128.48	93	76	103	272	13,861.12	76	76	86	238	12,128.48	1020	50.96		51,979.20
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	15	25	15	55	24,824.80	15	25	15	55	24,824.80	25	15	15	55	24,824.80	15	25	15	55	24,824.80	220	451.36		99,299.20
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121413-CB-P01	CLEARBOOK, A4 size	box	2	0	2	4	141.44	2	0	2	4	141.44	2	0	2	4	141.44	2	0	2	4	141.44	16	35.36		565.76
4	60121413-CB-P02	CLEARBOOK, Legal size	box	11	0	1	12	461.76	11	0	1	12	461.76	11	0	1	12	461.76	11	0	1	12	461.76	48	38.48		1,847.04
5	60121534-ER-P01	ERASER, plastic/rubber	piece	72	4	5	81	758.16	37	2	2	41	383.76	42	5	4	51	477.36	77	7	7	91	851.76	264	9.36		2,471.04
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	80	56	61	197	5,122.00	75	56	56	187	4,862.00	75	56	56	187	4,862.00	75	56	56	187	4,862.00	758	26.00		19,708.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	81	57	61	199	8,899.28	76	57	56	189	8,452.08	75	57	56	188	8,407.36	75	57	56	188	8,407.36	764	44.72		34,166.08
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	81	57	61	199	11,382.80	76	57	56	189	10,810.80	75	57	56	188	10,753.60	75	57	56	188	10,753.60	764	57.20		43,700.80
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	83	60	65	208	5,408.00	78	60	60	198	5,148.00	78	60	60	198	5,148.00	78	60	60	198	5,148.00	802	26.00		20,852.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	83	60	65	208	9,301.76	78	60	60	198	8,854.56	78	60	60	198	8,854.56	78	60	60	198	8,854.56	802	44.72		35,865.44
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	83	60	65	208	11,897.60	78	60	60	198	11,325.60	78	60	60	198	11,325.60	78	60	60	198	11,325.60	802	57.20		45,874.40
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	41	36	41	118	3,068.00	36	36	36	108	2,808.00	36	36	36	108	2,808.00	36	36	36	108	2,808.00	442	26.00		11,492.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	41	36	41	118	5,399.68	36	36	36	108	4,942.08	36	36	36	108	4,942.08	36	36	36	108	4,942.08	442	45.76		20,225.92
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	41	36	41	118	6,749.60	36	36	36	108	6,177.60	36	36	36	108	6,177.60	36	36	36	108	6,177.60	442	57.20		25,282.40
15	60121124-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	214.24		0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
16	45121517-DO-C03	DOCUMENT CAMERA	unit	12	0	0	12	306,433.92	0	0	0	0	0.00	12	0	0	12	306,433.92	0	0	0	0	0.00	24	25,536.16		612,867.84
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,470.40		0.00
BATTERIES AND CELLS AND ACCESSORIES																											
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	69	29	30	128	2,795.52	60	29	32	121	2,642.64	47	32	32	111	2,424.24	85	28	32	145	3,166.80	505	21.84		11,029.20
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	67	31	30	128	2,529.28	62	29	30	121	2,390.96	53	26	32	111	2,193.36	83	29	33	145	2,865.20	505	19.76		9,978.80
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	6	1	1	8	740.48	1	1	1	3	277.68	1	1	1	3	277.68	6	1	1	8	740.48	22	92.56		2,036.32
CLEANING EQUIPMENT AND SUPPLIES																											
21	47131812-AF-A01	AIR FRESHENER	can	43	29	37	109	9,522.24	33	29	37	99	8,648.64	48	29	37	114	9,959.04	33	34	37	104	9,085.44	426	87.36		37,215.36
22	47131604-BR-S01	BROOM (Wallis Tambo)	piece	10	4	6	20	2,558.40	5	4	6	15	1,918.80	10	4	6	20	2,558.40	5	4	6	15	1,918.80	70	127.92		8,954.40
23	47131604-BR-T01	BROOM (Wallis Ting-ting)	piece	15	4	6	25	598.00	5	4	6	15	358.80	15	4	6	25	598.00	5	4	6	15	358.80	80	23.92		1,913.60
