

ANNUAL PROCUREMENT PLAN - COMMON-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 template 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. 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. 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/hns8>.
- 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 with 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 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 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.

Department/Bureau/Office: DPWH Negros Occidental 3rd District
Region: VI-Western Visayas
Address: So. Molon, Bldg. 1, Kalamainan City,
Negros Occidental

Agency Code/LACS: None
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Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

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
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																								
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
1	12191601-AL-504	bottle	67	53	37	157	8,000.72	77	42	38	157	8,000.72	82	37	37	156	7,949.76	79	41	198	318	16,205.28	788	50.96
2	12191601-AL-503	gallon	17	6	8	31	13,992.16	16	5	9	30	13,540.80	16	6	8	30	13,540.80	16	5	8	29	13,090.44	120	451.36

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	60121413-QB-P01	CLEARBOOK, A4 size	box	8	8	5	21	792.56	8	8	3	19	671.84	8	3	8	19	671.84	8	8	3	19	671.84	78	35.36
4	60121413-QB-P02	CLEARBOOK, Legal size	box	12	3	5	20	799.80	10	0	1	11	423.28	10	0	0	10	384.80	10	0	0	10	384.80	51	38.48
5	60121534-BR-P01	ERASER, plastic/rubber	piece	55	5	8	68	636.48	41	5	7	53	496.08	36	5	7	48	449.28	39	6	7	52	466.72	221	9.36
6	60121534-SP-P01	SIGN PEN, Extra Fine Tip, Black	piece	87	33	44	164	4,264.00	32	33	43	108	2,808.00	78	27	38	143	3,718.00	27	26	39	92	2,392.00	507	26.00
7	60121534-SP-P04	SIGN PEN, Fine Tip, Black	piece	294	74	38	406	18,156.32	244	38	74	356	15,920.32	288	38	74	400	17,888.00	239	39	74	352	15,741.44	1514	44.72
8	60121534-SP-P07	SIGN PEN, Medium Tip, Black	piece	181	26	29	236	13,999.20	131	26	29	186	10,639.20	176	26	29	231	13,213.20	126	26	29	181	10,353.20	834	57.20
9	60121534-SP-P02	SIGN PEN, Extra Fine Tip, Blue	piece	138	23	23	184	4,784.00	128	23	23	174	4,524.00	133	23	23	179	4,654.00	123	23	23	169	4,394.00	706	26.00
10	60121534-SP-P05	SIGN PEN, Fine Tip, Blue	piece	150	45	35	230	10,285.60	140	35	45	220	9,838.40	145	35	45	225	10,062.00	135	35	45	215	9,614.80	890	44.72
11	60121534-SP-P08	SIGN PEN, Medium Tip, Blue	piece	138	23	23	184	10,524.80	128	23	23	174	9,952.80	133	23	23	179	10,238.80	123	23	23	169	9,666.80	706	57.20
12	60121534-SP-P03	SIGN PEN, Extra Fine Tip, Red	piece	24	2	2	28	728.00	22	2	2	26	676.00	24	2	2	28	728.00	22	2	2	26	676.00	108	26.00
13	60121534-SP-P06	SIGN PEN, Fine Tip, Red	piece	24	12	2	38	1,738.88	22	2	12	36	1,647.36	24	2	12	38	1,738.88	22	2	12	36	1,647.36	148	45.76
14	60121534-SP-P09	SIGN PEN, Medium Tip, Red	piece	24	2	2	28	1,601.60	22	2	2	26	1,467.20	24	2	2	28	1,601.60	22	2	2	26	1,467.20	108	57.20
15	60121124-WR-P01	WRAPPING PAPER	pack	5	0	0	5	1,071.20	5	0	0	5	1,071.20	5	0	0	5	1,071.20	5	0	0	5	1,071.20	20	214.24

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

16	46121517-DO-C03	DOCUMENT CAMERA	unit	1	0	0	1	25,536.16	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	25,536.16
17	46118609-PM-P01	MULTIMEDIA PROJECTOR	unit	1	0	0	1	18,470.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	1	18,470.40

BATTERIES AND CELLS AND ACCESSORIES

18	26111702-BT-P02	BATTERY, dry cell, size AA	pack	23	2	11	36	786.24	13	2	5	20	436.80	13	2	8	502.32	13	2	5	20	436.80	99	21.84
19	26111702-BT-P01	BATTERY, dry cell, size AAA	pack	43	2	7	52	1,027.52	33	2	6	41	810.16	33	2	7	829.92	32	2	6	40	790.40	175	19.76
20	26111702-BT-P03	BATTERY, dry cell, size D	pack	5	0	0	5	462.80	5	0	0	5	462.80	5	0	0	462.80	5	0	0	5	462.80	20	92.56

