

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-dbm.gov.ph).
 - 2.0 All information must be properly filled in the APP-CSE website (www.ps-phileps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
 - 3.0 Kindly refer to the CSE catalogue on the APP-CSE website for the list of items that are included in the form.
 - 4.0 Do not delete, add, or revise any items or rows on the 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 name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phileps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeq>. 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 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 0918-2954426 (Smart) or 0962-8235199 (Smart), or email appecse@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: DPMM-MODEL II
Region: X
Address: STA. MARIA BAGUA, TANDAG CITY
MISAMIS OCCIDENTAL
Agency Code/UA/C: G-3147 Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.
Organization Type: _____ Contact Person: CARMENCITA P. FUENTES
Position: _____ E-mail: fuentes.carmencita@dpmm.gov.ph
Telephone/Mobile Nos: _____

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 1. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																								
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PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

1	1219601-AL-B04	ALCOHOL, Ethyl, 500 ml	bottle	30	0	0	0	50	2,521.50	30	0	0	50	2,521.50	30	0	0	30	2,521.50	30	0	0	30	2,521.50	200	50.43	10,086.00
2	1219601-AL-B03	ALCOHOL, Ethyl, 1 gallon	gallon	50	0	0	0	50	17,854.50	50	0	0	50	17,854.50	50	0	0	30	17,854.50	50	0	0	50	17,854.50	200	357.09	71,418.00