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	52	32	37	121	5,411.12	32	32	37	101	4,516.72	42	32	37	111	4,963.92	32	42	37	111	4,963.92	444	44.72		19,855.68
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	30	10	10	50	1,800.00	30	10	10	50	1,800.00	30	10	10	50	1,800.00	10	30	10	50	1,800.00	200	36.00		7,200.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
26	47131811-DE-B02	DETERGENT BAR	bar	14	4	4	22	205.92	14	4	4	22	205.92	14	4	4	22	205.92	4	14	4	22	205.92	88	9.36	823.68
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	35	19	20	74	6,541.60	35	19	20	74	6,541.60	35	19	20	74	6,541.60	15	39	20	74	6,541.60	296	88.40	26,166.40
28	47131803-DS-A01	DISINFECTANT SPRAY	can	48	33	33	114	17,191.20	43	33	33	109	16,437.20	43	33	33	109	16,437.20	38	38	33	109	16,437.20	441	150.80	66,502.80
29	47131601-DU-P01	DUST PAN	piece	11	4	3	18	842.40	7	3	2	12	561.60	8	3	2	13	608.40	5	5	2	12	561.60	55	46.80	2,574.00
30	47131802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00
31	47131830-FC-A01	FURNITURE CLEANER	can	18	3	4	25	5,668.00	10	3	2	15	3,400.80	13	3	4	20	4,534.40	5	8	2	15	3,400.80	75	226.72	17,004.00
32	73101612-HS-L01	HAND SOAP, liquid	bottle	59	39	39	137	5,884.15	59	39	39	137	5,884.15	59	39	39	137	5,884.15	39	59	39	137	5,884.15	548	42.95	23,536.60
33	47121804-MP-B01	MOP BUCKET	unit	3	1	0	4	9,152.00	2	1	0	3	6,864.00	2	1	0	3	6,864.00	0	3	0	3	6,864.00	13	2,288.00	29,744.00
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	6	3	2	11	1,475.76	4	3	1	8	1,073.28	5	3	2	10	1,341.60	2	5	1	8	1,073.28	37	134.16	4,963.92
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	9	0	3	12	1,368.48	6	1	3	10	1,140.40	6	0	3	9	1,026.36	5	2	3	10	1,140.40	41	114.04	4,675.64
36	47131501-RG-C01	RAGS	kilo	11	2	2	15	858.00	11	2	2	15	858.00	11	2	2	15	858.00	6	7	2	15	858.00	60	57.20	3,432.00
37	47131602-SC-N01	SCOURING PAD	pack	12	2	3	17	1,520.48	11	2	3	16	1,431.04	12	2	3	17	1,520.48	1	12	3	16	1,431.04	66	89.44	5,903.04
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	18	14	14	46	5,980.00	18	14	14	46	5,980.00	18	14	14	46	5,980.00	18	14	14	46	5,980.00	184	130.00	23,920.00
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	18	14	14	46	2,726.88	18	14	14	46	2,726.88	18	14	14	46	2,726.88	18	14	14	46	2,726.88	184	59.28	10,907.52
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	18	14	14	46	4,257.76	18	14	14	46	4,257.76	18	14	14	46	4,257.76	18	14	14	46	4,257.76	184	92.56	17,031.04
41	47121702-WB-P01	WASTEBASKET	piece	10	5	4	19	829.92	2	0	0	2	87.36	3	1	0	4	174.72	0	2	0	2	87.36	27	43.68	1,179.36
COLOR COMPOUNDS AND DISPERSIONS																										
42	12171703-SI-P01	INK, for stamp pad	bottle	16	5	3	24	748.80	12	5	3	20	624.00	13	5	3	21	655.20	7	10	3	20	624.00	85	31.20	2,652.00
CONSUMER ELECTRONICS																										
43	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	1	0	1	2	9,607.52	0	0	1	1	4,803.76	0	0	0	0	0.00	0	0	0	0	0.00	3	4,803.76	14,411.28
FACE MASK																										
44	42131713-SM-M06	FACE MASK	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	52.00	0.00
FILMS																										
45	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00
46	13111201-CF-P02	CARBON FILM, Legal size	box	1	0	0	1	256.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	256.88	256.88
FIRE FIGHTING EQUIPMENT																										
47	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	5	0	1	6	8,392.80	0	1	0	1	1,398.80	0	0	0	0	0.00	1	0	0	1	1,398.80	8	1,398.80	11,190.40