CLEANING EQUIPMENT AND SUPPLIES

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	47131812-MF-A01	AIR FRESHENER	can	73	19	14	106	9,260.16	72	13	21	106	9,260.16	72	13	21	106	9,260.16	71	13	20	104	9,085.44	422	87.36
22	47131804-BR-S01	BROOM (Walls Tando)	piece	31	1	2	34	4,349.28	21	2	1	24	3,070.08	27	2	2	31	3,965.52	21	0	2	23	2,942.16	112	127.92
23	47131804-BR-T01	BROOM (Walls Ting-thy)	piece	19	0	0	19	464.48	16	0	0	16	382.72	18	0	0	18	430.56	16	0	0	16	382.72	69	23.92
24	47131809-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	106	5	7	118	5,276.96	108	3	7	118	5,276.96	106	3	9	118	5,276.96	104	3	9	116	5,187.52	470	44.72
25	47131805-CL-P01	CLEANSER, Soaking Powder	can	6	2	5	13	468.00	8	0	5	13	468.00	8	0	5	13	468.00	6	0	5	11	396.00	50	36.00
26	47131811-DE-B02	DETERGENT BAR	bar	29	1	1	31	290.16	29	1	1	31	290.16	29	1	1	31	290.16	29	1	1	31	290.16	124	9.36
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	34	3	3	40	3,536.00	33	3	4	40	3,536.00	33	4	3	40	3,536.00	34	3	3	40	3,536.00	160	88.40
28	47131803-DS-A01	DISINFECTANT SPRAY	can	53	4	1	58	8,746.40	53	1	4	58	8,746.40	53	1	4	58	8,746.40	52	1	4	57	8,595.60	231	150.80
29	47131601-DU-P01	DUST PAN	piece	11	0	2	13	668.40	0	0	0	0	0.00	6	0	0	6	288.80	0	0	0	0	0.00	19	46.80
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
31	47131803-FC-A01	FURNITURE CLEANER	can	71	6	3	80	18,137.60	6	3	6	15	3,400.80	66	3	6	75	17,004.00	6	3	6	15	3,400.80	185	226.72
32	73101612-HS-L01	HAND SOAP, liquid	bottle	74	9	7	90	3,865.50	4	4	10	18	773.10	73	6	8	87	3,736.65	3	7	8	18	773.10	213	42.95
33	47121804-MP-B01	MOP BUCKET	unit	8	0	0	8	18,304.00	0	0	2	2	4,576.00	1	0	1	2	4,576.00	0	1	1	2	4,576.00	14	2,288.00
34	47131613-MP-A02	MOPHANDLE, heavy duty	piece	8	0	0	8	1,073.28	0	1	0	1	134.16	1	0	1	2	268.32	1	0	0	1	134.16	12	134.16
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	6	0	0	6	664.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	114.04
36	47131901-HG-C01	RAGS	kilo	17	0	0	17	972.40	5	0	0	5	286.00	6	3	0	9	514.80	3	0	0	3	171.60	34	57.20
37	47131602-SC-M01	SCOURING PAD	pack	1	1	1	3	268.32	1	1	1	3	268.32	1	1	1	3	268.32	1	1	1	3	268.32	12	88.44
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	50	0	0	50	6,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	130.00
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	68	1	0	69	4,090.32	2	0	0	2	118.56	8	0	1	9	533.52	2	1	1	4	237.12	84	50.28
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	57	1	1	59	5,461.04	1	1	1	3	277.68	7	1	1	9	833.04	1	1	1	3	277.68	74	92.56
41	47121702-WB-P01	WASTEBASKET	piece	22	2	0	24	1,048.32	0	1	0	1	43.68	0	1	0	1	43.68	1	0	0	1	43.68	27	43.68
COLOR COMPOUNDS AND DISPENSERS																									
42	12171203-SI-P01	INK, for stamp pad	bottle	16	5	1	22	666.40	3	1	7	11	343.20	9	1	6	16	499.20	2	2	5	9	280.80	59	31.20
CONSUMER ELECTRONICS																									
43	52161535-OV-R01	DIGITAL VOICE RECORDER	unit	1	0	0	1	4,803.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,803.76
FACE MASK																									
44	42131713-SM-M06	FACE MASK	box	103	1	7	111	5,772.00	1	3	7	11	572.00	3	1	7	11	572.00	3	1	7	11	572.00	144	52.00
FILMS																									
45	13111203-MC-P01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32
46	13111201-CF-P02	CARBON FILM, Legal size	box	50	0	0	50	12,844.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	256.88
FIRE FIGHTING EQUIPMENT																									
47	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	5	0	0	5	6,994.00	0	1	0	1	1,398.80	0	0	0	0	0.00	1	1	0	2	2,797.60	8	1,398.80
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	2	0	0	2	11,226.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,613.25
FLAG OR ACCESSORIES																									
49	55121805-PH-R01	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	284.84
FURNITURE AND FURNISHINGS																									
50	56101094-CN-B01	MONOBLOC CHAIR, beige	piece	35	0	0	35	13,140.40	0	10	0	10	3,754.40	0	10	0	10	3,754.40	5	0	0	5	1,877.20	60	375.44
51	56101094-CN-W01	MONOBLOC CHAIR, white	piece	27	0	0	27	10,052.64	2	0	0	2	744.64	0	0	0	0	0.00	0	0	0	0	0.00	29	372.32
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	6	0	0	6	8,003.28	0	1	0	1	1,346.88	0	0	1	1	1,346.88	0	1	0	1	1,346.88	9	1,346.88
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	2	0	0	2	2,697.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,348.88
HEATING AND VENTILATION AND AIR CIRCULATION																									
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	1	0	0	1	1,380.08	1	0	0	1	1,380.08	0	1	0	1	1,380.08	1	0	0	1	1,380.08	4	1,380.08
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	7	0	0	7	7,047.04	1	0	1	2	2,013.44	0	1	0	1	1,006.72	0	1	0	1	1,006.72	11	1,006.72
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

