

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

Introduction:

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

Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- 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-phillgeps.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-phillgeps.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 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 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeq0>. Instructions on how to fill-out is included in the reminders of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and/or 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 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 must be 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 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appsce.helpdesk@ps-phillgeps.gov.ph, or visit the PS-DBM website (www.ps-phillgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: DepEd Las Piles, Marikina City
Region: National Capital Region
Address: 2nd Street Port Area Manila

Agency Code/UNSC: P-165
Organization Type: NATIONAL

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.
Contact Person: _____ Position: Supply Officer II
Email: _____ Mobile No.: (02) 5997-6991 Local 36620
Telephone/Mobile No.: _____

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price
		Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1		

ALCOHOL OR ACTONE BAGGED ANTISEPTICS

1	12191601-A-E04	ALCOHOL, Ethyl, 500 mL	bottle	16	55	25	96	4,841.28	6	50	20	76	3,832.68	55	25	16	96	4,841.28	59	6	20	85	4,206.55	353	50.43
2	12191601-A-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	21	20	20	61	21,782.49	25	7	20	52	18,566.68	10	25	20	55	19,639.95	20	3	20	43	15,354.87	211	397.09

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES

3	60121413-QD-P01	CLEARBOOK, A4 size	piece	10	0	0	10	351.60	0	0	0	0	0.00	0	10	0	10	351.60	0	0	0	0	0.00	20	35.16
4	60121413-QD-P02	CLEARBOOK, Legal size	piece	0	3	0	3	109.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	36.36
5	60121514-EP-P01	ERASER, plastic/rubber	piece	2	12	24	38	313.28	10	30	30	70	578.20	5	15	15	35	289.10	10	0	0	10	62.60	153	8.26
6	60121514-EP-Q01	SIGN PEN, Extra Fine Tip, Black	piece	29	29	65	143	3,174.60	48	30	25	103	2,286.60	48	70	45	163	3,618.60	29	25	15	69	1,531.80	478	22.20
7	60121514-EP-Q04	SIGN PEN, Fine Tip, Black	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	44.72
8	60121514-EP-Q07	SIGN PEN, Medium Tip, Black	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	57.20
9	60121514-EP-Q02	SIGN PEN, Extra Fine Tip, Blue	piece	49	39	50	138	3,063.60	25	15	34	74	1,642.80	25	59	50	134	2,974.80	25	15	24	64	1,420.80	410	22.20
10	60121514-EP-Q05	SIGN PEN, Fine Tip, Blue	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	44.72
11	60121514-EP-Q08	SIGN PEN, Medium Tip, Blue	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	57.20
12	60121514-EP-Q03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	50	50	1,110.00	0	0	0	0	0.00	0	50	0	50	1,110.00	0	0	0	0	0.00	100	22.20
13	60121514-EP-Q06	SIGN PEN, Fine Tip, Red	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	45.76
14	60121514-EP-Q09	SIGN PEN, Medium Tip, Red	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	57.20
15	60121114-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

16	46111517-QD-Q03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,421.60
17	46111609-WM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00

BATTERIES AND CELLS AND ACCESSORIES

18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	10	10	204.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	20.49
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	10	10	183.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	18.34