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	5	0	0	5	28,066.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	5,613.25	28,066.25
FLAG OR ACCESSORIES																										
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	5	3	2	10	2,848.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	284.84	2,848.40
FURNITURE AND FURNISHINGS																										
50	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	50	15	15	80	30,035.20	0	0	0	0	0.00	10	0	0	10	3,754.40	0	0	0	0	0.00	90	375.44	33,789.60
51	56101504-CM-W01	MONOBLOC CHAIR, white	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	375.32	0.00
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	2	2	2	6	8,093.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	1,348.88	8,093.28
HEATING AND VENTILATION AND AIR CIRCULATION																										
54	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	1,380.08	0.00
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	2	0	0	2	2,219.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,109.68	2,219.36
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	4	0	0	4	4,026.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,006.72	4,026.88
57	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	914.16	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
58	43211507-DSK003	DESKTOP, for Basic Users	unit	2	0	0	2	49,587.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	24,793.60	49,587.20
59	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	7	0	0	7	296,732.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	42,390.40	296,732.80
60	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	32	5	5	42	126,759.36	10	5	5	20	60,361.60	10	5	5	20	60,361.60	18	5	5	28	84,506.24	110	3,018.08	331,988.80
61	43202010-FD-U04	FLASH DRIVE	piece	5	5	5	15	3,369.60	5	5	5	15	3,369.60	5	5	5	15	3,369.60	2	3	0	5	1,123.20	50	224.64	11,232.00
62	43211503-LAP004	LAPTOP, for Mid-range Users	unit	3	0	0	3	127,140.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	42,380.00	127,140.00
63	43211503-LAP003	LAPTOP, Lightweight	unit	2	0	0	2	93,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	46,800.00	93,600.00
64	43211708-MO-O02	COMPUTER MOUSE, Wireless	unit	27	3	2	32	5,424.64	5	3	2	10	1,695.20	5	3	2	10	1,695.20	5	3	2	10	1,695.20	62	169.52	10,510.24
65	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins	unit	4	0	0	4	132,063.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	33,015.84	132,063.36
66	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins	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	11,014.64	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
67	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	2	0	0	2	46,126.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	23,063.04	46,126.08
LIGHTING AND FIXTURES AND ACCESSORIES																										
68	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	12	0	0	12	973.44	12	0	0	12	973.44	12	0	0	12	973.44	12	0	0	12	973.44	48	81.12	3,893.76
69	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	12	0	0	12	2,469.84	12	0	0	12	2,469.84	12	0	0	12	2,469.84	12	0	0	12	2,469.84	48	205.82	9,879.36
MANUFACTURING COMPONENTS AND SUPPLIES																										
70	31201610-GL-J01	GLUE, all-purpose	jar	16	8	7	31	2,192.32	10	8	7	25	1,768.00	12	12	7	31	2,192.32	10	8	7	25	1,768.00	112	70.72	7,920.64
71	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	4	1	1	6	135.30	2	1	1	4	90.20	2	3	1	6	135.30	2	1	1	4	90.20	20	22.55	451.00