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			
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
58	43211507-DSK003	DESKTOP, for Basic Users	unit	17	0	1	18	446,289.80	0	1	1	2	49,587.20	1	0	1	2	49,587.20	1	0	0	1	24,793.60	23	24,793.60	
59	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	13	1	0	14	593,465.60	1	0	0	1	42,390.40	1	0	0	1	42,390.40	1	0	1	2	84,780.80	18	42,390.40	
60	43200027-HD-X02	EXTERNAL HARD DRIVE	unit	45	0	2	47	141,849.76	1	0	0	1	3,018.08	0	0	0	0	0.00	0	0	0	0	0.00	48	3,018.08	
61	43200010-FD-U04	FLASH DRIVE	piece	78	1	0	79	17,746.56	1	1	0	2	449.28	0	1	0	1	224.64	0	1	0	1	224.64	83	224.64	
62	43211503-LAP004	LAPTOP, for Mid-range Users	unit	22	0	0	22	932,860.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	42,380.00	23	42,380.00	
63	43211503-LAP003	LAPTOP, Lightweight	unit	16	0	0	16	746,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	46,900.00	
64	43211708-MO-C02	COMPUTER MOUSE, Wireless	unit	44	1	0	45	7,638.40	1	0	0	1	169.52	1	0	0	1	169.52	0	0	10	10	1,695.20	57	169.52	
65	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins	unit	2	0	0	2	66,031.68	0	0	1	1	33,015.84	0	0	0	0	0.00	1	0	0	1	33,015.84	4	33,015.84	
66	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins	unit	1	0	0	1	11,014.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	11,014.64	
67	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	6	0	0	6	138,378.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	23,063.04	
LIGHTING AND FIXTURES AND ACCESSORIES																										
68	39101608-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BALL, 7 watts	piece	4	1	1	6	486.72	1	1	1	3	243.36	1	1	1	3	243.36	1	1	1	3	243.36	15	81.12	
69	39101608-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	11	1	1	13	2,675.66	1	1	1	3	617.46	1	1	1	3	617.46	1	1	1	3	617.46	22	265.82	
MANUFACTURING COMPONENTS AND SUPPLIES																										
70	31201610-GJ-J01	GLUE, all-purpose	jar	32	0	1	33	2,333.76	1	1	0	2	141.44	2	0	1	3	212.16	1	0	0	1	70.72	39	70.72	
71	31151804-SW-H01	STAPLE WIRE, heavy duty (brake type), 23/13	box	102	1	1	104	2,346.20	2	1	1	4	90.20	2	1	1	4	90.20	2	0	0	2	45.10	114	22.55	
72	31151804-SW-S01	STAPLE WIRE, standard	box	116	4	12	132	3,136.32	9	7	12	28	665.28	10	7	12	29	689.04	9	3	11	23	546.48	212	23.76	
73	31201502-TA-E01	TAPE, electrical	roll	116	0	0	116	2,256.20	9	0	0	9	175.05	8	0	0	8	155.60	8	0	4	12	233.40	145	19.45	
74	31201503-TA-K01	TAPE, masking, 24mm	roll	118	1	7	126	7,796.88	8	1	6	15	928.20	11	1	7	19	1,175.72	5	2	6	13	804.44	173	61.88	
75	31201503-TA-K02	TAPE, masking, 48 mm	roll	112	2	1	115	13,933.40	7	2	3	12	1,453.92	5	2	3	10	1,211.60	2	2	1	5	605.80	142	121.16	
76	31201517-TA-P01	TAPE, packaging, 48 mm	roll	110	0	0	110	3,317.60	1	2	0	3	90.48	3	2	0	5	150.80	1	0	0	1	30.16	119	30.16	
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	414	6	25	445	5,090.80	10	8	24	42	480.48	332	6	27	365	4,175.60	11	6	24	41	469.04	893	11.44	
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	109	1	1	111	2,655.12	3	3	1	7	167.44	3	3	1	7	167.44	1	1	1	3	71.76	128	23.92	
79	31151507-TW-P01	TYNNE, 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	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
80	41111004-RU-P02	RULER, flexible, plastic, 450mm	piece	74	5	1	80	1,664.00	2	0	0	2	41.60	7	0	0	7	145.60	0	0	0	0	0.00	69	20.80	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	52	0	0	52	832.00	0	2	0	2	32.00	0	2	0	2	32.00	0	2	0	2	32.00	58	16.00	
82	44101602-PP-K01	BINDING AND PUNCHING MACHINE	unit	10	0	0	10	101,046.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	10,104.64	
83	44101607-CA-C01	CALCULATOR, Compact	unit	29	0	0	29	8,324.16	1	0	0	1	287.04	1	0	0	1	287.04	0	0	0	0	0.00	31	287.04	