PART II. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

4	60121413-CB-R02	CLEARBOOK, legal size	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	35.16	0.00	
5	60121314-ER-R01	ERASER, plastic/rubber	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	36.36	0.00	
6	60121314-SF-Q01	SIGN PEN, Extra Fine Tip, Black	piece	10	0	0	10	82.60	10	0	0	10	82.60	10	0	0	10	82.60	10	0	0	10	82.60	40	8.26	330.40	
7	60121314-SF-Q04	SIGN PEN, Fine Tip, Black	piece	50	0	0	50	1,110.00	50	0	0	50	1,110.00	50	0	0	50	1,110.00	50	0	0	50	1,110.00	200	22.20	4,440.00	
8	60121314-SF-Q07	SIGN PEN, Medium Tip, Black	piece	50	0	0	50	2,236.00	50	0	0	50	2,236.00	50	0	0	50	2,236.00	50	0	0	50	2,236.00	200	44.72	8,944.00	
9	60121314-SF-Q02	SIGN PEN, Extra Fine Tip, Blue	piece	50	0	0	50	2,860.00	50	0	0	50	2,860.00	50	0	0	50	2,860.00	50	0	0	50	2,860.00	200	57.20	11,440.00	
10	60121314-SF-Q05	SIGN PEN, Fine Tip, Blue	piece	50	0	0	50	1,110.00	50	0	0	50	1,110.00	50	0	0	50	1,110.00	50	0	0	50	1,110.00	200	22.20	4,440.00	
11	60121314-SF-Q08	SIGN PEN, Medium Tip, Blue	piece	50	0	0	50	2,236.00	50	0	0	50	2,236.00	50	0	0	50	2,236.00	50	0	0	50	2,236.00	200	44.72	8,944.00	
12	60121314-SF-Q03	SIGN PEN, Extra Fine Tip, Red	piece	50	0	0	50	2,860.00	50	0	0	50	2,860.00	50	0	0	50	2,860.00	50	0	0	50	2,860.00	200	57.20	11,440.00	
13	60121314-SF-Q06	SIGN PEN, Fine Tip, Red	piece	20	0	0	20	444.00	20	0	0	20	444.00	20	0	0	20	444.00	20	0	0	20	444.00	80	22.20	1,776.00	
14	60121314-SF-Q09	SIGN PEN, Medium Tip, Red	piece	20	0	0	20	915.20	20	0	0	20	915.20	20	0	0	20	915.20	20	0	0	20	915.20	80	45.76	3,660.80	
15	60121214-WR-R01	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	80	57.20	4,576.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
6	45121317-DO-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	23,623.60	0.00	
7	45111009-WM-R01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00	
BATTERIES AND CELLS AND ACCESSORIES																											
8	26111702-BT-R02	BATTERY, dry cell, size AA	pack	50	0	0	50	1,024.50	50	0	0	50	1,024.50	50	0	0	50	1,024.50	50	0	0	50	1,024.50	200	20.49	4,098.00	
9	26111702-BT-R01	BATTERY, dry cell, size AAA	pack	50	0	0	50	917.00	50	0	0	50	917.00	50	0	0	50	917.00	50	0	0	50	917.00	200	18.34	3,668.00	
LEARNING EQUIPMENT AND SUPPLIES																											
1	47138121-4F-R01	AIR FRESHENER	can	50	0	0	50	4,365.50	50	0	0	50	4,365.50	50	0	0	50	4,365.50	50	0	0	50	4,365.50	200	87.31	17,462.00	
2	47138044-RH-S01	BROOM (White Tando)	piece	20	0	0	20	2,496.00	20	0	0	20	2,496.00	20	0	0	20	2,496.00	20	0	0	20	2,496.00	80	124.80	9,984.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year												
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug				Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE				
22	47131604-RB-T01	BROOM (Whele Ting-Ting)	piece	20	0	0	0	20	520.00	20	0	0	0	20	520.00	20	0	0	0	20	520.00	20	0	0	20	520.00	80	26.00	2,080.00
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	20	0	0	0	20	832.00	20	0	0	0	20	832.00	20	0	0	0	20	832.00	20	0	0	20	832.00	80	41.60	3,328.00
24	47131805-CL-R01	CLEANSER, Scouring Powder	plastic container	20	0	0	0	20	478.40	20	0	0	0	20	478.40	20	0	0	0	20	478.40	20	0	0	20	478.40	80	23.92	1,913.60
25	47131811-DE-R02	DETERGENT BAR	piece	20	0	0	0	20	186.80	20	0	0	0	20	186.80	20	0	0	0	20	186.80	20	0	0	20	186.80	80	9.34	747.20
26	47131811-DE-R02	DETERGENT POWDER, all purpose	pouch	50	0	0	0	50	2,704.00	50	0	0	0	50	2,704.00	50	0	0	0	50	2,704.00	50	0	0	50	2,704.00	200	54.08	10,816.00
27	47131803-DS-A01	DISINFECTANT SPRAY	can	50	0	0	0	50	6,994.50	50	0	0	0	50	6,994.50	50	0	0	0	50	6,994.50	50	0	0	50	6,994.50	200	139.89	27,978.00
28	47131601-OL-R01	DUST PAN	piece	10	0	0	0	10	468.00	10	0	0	0	10	468.00	10	0	0	0	10	468.00	10	0	0	10	468.00	40	46.80	1,872.00
29	47131803-FW-A03	FLOOR WAX, paste type, red	can	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00
30	47131839-FC-A01	FURNITURE CLEANER	can	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	141.39	0.00
31	73101612-HS-L01	HAND SOAP, liquid, 500ml	bottle	20	0	0	0	20	859.00	20	0	0	0	20	859.00	20	0	0	0	20	859.00	20	0	0	20	859.00	80	42.95	3,436.00