72	31151804-SW-S01	STAPLE WIRE, standard	box	20	11	9	40	950.40	20	11	9	40	950.40	12	19	9	40	950.40	20	11	9	40	950.40	160	23.76	3,801.60
73	31201502-TA-E01	TAPE, electrical	roll	9	5	10	24	466.80	5	5	10	20	389.00	5	9	10	24	466.80	5	5	10	20	389.00	88	19.45	1,711.60
74	31201503-TA-M01	TAPE, masking, 24mm	roll	23	14	24	61	3,774.68	23	12	22	57	3,527.16	13	24	24	61	3,774.68	23	12	22	57	3,527.16	236	61.88	14,603.68
75	31201503-TA-M02	TAPE, masking, 48 mm	roll	30	10	10	50	6,058.00	31	10	10	51	6,179.16	20	20	10	50	6,058.00	31	10	10	51	6,179.16	202	121.16	24,474.32
76	31201517-TA-P01	TAPE, packaging, 48 mm	roll	20	20	10	50	1,508.00	20	20	10	50	1,508.00	10	30	10	50	1,508.00	20	20	10	50	1,508.00	200	30.16	6,032.00
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	39	17	17	73	835.12	39	17	17	73	835.12	29	27	17	73	835.12	39	17	17	73	835.12	292	11.44	3,340.48
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	34	14	14	62	1,483.04	35	14	14	63	1,506.96	24	24	14	62	1,483.04	35	14	14	63	1,506.96	250	23.92	5,980.00
79	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	70.72	0.00
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
80	41111604-RU-P02	RULER, flexible, plastic, 450mm	piece	32	4	3	39	811.20	8	3	6	17	353.60	10	23	6	39	811.20	8	3	6	17	353.60	112	20.80	2,329.60
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	5	1	0	6	96.00	0	1	1	2	32.00	2	4	0	6	96.00	0	1	1	2	32.00	16	16.00	256.00
82	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	2	0	0	2	20,209.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	10,104.64	20,209.28
83	44101807-CA-C01	CALCULATOR, Compact	unit	21	7	6	34	9,759.36	5	3	2	10	2,870.40	5	13	2	20	5,740.80	5	3	2	10	2,870.40	74	287.04	21,240.96
84	44121710-CH-W01	CHALK, white enamel	box	20	20	20	60	1,978.20	20	20	20	60	1,978.20	20	20	20	60	1,978.20	20	20	20	60	1,978.20	240	32.97	7,912.80
85	44122105-BF-C01	CLIP, backfold, 19mm	box	42	31	32	105	982.80	52	31	32	115	1,076.40	32	41	32	105	982.80	42	31	32	105	982.80	430	9.36	4,024.80
86	44122105-BF-C02	CLIP, backfold, 25mm	box	41	30	31	102	1,591.20	51	30	31	112	1,747.20	31	40	31	102	1,591.20	41	30	31	102	1,591.20	418	15.60	6,520.80
87	44122105-BF-C03	CLIP, backfold, 32mm	box	41	30	31	102	2,758.08	51	30	31	112	3,028.48	31	40	31	102	2,758.08	41	30	31	102	2,758.08	418	27.04	11,302.72
88	44122105-BF-C04	CLIP, backfold, 50mm	box	29	28	18	75	4,524.00	39	28	18	85	5,127.20	19	38	18	75	4,524.00	29	28	18	75	4,524.00	310	60.32	18,699.20
89	44121801-CT-R02	CORRECTION TAPE	piece	85	48	48	181	2,086.93	85	48	48	181	2,086.93	50	83	48	181	2,086.93	85	48	48	181	2,086.93	724	11.53	8,347.72
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	36	1	2	39	1,237.08	0	0	0	0	0.00	1	36	2	39	1,237.08	0	0	0	0	0.00	78	31.72	2,474.16
91	44111515-DF-B01	DATA FILE BOX	piece	60	50	50	160	12,352.00	60	50	50	160	12,352.00	50	60	50	160	12,352.00	60	50	50	160	12,352.00	640	77.20	49,408.00
92	44122011-DF-F01	DATA FOLDER	piece	150	120	120	390	26,769.60	65	35	40	140	9,609.60	35	65	40	140	9,609.60	75	50	65	190	13,041.60	860	68.64	59,030.40
93	44103202-DS-M01	DATER STAMP	piece	31	0	0	31	14,563.18	1	0	0	1	469.78	1	30	0	31	14,563.18	1	0	0	1	469.78	64	469.78	30,065.92
94	44121506-EN-D01	ENVELOPE, Documentary, A4	box	5	2	1	8	6,722.56	5	2	1	8	6,722.56	1	6	1	8	6,722.56	5	2	1	8	6,722.56	32	840.32	26,890.24
95	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	6	1	2	9	9,706.32	4	0	1	5	5,392.40	1	5	2	8	8,627.84	4	0	1	5	5,392.40	27	1,078.48	29,118.96