84	44121710-CH-W01	CHALK, white enamel	box	10	0	0	10	329.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	32.97	
85	44122105-BF-C01	CLIP, backfold, 15mm	box	69	10	5	84	786.24	15	7	3	25	224.00	56	9	4	69	645.84	5	8	4	17	159.12	195	9.36	
86	44122105-BF-C02	CLIP, backfold, 25mm	box	64	12	4	80	1,248.00	14	3	6	23	368.80	53	3	5	61	951.60	2	5	2	9	140.40	173	15.60	
87	44122105-BF-C03	CLIP, backfold, 32mm	box	66	4	2	72	1,966.88	14	3	4	21	567.84	55	3	4	62	1,678.48	5	2	2	9	243.36	164	27.04	
88	44122105-BF-C04	CLIP, backfold, 50mm	box	65	7	2	74	4,463.68	14	2	2	18	1,085.76	55	2	2	59	3,558.88	3	2	2	7	422.24	158	60.32	
89	44121801-CT-R02	CORRECTION TAPE	piece	143	34	22	199	2,294.47	23	14	41	78	899.24	41	16	42	99	1,141.47	23	13	41	77	887.81	453	11.53	
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	80	0	0	80	2,537.60	4	0	0	4	126.88	25	0	0	25	793.00	1	0	0	1	31.72	110	31.72	
91	44111515-DF-B01	DATA FILE BOX	piece	84	3	2	89	6,870.80	14	3	2	19	1,466.80	84	3	2	89	6,870.80	13	2	2	17	1,312.40	214	77.20	
92	44122011-DF-F01	DATA FOLDER	piece	102	12	27	141	9,678.24	12	32	12	56	3,843.84	47	12	32	91	6,246.24	17	32	7	56	3,843.84	344	68.64	
93	44102020-DS-M01	DATE STAMP	piece	11	2	0	13	6,107.14	0	2	0	2	939.56	5	2	0	7	3,288.46	2	0	0	2	939.56	24	469.78	
94	44121506-EN-D01	ENVELOPE, Documentary, A4	box	10	1	1	12	10,833.84	0	2	0	2	1,680.64	8	4	0	12	10,083.84	3	0	0	3	2,520.96	29	840.32	
95	44121506-EN-D02	ENVELOPE, Documentary, legal	box	8	1	0	9	9,706.32	11	0	0	11	11,863.28	4	0	0	4	4,313.92	0	0	0	0	0.00	24	1,078.48	
96	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	219	1	0	220	302,473.60	1	2	0	3	4,124.64	113	2	0	115	158,111.20	2	0	0	2	2,749.76	340	1,374.88	
97	44121506-EN-X02	ENVELOPE, Expanding, Plastic	box	9	3	0	12	365.88	0	0	0	3	91.47	8	0	0	11	335.39	3	0	0	3	91.47	29	30.49	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price					
			Monthly Quantity Requirement												Q4										
			Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug		Sept	Q3	Q3 amount			Oct	Nov	Dec		
98	4411596-EN-W02	ENVELOPE, Manila	box	17	1	2	20	9,339.20	2	1	0	3	1,400.88	4	2	2	8	3,735.68	2	0	0	2	933.92	33	466.96
99	441204-EN-W02	ENVELOPE, Manila, with window	box	6	0	0	6	3,169.92	0	0	0	0	0.00	5	0	0	5	2,641.60	0	0	0	0	0.00	11	528.32
100	4411912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	13	0	0	13	160.29	0	0	0	0	0.00	3	0	0	3	36.99	0	0	0	0	0.00	16	12.33
101	4412218-FA-F01	FASTENER	box	138	7	7	152	14,385.28	31	2	9	42	3,979.88	134	2	12	148	14,006.72	10	2	10	22	2,082.08	364	94.64
102	4411515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	114	3	2	119	10,138.80	3	2	2	7	596.40	55	2	2	59	5,006.80	2	3	2	7	596.40	192	85.20
103	4412018-FT-D01	FILE TAB DIVIDER, A4	pack	2	1	0	3	68.64	0	1	0	1	22.88	2	1	0	3	68.64	0	1	0	1	22.88	8	22.88
104	4412018-FT-D02	FILE TAB DIVIDER, Legal	pack	0	1	0	1	26.00	1	0	0	1	26.00	0	1	0	1	26.00	0	1	0	1	26.00	4	26.00
105	4412011-FO-F01	FOLDER, Fancy with slide, A4	bundle	12	2	0	14	4,076.80	0	2	0	2	582.40	10	2	0	12	3,494.40	2	0	0	2	582.40	30	291.20
106	4412011-FO-F02	FOLDER, Fancy with slide, legal	bundle	6	0	0	6	1,853.28	1	0	0	1	308.88	5	0	0	5	1,544.40	0	1	0	1	308.88	13	308.88
107	4412011-FO-L01	FOLDER, L-type, A4	pack	2	0	0	2	375.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	238.57
108	4412011-FO-L02	FOLDER, L-type, Legal	pack	1	0	0	1	238.57	0	0	0	0	0.00	1	0	0	1	238.57	0	0	0	0	0.00	15	952.64
109	4412002-FO-P01	FOLDER, pressboard	box	8	0	0	8	7,621.12	0	0	1	1	952.64	5	1	0	6	5,715.84	0	0	0	0	0.00	15	952.64
110	4412011-FO-T03	FOLDER with tab, A4	pack	218	11	5	234	91,016.64	11	10	6	27	10,501.92	216	10	5	231	89,949.76	10	10	5	25	9,724.00	517	388.96
111	4412011-FO-T04	FOLDER with tab, Legal	pack	8	0	0	8	3,419.52	0	0	1	1	427.44	7	0	1	8	3,419.52	1	0	0	1	427.44	18	427.44
112	4412008-TT-T01	INDEX TAB	box	2	0	0	2	126.22	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	63.11
113	4411515-WF-B02	MAGAZINE FILE BOX, Large	piece	10	1	0	11	1,395.68	0	0	1	1	126.88	10	1	0	11	1,395.68	1	0	0	1	126.88	24	126.88
114	4412176-WA-F01	MARKER, Fluorescent	set	92	8	12	112	4,775.68	22	8	12	42	1,790.88	72	8	12	92	3,922.88	12	10	12	34	1,449.76	280	42.64
115	44121708-WP-B01	MARKER, Permanent, Black	piece	43	4	6	53	826.80	7	1	9	17	265.20	32	2	8	42	655.20	3	1	8	12	187.20	124	15.60
116	44121708-WP-B02	MARKER, Permanent, Blue	piece	38	4	1	43	670.80	6	2	3	11	171.60	32	1	4	37	577.20	1	2	3	6	93.60	97	15.60
117	44121708-WP-B03	MARKER, Permanent, Red	piece	0	2	0	2	31.20	1	0	1	2	31.20	1	0	1	2	31.20	1	0	2	3	46.80	9	15.60
118	44121708-WA-B01	MARKER, Whiteboard, Black	piece	55	3	9	67	696.80	3	4	9	16	166.40	48	4	9	61	634.40	4	3	10	17	176.80	161	10.40
119	44121708-WA-B02	MARKER, Whiteboard, Blue	piece	27	1	1	29	301.60	1	2	1	4	41.60	21	2	1	24	249.60	1	2	1	4	41.60	61	10.40
120	44121708-WA-B03	MARKER, Whiteboard, Red	piece	1	0	0	1	10.40	1	0	0	1	10.40	1	0	0	1	10.40	1	0	0	1	10.40	4	10.40
121	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	80	19	13	112	1,048.32	15	9	18	42	393.12	80	7	18	105	982.80	14	8	18	40	374.40	299	9.36
122	44122104-PC-D02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	81	9	3	93	2,224.56	16	4	8	28	669.76	73	4	8	85	2,033.20	5	3	8	16	382.72	222	23.92
123	44101603-PS-W02	PAPER SHREDDER	unit	1	0	0	1	5,699.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,699.20
124	44101601-PT-P01	PAPER TRIMMER/CUTTING MACHINE	unit	2	0	0	2	18,595.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	9,297.60
125	44121706-WF-L01	PENCIL, lead/graphite, with eraser	box	270	2	2	274	11,386.40	15	3	2	20	832.80	161	2	3	166	6,905.60	10	3	2	15	624.00	475	41.60
126	44121619-PS-W01	PENCIL SHARPENER	piece	23	0	0	23	4,903.60	0	0	0	0	0.00	21	0	0	21	4,477.20	0	0	0	0	0.00	44	213.20
127	44101602-PJ-P01	PUNCHER, paper, heavy duty	piece	41	1	2	44	7,138.56	0	0	0	0	0.00	40	0	0	40	6,489.60	0	0	0	0	0.00	84	162.24
128	44122037-WB-P10	BINDING RING/COMB, plastic, 32 mm	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	274.23
129	44122101-RU-B01	RUBBER BAND No. 18	box	31	3	0	34	5,622.24	2	0	1	3	486.08	28	0	1	29	4,795.44	0	0	1	1	165.36	67	165.36
130	44121906-SP-F01	STAMP PAD, felt	piece	11	0	0	11	469.04	1	0	0	1	42.64	5	0	0	5	213.20	0	0	0	0	0.00	17	42.64
131	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	62	2	0	64	2,662.40	0	2	0	2	83.20	31	2	0	33	1,372.80	2	0	0	2	83.20	101	41.60
132	44121615-ST-S01	STAPLER, standard type	piece	54	4	0	58	8,444.80	0	0	2	2	291.20	30	0	2	32	4,659.20	0	2	0	2	291.20	94	146.60
133	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	10	0	0	10	9,547.20	0	2	0	2	1,909.44	5	0	0	5	4,773.60	0	0	0	0	0.00	17	954.72
134	44121613-SR-F02	STAPLE REMOVER, piee-type	piece	8	1	0	9	430.56	0	1	0	1	47.84	5	1	0	6	287.04	0	0	1	1	47.84	17	47.84
135	44121605-TD-T01	TABE DISPENSER, table top	piece	16	0	0	16	1,246.00	2	0	0	2	156.00	21	0	0	21	1,638.00	1	0	0	1	78.00	40	78.00
PAPER MATERIALS AND PRODUCTS																									
136	14111525-CA-A01	CARTOLINA, assorted colors	pack	10	0	0	10	904.80	0	0	0	0	0.00	10	0	0	10	904.80	0	0	0	0	0.00	20	90.48
137	14111596-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	993.68
138	14111596-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,260.48
139	14111596-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,652.56
140	14111596-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,108.64
141	14111596-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	853.84