32	47121804-HB-B01	MOP BUCKET	unit	2	0	0	0	2	4,576.00	2	0	0	0	2	4,576.00	2	0	0	0	2	4,576.00	2	0	0	2	4,576.00	8	2,288.00	18,304.00
33	47131501-RBC-C01	RAGS	kilo	50	0	0	0	50	3,473.50	50	0	0	0	50	3,473.50	50	0	0	0	50	3,473.50	50	0	0	50	3,473.50	200	66.47	13,294.00
34	47131603-SC-A01	SCOURING PAD	pack	20	0	0	0	20	1,712.60	20	0	0	0	20	1,712.60	20	0	0	0	20	1,712.60	20	0	0	20	1,712.60	80	86.63	6,930.40
35	47121701-TB-R04	TRASHBAG, 20L size	roll/pack	100	0	0	0	100	13,000.00	100	0	0	0	100	13,000.00	100	0	0	0	100	13,000.00	100	0	0	100	13,000.00	400	130.80	52,000.00
36	47121701-TB-R05	TRASHBAG, Large size	roll/pack	100	0	0	0	100	5,928.00	100	0	0	0	100	5,928.00	100	0	0	0	100	5,928.00	100	0	0	100	5,928.00	400	59.28	23,712.00
37	47121701-TB-R06	TRASHBAG, XL size	roll/pack	100	0	0	0	100	9,256.00	100	0	0	0	100	9,256.00	100	0	0	0	100	9,256.00	100	0	0	100	9,256.00	400	92.56	37,024.00
38	47121702-WB-R01	WASTEBASKET	piece	5	0	0	0	5	218.40	5	0	0	0	5	218.40	5	0	0	0	5	218.40	5	0	0	5	218.40	20	43.68	873.60
COLOR COMPOUNDS AND DISPERSIONS																								873.60					
39	12171703-SI-F01	INK, for stamp pad	bottle	20	0	0	0	20	575.80	20	0	0	0	20	575.80	20	0	0	0	20	575.80	20	0	0	20	575.80	80	28.79	2,303.20
CONSUMER ELECTRONICS																								2,303.20					
40	5261635-DV-R02	DIGITAL VOICE RECORDER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,339.16	0.00
FILMS																								0.00					
41	13111203-AC-R01	ACETATE	roll	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,243.84	0.00
42	13111201-CF-R02	CARBON FILM, legal size	box	2	0	0	0	2	703.66	2	0	0	0	2	703.66	2	0	0	0	2	703.66	2	0	0	2	703.66	8	351.83	2,814.64
FIRE FIGHTING EQUIPMENT																								2,814.64					
43	46101601-FE-W01	FIRE EXTINGUISHER, dry chemical	unit	20	0	0	0	20	22,880.00	20	0	0	0	20	22,880.00	20	0	0	0	20	22,880.00	20	0	0	20	22,880.00	80	1,144.00	91,520.00
FLAG OR ACCESSORIES																								91,520.00					
44	55112805-FH-F01	PHILIPPINE NATIONAL FLAG	piece	5	0	0	0	5	1,424.20	5	0	0	0	5	1,424.20	5	0	0	0	5	1,424.20	5	0	0	5	1,424.20	20	284.84	5,696.80
FURNITURE AND FURNISHINGS																								5,696.80					
45	56101504-CM-R01	MONOBLOC CHAIR, beige	piece	20	0	0	0	20	6,822.40	20	0	0	0	20	6,822.40	20	0	0	0	20	6,822.40	20	0	0	20	6,822.40	80	341.12	27,289.60
46	56101504-CM-W01	MONOBLOC CHAIR, white	piece	20	0	0	0	20	6,822.40	20	0	0	0	20	6,822.40	20	0	0	0	20	6,822.40	20	0	0	20	6,822.40	80	341.12	27,289.60
HEATING AND VENTILATION AND AIR CIRCULATION																								341.12					
47	46101604-EF-C01	ELECTRIC FAN, ceiling mount, orfit type	unit	5	0	0	0	5	6,110.00	5	0	0	0	5	6,110.00	5	0	0	0	5	6,110.00	5	0	0	5	6,110.00	20	1,222.00	24,440.00
48	46101604-EF-C01	ELECTRIC FAN, industrial, ground type	unit	5	0	0	0	5	5,548.40	5	0	0	0	5	5,548.40	5	0	0	0	5	5,548.40	5	0	0	5	5,548.40	20	1,109.68	22,193.60
49	46101604-EF-S01	ELECTRIC FAN, stand type	unit	5	0	0	0	5	7,800.00	5	0	0	0	5	7,800.00	5	0	0	0	5	7,800.00	5	0	0	5	7,800.00	20	1,560.00	31,200.00
50	46101604-EF-W01	ELECTRIC FAN, wall mount	unit	5	0	0	0	5	4,508.40	5	0	0	0	5	4,508.40	5	0	0	0	5	4,508.40	5	0	0	5	4,508.40	20	901.68	18,033.60
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																								18,033.60					
51	43211307-DS-R03	DESKTOP, for Basic Users	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0.00
52	43211307-DS-R004	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	42,390.40	0.00
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	5	0	0	0	5	15,074.80	5	0	0	0	5	15,074.80	5	0	0	0	5	15,074.80	5	0	0	5	15,074.80	20	3,014.96	60,299.20
54	43202010-FL-U04	FLASH DRIVE	piece	20	0	0	0	20	3,054.80	20	0	0	0	20	3,054.80	20	0	0	0	20	3,054.80	20	0	0	20	3,054.80	80	152.74	12,219.20
55	49211803-LAB004	LAPTOP COMPUTER, for Mid-Range Users	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00
56	49211803-LAB003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00
57	43211708-WO-X02	COMPUTER MOUSE, Wireless	unit	20	0	0	0	20	3,238.40	20	0	0	0	20	3,238.40	20	0	0	0	20	3,238.40	20	0	0	20	3,238.40	80	161.92	12,953.60
58	43212015-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,636.99	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																								2,636.99					