96	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	5	1	1	7	9,624.16	6	1	0	7	9,624.16	0	6	1	7	9,624.16	6	1	0	7	9,624.16	28	1,374.88	38,496.64
97	44121506-EN-X02	ENVELOPE, Expanding, Plastic	box	30	1	0	31	945.19	30	1	0	31	945.19	0	31	0	31	945.19	30	1	0	31	945.19	124	30.49	3,780.76
98	44121506-EN-M02	ENVELOPE, Mailing	box	5	0	0	5	2,334.80	5	0	0	5	2,334.80	1	4	0	5	2,334.80	5	0	0	5	2,334.80	20	466.96	9,339.20
99	44121504-EN-W02	ENVELOPE, Mailing, with window	box	5	2	2	9	4,754.88	6	1	1	8	4,226.56	1	6	2	9	4,754.88	5	1	1	7	3,698.24	33	528.32	17,434.56
100	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	6	1	0	7	86.31	5	0	0	5	61.65	0	6	1	7	86.31	5	0	0	5	61.65	24	12.33	295.92
101	44122118-FA-P01	FASTENER	box	24	7	8	39	3,690.96	24	7	8	39	3,690.96	9	22	8	39	3,690.96	24	7	8	39	3,690.96	156	94.64	14,763.84
102	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	30	0	0	30	2,556.00	30	0	0	30	2,556.00	0	30	0	30	2,556.00	30	0	0	30	2,556.00	120	85.20	10,224.00
103	44122018-FT-D01	FILE TAB DIVIDER, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.88	0.00
104	44122018-FT-D02	FILE TAB DIVIDER, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00
105	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	2	0	0	2	582.40	0	0	0	0	0.00	0	2	0	2	582.40	0	0	0	0	0.00	4	291.20	1,164.80
106	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	5	0	1	6	1,853.28	0	1	1	2	617.76	1	5	0	6	1,853.28	0	0	0	0	0.00	14	308.88	4,324.32
107	44122011-FO-L01	FOLDER, L-type, A4	pack	5	2	5	12	2,250.48	3	2	5	10	1,875.40	3	4	5	12	2,250.48	3	2	5	10	1,875.40	44	187.54	8,251.76
108	44122011-FO-L02	FOLDER, L-type, Legal	pack	5	3	2	10	2,385.70	5	3	2	10	2,385.70	5	3	2	10	2,385.70	5	3	2	10	2,385.70	40	238.57	9,542.80
109	44122027-FO-P01	FOLDER, pressboard	box	0	1	1	2	1,905.28	0	1	1	2	1,905.28	0	1	1	2	1,905.28	0	1	1	2	1,905.28	8	952.64	7,621.12
110	44122011-FO-T03	FOLDER with tab, A4	pack	2	2	2	6	2,333.76	2	2	2	6	2,333.76	2	2	2	6	2,333.76	2	2	2	6	2,333.76	24	388.96	9,335.04
111	44122011-FO-T04	FOLDER with tab, Legal	pack	2	2	2	6	2,564.64	2	2	2	6	2,564.64	2	2	2	6	2,564.64	2	2	2	6	2,564.64	24	427.44	10,258.56
112	44122008-IT-T01	INDEX TAB	box	1	0	0	1	63.11	0	0	0	0	0.00	1	0	0	1	63.11	0	0	0	0	0.00	2	63.11	126.22

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
113	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	2	2	2	6	761.28	2	2	2	6	761.28	2	2	2	6	761.28	2	2	2	6	761.28	24	126.88	3,045.12	
114	44121716-MA-F01	MARKER, Flourescent	set	19	16	16	51	2,174.64	16	16	16	48	2,046.72	16	16	16	48	2,046.72	16	16	16	48	2,046.72	195	42.64	8,314.80	
115	44121708-MP-B01	MARKER, Permanent, Black	piece	51	18	20	89	1,388.40	51	18	20	89	1,388.40	19	49	18	86	1,341.60	49	19	18	86	1,341.60	350	15.60	5,460.00	
116	44121708-MP-B02	MARKER, Permanent, Blue	piece	30	0	0	30	468.00	30	0	0	30	468.00	0	30	0	30	468.00	30	0	0	30	468.00	120	15.60	1,872.00	
117	44121708-MP-B03	MARKER, Permanent, Red	piece	30	0	0	30	468.00	30	0	0	30	468.00	0	30	0	30	468.00	30	0	0	30	468.00	120	15.60	1,872.00	
118	44121708-MW-B01	MARKER, Whiteboard, Black	piece	43	13	13	69	717.60	43	12	12	67	696.80	14	43	12	69	717.60	43	12	12	67	696.80	272	10.40	2,828.80	
119	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	30	0	0	30	312.00	30	0	0	30	312.00	0	30	0	30	312.00	30	0	0	30	312.00	120	10.40	1,248.00	
120	44121708-MW-B03	MARKER, Whiteboard, Red	piece	30	0	0	30	312.00	30	0	0	30	312.00	0	30	0	30	312.00	30	0	0	30	312.00	120	10.40	1,248.00	
121	44122104-PC-G01	PAPER CLIP, viny/plastic coated, 33mm	box	46	29	29	104	973.44	44	29	29	102	954.72	43	29	28	100	936.00	43	29	28	100	936.00	406	9.36	3,800.16	