CLEANING EQUIPMENT AND SUPPLIES

20	47110112-M-A01	AIR FRESHENER	can	45	0	30	83	7,246.73	13	25	40	78	6,810.18	20	35	20	83	7,246.73	12	25	0	40	3,492.40	284	87.31
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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the Year	Price				
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct			Nov	Dec	Q4	Q4 Amount
21	471104-R-001	BROOM (Wala Tong)	piece	7	2	7	16	1,996.00	5	0	0	5	624.00	1	2	5	8	998.40	5	0	0	5	624.00	34	124.80
22	471104-R-101	BROOM (Wala Tong)	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	26.00
23	471103-TB-001	CLEANER, Toilet Bowl and Urinal	bottle	29	10	20	59	2,454.40	25	10	4	39	1,622.40	25	10	14	49	2,038.40	20	5	0	25	1,046.00	172	41.60
24	471105-Q-001	CLEANER, Scouring Powder	plastic container	5	10	0	15	358.00	0	0	9	9	215.28	5	5	10	20	478.40	5	0	0	5	119.60	49	23.92
25	471101-DE-002	DEFERMENT BAR	piece	10	10	4	24	224.16	10	10	4	24	224.16	10	10	4	24	224.16	10	10	4	24	224.16	96	9.34
26	471101-DE-002	DEFERMENT POWDER, all purpose	pouch	60	19	20	99	5,353.92	10	60	9	79	4,272.32	60	14	25	99	5,353.92	55	5	0	60	3,244.00	337	54.08
27	471103-DS-001	DISHWASHER SPRAY	can	15	25	19	59	8,253.51	8	25	4	37	5,175.93	19	8	25	52	7,274.28	8	25	0	33	4,615.37	181	139.89
28	471104-DS-001	DUST PAN	piece	2	3	5	10	468.00	3	0	0	3	144.40	2	3	0	5	224.00	3	0	1	4	187.20	22	46.80
29	471102-FW-003	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76
30	471103-FC-001	FURNITURE CLEANER	can	22	12	20	62	8,766.18	14	12	12	38	5,372.82	14	15	18	47	6,645.33	9	5	0	14	1,979.46	161	141.39
31	7310182-MS-101	HAND SOAP, liquid, 500mL	bottle	14	45	28	87	3,736.65	29	10	20	59	2,524.05	13	25	27	75	3,221.25	33	10	0	43	1,846.65	264	42.95
32	4712104-WP-001	MOP BUCKET	unit	2	0	0	2	4,576.00	0	0	0	0	0.00	0	2	0	2	4,576.00	0	1	0	1	2,288.00	5	2,288.00
33	471101-HS-001	RAGS	kilo	32	15	20	67	4,654.49	21	12	10	43	2,987.21	15	32	18	65	4,915.55	9	6	8	23	1,597.81	198	69.47
34	471102-SC-001	SCOURING PAD	pack	5	0	0	5	428.15	1	5	0	6	513.78	2	0	5	7	599.41	1	5	0	6	513.78	24	85.63
35	4712101-TB-004	TB-518BAG, XXL size	roll/pack	30	55	37	122	15,860.00	29	30	17	76	9,880.00	29	22	55	106	13,760.00	2	20	20	42	5,460.00	346	130.00
36	4712101-TB-005	TB-518BAG, Large size	roll/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	59.28
37	4712101-TB-006	TB-518BAG, XL size	roll/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	92.56
38	4712102-WB-001	WASTEBASKET	piece	0	0	4	4	174.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	43.68
COLOR COMPOUNDS AND DISPENSERS																									
39	1217103-SI-001	INK, for stamp pad	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	28.79
CONSUMER ELECTRONICS																									
40	5218155-DV-002	DIGITAL VOICE RECORDER	unit	0	0	1	1	7,339.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,339.16
FILMS																									
41	13111203-AC-001	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,243.84
42	13111201-CF-002	CARBON FILM, legal size	box	2	0	0	2	703.66	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	351.83
FIRE FIGHTING EQUIPMENT																									
43	4611001-FE-001	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00
FLAG OR ACCESSORIES																									
44	55111005-PH-001	PHILIPPINE NATIONAL FLAG	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	204.84
FURNITURE AND FINISHINGS																									
45	5610104-CH-001	MONOBLOC CHAIR, beige	piece	0	0	25	25	8,528.00	0	0	0	0	0.00	0	25	0	25	8,528.00	0	0	0	0	0.00	50	341.12
46	5610104-CH-001	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	341.12
HEATING AND VENTILATION AND AIR CIRCULATION																									
47	4610104-EF-001	ELECTRIC FAN, ceiling mount, celt 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	1,222.00
48	4610104-EF-001	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	1,109.68
49	4610104-EF-001	ELECTRIC FAN, stand 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	1,566.00
50	4610104-EF-001	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	501.68
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																									
51	43211507-DS-003	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	24,793.60
52	43211507-DS-004	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	42,380.40
53	432010274-VD-002	EXTERNAL HARD DRIVE	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	3,014.96
54	43202012-FD-004	FLASH DRIVE	piece	5	15	10	30	4,583.20	10	1	0	11	1,600.14	0	5	0	5	763.70	0	0	0	0	0.00	46	152.74
55	43211503-LA-004	LAPTOP COMPUTER, 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	42,380.00
56	43211503-LA-003	LAPTOP COMPUTER, Lightweight	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	46,800.00
57	43211503-MO-002	COMPUTER MOUSE, Wireless	unit	0	10	0	10	1,619.20	0	5	0	5	809.60	0	10	0	10	1,619.20	5	0	0	5	809.60	30	161.92