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
			1411596-CI-12	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0
1411609-LI-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
1411514-WP-502	NOTEPAID, std-on, 50mm x 76mm	pad	89	7	4	100	3,952.80	6	3	3	12	474.24	53	3	3	59	2,311.68	3	3	3	9	355.68	180	39.52
1411514-WP-504	NOTEPAID, std-on, 76mm x 100mm	pad	67	5	5	77	4,884.88	4	4	4	12	761.28	34	4	4	42	2,664.48	4	4	4	12	761.28	143	63.44
1411514-WP-503	NOTEPAID, std-on, 76mm x 76mm	pad	65	3	3	71	4,282.72	3	3	3	9	542.88	33	3	3	39	2,352.48	3	3	3	9	542.88	128	60.32
1411514-WB-502	STENO NOTEBOOK	piece	55	0	0	55	1,315.60	0	0	0	0	0.00	50	0	0	50	1,196.00	0	0	0	0	0.00	105	23.92
1411507-WP-M01	PAPER, MULTICOPY A4	ream	1170	141	96	1407	253,147.44	70	41	146	257	46,239.44	1370	36	151	1557	280,135.44	70	41	146	257	46,239.44	3478	179.92
1411507-WP-M02	PAPER, MULTICOPY LEGAL	ream	111	2	2	115	24,278.80	2	2	2	6	1,266.72	104	1	1	106	22,278.72	1	1	1	3	633.36	230	211.12
1411507-WP-C01	PAPER, MULTIBROCE A4	ream	1120	20	20	1160	189,404.80	20	20	20	60	9,796.80	1320	22	20	1362	222,387.36	20	20	20	60	9,796.80	2642	163.28
1411507-WP-C02	PAPER, MULTIBROCE LEGAL	ream	103	2	1	106	19,622.72	1	1	1	3	555.36	103	1	1	105	19,437.60	1	1	1	3	555.36	217	185.12
1411531-WP-M01	PAD PAPER, ruled	pad	16	1	1	18	636.48	1	2	0	3	106.08	11	1	3	15	530.40	1	1	0	2	70.72	38	35.36
1411503-W4-M01	PAPER, parchment	box	10	0	0	10	1,892.80	0	0	0	0	0.00	10	0	0	10	1,892.80	0	0	0	0	0.00	20	189.28
1411531-WF-801	RECORD BOOK, 300 PAGES	book	614	4	4	622	45,281.60	9	4	4	17	1,237.60	608	3	3	614	44,699.20	3	3	3	9	655.20	1262	72.80
1411531-WF-802	RECORD BOOK, 500 PAGES	book	117	5	5	127	13,340.08	11	6	7	24	2,520.96	111	6	7	124	13,024.96	5	5	5	15	1,575.60	290	105.04
1411704-TT-M04	TISSUE, INTERFOLDED PAPER TOWEL	pack	206	0	0	206	5,998.72	3	0	0	3	87.36	204	2	0	206	5,998.72	0	0	0	0	0.00	415	29.12
1411704-TT-M02	TOILET TISSUE PAPER, 2 ply	pack	412	36	29	477	48,119.76	52	32	33	117	11,892.86	412	32	33	477	48,119.76	52	32	31	115	11,601.20	1186	100.88
PERFUMES OR COLOGNES OR FRAGRANCES																								
5313166-WF-501	HAND SANITIZER	bottle	320	15	15	350	30,576.00	19	16	15	50	4,368.00	319	17	16	352	30,750.72	19	15	15	49	4,280.64	801	87.35
PESTICIDES OR PEST REPELLENTS																								
10351509-W4-M01	INSECTICIDE	can	13	0	0	13	3,352.96	1	0	0	1	257.92	13	0	0	13	3,352.96	1	0	0	1	257.92	28	257.92
PRINTED PUBLICATIONS																								
5501524-W4-M01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	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)																								
4410309-BR-C05	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
4410305-CA-CM4	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	1,128.32
4410305-CA-CM2	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
4410305-CA-B04	INK CARTRIDGE, CANON IC-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	884.12
4410305-CA-B02	INK CARTRIDGE, CANON IC-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
4410305-EP-B17	INK CARTRIDGE, EPSON CL1764-100 (T6641), Black	cart	250	1	0	251	50,206.90	1	1	0	2	484.40	150	0	0	250	57,975.00	0	0	10	10	2,319.80	513	231.90
4410305-EP-C17	INK CARTRIDGE, EPSON CL1764-200 (T6642), Cyan	cart	151	1	0	152	36,814.40	1	1	0	2	484.40	150	0	0	150	36,330.00	0	0	5	5	1,211.00	309	242.20
4410305-EP-M17	INK CARTRIDGE, EPSON CL1764-300 (T6643), Magenta	cart	151	1	0	152	36,814.40	1	1	0	2	484.40	150	0	0	150	36,330.00	0	0	5	5	1,211.00	309	242.20
4410305-EP-Y17	INK CARTRIDGE, EPSON CL1764-400 (T6644), Yellow	cart	151	1	0	152	36,814.40	1	1	0	2	484.40	150	0	0	150	36,330.00	0	0	5	5	1,211.00	309	242.20
4410305-WP-B40	INK CARTRIDGE, HP C2P04A (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
4410305-WP-T40	INK CARTRIDGE, HP C2P06A (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
4410305-WP-B09	INK CARTRIDGE, HP C3531A (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
4410305-WP-T10	INK CARTRIDGE, HP C3532A (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
4410305-WP-B17	INK CARTRIDGE, HP C2540A (HP20), 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
4410305-WP-B17	INK CARTRIDGE, HP C2540A (HP20), 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	1,047.28
4410305-WP-T17	INK CARTRIDGE, HP C2543A (HP20), 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	823.68
4410305-WK-C40	INK CARTRIDGE, HP C2972A (HP920U), 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
4410305-WK-M40	INK CARTRIDGE, HP C2973A (HP920U), 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
4410305-WK-Y40	INK CARTRIDGE, HP C2974A (HP920U), 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	1,541.28
4410305-WP-B40	INK CARTRIDGE, HP C2975A (HP920U), 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
4410305-WP-B20	INK CARTRIDGE, HP C1561WA (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	1,064.00
4410305-WP-T20	INK CARTRIDGE, HP C1562WA (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	935.00
4410305-WP-B49	INK CARTRIDGE, HP C1565A (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	

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
23	4410305-HP-C49	INK CARTRIDGE, HP CH564 (HP82), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	740.00
24	4410305-HP-B43	INK CARTRIDGE, HP CN045AA (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,970.80
25	4410305-HP-C43	INK CARTRIDGE, HP CN046AA (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36
26	4410305-HP-M43	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36
27	4410305-HP-V43	INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36
28	4410305-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12
29	4410305-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12
30	4410305-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	404.56
31	4410305-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	312.00
32	4410305-HP-B42	INK CARTRIDGE, HP CZ121A (HP855A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88
33	4410305-HP-C43	INK CARTRIDGE, HP CZ122A (HP855A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88
34	4410305-HP-M43	INK CARTRIDGE, HP CZ123A (HP855A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88
35	4410305-HP-V43	INK CARTRIDGE, HP CZ124A (HP855A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88
36	4410305-HP-T43	INK CARTRIDGE, HP F0V26AA (HP880), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32
37	4410305-HP-B43	INK CARTRIDGE, HP F0V27AA (HP880), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32
38	4410305-HP-C50	INK CARTRIDGE, HP U0S51AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80
39	4410305-HP-M50	INK CARTRIDGE, HP U0S54AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80
40	4410305-HP-V50	INK CARTRIDGE, HP U0S57AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80
41	4410305-HP-B50	INK CARTRIDGE, HP U0S60AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80
42	4410305-HP-C46	INK CARTRIDGE, HP U0S63AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52
43	4410305-HP-M46	INK CARTRIDGE, HP U0S66AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52
44	4410305-HP-V46	INK CARTRIDGE, HP U0S69AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92
45	4410305-HP-B46	INK CARTRIDGE, HP U0S72AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00
46	4410305-HP-CS1	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00
47	4410305-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00
48	4410305-HP-V51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80
49	4410305-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43
50	4410312-EP-905	RIBBON CARTRIDGE, EPSON C13015516 (48750), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94
51	4410312-EP-413	RIBBON CARTRIDGE, EPSON C13015632, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48
52	4410312-EP-907	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	0.00	0	6,760.00
53	4410309-BR-D06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20
54	4410303-BR-B09	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	0.00	0	5,002.40
55	4410303-BR-B11	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	0.00	0	5,575.44
56	4410303-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56
57	4410303-BR-B16	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	0.00	0	7,716.80
58	4410303-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	0.00	0	7,716.80
59	4410303-BR-903	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	0.00	0	7,716.80
60	4410303-BR-V03	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	0.00	0	13,399.36
61	44103103-CA-B00	TONER CARTRIDGE, CANON CIG 324 II	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20
62	44103103-HP-B12	TONER CARTRIDGE, HP C0435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,603.60
63	44103103-HP-B14	TONER CARTRIDGE, HP C0540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	6,942.00
64	44103103-HP-B18	TONER CARTRIDGE, HP C2355A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,741.92
65	44103103-HP-B21	TONER CARTRIDGE, HP C2378A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,242.72
66	44103103-HP-B22	TONER CARTRIDGE, HP C2385A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,380.40
67	44103103-HP-B23	TONER CARTRIDGE, HP C2310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year		Price						
															Total	Average							
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec
66	4410303-HP-C23 TONER CARTRIDGE, HP CE11A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40
69	4410303-HP-V23 TONER CARTRIDGE, HP CE12A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40
70	4410303-HP-M23 TONER CARTRIDGE, HP CE13A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40
71	4410303-HP-B24 TONER CARTRIDGE, HP CE20A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,192.80
72	4410303-HP-C24 TONER CARTRIDGE, HP CE21A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60
73	4410303-HP-V24 TONER CARTRIDGE, HP CE22A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60
74	4410303-HP-M24 TONER CARTRIDGE, HP CE23A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60
75	4410303-HP-B25 TONER CARTRIDGE, HP CE30A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,672.80
76	4410303-HP-B26 TONER CARTRIDGE, HP CE40A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	6,786.00
77	4410303-HP-C26 TONER CARTRIDGE, HP CE41A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60
78	4410303-HP-V26 TONER CARTRIDGE, HP CE42A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	10,193.04
79	4410303-HP-M26 TONER CARTRIDGE, HP CE43A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60
80	4410303-HP-B27 TONER CARTRIDGE, HP CE10A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,637.60
81	4410303-HP-C27 TONER CARTRIDGE, HP CE11A, (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00
82	4410303-HP-V27 TONER CARTRIDGE, HP CE12A, (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00
83	4410303-HP-M27 TONER CARTRIDGE, HP CE13A, (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	6,011.20
84	4410303-HP-B28 TONER CARTRIDGE, HP CE30A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	4,050.80
85	4410303-HP-B28 TONER CARTRIDGE, HP CE30X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,332.00
86	4410303-HP-B52 TONER CARTRIDGE, HP C712A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,876.72
87	4410303-HP-B53 TONER CARTRIDGE, HP C726A (HP75A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	5,296.80
88	4410303-HP-B55 TONER CARTRIDGE, HP C730A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	4,690.40
89	4410303-HP-B51 TONER CARTRIDGE, HP C730XC	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	8,359.52
90	4410303-HP-B56 TONER CARTRIDGE, HP C7381A (HP81A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,800.00
91	4410303-HP-B57 TONER CARTRIDGE, HP C7383A (HP83A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,034.72
92	4410303-HP-B51 TONER CARTRIDGE, HP C7383XC (HP83X), Black Contract L	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	9,668.00
93	4410303-HP-B58 TONER CARTRIDGE, HP C737A (HP87), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	13,726.00
94	4410303-HP-B52 TONER CARTRIDGE, HP C732XC (HP75X), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,574.00
95	4410303-HP-B60 TONER CARTRIDGE, HP C735A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00
96	4410303-HP-C60 TONER CARTRIDGE, HP C7351A, Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00
97	4410303-HP-V60 TONER CARTRIDGE, HP C7352A, Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00
98	4410303-HP-M60 TONER CARTRIDGE, HP C7353A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00
99	4410303-HP-B61 TONER CARTRIDGE, HP C7360A (HP506A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,036.40
100	4410303-HP-C61 TONER CARTRIDGE, HP C7361A (HP506A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	8,811.00
101	4410303-HP-V61 TONER CARTRIDGE, HP C7362A (HP506A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	8,811.00
102	4410303-HP-M61 TONER CARTRIDGE, HP C7363A (HP506A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	8,811.00
103	4410303-HP-B62 TONER CARTRIDGE, HP C7400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,095.20
104	4410303-HP-C62 TONER CARTRIDGE, HP C7401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80
105	4410303-HP-V62 TONER CARTRIDGE, HP C7402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80
106	4410303-HP-M62 TONER CARTRIDGE, HP C7403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,990.00
107	4410303-HP-B63 TONER CARTRIDGE, HP C7410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	6,946.40
108	4410303-HP-B54 TONER CARTRIDGE, HP C7410X (HP410XC), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80
109	4410303-HP-C63 TONER CARTRIDGE, HP C7411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	6,522.00
110	4410303-HP-C54 TONER CARTRIDGE, HP C7411XC (HP410XC), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.00
111	4410303-HP-V63 TONER CARTRIDGE, HP C7412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80
112	4410303-HP-V54 TONER CARTRIDGE, HP C7412XC (HP410XC), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80

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
113	4410303-HP-M63	TONER CARTRIDGE, HP C413A (HP410A), 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	5,038.80
114	4410303-HP-M64	TONER CARTRIDGE, HP C413XC (HP410XC), 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	8,522.80
115	4410303-HP-B34	TONER CARTRIDGE, HP Q2612A, 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	3,744.00
116	4410303-HP-B46	TONER CARTRIDGE, HP Q7553A, 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	4,680.00
SOFTWARE																							
1	4323153-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	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	0.00	0	0	0	0.00	0	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	0.00	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	0.00	0	0	0	0.00	0	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	0.00	0	0	0	0.00	0	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	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	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	0.00	0	0	0	0.00	0	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	0.00	0	0	0	0.00	0	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	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	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	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0.00	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	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00
15	43233305-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	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	0.00	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	BALLEN	piece	651	56	20	727	8,754.00	65	22	56	143	1,716.00	315	22	56	393	4,716.00	57	20	56	133	1,596.00	1396	12.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	6	0	0	6	171,000.00	0	0	0	0	0.00	5	0	0	5	142,500.00	0	0	0	0	0	11	26,500.00
3	80141505-TS-003	LAMINATING FILM	pack	23	2	2	27	27,000.00	2	2	2	6	6,000.00	17	2	2	21	21,000.00	2	2	2	6	6,000.00	60	1,000.00
4	80141505-TS-004	STOCKER PAPER	pack	42	0	0	42	8,400.00	1	0	0	1	200.00	31	0	0	31	6,200.00	1	0	0	1	200.00	75	200.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	94	12	3	109	2,398.00	16	2	12	30	660.00	92	2	12	106	2,332.00	15	3	12	30	660.00	275	22.00
6	80141505-TS-006	PHOTO PAPER	pack	135	7	2	144	7,200.00	27	2	2	31	1,550.00	77	2	2	81	4,050.00	22	2	2	26	1,300.00	282	50.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	2	0	0	2	1,598.00	2	0	0	2	1,598.00	2	0	0	2	1,598.00	1	0	0	1	799.00	7	799.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	60	0	0	60	9,000.00	0	0	0	0	0.00	50	0	0	50	7,500.00	0	0	0	0	0	110	150.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	10	0	0	10	850.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	10	85.00
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	2	0	0	2	4,800.00	2	0	0	2	4,800.00	2	0	0	2	4,800.00	2	0	0	2	4,800.00	8	2,400.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	1	0	0	1	44,000.00	1	0	0	1	44,000.00	1	0	0	1	44,000.00	1	0	0	1	44,000.00	4	44,000.00
12	80141505-TS-012	SMART TELEVISION	unit	1	0	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	1	8,000.00
13	80141505-TS-013	WHITE BOARD	piece	3	0	0	3	2,490.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	3	830.00
14	80141505-TS-014	MICROPHONE	unit	1	0	0	1	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	1	3,600.00
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	0	0.00
16	80141505-TS-016	DISINFECTING LIQUID	bottle	22	3	2	27	7,290.00	8	7	2	17	4,590.00	22	3	2	27	7,290.00	12	3	2	17	4,590.00	88	220.00
17	80141505-TS-017	PLASTIC FASTENER	box	18	5	2	25	700.00	12	2	12	26	738.00	13	2	4	19	532.00	12	2	4	18	504.00	88	28.00
18	80141505-TS-018	STEEL FILING CABINET	piece	1	0	0	1	1,200.00	1	0	0	1	1,200.00	0	0	0	0	0.00	0	0	0	0	0	2	1,200.00
19	80141505-TS-019	VELLUM 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	0	0.00
20	80141505-TS-020	EXTENSION CORD	piece	6	0	3	9	4,050.00	1	0	0	1	450.00	3	0	0	3	1,350.00	1	0	0	1	450.00	14	450.00
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	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	0	0.00
23	80141505-TS-023	BOND PAPER	ream	25	20	20	65	30,615.00	25	20	20	65	30,615.00	25	20	20	65	30,615.00	25	20	20	65	30,615.00	260	471.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price					
				Jan												Q1										
				Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct			Nov	Dec	Q4	Q4 amount	
24	80141505-TS-024	FISH PIN	pack	4	5	0	0	9	360.00	3	0	0	3	120.00	3	0	0	3	120.00	3	0	0	3	120.00	18	40.00
25	80141505-TS-025	DOOR MAT	piece	2	0	0	0	2	240.00	2	0	0	2	240.00	2	0	0	2	240.00	2	0	0	2	240.00	8	120.00
26	80141505-TS-026	GLUE STICK (PASTE)	piece	7	10	0	0	17	1,020.00	2	0	0	2	120.00	2	0	0	2	120.00	2	0	0	2	120.00	23	60.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	11	0	0	0	11	660.00	5	0	0	5	300.00	3	0	0	3	180.00	12	0	0	12	720.00	31	60.00
28	80141505-TS-028	DEODORANT CAKE	piece	4	2	2	8	2,728.00	4	2	2	8	2,728.00	4	2	2	8	2,728.00	4	2	2	8	2,728.00	32	341.00	
29	80141505-TS-029	DISPOSABLE GLOVES	box	7	0	0	0	7	1,060.00	5	0	0	5	750.00	0	5	0	5	750.00	5	0	0	5	750.00	22	150.00
30	80141505-TS-030	OFFICE CHAIR	piece	6	1	1	8	11,200.00	3	0	0	3	4,200.00	3	0	0	3	4,200.00	3	0	0	3	4,200.00	17	1,400.00	
31	80141505-TS-031	MANILA PAPER	pack	0	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
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	450.00
33	80141505-TS-033	PHOLLOCK	piece	5	0	0	0	5	2,250.00	2	0	0	2	900.00	2	0	0	2	900.00	2	0	0	2	900.00	4	24,000.00
34	80141505-TS-034	MOBILE PHONE	unit	1	0	0	0	1	24,000.00	1	0	0	1	24,000.00	0	1	0	1	24,000.00	1	0	0	1	24,000.00	0	0.00
35	80141505-TS-035	COMPACT DISC	piece	0	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
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	790.00
37	80141505-TS-037	STORAGE BOX	piece	5	0	0	0	5	3,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	140	15.00
38	80141505-TS-038	PLASTIC ENVELOPE	piece	15	10	10	35	525.00	10	15	10	35	525.00	10	15	10	35	525.00	15	10	10	35	525.00	0	0.00	
39	80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	4,000.00
40	80141505-TS-040	WATER DISPENSER	unit	1	0	1	2	8,000.00	1	0	0	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
41	80141505-TS-041	PARACETAMOL	pack	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	640.00
42	80141505-TS-042	GLUE GUN	unit	6	0	0	0	6	3,888.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	21,480.00
43	80141505-TS-043	JACKET PRINTER	unit	2	0	0	0	2	42,960.00	1	0	0	1	21,480.00	1	0	0	1	21,480.00	1	0	0	1	21,480.00	0	0.00
44	80141505-TS-044	SPEAKERS	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	309.00
45	80141505-TS-045	POLYDOME EDOINE	bottle	1	0	0	0	1	309.00	1	0	0	1	309.00	1	0	0	1	309.00	1	0	0	1	309.00	14	350.00
46	80141505-TS-046	KEYBOARD	unit	11	0	0	0	11	3,650.00	1	0	0	1	350.00	1	0	0	1	350.00	1	0	0	1	350.00	0	0.00
47	80141505-TS-047	DSLR CAMERA	unit	0	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
48	80141505-TS-048	STEEL RACK	set	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,100.00
49	80141505-TS-049	LAMINATING MACHINE	unit	1	0	0	0	1	2,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
50	80141505-TS-050	FUEL FILTERS	piece	0	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
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	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
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	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
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	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
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	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
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	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
48	80141505-TS-056	PASSENGER VAN	unit	0	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
49	80141505-TS-057	VAN	unit	0	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
50	80141505-TS-058	TRUCK	unit	0	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
51	80141505-TS-059	PICKUP TRUCK	unit	0	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
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	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
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	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
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	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
51	80141505-TS-063	MOTORCYCLE	unit	0	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
52	80141505-TS-064	BUS	unit	0	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
53	80141505-TS-065	MINI BUS	unit	0	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
A. TOTAL																										
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										

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

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

 NERY J. JAROS
 Property/Supply Officer

 CELIA ANNABELLE G. BALONON
 Accountant / Budget Officer

 RODNEY A. BUSTILLO
 Head of Office/Agency

Date Prepared: 27-Jul-23