122	44122104-PC-J02	PAPER CLIP, viny/plastic coated, jumbo, 50mm	box	45	28	28	101	2,415.92	43	28	28	99	2,368.08	42	28	27	97	2,320.24	42	28	27	97	2,320.24	394	23.92	9,424.48	
123	44101603-PS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,699.20	0.00	
124	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE	unit	3	2	2	7	65,083.20	2	2	2	6	55,785.60	3	2	2	7	65,083.20	2	2	2	6	55,785.60	26	9,297.60	241,737.60	
125	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	24	14	14	52	2,163.20	24	14	14	52	2,163.20	24	14	14	52	2,163.20	24	14	14	52	2,163.20	208	41.60	8,652.80	
126	44121619-PS-M01	PENCIL SHARPENER	piece	34	2	3	39	8,314.80	3	2	3	8	1,705.60	32	2	2	36	7,675.20	3	2	3	8	1,705.60	91	213.20	19,401.20	
127	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	17	2	3	22	3,569.28	3	2	3	8	1,297.92	12	2	2	16	2,595.84	3	2	3	8	1,297.92	54	162.24	8,760.96	
128	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	piece	1	1	1	3	822.69	1	1	1	3	822.69	1	1	1	3	822.69	1	1	1	3	822.69	12	274.23	3,290.76	
129	44122101-RU-B01	RUBBER BAND No. 18	box	6	2	2	10	1,653.60	5	2	2	9	1,488.24	2	1	1	4	661.44	2	2	1	5	826.80	28	165.36	4,630.08	
130	44121905-SP-F01	STAMP PAD, felt	piece	10	4	6	20	852.80	2	4	6	12	511.68	7	3	5	15	639.60	3	4	5	12	511.68	59	42.64	2,515.76	
131	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	48	5	6	59	2,454.40	10	5	5	20	832.00	26	5	6	37	1,539.20	10	5	5	20	832.00	136	41.60	5,657.60	
132	44121615-ST-S01	STAPLER, standard type	piece	48	5	11	64	9,318.40	5	7	10	22	3,203.20	26	5	11	42	6,115.20	5	5	10	20	2,912.00	148	145.60	21,548.80	
133	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	7	1	1	9	8,592.48	1	1	0	2	1,909.44	7	1	1	9	8,592.48	1	1	0	2	1,909.44	22	954.72	21,003.84	
134	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	51	5	13	69	3,300.96	6	6	10	22	1,052.48	29	5	13	47	2,248.48	6	6	10	22	1,052.48	160	47.84	7,654.40	
135	44121605-TD-T01	TAPE DISPENSER, table top	piece	16	6	6	28	2,184.00	5	5	5	15	1,170.00	11	6	6	23	1,794.00	5	5	5	15	1,170.00	81	78.00	6,318.00	
PAPER MATERIALS AND PRODUCTS																											
136	14111525-CA-A01	CARTOLINA, assorted colors	pack	10	0	0	10	904.80	10	0	0	10	904.80	10	0	0	10	904.80	10	0	0	10	904.80	40	90.48	3,619.20	
137	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	10	0	0	10	9,536.80	10	0	0	10	9,536.80	10	0	0	10	9,536.80	10	0	0	10	9,536.80	40	953.68	38,147.20	
138	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	10	0	0	10	12,604.80	10	0	0	10	12,604.80	10	0	0	10	12,604.80	10	0	0	10	12,604.80	40	1,260.48	50,419.20	
139	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	box	10	0	0	10	16,525.60	10	0	0	10	16,525.60	10	0	0	10	16,525.60	10	0	0	10	16,525.60	40	1,652.56	66,102.40	
140	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	10	0	0	10	11,086.40	10	0	0	10	11,086.40	10	0	0	10	11,086.40	10	0	0	10	11,086.40	40	1,108.64	44,345.60	
141	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	10	0	0	10	8,538.40	10	0	0	10	8,538.40	10	0	0	10	8,538.40	10	0	0	10	8,538.40	40	853.84	34,153.60	
142	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	box	10	0	0	10	16,296.80	10	0	0	10	16,296.80	10	0	0	10	16,296.80	10	0	0	10	16,296.80	40	1,629.68	65,187.20	
143	14111609-LL-C01	LOOSELEAF COVER	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	794.96	0.00	
144	14111514-NP-S02	NOTEPAD, stick-on, 50mm-x 76mm	pad	122	100	100	322	12,725.44	115	101																	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