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for this year	Price				
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct			Nov	Dec	Q4	Q4 Amount
58	4421205-FR-L01	PRINTER, Laser, Monochrome	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	2,636.89	
LIGHTING AND FIXTURES AND ACCESSORIES																									
59	3910503-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	8	0	0	8	604.88	8	0	8	604.88	8	0	8	604.88	8	0	8	0	0	0.00	24	75.61	
60	3910503-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	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	205.82	
MANUFACTURING COMPONENTS AND SUPPLIES																									
61	3120100-GL-002	GLUE, all purpose	bottle	1	5	5	11	683.54	2	1	53	3,293.42	0	0	0	0	0.00	0	0	0	0	0.00	64	62.14	
62	31151004-SW-H01	STAPLE WIRE, heavy duty (order type) 23/13	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.40	
63	31151004-SW-S01	STAPLE WIRE, standard	box	10	15	25	50	1,168.00	20	8	10	902.88	40	8	20	68	1,615.68	15	15	0	30	712.00	186	22.76	
64	31201002-TA-E02	TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	19.45	
65	31201003-TA-M01	TAPE, masking, 24mm	roll	12	25	0	37	2,060.16	25	12	0	37	2,060.16	25	12	0	37	2,060.16	25	0	0	25	1,392.00	136	55.68
66	31201003-TA-M02	TAPE, masking, 48 mm	roll	3	25	0	28	3,392.48	6	3	28	37	4,482.92	3	6	28	37	4,482.92	25	3	0	28	3,392.48	130	121.16
67	31201017-TA-F01	TAPE, packaging, 48 mm	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.36	
68	31201012-TA-T01	TAPE, transparent, 24mm	roll	15	12	25	52	919.36	31	15	15	61	1,078.48	6	40	14	60	1,000.80	15	25	0	40	707.20	213	17.68
69	31201012-TA-T02	TAPE, transparent, 48 mm	roll	15	12	25	52	1,173.64	31	15	18	64	1,444.48	40	18	6	64	1,444.48	15	25	0	40	902.80	220	22.57
70	31151007-TN-F01	TWINE, plastic	roll	0	0	0	0	0.00	0	5	5	333.10	0	5	0	5	333.10	0	0	0	0	0.00	10	66.62	
MEASURING AND OBSERVING EQUIPMENT																									
71	44111004-FU-F02	RULER, plastic, 450mm	piece	2	17	14	33	657.69	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	33	19.93	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
72	4412102-BL-H01	BLADE, for general purpose utility knife	tube	0	2	0	2	32.74	0	10	0	163.20	0	0	0	0	0.00	0	0	0	0	0.00	12	16.37	
73	44101002-FB-M01	BINDING AND PUNCHING MACHINE	unit	0	1	0	1	9,534.72	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,534.72	
74	4412007-RB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	0	15	0	15	3,898.35	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	259.89	
75	44101007-CA-C01	CALCULATOR, Compact	unit	3	0	15	18	4,243.86	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	235.77	
76	4411210-CH-M01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	
77	4412105-BF-C01	CLIP, backfold, 19mm	box	1	25	10	36	336.96	5	1	25	31	289.16	25	10	1	36	336.96	25	1	0	26	243.36	129	9.36
78	4412105-BF-C02	CLIP, backfold, 25mm	box	5	10	20	35	546.00	5	400	25	439	6,708.00	5	10	20	35	546.00	20	5	0	25	390.00	525	15.60
79	4412105-BF-C03	CLIP, backfold, 32mm	box	5	10	20	35	1,164.80	5	5	20	30	998.40	5	10	20	35	1,164.80	20	5	0	25	832.00	125	33.28
80	4412105-BF-C04	CLIP, backfold, 50mm	box	5	5	0	10	603.20	5	0	0	5	301.60	5	5	0	10	603.20	5	0	0	5	301.60	30	60.32
81	44111001-CT-F02	CORRECTION TAPE	piece	32	52	49	133	1,795.50	25	10	45	80	1,080.00	40	30	45	115	1,552.50	40	13	29	90	1,215.00	418	13.50
82	44110102-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	5	10	10	25	793.00	0	30	10	40	1,268.80	0	10	0	10	317.20	10	0	0	10	317.20	65	31.72
83	44111515-DF-B01	DATA FILE BOX	piece	10	8	10	28	4,084.92	3	5	10	18	2,626.02	3	10	10	23	3,355.47	10	5	2	17	2,480.13	66	146.89
84	44120111-DF-F01	DATA FOLDER	piece	5	10	0	15	1,245.15	10	5	0	15	1,245.15	5	10	0	15	1,245.15	0	5	0	5	415.05	50	83.01
85	44103002-DS-M01	DATER STAMP	piece	0	2	3	5	2,174.75	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	434.95	
86	44111506-EN-B01	ENVELOPE, Documentary, A4	box	0	0	1	1	829.92	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	829.92	
87	44111506-EN-B02	ENVELOPE, Documentary, legal	box	0	0	2	2	2,115.16	0	20	0	20	21,151.60	0	0	0	0	0.00	0	0	0	0.00	22	1,097.58	
88	44111506-EN-B01	ENVELOPE, Expanding, Kraft	box	1	0	3	4	3,799.80	1	20	0	21	19,738.95	0	1	0	1	939.95	0	0	0	0	0.00	26	939.95
89	44111506-EN-B02	ENVELOPE, Expanding, Plastic	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	30.49
90	44111506-EN-M02	ENVELOPE, Mailing	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	432.52
91	44111504-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	0.00	0	512.72
92	44111912-ER-B01	ERASER, flat, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.48
93	44121115-FA-F01	FASTENER	box	5	5	15	25	2,366.00	7	14	24	45	4,258.80	27	10	11	48	4,548.72	4	24	7	35	3,312.40	153	94.64
94	44111515-FO-J01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	90.20
95	44120116-FT-D01	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.13	
96	44120116-FT-D02	FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	
97	44120111-FO-F01	FOLDER, Fancy with side, A4	bundle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	270.40	
98	44120111-FO-F02	FOLDER, Fancy with side, legal	bundle	1	0	0	1	291.20	0	1	0	1	291.20	0	1	0	1	291.20	1	0	0	1	291.20	4	291.20