Page 2 of 10

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the Year	Price	Total Amount for the Year		
			Q1												Q2																
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4													
59	3910628-BL-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	20	0	0	20	1,512.20	20	0	0	20	1,512.20	20	0	0	20	1,512.20	20	0	0	20	1,512.20	20	0	0	20	1,512.20	80	75.61	6,048.80
60	3910628-TL-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	20	0	0	20	4,116.40	20	0	0	20	4,116.40	20	0	0	20	4,116.40	20	0	0	20	4,116.40	20	0	0	20	4,116.40	80	205.82	16,465.60
MANUFACTURING COMPONENTS AND SUPPLIES																															
61	31201610-G1-302	GLUE, all-purpose	bottle	20	0	0	20	1,242.80	20	0	0	20	1,242.80	20	0	0	20	1,242.80	20	0	0	20	1,242.80	20	0	0	20	1,242.80	80	62.14	4,971.20
62	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	20	0	0	20	728.00	20	0	0	20	728.00	20	0	0	20	728.00	20	0	0	20	728.00	20	0	0	20	728.00	80	36.40	2,912.00
63	31151804-SW-S01	STAPLE WIRE, standard	box	30	0	0	30	712.80	30	0	0	30	712.80	30	0	0	30	712.80	30	0	0	30	712.80	30	0	0	30	712.80	120	23.76	2,851.20
64	31201502-TA-602	TAPE, electrical	roll	10	0	0	10	194.50	10	0	0	10	194.50	10	0	0	10	194.50	10	0	0	10	194.50	10	0	0	10	194.50	40	19.45	776.00
65	31201503-TA-H01	TAPE, masking, 24mm	roll	50	0	0	50	2,784.00	50	0	0	50	2,784.00	50	0	0	50	2,784.00	50	0	0	50	2,784.00	50	0	0	50	2,784.00	200	55.68	11,136.00
66	31201503-TA-W02	TAPE, masking, 48 mm	roll	50	0	0	50	6,058.00	50	0	0	50	6,058.00	50	0	0	50	6,058.00	50	0	0	50	6,058.00	50	0	0	50	6,058.00	200	121.16	24,232.00
67	31201512-TA-H01	TAPE, packaging, 48 mm	roll	50	0	0	50	1,118.00	50	0	0	50	1,118.00	50	0	0	50	1,118.00	50	0	0	50	1,118.00	50	0	0	50	1,118.00	200	22.36	4,472.00
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	50	0	0	50	884.00	50	0	0	50	884.00	50	0	0	50	884.00	50	0	0	50	884.00	50	0	0	50	884.00	200	17.68	3,596.00
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	50	0	0	50	1,128.50	50	0	0	50	1,128.50	50	0	0	50	1,128.50	50	0	0	50	1,128.50	50	0	0	50	1,128.50	200	22.57	4,514.00
70	31151807-TW-H01	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	0	0	0	0.00	0	66.62	0.00
MEASURING AND OBSERVING AND TESTING EQUIPMENT																															
71	4111804-RU-R02	RULER, plastic, 450mm	piece	20	0	0	20	398.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	19.93	398.60
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																															
72	4412612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	20	0	0	20	327.40	20	0	0	20	327.40	20	0	0	20	327.40	20	0	0	20	327.40	20	0	0	20	327.40	80	16.37	1,309.60
73	44101802-RB-H01	BINDING AND PUNCHING MACHINE	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	0	0	0	0.00	0	9,534.72	0.00
74	4412037-RB-P10	BINDING RING/COMB, plastic, 32 mm	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	0	0	0	0.00	0	259.89	0.00
75	44101807-CA-C01	CALCULATOR, Compact	unit	20	0	0	20	4,715.40	20	0	0	20	4,715.40	20	0	0	20	4,715.40	20	0	0	20	4,715.40	20	0	0	20	4,715.40	80	235.77	18,861.60
76	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00
77	44122105-BF-C01	CLIP, backfold, 19mm	box	50	0	0	50	468.00	50	0	0	50	468.00	50	0	0	50	468.00	50	0	0	50	468.00	50	0	0	50	468.00	200	9.36	1,872.00
78	44122105-BF-C02	CLIP, backfold, 25mm	box	50	0	0	50	780.00	50	0	0	50	780.00	50	0	0	50	780.00	50	0	0	50	780.00	50	0	0	50	780.00	200	15.60	3,120.00
79	44122105-BF-C03	CLIP, backfold, 30mm	box	50	0	0	50	1,664.00	50	0	0	50	1,664.00	50	0	0	50	1,664.00	50	0	0	50	1,664.00	50	0	0	50	1,664.00	200	33.28	6,656.00
80	44122105-BF-C04	CLIP, backfold, 50mm	box	50	0	0	50	3,016.00	50	0	0	50	3,016.00	50	0	0	50	3,016.00	50	0	0	50	3,016.00	50	0	0	50	3,016.00	200	60.32	12,064.00
81	44121801-CT-402	CONNECTION TAPE	piece	50	0	0	50	675.00	50	0	0	50	675.00	50	0	0	50	675.00	50	0	0	50	675.00	50	0	0	50	675.00	200	13.50	2,700.00
82	4412612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	20	0	0	20	634.40	20	0	0	20	634.40	20	0	0	20	634.40	20	0	0	20	634.40	20	0	0	20	634.40	80	31.72	2,537.60