PRINTED PUBLICATIONS																											
160	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	3	1	1	5	186.05	1	1	1	3	111.63	1	1	1	3	111.63	1	1	1	3	111.63	14	37.21	520.94	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,947.20	0.00	
2	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00	
3	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	0.00	
4	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	0.00	
5	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	0.00	
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	23	5	12	40	9,276.00	20	5	10	35	8,116.50	23	5	12	40	9,276.00	20	5	10	35	8,116.50	150	231.90	34,785.00	
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	14	5	6	25	6,055.00	13	5	5	23	5,570.60	14	5	6	25	6,055.00	13	5	5	23	5,570.60	96	242.20	23,251.20	
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	14	5	6	25	6,055.00	13	5	5	23	5,570.60	14	5	6	25	6,055.00	13	5	5	23	5,570.60	96	242.20	23,251.20	
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	14	5	6	25	6,055.00	13	5	5	23	5,570.60	14	5	6	25	6,055.00	13	5	5	23	5,570.60	96	242.20	23,251.20	
10	44103105-HP-B40	INK CARTRIDGE, HP C2P04AA (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	852.80	0.00	
11	44103105-HP-T40	INK CARTRIDGE, HP C2P06AA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00	
12	44103105-HP-B09	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	910.00	0.00	
13	44103105-HP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	0.00	
14	44103105-HP-B17	INK CARTRIDGE, HP CC640WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	880.88	0.00	
15	44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,047.28	0.00	
16	44103105-HX-C40	INK CARTRIDGE, HP CD972AA (HP920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00	
17	44103105-HX-M40	INK CARTRIDGE, HP CD973AA (HP920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00	
18	44103105-HX-Y40	INK CARTRIDGE, HP CD974AA (HP920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00	
19	44103105-HX-B40	INK CARTRIDGE, HP CD975AA (HP920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,541.28	0.00	
20	44103105-HP-B20	INK CARTRIDGE, HP CH561WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	865.28	0.00	
21	44103105-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,066.00	0.00	
22	44103105-HP-B49	INK CARTRIDGE, HP CH565A (HP82), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	935.00	0.00	
23	44103105-HP-C49	INK CARTRIDGE, HP CH566A (HP82), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	740.00	0.00	
24	44103105-HX-B43	INK CARTRIDGE, HP CN045AA (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,970.80	0.00	
25	44103105-HX-C43	INK CARTRIDGE, HP CN046AA (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00	
26	44103105-HX-M43	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00	
27	44103105-HX-Y43	INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00	
28	44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00	
29	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00	
30	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	404.56	0.00	
31	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	404.56	0.00	
32	44103105-HP-B42	INK CARTRIDGE, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	312.00	0.00	
33	44103105-HP-C33	INK CARTRIDGE, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00	
34	44103105-HP-M33	INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00	