Item & Specifications				Unit of Measure	Monthly Quantity Requirement												Total Quantity for this year	Price									
					Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount			
99	4412011-FOL-L01	FOLDER, L-Type, A4	pack	1	5	0	6	1,201.68	0	0	0	0	0	0.00	1	5	0	6	1,201.68	0	0	0	0	0	0.00	12	200.28
100	4412011-FOL-L02	FOLDER, L-Type, legal	pack	1	0	5	6	1,494.48	0	0	0	0	0	0.00	1	5	0	6	1,494.48	0	0	0	0	0	0.00	12	240.08
101	4412027-FOL-P01	FOLDER, preboard	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	952.64
102	4412011-FOL-T01	FOLDER with tab, A4	pack	10	5	1	16	6,073.60	15	1	0	16	6,073.60	2	1	15	18	6,832.80	2	5	0	7	2,657.20	57	379.60		
103	4412011-FOL-T02	FOLDER with tab, legal	pack	1	0	5	6	2,483.32	1	0	0	1	413.92	2	1	0	3	1,281.76	2	0	0	2	827.84	12	413.92		
104	4412008-FIT-T01	INDEX TAB	box	0	0	10	10	676.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	10	67.60
105	4412176-MA-F01	MARKER, Fluorescent	set	12	20	6	38	1,182.18	2	10	15	27	839.97	10	3	30	43	1,337.73	27	12	4	43	1,337.73	151	31.11		
106	4412108-MP-B01	MARKER, Permanent, Black	piece	22	20	10	52	430.04	14	14	12	40	330.80	20	10	12	42	347.34	14	12	2	28	231.56	162	8.27		
107	4412108-MP-B02	MARKER, Permanent, Blue	piece	10	12	17	39	322.53	10	12	12	34	281.18	12	12	5	29	239.83	12	0	0	12	99.24	114	8.27		
108	4412108-MP-B03	MARKER, Permanent, Red	piece	0	5	5	10	82.70	0	0	0	0	0	0.00	0	5	5	10	82.70	0	0	0	0	0	0.00	20	8.27
109	4412108-MW-B01	MARKER, Whiteboard, Black	piece	10	12	25	47	455.55	10	12	10	32	308.80	12	15	10	37	387.05	10	10	0	20	193.00	136	9.65		
110	4412108-MW-B02	MARKER, Whiteboard, Blue	piece	10	12	15	37	357.05	10	12	10	32	308.80	10	12	15	37	357.05	10	10	0	20	193.00	136	9.65		
111	4412108-MW-B03	MARKER, Whiteboard, Red	piece	12	0	5	17	164.05	0	12	0	12	115.60	0	12	5	17	164.05	0	0	0	0	0	0.00	46	9.65	
112	4412210-PC-G01	PAPER CLIP, vinyl/plastic coated, 35mm	box	10	0	0	10	88.20	0	10	0	10	88.20	10	0	0	10	88.20	0	10	0	10	88.20	40	8.82		
113	4412210-PC-G02	PAPER CLIP, vinyl/plastic coated, junior, 50mm	box	1	5	30	36	700.56	30	35	60	125	2,432.50	5	1	30	36	700.56	5	0	30	35	681.10	232	19.46		
114	4410103-FS-M02	PAPER SHREDDER	unit	0	0	2	2	37,437.92	0	0	0	0	0	0.00	2	0	0	2	37,437.92	0	0	0	0	0	0.00	4	9,297.60
115	4410101-FS-M02	PAPER TRIMMER/CUTTING MACHINE	unit	0	0	1	1	9,297.60	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	1	9,297.60
116	4412108-FE-L01	PENCIL, lead/graphite, with eraser	box	1	15	10	26	1,162.46	15	15	0	30	1,341.30	7	20	15	42	1,877.82	0	15	0	15	670.65	113	44.71		
117	4412183-FS-M01	PENCIL SHARPENER	piece	0	0	2	2	427.16	3	0	0	3	768.24	0	0	0	0	0.00	0	0	0	0	0	0.00	5	236.08	
118	4410102-FU-F01	PUNCHER, paper, heavy duty	piece	3	1	0	4	615.68	3	0	0	3	461.76	4	0	0	4	615.68	0	0	0	0	0	0.00	11	153.92	
119	4412211-FU-B01	RUBBER BAND No. 18	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	39.92	
120	4412105-SP-F01	STAMP PAD, felt	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	0	