83	4411515-DF-B01	DATA FILE BOX	piece	20	0	0	20	2,917.80	20	0	0	20	2,917.80	20	0	0	20	2,917.80	20	0	0	20	2,917.80	20	0	0	20	2,917.80	80	145.89	11,671.20
84	4412011-DF-R01	DATA FOLDER	piece	20	0	0	20	1,660.20	20	0	0	20	1,660.20	20	0	0	20	1,660.20	20	0	0	20	1,660.20	20	0	0	20	1,660.20	80	83.01	6,640.80
85	4410302-DS-W01	DATA STAMP	piece	10	0	0	10	4,349.50	10	0	0	10	4,349.50	10	0	0	10	4,349.50	10	0	0	10	4,349.50	10	0	0	10	4,349.50	40	434.95	17,398.00
86	44121506-EN-H01	ENVELOPE, Documentary, A4	box	20	0	0	20	16,598.40	20	0	0	20	16,598.40	20	0	0	20	16,598.40	20	0	0	20	16,598.40	20	0	0	20	16,598.40	80	878.92	66,393.60
87	44121506-EN-H02	ENVELOPE, Documentary, legal	box	20	0	0	20	21,151.60	20	0	0	20	21,151.60	20	0	0	20	21,151.60	20	0	0	20	21,151.60	20	0	0	20	21,151.60	80	1,057.58	84,606.40
88	44121506-EN-H01	ENVELOPE, Expanding, Kraft	box	20	0	0	20	18,799.00	20	0	0	20	18,799.00	20	0	0	20	18,799.00	20	0	0	20	18,799.00	20	0	0	20	18,799.00	80	939.95	75,196.00
89	44121506-EN-H02	ENVELOPE, Expanding, Plastic	piece	20	0	0	20	609.80	20	0	0	20	609.80	20	0	0	20	609.80	20	0	0	20	609.80	20	0	0	20	609.80	80	30.49	2,439.20
90	44121506-EN-W02	ENVELOPE, Mailing	box	20	0	0	20	8,650.40	20	0	0	20	8,650.40	20	0	0	20	8,650.40	20	0	0	20	8,650.40	20	0	0	20	8,650.40	80	432.52	34,601.60
91	44121506-EN-W02	ENVELOPE, Mailing, with window	box	20	0	0	20	10,254.40	20	0	0	20	10,254.40	20	0	0	20	10,254.40	20	0	0	20	10,254.40	20	0	0	20	10,254.40	80	512.72	41,011.60
92	4411912-ER-B01	ERASER, blk, 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	0	0	0	0.00	0	14.48	0.00
93	4412318-FR-H01	FASTENER	box	20	0	0	20	1,892.80	20	0	0	20	1,892.80	20	0	0	20	1,892.80	20	0	0	20	1,892.80	20	0	0	20	1,892.80	80	94.64	7,571.20
94	4411515-FR-X01	FILE ORGANIZER, expanding, plastic, legal	piece	10	0	0	10	902.00	10	0	0	10	902.00	10	0	0	10	902.00	10	0	0	10	902.00	10	0	0	10	902.00	40	90.20	3,608.00
95	4412018-FT-X01	FILE TAB DIVIDER, A4	set	10	0	0	10	111.30	10	0	0	10	111.30	10	0	0	10	111.30	10	0	0	10	111.30	10	0	0	10	111.30	40	11.13	440.20
96	4412018-FT-X02	FILE TAB DIVIDER, legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00
97	4412011-FR-R01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	270.40	0.00
98	4412011-FR-R02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	291.20	0.00
99	4412011-FR-L01	FOLDER, L-type, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year	
			Q1												Q2															
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE								
102	4412301-FO-T01	FOLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	379.60		
103	4412301-FO-T02	FOLDER with tab, legal	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	413.92	0.00	
104	4412308-TT-T01	INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	67.60	0.00	
105	44123716-MA-R01	MARKER, Fluorescent	set	20	0	0	0	622.20	20	0	0	0	0	0	622.20	20	0	0	0	0	0	0	0	0	0	0	0.00	0	31.11	2,488.80
106	4412378-WP-R01	MARKER, Permanent, Black	piece	20	0	0	0	165.40	20	0	0	0	0	0	165.40	20	0	0	0	0	0	0	0	0	0	0	0.00	0	8.27	661.60
107	4412378-WP-R02	MARKER, Permanent, Blue	piece	20	0	0	0	165.40	20	0	0	0	0	0	165.40	20	0	0	0	0	0	0	0	0	0	0	0.00	0	8.27	661.60
108	4412378-WP-R03	MARKER, Permanent, Red	piece	20	0	0	0	165.40	20	0	0	0	0	0	165.40	20	0	0	0	0	0	0	0	0	0	0	0.00	0	8.27	661.60
109	4412378-WH-R01	MARKER, Whiteboard, Black	piece	20	0	0	0	193.00	20	0	0	0	0	0	193.00	20	0	0	0	0	0	0	0	0	0	0	0.00	0	8.27	661.60
110	4412378-WH-R02	MARKER, Whiteboard, Blue	piece	20	0	0	0	193.00	20	0	0	0	0	0	193.00	20	0	0	0	0	0	0	0	0	0	0	0.00	0	8.27	661.60
111	4412378-WH-R03	MARKER, Whiteboard, Red	piece	20	0	0	0	193.00	20	0	0	0	0	0	193.00	20	0	0	0	0	0	0	0	0	0	0	0.00	0	8.27	661.60
112	4412304-RC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	20	0	0	0	176.40	20	0	0	0	0	0	176.40	20	0	0	0	0	0	0	0	0	0	0	0.00	0	8.82	705.60
113	4412304-RC-X02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	20	0	0	0	389.20	20	0	0	0	0	0	389.20	20	0	0	0	0	0	0	0	0	0	0	0.00	0	19.46	1,556.80