121	4411618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	22	17	14	53	3,472.56	10	10	10	30	1,955.60	10	20	0	30	1,955.60	10	15	0	25	1,630.00	138	65.82		
122	4411615-ST-S01	STAPLER, standard type	piece	5	10	4	19	3,754.40	7	5	10	22	4,347.20	0	10	0	10	1,976.00	10	0	0	10	1,976.00	61	197.60		
123	4411615-ST-B01	STAPLER, heavy duty (brady)	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	693.15	
124	4411613-SR-F02	STAPLE REMOVER, pier-type	piece	10	25	30	65	3,023.15	10	25	17	52	2,418.52	0	2	15	17	790.67	0	15	0	15	697.65	149	46.51		
125	4411605-TD-T01	TAPE DISPENSER, table top	piece	10	0	2	12	930.56	0	10	0	10	775.80	0	0	0	0	0.00	0	0	0	0	0	0.00	22	77.58	
PAPER MATERIALS AND PRODUCTS																											
126	1411155-CA-A01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	83.72
127	1411156-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	945.36
128	1411156-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	5	5	10	19,729.20	2	2	2	6	11,841.52	0	0	0	0	0	0.00	16	1,973.92
129	1411151-H-MP-S02	NOTEPAD, 506x-60, 50mm x 76mm	pad	25	15	30	70	2,594.20	25	5	25	55	2,038.20	27	32	22	81	3,001.86	25	20	0	45	1,667.20	251	37.06		
130	1411151-H-MP-S04	NOTEPAD, 506x-60, 76mm x 100mm	pad	25	18	15	58	3,434.24	18	25	0	43	2,549.04	18	25	15	58	3,434.24	0	25	0	25	1,482.80	184	59.28		
131	1411151-H-MP-S03	NOTEPAD, 506x-60, 76mm x 76mm	pad	15	18	35	68	3,516.00	0	18	20	38	1,976.00	20	30	18	68	3,536.00	20	0	0	20	1,040.00	194	52.00		
132	1411151-H-MB-S02	STENO NOTEBOOK	piece	2	25	0	27	379.08	5	25	0	30	421.20	2	25	0	27	379.08	0	25	0	25	351.00	109	14.04		
133	14111507-FR-M01	PAPER, MULTICOPIY A4	ream	140	90	170	400	85,520.00	100	115	35	320	66,416.00	100	190	160	450	96,210.00	85	20	160	245	56,657.00	1435	213.80		
134	14111507-FR-M02	PAPER, MULTICOPIY LEGAL	ream	30	10	20	60	13,977.60	20	25	20	65	15,142.40	25	25	20	70	16,307.20	25	20	10	55	12,812.80	250	232.56		
135	14111507-FR-C01	PAPER, MULTIPURPOSE A4	ream	15	0	100	115	15,840.10	15	0	0	15	2,066.10	0	15	100	115	15,840.10	0	15	0	15	2,066.10	260	137.74		
136	14111507-FR-C02	PAPER, MULTIPURPOSE LEGAL	ream	10	0	0	10	1,589.10	0	10	0	10	1,589.10	10	0	0	10	1,589.10	0	0	0	0	0	0.00	30	158.91	
137	1411151-FR-B01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	34.82
138	14111503-PA-F01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	154.21
139	1411151-RE-B01	RECORD BOOK, 300 PAGES	book	0	30	0	30	2,751.00	0	30	0	30	2,751.00	30	0	0	30	2,751.00	30	0	0	30	2,751.00	120	91.70		
140	1411151-RE-B02	RECORD BOOK, 500 PAGES	book	15	33	10	58	7,224.48	0	3	30	33	4,110.48	20	40	13	73	9,092.88	20	0	0	30	3,756.80	194	124.56		
141	1411170-TT-F04	TISSUE, INTERFOLDED PAPER TOWEL	pack	70	40	81	191	6,455.80	70	40	31	141	4,765.80	40	70	31	141	4,765.80	80	70	31	181	6,117.80	654	33.80		
142	1411170-TT-F02	TOILET TISSUE PAPER, 2 ply	pack	75	79	78	232	23,162.88	29	72	31	132	13,179.88	70	44	100	214	21,365.76	40	31	50	121	12,000.64	699	99.64		

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price									
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug			Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	
PERFUMES OR COLOGNES OR FRAGRANCES																									
143	531302-HS-501	HAND SANITIZER	bottle	20	31	25	76	6,465.03	31	20	10	61	5,159.88	25	6	25	56	4,764.48	6	25	0	31	2,637.48	224	85.08
PESTICIDES OR PEST REPELLENTS																									
144	1019109-IN-A01	INSECTICIDE	can	20	0	15	35	4,877.60	20	0	0	20	2,787.20	4	19	20	43	5,992.48	24	4	0	28	3,922.08	126	139.36
PRINTED PUBLICATIONS																									
145	3510124-HK-A01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9194 and its IRR)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.21
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																									
1	4410109-EP-D05	DRUM CARTRIDGE, BROTHER DR-345, 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
2	4410105-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
3	4410105-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
4	4410105-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
5	4410105-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
6	4410105-EP-B17	INK CARTRIDGE, EPSON CL3766410 (T6641), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	231.90
7	4410105-EP-C17	INK CARTRIDGE, EPSON CL3766420 (T6642), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	242.20
8	4410105-EP-M17	INK CARTRIDGE, EPSON CL3766430 (T6643), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	242.20
9	4410105-EP-Y17	INK CARTRIDGE, EPSON CL3766440 (T6644), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	242.20
10	4410105-HP-B08	INK CARTRIDGE, HP CC964AA (HP96), 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
11	4410105-HP-F40	INK CARTRIDGE, HP CC964AA (HP96), 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
12	4410105-HP-B09	INK CARTRIDGE, HP C9531AA (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
13	4410105-HP-T19	INK CARTRIDGE, HP C9531AA (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
14	4410105-HP-B17	INK CARTRIDGE, HP CC646MA (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
15	4410105-HP-T17	INK CARTRIDGE, HP CC646MA (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
16	4410105-HP-C40	INK CARTRIDGE, HP C9727AA (HP920A), 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
17	4410105-HP-M40	INK CARTRIDGE, HP C9727AA (HP920A), 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
18	4410105-HP-F40	INK CARTRIDGE, HP C9727AA (HP920A), 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
19	4410105-HP-C40	INK CARTRIDGE, HP C9734AA (HP920A), 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
20	4410105-HP-B20	INK CARTRIDGE, HP C9551AA (HP81), 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
21	4410105-HP-T20	INK CARTRIDGE, HP C9551AA (HP81), 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
22	4410105-HP-B43	INK CARTRIDGE, HP C9045AA (HP950A), 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
23	4410105-HP-C43	INK CARTRIDGE, HP C9045AA (HP951A), 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
24	4410105-HP-M43	INK CARTRIDGE, HP C9047AA (HP951A), 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
25	4410105-HP-V43	INK CARTRIDGE, HP C9045AA (HP951A), 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
26	4410105-HP-B33	INK CARTRIDGE, HP C9093AA (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
27	4410105-HP-T33	INK CARTRIDGE, HP C9093AA (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
28	4410105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP670), 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
29	4410105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP670), 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
30	4410105-HP-F43	INK CARTRIDGE, HP F0265AA (HP680), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32
31	4410105-HP-B43	INK CARTRIDGE, HP F0272AA (HP680), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32
32	4410105-HP-C50	INK CARTRIDGE, HP L05511AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80
33	4410105-HP-M50	INK CARTRIDGE, HP L05514AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80
34	4410105-HP-Y50	INK CARTRIDGE, HP L05517AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80
35	4410105-HP-B50	INK CARTRIDGE, HP L05604AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,291.80
36	4410105-HP-C48	INK CARTRIDGE, HP L05633AA (HP955A), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52
37	4410105-HP-M48	INK CARTRIDGE, HP L05664AA (HP955A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52
38	4410105-HP-V48	INK CARTRIDGE, HP L05694AA (HP955A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price							
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug			Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4
39	44103105-HK-646	INK CARTRIDGE, HP 10572AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,811.92	
40	44103105-HP-CS1	INK CARTRIDGE, HP T6483YA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	466.00	
41	44103105-HP-M51	INK CARTRIDGE, HP T6493YA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	466.00	
42	44103105-HP-Y51	INK CARTRIDGE, HP T6497YA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	466.00	
43	44103105-HP-B01	INK CARTRIDGE, HP T6401AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	771.80	
44	44103112-EP-R05	RIEBON CARTRIDGE, EPSON C13015516 (4#75), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	77.43	
45	44103112-EP-R13	RIEBON CARTRIDGE, EPSON C13015632, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	77.94	
46	44103112-EP-R07	RIEBON CARTRIDGE, EPSON C13015531 (5015030)	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	816.48	
47	44103103-PR-609	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	
48	44103103-PR-811	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,007.40	
49	44103103-PR-815	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	
50	44103103-PR-816	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	
51	44103103-PR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	