114	4410003-PS-M02	PAPER SHREDDER	unit	20	0	0	0	374,379.20	20	0	0	0	0	0	374,379.20	20	0	0	0	0	0	0	0	0	0	0	0.00	0	18,718.96	1,497,516.80
115	4410003-PT-M02	PAPER TRIMMER/CUTTING MACHINE	unit	20	0	0	0	185,952.00	20	0	0	0	0	0	185,952.00	20	0	0	0	0	0	0	0	0	0	0	0.00	0	9,297.60	743,808.00
116	4412378-RE-L01	PENCIL, lead/graphite, with eraser	box	20	0	0	0	894.20	20	0	0	0	0	0	894.20	20	0	0	0	0	0	0	0	0	0	0	0.00	0	89.42	3,576.80
117	4412619-PS-M01	PENCIL SHARPENER	piece	5	0	0	0	1,180.40	5	0	0	0	0	0	1,180.40	5	0	0	0	0	0	0	0	0	0	0	0.00	0	44.71	44.71
118	4410002-RJ-R01	PUNCHER, paper, heavy duty	piece	5	0	0	0	769.60	5	0	0	0	0	0	769.60	5	0	0	0	0	0	0	0	0	0	0	0.00	0	226.08	226.08
119	44123101-RU-R01	RUBBER BAND No. 38	box	10	0	0	0	1,352.00	10	0	0	0	0	0	1,352.00	10	0	0	0	0	0	0	0	0	0	0	0.00	0	135.20	1,352.00
120	4412305-SP-R01	STAMP PAD, felt	piece	10	0	0	0	399.20	10	0	0	0	0	0	399.20	10	0	0	0	0	0	0	0	0	0	0	0.00	0	39.92	399.20
121	4412618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	20	0	0	0	1,310.40	20	0	0	0	0	0	1,310.40	20	0	0	0	0	0	0	0	0	0	0	0.00	0	65.52	1,310.40
122	4412615-ST-S01	STAPLER, standard type	piece	10	0	0	0	1,976.00	10	0	0	0	0	0	1,976.00	10	0	0	0	0	0	0	0	0	0	0	0.00	0	197.60	1,976.00
123	4412615-ST-R01	STAPLER, heavy duty (binder)	unit	10	0	0	0	6,931.50	10	0	0	0	0	0	6,931.50	10	0	0	0	0	0	0	0	0	0	0	0.00	0	693.15	6,931.50
124	4412613-SP-R02	STAPLE REMOVER, piec-type	piece	10	0	0	0	465.10	10	0	0	0	0	0	465.10	10	0	0	0	0	0	0	0	0	0	0	0.00	0	46.51	465.10
125	4412605-TD-T01	TAPE DISPENSER, table top	piece	10	0	0	0	775.80	10	0	0	0	0	0	775.80	10	0	0	0	0	0	0	0	0	0	0	0.00	0	77.58	775.80
PAPER MATERIALS AND PRODUCTS																														
126	1411535-CA-M01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	83.72	0.00	
127	1411506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	945.36	0.00	
128	1411506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	1,973.92	0.00	
129	1411514-WP-S02	NOTEPAD, pad-con, 50mm x 76mm	pad	20	0	0	0	741.20	20	0	0	0	0	0	741.20	20	0	0	0	0	0	0	0	0	0	0	0.00	0	37.06	2,964.80
130	1411514-WP-S04	NOTEPAD, pad-con, 76mm x 100mm	pad	20	0	0	0	1,185.60	20	0	0	0	0	0	1,185.60	20	0	0	0	0	0	0	0	0	0	0	0.00	0	59.28	4,742.40
131	1411514-WP-S03	NOTEPAD, pad-con, 76mm x 76mm	pad	20	0	0	0	1,040.00	20	0	0	0	0	0	1,040.00	20	0	0	0	0	0	0	0	0	0	0	0.00	0	1,040.00	4,160.00
132	1411514-HB-S02	STENO NOTEBOOK	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	14.04	0.00	
133	1411507-PP-M01	PAPER, MULTICOPY A4	ream	100	0	0	0	21,380.00	100	0	0	0	0	0	21,380.00	100	0	0	0	0	0	0	0	0	0	0	0.00	0	213.80	85,520.00
134	1411507-PP-M02	PAPER, MULTICOPY LEGAL	ream	100	0	0	0	23,296.00	100	0	0	0	0	0	23,296.00	100	0	0	0	0	0	0	0	0	0	0	0.00	0	232.96	93,184.00
135	1411507-PP-C01	PAPER, MULTIBROSE A4	ream	100	0	0	0	13,774.00	100	0	0	0	0	0	13,774.00	100	0	0	0	0	0	0	0	0	0	0	0.00	0	137.74	55,096.00
136	1411507-PP-C02	PAPER, MULTIBROSE LEGAL	ream	100	0	0	0	15,891.00	100	0	0	0	0	0	15,891.00	100	0	0	0	0	0	0	0	0	0	0	0.00	0	158.91	63,564.00
137	1411511-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	34.82	0.00	
138	1411509-PA-R01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	154.21	0.00	
139	1411531-RE-R01	RECORD BOOK, 300 PAGES	book	50	0	0	0	4,585.00	50	0	0	0	0	0	4,585.00	50	0	0	0	0	0	0	0	0	0	0	0.00	0	91.70	18,340.00
140	1411531-RE-R02	RECORD BOOK, 500 PAGES	book	50	0	0	0	6,228.00	50	0	0	0	0	0	6,228.00	50	0	0	0	0	0	0	0	0	0	0	0.00	0	124.56	24,912.00
141	14111704-TT-R04	TISSUE, INTERFOLDED PAPER TOWEL	pack	20	0	0	0	676.00	20	0	0	0	0	0	676.00	20	0	0	0	0	0	0	0	0	0	0	0.00	0	33.80	2,704.00
142	14111704-TT-R02	TOILET TISSUE PAPER, 2 ply	pack	50	0	0	0	4,992.00	50	0	0	0	0	0	4,992.00	50	0	0	0	0	0	0	0	0	0	0	0.00	0	99.84	19,968.00
PERFUMES OR COLOGNES OR FRAGRANCES																														
143	3312325-HS-S01	HAND SANITIZER	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	85.08	0.00	
PESTICIDES OR PEST REPELLENTS																														
144	10191595-NH-M01	INSECTICIDE	can	5	0	0	0	696.80	5	0	0	0	0	0	696.80	5	0	0	0	0	0	0	0	0	0	0	0.00	0	139.36	2,787.20

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year								
			Jan	Feb	Mar	Q1	Q1 average	April	May	June	Q2	Q2 average	July	Aug				Sept	Q3	Q3 average	Oct	Nov	Dec	Q4	Q4 average
44	440312-EP-R05	RIBBON CARTRIDGE, EPSON C13015516 (#8750), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	77.43	
45	440312-EP-R13	RIBBON CARTRIDGE, EPSON C1301562, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	77.94	
46	440312-EP-R07	RIBBON CARTRIDGE, EPSON C13015531 (S015086)	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	818.48	
47	440303-BR-R09	TONER CARTRIDGE, BROTHER TN-320, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,567.20	
48	440303-BR-R11	TONER CARTRIDGE, BROTHER TN-330, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,002.40	
49	440303-BR-R15	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,575.44	
50	440303-BR-R16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,564.56	
51	440303-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,716.80	
52	440303-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,716.80	
53	440303-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,716.80	
54	440303-CA-800	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	13,999.36	
55	440303-HP-R12	TONER CARTRIDGE, HP CP453A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,439.28	
56	440303-HP-R18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,705.36	
57	440303-HP-R21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,152.72	
58	440303-HP-R22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,598.40	
59	440303-HP-R23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,608.32	
60	440303-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,897.44	
61	440303-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,897.44	
62	440303-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,897.44	
63	440303-HP-R28	TONER CARTRIDGE, HP CE304A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,495.92	
64	440303-HP-R32	TONER CARTRIDGE, HP CP212A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,194.88	
65	440303-HP-R33	TONER CARTRIDGE, HP CP254A (HP26A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,822.96	
66	440303-HP-R36	TONER CARTRIDGE, HP CP281A (HP31A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,658.00	
67	440303-HP-R37	TONER CARTRIDGE, HP CP282A (HP33A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,367.52	
68	440303-HP-R38	TONER CARTRIDGE, HP CP282A (HP33A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	10,908.56	
69	440303-HP-R60	TONER CARTRIDGE, HP CP350A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,856.88	
70	440303-HP-C50	TONER CARTRIDGE, HP CP351A, Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,943.20	
71	440303-HP-Y50	TONER CARTRIDGE, HP CP352A, Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,943.20	
72	440303-HP-M50	TONER CARTRIDGE, HP CP353A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,943.20	
73	440303-HP-R61	TONER CARTRIDGE, HP CP360A (HP398A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,803.12	
74	440303-HP-C61	TONER CARTRIDGE, HP CP361A (HP398A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,783.28	
75	440303-HP-Y61	TONER CARTRIDGE, HP CP362A (HP398A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,783.28	
76	440303-HP-M61	TONER CARTRIDGE, HP CP363A (HP398A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,439.28	
77	440303-HP-R62	TONER CARTRIDGE, HP CP400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,063.28	
78	440303-HP-C62	TONER CARTRIDGE, HP CP401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,063.28	
79	440303-HP-Y62	TONER CARTRIDGE, HP CP402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,063.28	
80	440303-HP-M62	TONER CARTRIDGE, HP CP403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,063.28	
81	440303-HP-R63	TONER CARTRIDGE, HP CP404A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,328.48	
82	440303-HP-C63	TONER CARTRIDGE, HP CP411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,592.08	
83	440303-HP-Y63	TONER CARTRIDGE, HP CP412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,592.08	
84	440303-HP-M63	TONER CARTRIDGE, HP CP413A (HP410A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,592.08	
85	440303-HP-R34	TONER CARTRIDGE, HP Q612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,155.84	
86	440303-HP-R46	TONER CARTRIDGE, HP Q753A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,680.00	
SOFTWARE																									
1	432313-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
2	43231402-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year
			Jan												Feb														
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE							
3	4323004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	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	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
5	4323202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
6	4323204-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
7	43232902-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
8	4323205-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
9	43232803-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
10	43233001-SFT-010	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
11	43232701-SFT-011	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
12	43232902-SFT-012	Network management software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
13	43232903-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	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	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
15	43233005-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
16	43234005-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																													
1	80141505-TS-001	BALISEN	piece	50	0	0	50	37,500.00	50	0	0	50	37,500.00	50	0	0	50	37,500.00	50	0	0	50	37,500.00	200	750.00				
2	80141505-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	0.00	0	0.00				
3	80141505-TS-003	LAMINATING FILM	pack	10	0	0	10	25,000.00	10	0	0	10	25,000.00	10	0	0	10	25,000.00	10	0	0	10	25,000.00	40	2,500.00				
4	80141505-TS-004	STICKER PAPER	pack	50	0	0	50	9,450.00	50	0	0	50	9,450.00	50	0	0	50	9,450.00	50	0	0	50	9,450.00	200	189.00				
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	50	0	0	50	5,300.00	50	0	0	50	5,300.00	50	0	0	50	5,300.00	50	0	0	50	5,300.00	200	106.00				
6	80141505-TS-006	PHOTO PAPER	pack	50	0	0	50	10,300.00	50	0	0	50	10,300.00	50	0	0	50	10,300.00	50	0	0	50	10,300.00	200	206.00				
7	80141505-TS-007	BLEACHING SOLUTION	bottle	50	0	0	50	3,950.00	50	0	0	50	3,950.00	50	0	0	50	3,950.00	50	0	0	50	3,950.00	200	79.00				
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00				
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00				
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	10	0	0	10	150,000.00	10	0	0	10	150,000.00	10	0	0	10	150,000.00	10	0	0	10	150,000.00	40	15,000.00				
11	80141505-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	0.00	0	0.00				
12	80141505-TS-012	SMART TELEVISION	unit	2	0	0	2	0.00	2	0	0	2	0.00	2	0	0	2	0.00	2	0	0	2	0.00	8	0.00				
13	80141505-TS-013	WHITE BOARD	piece	5	0	0	5	1,155.00	5	0	0	5	1,155.00	5	0	0	5	1,155.00	5	0	0	5	1,155.00	20	231.00				
14	80141505-TS-014	MICROPHONE	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	0.00				
15	80141505-TS-015	MEDICAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00				
16	80141505-TS-016	DISHWASHING LIQUID	bottle	50	0	0	50	7,550.00	50	0	0	50	7,550.00	50	0	0	50	7,550.00	50	0	0	50	7,550.00	200	151.00				
17	80141505-TS-017	PLASTIC PARTNER	box	50	0	0	50	2,550.00	50	0	0	50	2,550.00	50	0	0	50	2,550.00	50	0	0	50	2,550.00	200	51.00				
18	80141505-TS-018	STEEL FILING CABINET	piece	5	0	0	5	60,845.00	5	0	0	5	60,845.00	5	0	0	5	60,845.00	5	0	0	5	60,845.00	20	12,169.00				
19	80141505-TS-019	YELLOW BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00				
20	80141505-TS-020	EXTENSION CORD	piece	2	0	0	2	0.00	2	0	0	2	0.00	2	0	0	2	0.00	2	0	0	2	0.00	8	0.00				
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00				
22	80141505-TS-022	COLORLED PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00				
23	80141505-TS-023	BOND PAPER	ream	200	0	0	200	69,800.00	200	0	0	200	69,800.00	200	0	0	200	69,800.00	200	0	0	200	69,800.00	800	348.00				
24	80141505-TS-024	PUSH PIN	pack	20	0	0	20	3,400.00	20	0	0	20	3,400.00	20	0	0	20	3,400.00	20	0	0	20	3,400.00	80	170.00				
25	80141505-TS-025	DOOR MAT	piece	20	0	0	20	5,200.00	20	0	0	20	5,200.00	20	0	0	20	5,200.00	20	0	0	20	5,200.00	80	260.00				
26	80141505-TS-026	GLUE STICK (PASTE)	piece	20	0	0	20	0.00	20	0	0	20	0.00	20	0	0	20	0.00	20	0	0	20	0.00	80	0.00				
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	20	0	0	20	1,160.00	20	0	0	20	1,160.00	20	0	0	20	1,160.00	20	0	0	20	1,160.00	80	58.00				
28	80141505-TS-028	DECOUPANT CAKE	piece	50	0	0	50	4,000.00	50	0	0	50	4,000.00	50	0	0	50	4,000.00	50	0	0	50	4,000.00	200	80.00				
29	80141505-TS-029	DISPOSABLE GLOVES	box	5	0	0	5	675.00	5	0	0	5	675.00	5	0	0	5	675.00	5	0	0	5	675.00	20	135.00				
30	80141505-TS-030	OFFICE CHAIR	piece	20	0	0	20	1,400.00	20	0	0	20	1,400.00	20	0	0	20	1,400.00	20	0	0	20	1,400.00	80	70.00				
31	80141505-TS-031	MANILA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00				

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year
			Q1												Q2														
			Jan	Feb	Mar	Q1	Amount	April	May	June	Q2	Amount	July	Aug	Sept	Q3	Amount	Oct	Nov	Dec	Q4	Amount							
32	8014305-TS-032	AUTOMOTIVE BATTERIES	piece	3	0	0	3	31,950.00		3	0	0	3	31,950.00		3	0	0	3	31,950.00		5	0	0	5	33,250.00	14	10,650.00	149,100.00
33	8014305-TS-033	PHOLOCK	piece	0	0	0	0	0.00		0	0	0	0	0.00		0	0	0	0	0.00		0	0	0	0	0.00	0	0.00	0.00
34	8014305-TS-034	MOBILE PHONE	unit	2	0	0	2	0.00		2	0	0	2	0.00		2	0	0	2	0.00		2	0	0	2	0.00	8	0.00	0.00
35	8014305-TS-035	COMPACT DISC	piece	10	0	0	10	5,000.00		10	0	0	10	5,000.00		10	0	0	10	5,000.00		10	0	0	10	5,000.00	40	500.00	20,000.00
36	8014305-TS-036	AMPLIFIER	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	0.00	0.00
37	8014305-TS-037	STORAGE BOX	piece	0	0	0	0	0.00		0	0	0	0	0.00		0	0	0	0	0.00		0	0	0	0	0.00	0	0.00	0.00
38	8014305-TS-038	PLASTIC ENVELOPE	piece	20	0	0	20	320.00		20	0	0	20	320.00		20	0	0	20	320.00		20	0	0	20	320.00	80	15.00	1,280.00
39	8014305-TS-039	DOCUMENT SCANNER	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	0.00	0.00
40	8014305-TS-040	WATER DISPENSER	unit	5	0	0	5	70,000.00		5	0	0	5	70,000.00		5	0	0	5	70,000.00		5	0	0	5	70,000.00	20	14,000.00	280,000.00
41	8014305-TS-041	PRACTICE MATH	pack	0	0	0	0	0.00		0	0	0	0	0.00		0	0	0	0	0.00		0	0	0	0	0.00	0	0.00	0.00
42	8014305-TS-042	GLUE GUN	unit	5	0	0	5	1,700.00		5	0	0	5	1,700.00		5	0	0	5	1,700.00		5	0	0	5	1,700.00	20	340.00	6,800.00
43	8014305-TS-043	INKJET PRINTER	unit	5	0	0	5	250,000.00		5	0	0	5	250,000.00		5	0	0	5	250,000.00		5	0	0	5	250,000.00	20	50,000.00	1,000,000.00
44	8014305-TS-044	SPEAKERS	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	0.00	0.00
45	8014305-TS-045	PODDONE DODONE	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	0.00	0.00
46	8014305-TS-046	KEYBOARD	unit	10	0	0	10	6,600.00		10	0	0	10	6,600.00		10	0	0	10	6,600.00		10	0	0	10	6,600.00	40	660.00	26,400.00
47	8014305-TS-047	DSL 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	0.00	0.00
48	8014305-TS-048	STEEL RACK	set	20	0	0	20	243,380.00		20	0	0	20	243,380.00		20	0	0	20	243,380.00		20	0	0	20	243,380.00	80	12,169.00	973,320.00
49	8014305-TS-049	LAMINATING MACHINE	unit	20	0	0	20	140,000.00		20	0	0	20	140,000.00		20	0	0	20	140,000.00		20	0	0	20	140,000.00	80	7,000.00	560,000.00
50	8014305-TS-050	FUEL FILTERS	piece	20	0	0	20	30,241.60		20	0	0	20	30,241.60		20	0	0	20	30,241.60		20	0	0	20	30,241.60	80	1,312.08	120,966.40
51	8014305-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	5	0	0	5	0.00		5	0	0	5	0.00		5	0	0	5	0.00		5	0	0	5	0.00	20	0.00	0.00
52	8014305-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	5	0	0	5	0.00		5	0	0	5	0.00		5	0	0	5	0.00		5	0	0	5	0.00	20	0.00	0.00
53	8014305-TS-053	CAR (Sedan or Hatchback)	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	0.00	0.00
46	8014305-TS-054	MULTI-PURPOSE VEHICLE (MPV)	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	0.00	0.00
47	8014305-TS-055	SPORTS UTILITY VEHICLE (SUV)	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	0.00	0.00
48	8014305-TS-056	PASSENGER VAN	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	0.00	0.00
49	8014305-TS-057	VAN	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	0.00	0.00
50	8014305-TS-058	TRU-WHEEL VEHICLE	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	0.00	0.00
51	8014305-TS-059	PICK-UP TRUCK	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	0.00	0.00
52	8014305-TS-060	ALL-TERRAIN VEHICLE (ATV)	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	0.00	0.00
53	8014305-TS-061	ASSEMBLED OWNER-TYPE JEEP	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	0.00	0.00
50	8014305-TS-062	ASSEMBLED PASSENGER RECREATION-TYPE VEHICLE	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	0.00	0.00
51	8014305-TS-063	MOTORCYCLE	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	0.00	0.00
52	8014305-TS-064	BUS	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	0.00	0.00
53	8014305-TS-065	MINI BUS	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	0.00	0.00
A. TOTAL																													
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																												8,706,567.64	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (11 Applicable)																												879,458.78	
D. GRAND TOTAL (A + B+ C)																													
E. APPROVED BUDGET BY THE AGENCY HEAD																												9,577,224.40	
In Figures and Words:																													

I hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed commodities is not more than the amount of the approved budget.

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: _____ Certified Funds Available / Certified Appropriate Funds Available: _____

Approved by: _____

Item & Specifications <i>Carpet</i> CARPET, 12'x12', FLEETES	Unit of Measure	Monthly Quantity Requirement												Total Quantity for this year	Price	Total Amount for this year							
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Nov	Dec	Q4	Q4 AMOUNT

Property/Supply Officer

Accountant / Budget Officer

Head of Office/Agency

Date Prepared: 7/11/2024