52	44103103-PR-903	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	
53	44103103-PR-903	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	
54	44103103-CA-600	TONER CARTRIDGE, CANON GIG-32-II	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	
55	44103103-HP-R12	TONER CARTRIDGE, HP CH435A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,439.28	
56	44103103-HP-R18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,705.36	
57	44103103-HP-R21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,152.72	
58	44103103-HP-R22	TONER CARTRIDGE, HP CE283A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,598.40	
59	44103103-HP-R23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,608.32	
60	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,697.44	
61	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,697.44	
62	44103103-HP-W23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	
63	44103103-HP-R23	TONER CARTRIDGE, HP CE350A, Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,495.92	
64	44103103-HP-R52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,194.88	
65	44103103-HP-R53	TONER CARTRIDGE, HP CF228A (HP26A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,872.96	
66	44103103-HP-R56	TONER CARTRIDGE, HP CF281A (HP31A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	8,656.00	
67	44103103-HP-R57	TONER CARTRIDGE, HP CF283A (HP33A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,367.52	
68	44103103-HP-R58	TONER CARTRIDGE, HP CF287A (HP37), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	10,908.56	
69	44103103-HP-R60	TONER CARTRIDGE, HP CF350A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,856.88	
70	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20	
71	44103103-HP-Y60	TONER CARTRIDGE, HP CF353A, Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20	
72	44103103-HP-R60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20	
73	44103103-HP-R61	TONER CARTRIDGE, HP CF350A (HP308A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,803.12	
74	44103103-HP-C61	TONER CARTRIDGE, HP CF351A (HP308A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	
75	44103103-HP-Y61	TONER CARTRIDGE, HP CF353A (HP308A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	
76	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP308A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	
77	44103103-HP-R62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,439.28	
78	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,063.28	
79	44103103-HP-Y62	TONER CARTRIDGE, HP CF401A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,063.28	
80	44103103-HP-R62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,328.48	
81	44103103-HP-R63	TONER CARTRIDGE, HP CH410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,328.48	
82	44103103-HP-C63	TONER CARTRIDGE, HP CH411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,592.08	
83	44103103-HP-Y63	TONER CARTRIDGE, HP CH412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,592.08	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for this year	Price			
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct			Nov	Dec	Q4
84	4403103-HP-M63	TONER CARTRIDGE, HP C413A (HP410A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	5,592.08
85	4403103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	4,155.84
86	4403103-HP-B46	TONER CARTRIDGE, HP Q753A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	4,650.00
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	0	0.00	0	0	0	0.00	0	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	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	0.00	0	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	0.00	0	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	0.00	0	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	0.00	0	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	0.00	0	0.00
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
11	43232701-SFT-019	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	0.00	0	0.00
12	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
14	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-BDM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																								
1	00141505-TS-001	PULLPEN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
2	00141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
3	00141505-TS-003	UVANIMATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
4	00141505-TS-004	STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
5	00141505-TS-005	DOUBLE SIDED TAPE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
6	00141505-TS-006	PHOTO PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
7	00141505-TS-007	BLEACHING SOLUTION	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
8	00141505-TS-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
9	00141505-TS-009	CERTIFICATE HOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
10	00141505-TS-010	UNINTERMITTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
11	00141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
12	00141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
13	00141505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
14	00141505-TS-014	MICROPHONE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
15	00141505-TS-015	MEDAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
16	00141505-TS-016	DISHWASHING LIQUID	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
17	00141505-TS-017	PLASTIC FASTENER	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
18	00141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
19	00141505-TS-019	VELVET BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
20	00141505-TS-020	EXTENSION CORD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
21	00141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
22	00141505-TS-022	COLORIED PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
23	00141505-TS-023	ROUND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
24	00141505-TS-024	PUSH PIN	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00

Item & Specifications			Monthly Quantity Requirement													Total Quantity for this year		Price
Unit of Measure													Q4 Amount			P	P	
	Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount			
25	00141505-TS-025	DOOR MAT	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
26	00141505-TS-026	GLUE STICK (PASTI)	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
27	00141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
28	00141505-TS-028	DEODORANT CREAM	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
29	00141505-TS-029	DISPOSABLE GLOVES	box	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
30	00141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
31	00141505-TS-031	MANILA PAPER	pack	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
32	00141505-TS-032	AUTOMATIC EXTERIORS	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
33	00141505-TS-033	PRIVACY	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
34	00141505-TS-034	MOBILE PHONE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
35	00141505-TS-035	COMPACT DISC	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	00141505-TS-036	AMPLIFIER	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37	00141505-TS-037	STORAGE BOX	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
38	00141505-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
39	00141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
40	00141505-TS-040	WATER DISPENSER	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
41	00141505-TS-041	PROJECTOR	pack	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
42	00141505-TS-042	GLUE GUN	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
43	00141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
44	00141505-TS-044	STAPLERS	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
45	00141505-TS-045	FOODPORE IODINE	bottle	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	00141505-TS-046	KEYBOARD	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	00141505-TS-047	DESK CHAIR	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	00141505-TS-048	STEEL BACK	set	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	00141505-TS-049	LAMINATING MACHINE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	00141505-TS-050	RULE FILTERS	piece	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	00141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	00141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	00141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
54	00141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
55	00141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
56	00141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
57	00141505-TS-057	VAN	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
58	00141505-TS-058	TRUCK	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
59	00141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
60	00141505-TS-060	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
61	00141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
62	00141505-TS-062	ASSEMBLED PASSENGER JEEP/TYPE VEHICLE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
63	00141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
64	00141505-TS-064	BUS	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
65	00141505-TS-065	POINT BUS	unit	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

A. TOTAL

B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)

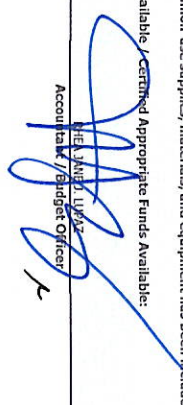
Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price							
		Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug			Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)												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


 THELMA FACIO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 HELEN L. LUNA
 Accountant / Budget Officer

Approved by:


 ISABELA C. BAEROS
 Head of Office/Agency

Date Prepared: _____

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price			
		Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct			Nov	Dec	Q4
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Prepared by:

Certified Funds Available

Certified Appropriate Funds Available:

Approved by:

THELMA F. FACTO
Property/Supply Officer

RHEA JANE J. LOPEZ
Accountant / Budget Officer

ISABELA C. BALEROS
Head of Office/Agency

Date Prepared: