

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

This form contains the common-use supply and equipment (CSE) being cited by the Procurement Services – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-4 dated 25 August 2011, the PS-DBM will be able to purchase CSE from the PS-DBM. Only agencies with uploaded APP-CSE in the Virtual Store (VS) 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).

Introduction:

Reminders:

- The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-shillings.gov.ph). All information must be provided accurately.
- 2.0 Don't include any tabs or sheets in the PS-DBM website (www.ps-shillings.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 3.0 Don't include any tabs or sheets in the PS-DBM website (www.ps-shillings.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Don't delete any tabs or sheets in the PS-DBM website (www.ps-shillings.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 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-shillings.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/noosa>.
- 6.0 The completed and signed APP-CSE form must be submitted to the Agency's Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signatures will be deemed invalid.
- 7.0 Once the APP-CSE form is submitted to the Agency's VS, the Agency will send the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signatures will be deemed invalid.
- 8.0 After the APP-CSE form is submitted to the Agency's VS, the Agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not further a supplemental APP-CSE.
- 9.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8479245 (Globe) or 0918-29543426 (Smart), or email address: helpdesk@ps-shillings.gov.ph for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: DRPH MABGATE 3RD DEO
 Region: REGION V
 Address: BALOGAWE, DIMASALANG
MABGATE

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

Contact Person: SHERYLL A. OSEO
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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the Year	Price	Total Amount for the Year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
1	13191801-A4-504	ALCOHOL, Ethyl, 500 ml	bottle	25	12	0	37	1,885.52	35	0	0	35	1,785.60	20	12	0	32	1,537.72	10	0	0	10	599.68	114	50.95	5,805.44	
2	13191801-A4-503	ALCOHOL, Ethyl, 1 Gallon	gallon	0	20	0	20	9,027.20	6	0	0	6	2,708.16	6	20	0	26	11,735.36	5	0	0	5	2,756.80	57	451.36	23,723.52	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
3	60121431-CB-P01	CLEANBOOK, A4 size	box	0	12	0	12	424.32	0	0	0	0	0.00	0	12	0	12	424.32	0	0	0	0	0.00	24	35.35	848.64	
4	60121431-CB-P02	CLEANBOOK, legal size	box	0	12	5	17	654.16	0	0	0	0	0.00	0	12	5	17	654.16	0	0	0	0	0.00	34	36.48	1,240.32	
5	60121514-BB-P01	ERASER, plastic/foam	piece	30	22	0	52	468.72	15	0	0	15	140.40	0	17	0	17	159.12	0	0	0	0	0.00	84	9.36	786.24	
6	60121514-SF-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	2	0	2	52.00	6	0	0	6	155.00	6	0	0	6	155.00	0	0	0	0	0.00	14	26.00	364.00	
7	60121514-SF-G04	SIGN PEN, Fine Tip, Black	piece	0	2	0	2	89.44	6	0	0	6	268.32	6	0	0	6	268.32	0	0	0	0	0.00	14	44.72	626.88	
8	60121514-SF-G07	SIGN PEN, Medium Tip, Black	piece	0	35	0	35	2,093.70	6	0	0	6	343.20	6	36	0	42	2,402.40	0	0	0	0	0.00	84	57.20	4,804.80	
9	60121514-SF-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	36	0	36	936.00	9	0	0	9	234.00	9	36	0	45	1,170.00	0	0	0	0	0.00	90	26.00	2,340.00	
10	60121514-SF-G05	SIGN PEN, Fine Tip, Blue	piece	0	15	0	15	670.80	6	0	0	6	268.32	6	0	15	21	939.12	0	0	0	0	0.00	42	44.72	1,878.24	
11	60121514-SF-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	6	0	0	6	343.20	6	0	0	6	343.20	0	0	0	0	0.00	12	57.20	668.40	
12	60121514-SF-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00	
13	60121514-SF-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	13	0	0	13	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	45.76	0.00	
14	60121514-SF-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00	
15	60121514-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	214.24	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
16	45121514-D0-C03	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	25,536.16	0.00	
17	45121609-H0-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,470.40	0.00	
BATTERIES AND CELLS AND ACCESSORIES																											
18	26111702-BF-A02	BATTERY, dry cell, size AA	pack	0	12	0	12	262.08	0	0	0	0	0.00	0	12	0	12	262.08	0	0	0	0	0.00	24	21.84	524.16	
19	26111702-BF-A01	BATTERY, dry cell, size AAA	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	19.76	0.00	
20	26111702-BF-A03	BATTERY, dry cell, size D	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.55	0.00	
CLEANING EQUIPMENT AND SUPPLIES																											
21	47131801-A4-A01	AIR FRESHENER	can	5	10	0	15	1,316.40	0	0	0	0	0.00	5	10	0	15	1,316.40	0	0	0	0	0.00	30	87.35	2,620.80	
22	47131801-BB-S01	DISINFECTANT (Walls Tiles)	piece	5	14	0	19	2,405.40	0	0	0	0	0.00	5	14	0	19	2,405.40	0	0	0	0	0.00	38	127.92	4,869.60	
23	47131801-BB-T01	DISINFECTANT (Walls Tiling)	piece	5	12	0	17	406.64	0	0	0	0	0.00	5	12	0	17	406.64	0	0	0	0	0.00	34	23.92	811.20	
24	47131801-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	5	12	0	17	760.24	0	0	0	0	0.00	5	12	0	17	760.24	0	0	0	0	0.00	34	44.72	1,526.40	
25	47131801-CL-P01	CLEANER, Scouring Powder	can	0	6	0	6	216.00	0	0	0	0	0.00	0	6	0	6	216.00	0	0	0	0	0.00	6	35.00	216.00	
26	47131801-DE-B02	DETERGENT BAR	bar	5	0	0	5	46.80	0	0	0	0	0.00	5	0	0	5	46.80	0	0	0	0	0.00	10	9.36	93.60	
27	47131801-DE-P02	DETERGENT POWDER, all purpose	pack	10	10	0	20	1,768.80	0	0	0	0	0.00	10	10	0	20	1,768.80	0	0	0	0	0.00	40	88.40	3,536.00	
28	47131801-DS-A01	DISINFECTANT SPROY	can	0	12	0	12	1,899.60	0	0	0	0	0.00	0	12	0	12	1,899.60	0	0	0	0	0.00	24	150.88	3,610.20	
	47131801-DU-P01	DUST PAN	piece	5	6	0	11	514.80	0	0	0	0	0.00	5	0	0	5	234.00	0	0	0	0	0.00	16	46.80	748.80	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price	Total Quantity for the year	Total Amount for the year						
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	Q2 AMOUNT	July	Aug	Sept				Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4
30	4713802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	
31	4713806-FC-A01	FURNITURE CLEMER	can	5	3	0	8	1,812.76	0	0	0	0	0	0	0	0	1,812.76	0	0	0	0	0.00	
32	27108102-VIS-001	HAIRD SOAP, liquid	bottle	25	11	0	36	1,546.20	0	0	0	0	0	0	36	1,546.20	0	0	0	0	0.00		
33	4712804-HP-B01	HOPE BUCKET	unit	0	6	0	6	13,778.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	
34	4713813-HP-H02	HOPEHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	
35	4713815-HP-B03	HOPEHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	
36	4713819-RS-C01	RAGS	bag	10	12	0	22	1,236.40	0	0	0	0	0	0	22	1,236.40	0	0	0	0	0.00		
37	4713802-SC-B01	SCOURING PAD	pack	0	12	0	12	1,072.38	0	0	0	0	0	12	1,072.38	0	0	0	0	0	0.00		
38	47121201-TB-P04	TRASHBAG, XXL size	pack/roll	0	37	0	37	4,810.00	0	0	0	0	0	37	4,810.00	0	0	0	0	0	0.00		
39	47121201-TB-P05	TRASHBAG, Large size	pack/roll	10	0	0	10	592.60	0	0	0	0	0	10	592.60	0	0	0	0	0	0.00		
40	47121201-TB-P06	TRASHBAG, XL size	pack/roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
41	47121202-WB-P01	WASTEBASKET	piece	5	0	0	5	218.40	0	0	0	0	0	5	218.40	0	0	0	0	0	0.00		
COLOR COMPOUNDS AND DISPERSIONS																							
42	12171203-SE-P01	INK, for stamp pad	bottle	0	10	0	10	312.00	7	0	0	7	218.40	0	11	0	11	343.20	3	0	0	3	93.60
CONSUMER ELECTRONICS																							
43	52163155-DV-B01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
FACE MASK																							
44	40131212-SM-P06	FACE MASK	box	5	0	0	5	260.00	0	0	0	0	0	0	5	260.00	0	0	0	0	0.00		
FILMS																							
45	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
46	13111201-CE-P02	CAUTION FILM, Legal size	box	0	1	0	1	256.88	1	0	0	1	256.88	0	1	1	256.88	0	0	0	0	0.00	
FIRE FIGHTING EQUIPMENT																							
47	4614601-FF-H01	FIRE EXTINGUISHER, dry chemical	unit	3	12	0	15	20,902.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
48	4614601-FF-H03	FIRE EXTINGUISHER, pure HFC	unit	0	6	0	6	33,679.50	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
FLAG OR ACCESSORIES																							
49	15121205-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	12	0	12	2,418.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
FURNITURE AND FURNISHINGS																							
50	58161504-CH-B01	MONOCHROME CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
51	58161504-CH-W01	MONOCHROME CHAIR, white	piece	15	0	0	15	5,584.80	0	0	0	0	0	100	0	37,232.00	0	0	0	0	0.00		
52	58161518-TB-S01	MONOCHROME TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0	10	0	11,408.80	0	0	0	0	0.00		
53	58161518-TB-S02	MONOCHROME TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
HEATING AND VENTILATION AND AIR CIRCULATION																							
54	40181604-EF-C01	ELECTRIC FAN, ceiling mount, oak type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
55	40181604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
56	40181604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
57	40181604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																							
58	42131207-D50-B03	DESKTOP, for Bank Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
59	42131207-D50-B04	DESKTOP, for HR-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
60	42131207-HD-S02	EXTERNAL HARD DRIVE	unit	0	6	0	6	18,108.40	5	0	0	5	15,006.40	0	0	0	0.00	5	0	0	5	15,006.40	
61	42130208-FD-U04	FLASH DRIVE	piece	25	17	0	42	9,454.00	2	0	0	2	449.28	0	12	5	17	3,816.08	0	0	0	0	0.00
62	42131203-LAP004	LAPTOP, for HR-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
63	42131203-LAP003	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
64	42131208-HD-C02	COMPUTER MOUSE, Wireless	unit	3	0	0	3	508.56	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
65	42131202-PR-C02	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
66	42131202-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
67	42131203-PR-L01	PRINTER, Laser, Monochrome	unit	1	0	0	1	23,063.04	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
LIGHTING AND FIXTURES AND ACCESSORIES																							
68	39108102-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
69	39108102-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
MANUFACTURING COMPONENTS AND SUPPLIES																							
70	31258102-GL-C01	GLUE, all-purpose	jar	0	22	0	22	1,555.84	5	0	0	5	353.60	0	12	10	22	1,555.84	5	0	0	5	353.60
71	31158104-SM-H01	STAPLE WIRE, heavy duty (binder type), 22/13	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00		
72	31158104-SM-S01	STAPLE WIRE, standard	box	10	12	0	22	322.72	5	0	0	5	118.60	10	12	0	22	322.72	5	0	0	5	118.60

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for this year									
				Jan	Feb	Mar	Q1	Q1 ADJUST	April	May	June	Q2	Q2 ADJUST	July	Aug	Sept	Q3	Q3 ADJUST	Oct	Nov	Dec	Q4	Q4 ADJUST				
73	31201902-7A-E01	TAPE, electrical	roll	5	12	0	17	330.65	0	0	0	0	0	0	5	12	0	17	330.65	0	0	0	0	0.00	34	19.45	661.30
74	31201903-7A-H01	TAPE, masking, 25mm	roll	0	12	0	12	742.56	10	0	0	10	618.88	0	0	0	0	0	0.00	0	0	0	0	0.00	22	61.88	1,361.36
75	31201904-7A-H02	TAPE, masking, 48 mm	roll	0	6	0	6	778.96	0	0	0	0	0	0	0	5	0	5	665.80	0	0	0	0	0.00	11	121.16	1,332.76
76	31201917-7A-P01	TAPE, packaging, 48 mm	roll	0	22	0	22	663.52	10	0	0	10	301.60	10	22	0	32	993.12	0	0	0	0	0.00	64	30.16	1,930.24	
77	31201915-7A-T01	TAPE, transparent, 24mm	roll	0	12	0	12	137.28	5	0	0	5	57.20	0	12	0	12	137.28	0	0	0	0	0.00	29	11.44	331.76	
78	31201912-7A-T02	TAPE, transparent, 48 mm	roll	0	0	0	0	0.00	5	0	0	5	119.60	0	0	0	0	0.00	5	0	0	5	119.60	10	23.92	239.20	
79	31153907-TW-P01	TYNIE, plastic	roll	0	6	0	6	424.32	0	0	0	0	0	0	0	0	0	0.00	5	0	0	5	353.60	11	70.72	777.92	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
80	41110645-RU-P02	RULER, flexible, plastic, 450mm	piece	10	14	0	24	499.20	0	0	0	0	0	0	2	0	2	41.60	0	0	0	0	0.00	26	20.80	540.80	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
81	41121812-BL-H01	BLADE, for general purpose utility/utility knife	tube	5	17	0	22	352.00	0	0	0	0	5	17	0	22	352.00	0	0	0	0	0.00	41	16.00	764.00		
82	41010602-PS-P01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	10,104.64	0.00	
83	41010603-CA-C01	CALCULATOR, Compact	unit	2	6	0	8	2,296.32	0	0	0	0	0	0	6	0	6	1,722.24	0	0	0	0	0.00	14	287.04	4,018.56	
84	41121719-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00	
85	41121905-BF-C01	CLIP, backfold, 19mm	box	0	6	0	6	56.16	0	0	0	0	0	0	6	0	6	56.16	0	0	0	0	0.00	12	9.36	112.32	
86	41121905-BF-C02	CLIP, backfold, 25mm	box	0	16	0	16	249.60	0	0	0	0	0	0	6	10	16	249.60	0	0	0	0	0.00	32	13.60	499.20	
87	41121905-BF-C03	CLIP, backfold, 32mm	box	0	16	0	16	432.64	5	0	0	5	135.20	0	6	10	16	432.64	0	0	0	0	0.00	37	27.84	1,005.48	
88	41121905-BF-C04	CLIP, backfold, 50mm	box	0	6	0	6	361.92	5	0	0	5	301.60	0	6	0	6	361.92	0	0	0	0	0.00	17	60.32	1,035.44	
89	41121901-CT-B02	CORRECTION TAPE	piece	25	54	0	79	910.87	12	0	0	12	138.36	33	54	0	67	1,003.11	5	0	0	5	57.65	183	11.53	2,109.99	
90	41121912-CH-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	17	0	17	539.24	0	0	0	0	0	0	6	12	5	17	539.24	0	0	0	0	0.00	34	31.72	1,078.48
91	41111515-DF-B01	DATA FILE BOX	piece	0	12	0	12	926.40	0	0	0	0	0	0	12	0	12	926.40	0	0	0	0	0.00	24	77.20	1,852.80	
92	41122011-DF-P01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	68.64	0.00	
93	41101020-DS-P01	DATERS STAMP	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	469.78	0.00	
94	41121906-EN-P01	ENVELOPE, Documentary, A1	box	0	8	0	8	6,722.56	3	0	0	3	2,570.56	0	6	0	6	5,041.92	2	0	0	2	1,605.64	19	840.32	15,965.88	
95	41121906-EN-P02	ENVELOPE, Documentary, legal	box	0	8	0	8	8,632.84	3	0	0	3	3,235.44	0	8	0	8	8,632.84	3	0	0	3	3,235.44	22	1,078.48	23,776.56	
96	41121906-EN-P01	ENVELOPE, Expanding, legal	box	0	6	0	6	8,249.28	1	0	0	1	1,374.88	0	6	0	6	8,249.28	0	0	0	0	0.00	13	1,174.88	17,873.44	
97	41121906-EN-P02	ENVELOPE, Expanding, plastic	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	30.49	0.00	
98	41121906-EN-P02	ENVELOPE, Mailing	box	0	2	0	2	933.92	0	0	0	0	0	0	2	0	2	933.92	0	0	0	0	0.00	4	466.56	1,867.84	
99	41121906-EN-P02	ENVELOPE, Mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	528.72	0.00	
100	41111912-ER-B01	ERASER, blk, for blackboard/whiteboard	piece	2	0	0	2	24.66	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2	12.33	24.66	
101	41121718-FA-P01	FASTENER	box	10	20	0	30	2,819.20	5	0	0	5	473.20	10	20	0	30	2,819.20	0	0	0	0	0.00	65	94.64	6,153.60	
102	41111515-FO-P01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	85.20	0.00	
103	41122018-FT-P01	FILE TAB DIVIDER, A1	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	22.88	0.00	
104	41122018-FT-P02	FILE TAB DIVIDER, legal	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00	
105	41122011-FO-P01	FOLDER, Fancy with slide, A1	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	291.20	0.00	
106	41122011-FO-P02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	308.88	0.00	
107	41122011-FO-P01	FOLDER, L-type, A1	pack	50	0	0	50	9,377.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	50	187.54	9,377.00	
108	41122011-FO-P02	FOLDER, L-type, legal	pack	100	0	0	100	23,857.00	0	0	0	0	100	0	0	0	100	23,857.00	0	0	0	0	0.00	200	238.57	47,714.00	
109	41122027-FO-P01	FOLDER, prebound	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	932.44	0.00	
110	41122011-FO-P03	FOLDER with tabs, A1	pack	100	12	0	112	41,583.52	1	0	0	1	388.96	0	12	0	12	4,667.52	0	0	0	0	0.00	125	388.96	48,620.00	
111	41122011-FO-P04	FOLDER with tabs, legal	pack	100	12	0	112	47,893.28	1	0	0	1	427.44	100	12	0	112	47,893.28	0	0	0	0	0.00	225	427.44	96,174.00	
112	41122008-JT-P01	INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	63.11	0.00	
113	41111515-HF-P02	MAGAZINE FILE BOX, large	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	126.88	0.00	
114	41121716-HM-P01	MARKER, Fluorescent	set	0	10	0	10	426.40	10	0	0	10	426.40	0	10	0	10	426.40	10	0	0	10	426.40	40	42.64	1,745.60	
115	41121708-HP-B01	MARKER, Permanent, Black	piece	10	12	0	22	343.20	10	0	0	10	156.00	0	12	0	12	187.20	5	0	0	5	78.00	49	15.60	764.40	
116	41121708-HP-B02	MARKER, Permanent, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	15.60	0.00	
117	41121708-HP-B03	MARKER, Permanent, Red	piece	10	0	0	10	156.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	15.60	156.00	
118	41121708-FHW-B01	MARKER, Whiteboard, Black	piece	10	0	0	10	104.00	5	0	0	5	52.00	0	0	0	0	0.00	5	0	0	5	52.00	20	10.40	208.00	
119	41121708-FHW-B02	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	10.40	0.00	
120	41121708-FHW-B03	MARKER, Whiteboard, Red	piece	5	0	0	5	52.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0						

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
125	4412786-PE-01	PENCIL, lead/graphite, with eraser	box	10	17	0	27	1,137.20	10	0	0	10	465.00	0	22	0	22	915.20	0	0	0	0	0.00	59	41.60	2,454.40
126	4412649-PS-001	PENCIL SHARPENER	piece	0	14	0	14	2,095.00	1	0	0	1	213.20	0	14	0	14	2,094.80	1	0	0	1	213.20	30	213.20	6,396.00
127	4410102-PH-001	PARCHER, paper, heavy duty	piece	5	11	0	16	2,561.04	0	0	0	0	0.00	0	2	0	2	324.40	0	0	0	0	0.00	18	162.21	2,903.12
128	44123817-RB-010	BINDING RING/CORR, 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	274.33	0.00
129	4412218-RB-001	RUBBER BAND No. 18	box	0	2	0	2	330.72	0	0	0	0	0.00	0	0	2	2	330.72	0	0	0	0	0.00	4	165.36	661.44
130	4412305-SP-001	STAMP PAD, ink	piece	0	6	0	6	341.12	1	0	0	1	42.64	0	8	3	11	460.84	1	0	0	1	42.64	21	42.64	895.44
131	4412348-SS-001	SCISSORS, symmetrical/asymmetrical	pair	10	17	0	27	1,137.20	0	0	0	0	0.00	10	10	12	32	1,311.20	0	0	0	0	0.00	59	41.60	2,454.40
132	4412345-ST-001	STAPLER, standard type	piece	5	34	0	39	5,078.40	0	0	0	0	0.00	0	5	24	29	4,222.40	0	0	0	0	0.00	68	145.60	9,900.80
133	4412315-ST-001	STAPLER, heavy duty (blades)	unit	1	3	0	4	3,818.68	0	0	0	0	0.00	0	0	3	3	2,864.16	0	0	0	0	0.00	7	951.72	6,681.64
134	44123613-SR-002	STAPLE REMOVER, pier-type	piece	10	7	0	17	811.36	0	0	0	0	0.00	10	10	0	20	956.80	0	0	0	0	0.00	37	47.84	1,770.68
135	4412365-TD-001	TAPE DISPENSER, table top	piece	3	0	0	3	234.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	78.00	234.00
PAPER MATERIALS AND PRODUCTS																										
136	1411135-CA-041	CARTOLINA, assorted colors	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	90.48	0.00
137	1411156-CE-111	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	933.68	0.00
138	1411156-CE-112	COMPUTER CONTINUOUS FORM, 1 ply, 260mm 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	0.00
139	1411156-CE-122	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	0.00
140	1411156-CE-121	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	1,106.64	0.00
141	1411156-CE-111	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	893.84	0.00
142	1411156-CE-132	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	0.00	0	1,629.68	0.00
143	14111095-LI-011	LOOSELEAF COVER	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	794.96	0.00
144	14111514-HP-502	NOTEPAD, stick-on, 50mm x 76mm	pad	10	10	0	20	790.40	20	0	0	20	790.40	0	15	0	15	952.80	10	0	0	10	385.20	65	39.52	2,558.80
145	14111514-HP-501	NOTEPAD, stick-on, 76mm x 100mm	pad	10	10	0	20	1,268.80	10	0	0	10	634.40	0	10	0	10	634.40	0	0	0	0	0.00	40	63.44	2,537.60
146	14111514-HP-503	NOTEPAD, stick-on, 26mm x 76mm	pad	10	10	0	20	1,266.40	0	0	0	0	0.00	0	10	0	10	603.20	0	0	0	0	0.00	30	60.32	1,869.60
147	14111514-HP-502	STENO NOTEBOOK	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	23.92	0.00
148	14111507-PP-001	PAPER, MULTICOPY A4	ream	250	0	0	250	44,980.00	600	0	0	600	107,950.00	350	0	0	350	62,972.00	500	0	0	500	89,960.00	1700	179.92	306,864.00
149	14111507-PP-002	PAPER, MULTICOPY LEGAL	ream	50	0	0	50	10,556.00	20	0	0	20	4,222.40	50	0	0	50	10,556.00	10	0	0	10	2,111.20	130	211.12	27,445.60
150	14111507-PP-001	PAPER, MULTICOPY A4	ream	0	330	0	330	57,146.00	0	0	0	0	0.00	0	330	0	330	57,146.00	0	0	0	0	0.00	700	161.28	114,296.00
151	14111507-PP-002	PAPER, MULTICOPY LEGAL	ream	0	10	0	10	1,851.20	0	0	0	0	0.00	0	10	0	10	1,851.20	0	0	0	0	0.00	20	181.12	3,702.40
152	14111531-PP-001	PAD PAPER, ruled	pad	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	33.36	0.00
153	14111503-PA-001	PAPER, parchment	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	100.98	0.00
154	14111531-RE-001	RECORD BOOK, 100 PAGES	book	0	720	0	720	54,606.00	10	0	0	10	728.00	0	70	0	70	5,096.00	10	0	0	10	728.00	840	72.80	61,152.00
155	14111531-RE-002	RECORD BOOK, 500 PAGES	book	0	70	0	70	7,103.80	0	0	0	0	0.00	0	70	0	70	7,352.80	0	0	0	0	0.00	140	105.04	14,785.60
156	14111284-TT-004	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	20	0	20	582.40	0	0	0	0	0.00	0	25	0	25	728.00	0	0	0	0	0.00	45	29.12	1,310.40
157	14111294-TT-002	TOILET TISSUE PAPER, 2 ply	pack	25	20	0	45	4,539.60	30	0	0	30	3,026.40	25	25	0	50	5,044.00	5	0	0	5	504.40	130	100.88	13,114.40
PERFUMES OR COLOGNES OR FRAGRANCES																										
158	5311626-105-001	HAND SANITIZER	bottle	10	0	0	10	873.60	0	0	0	0	0.00	10	0	0	10	873.60	0	0	0	0	0.00	20	87.36	1,747.20
PESTICIDES OR FIST REPELLENTS																										
159	10101095-101-001	INSECTICIDE	can	0	10	0	10	2,576.20	0	0	0	0	0.00	0	5	0	5	1,269.60	0	0	0	0	0.00	15	257.92	3,868.80
PRINTED PUBLICATIONS																										
160	53101524-1A-001	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (BA 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	0.00
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																										
1	4410109-BK-005	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,947.20	0.00
2	4410105-CA-014	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00
3	4410105-CA-002	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	1,176.32	0.00
4	4410105-CA-004	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	864.12	0.00
5	4410105-CA-002	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	0.00
6	4410105-EP-017	INK CARTRIDGE, EPSON CL1766400 (16440), Black	cart	0	10	0	10	2,110.60	30	0	0	30	6,997.80	0	10	0	10	2,310.60	20	0	0	20	4,698.60	70	211.00	16,371.00
7	4410105-EP-017	INK CARTRIDGE, EPSON CL1766400 (16440), Cyan	cart	0	10	0	10	2,422.00	15	0	0	15	3,633.00	5	10	0	15	3,633.00	5	0	0	5	1,211.00	45	242.20	10,899.00
8	4410105-EP-017	INK CARTRIDGE, EPSON CL1766400 (16440), Magenta	cart	0	10	0	10	2,422.00	15	0	0	15	3,633.00	5	10	0	15	3,633.00	5	0	0	5	1,211.00	45	242.20	10,899.00
9	4410105-EP-017	INK CARTRIDGE, EPSON CL1766400 (16440), Yellow	cart	0	10	0	10	2,422.00	15	0	0	15	3,633.00	5	10	0	15	3,633.00	5	0	0	5	1,211.00	45	242.20	10,899.00
10	4410105-HP-040	INK CARTRIDGE, HP C2000AA (HP82), Black	cart	0	0	0	0	0.00	0																	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year							
			Jan	Feb	Mar	Q1	April	May	June	Q2	Q1 AMOUNT	July	Aug	Sept				Q3	Q1 AMOUNT	Oct	Nov	Dec	Q4	Q1 AMOUNT
69	4101031-HP-Y22	TONER CARTRIDGE, HP CE312A, Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,616.90	0.00
70	4101031-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,616.90	0.00
71	4101031-HP-B24	TONER CARTRIDGE, HP CE314A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,192.80	0.00
72	4101031-HP-C24	TONER CARTRIDGE, HP CE314A, Cyan	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,081.60	0.00
73	4101031-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,081.60	0.00
74	4101031-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,081.60	0.00
75	4101031-HP-B25	TONER CARTRIDGE, HP CE324A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,972.80	0.00
76	4101031-HP-B26	TONER CARTRIDGE, HP CE324A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	6,796.00	0.00
77	4101031-HP-C26	TONER CARTRIDGE, HP CE324A, Cyan	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	10,181.60	0.00
78	4101031-HP-Y26	TONER CARTRIDGE, HP CE324A, Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	10,181.64	0.00
79	4101031-HP-M26	TONER CARTRIDGE, HP CE324A, Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	10,101.60	0.00
80	4101031-HP-B27	TONER CARTRIDGE, HP CE324A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,837.60	0.00
81	4101031-HP-C27	TONER CARTRIDGE, HP CE324A, Cyan	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,468.00	0.00
82	4101031-HP-Y27	TONER CARTRIDGE, HP CE324A, Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,468.00	0.00
83	4101031-HP-M27	TONER CARTRIDGE, HP CE324A, Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	6,011.20	0.00
84	4101031-HP-B28	TONER CARTRIDGE, HP CE326A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,958.88	0.00
85	4101031-HP-B28	TONER CARTRIDGE, HP CE326A, Black, high cap	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,332.00	0.00
86	4101031-HP-B32	TONER CARTRIDGE, HP CF317A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,876.72	0.00
87	4101031-HP-B33	TONER CARTRIDGE, HP CF326A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,246.80	0.00
88	4101031-HP-B35	TONER CARTRIDGE, HP CF326A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,666.40	0.00
89	4101031-HP-B31	TONER CARTRIDGE, HP CF380C, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,350.52	0.00
90	4101031-HP-B56	TONER CARTRIDGE, HP CF81A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,866.00	0.00
91	4101031-HP-B37	TONER CARTRIDGE, HP CF383A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,074.72	0.00
92	4101031-HP-B31	TONER CARTRIDGE, HP CF383C, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,796.00	0.00
93	4101031-HP-B59	TONER CARTRIDGE, HP CF387A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,876.00	0.00
94	4101031-HP-B32	TONER CARTRIDGE, HP CF326C, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	13,728.00	0.00
95	4101031-HP-B60	TONER CARTRIDGE, HP CF350A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,574.00	0.00
96	4101031-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,652.08	0.00
97	4101031-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,652.00	0.00
98	4101031-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,652.00	0.00
99	4101031-HP-B61	TONER CARTRIDGE, HP CF360A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	7,018.40	0.00
100	4101031-HP-C61	TONER CARTRIDGE, HP CF361A, Cyan LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,811.00	0.00
101	4101031-HP-Y61	TONER CARTRIDGE, HP CF362A, Yellow LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,811.00	0.00
102	4101031-HP-M61	TONER CARTRIDGE, HP CF363A, Magenta LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,811.00	0.00
103	4101031-HP-B62	TONER CARTRIDGE, HP CF400A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,097.20	0.00
104	4101031-HP-C62	TONER CARTRIDGE, HP CF401A, Cyan LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,666.80	0.00
105	4101031-HP-Y62	TONER CARTRIDGE, HP CF402A, Yellow LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,666.80	0.00
106	4101031-HP-M62	TONER CARTRIDGE, HP CF403A, Magenta LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,666.80	0.00
107	4101031-HP-B63	TONER CARTRIDGE, HP CF410A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,050.00	0.00
108	4101031-HP-B54	TONER CARTRIDGE, HP CF410C, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	6,896.40	0.00
109	4101031-HP-C63	TONER CARTRIDGE, HP CF411A, Cyan LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,018.80	0.00
110	4101031-HP-M64	TONER CARTRIDGE, HP CF412A, Magenta LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,018.80	0.00
111	4101031-HP-Y63	TONER CARTRIDGE, HP CF413A, Yellow LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,527.80	0.00
112	4101031-HP-M65	TONER CARTRIDGE, HP CF414A, Magenta LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,527.80	0.00
113	4101031-HP-B67	TONER CARTRIDGE, HP CF415A, Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	8,527.80	0.00
114	4101031-HP-M64	TONER CARTRIDGE, HP Q2612A, Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,744.00	0.00
115	4101031-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,744.00	0.00
116	4101031-HP-B46	TONER CARTRIDGE, HP Q2612A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,680.00	0.00
SOFTWARE																								
1	4021031-SFT-001	Business function specific software	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	0.00
2	4021031-SFT-002	Finance accounting and enterprise resource planning ERP software	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	0.00
3	4021031-SFT-003	Computer game or entertainment software	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	0.00
4	4021031-SFT-004	Content authoring and editing software	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	0.00
5	4021031-SFT-005	Content management software	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	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity (FY 2024)	Price	Total Amount for the year	
			Jan	Feb	Mar	Q1 AVERAGE	April	May	June	Q2 AVERAGE	July	Aug	Sept	Q3 AVERAGE	Oct	Nov	Dec	Q4 AVERAGE				
6	432J20H-SFT-006	Data management and security software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
7	432J240E-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
8	432J250S-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
9	432J260I-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
10	432J300H-SFT-010	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
11	432J327H-SFT-011	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
12	432J360H-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
13	432J390E-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14	432J300H-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
15	432J330E-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16	432J340E-SFT-015	Utility and device drivers software	license	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	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	8014150S-TS-001	BALLPEN	piece	0	56	0	56	0.00	50	0	0	50	0.00	0	30	0	20	0	0.00	156	0.00	0.00
2	8014150S-TS-002	MULTIUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
3	8014150S-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
4	8014150S-TS-004	STICKER PAPER	pack	0	28	0	20	0.00	0	0	0	0	0.00	0	20	0	0	0	0.00	40	0.00	0.00
5	8014150S-TS-005	DOUBLE SIDED TAPE	roll	0	28	0	20	0.00	5	0	0	5	0.00	0	20	0	5	0	0.00	50	0.00	0.00
6	8014150S-TS-006	PHOTO PAPER	pack	0	17	0	17	0.00	0	0	0	0	0.00	0	5	0	0	0	0.00	22	0.00	0.00
7	8014150S-TS-007	BLEACHING SOLUTION	bottle	0	0	0	0	0.00	40	0	0	40	0.00	0	0	0	0	0	0.00	80	0.00	0.00
8	8014150S-TS-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	5	0	0	5	0.00	0	0	0	0	0	0.00	5	0.00	0.00
9	8014150S-TS-009	CERTIFICATE HOLDER	piece	0	0	0	0	0.00	5	0	0	5	0.00	0	0	0	0	0	0.00	5	0.00	0.00
10	8014150S-TS-010	UNIVERSITY-LEVEL POWER SUPPLY	unit	0	0	0	0	0.00	5	0	0	5	0.00	0	0	0	0	0	0.00	5	0.00	0.00
11	8014150S-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
12	8014150S-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
13	8014150S-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
14	8014150S-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
15	8014150S-TS-015	MEDAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
16	8014150S-TS-016	DISHWASHING LIQUID	bottle	0	18	0	18	0.00	5	0	0	5	0.00	0	15	0	0	0	0.00	30	0.00	0.00
17	8014150S-TS-017	PLASTIC PARTNER	box	0	5	0	5	0.00	1	0	0	1	0.00	0	5	0	0	0	0.00	11	0.00	0.00
18	8014150S-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
19	8014150S-TS-019	YELLOW BOARD PAPER	pack	0	20	0	20	0.00	0	0	0	0	0.00	0	20	0	0	0	0.00	40	0.00	0.00
20	8014150S-TS-020	EXTENSION CORD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
21	8014150S-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
22	8014150S-TS-022	COLORS PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
23	8014150S-TS-023	BOUND PAPER	ream	0	100	0	100	0.00	0	0	0	0	0.00	0	150	0	0	0	0.00	250	0.00	0.00
24	8014150S-TS-024	POSH PIN	pack	0	5	0	5	0.00	0	0	0	0	0.00	0	10	0	0	0	0.00	15	0.00	0.00
25	8014150S-TS-025	DOOR MAT	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
26	8014150S-TS-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
27	8014150S-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	10	0	10	0.00	0	0	0	0	0.00	0	10	0	0	0	0.00	20	0.00	0.00
28	8014150S-TS-028	ELUCIDANT CAKE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
29	8014150S-TS-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
30	8014150S-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	5	0	0	5	0.00	0	0	0	0	0	0.00	5	0.00	0.00
31	8014150S-TS-031	MANILA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
32	8014150S-TS-032	ALTERNATIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
33	8014150S-TS-033	PADLOCK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
34	8014150S-TS-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
35	8014150S-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
36	8014150S-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
37	8014150S-TS-037	STORAGE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
38	8014150S-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
39	8014150S-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
40	8014150S-TS-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
41	8014150S-TS-041	PACKET/MOOL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
42	8014150S-TS-042	GLUE GUN	unit	0	2	0	2	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	2	0.00	0.00
	8014150S-TS-043	TRICET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for this year
			Jan	Feb	Mar	Q1 ADJUST	April	May	June	Q2 ADJUST	July	Aug	Sept	Q3 ADJUST	Oct	Nov	Dec	Q4 ADJUST			
44	BD141505-TS-244	SPEAKERS	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
45	BD141505-TS-245	POVIDONE IODINE	bottle	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
46	BD141505-TS-246	REYNOLAND	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
47	BD141505-TS-247	DEAR CAMERA	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
48	BD141505-TS-248	STEEL BACK	set	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
49	BD141505-TS-249	LAMINATING MACHINE	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
50	BD141505-TS-250	FUEL FILTERS	piece	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
51	BD141505-TS-251	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
52	BD141505-TS-252	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
53	BD141505-TS-253	CAR (sedan or Hatchback)	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
46	BD141505-TS-254	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
47	BD141505-TS-255	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
48	BD141505-TS-256	PASSENGER VAN	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
49	BD141505-TS-257	VAN	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
50	BD141505-TS-258	TRUCK WHEEL VEHICLE	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
51	BD141505-TS-259	PICK-UP TRUCK	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
52	BD141505-TS-260	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
53	BD141505-TS-261	ASSEMBLED OWNER-TYPE JEP	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
50	BD141505-TS-262	ASSEMBLED PASSENGER RECREATIVE TYPE VEHICLE	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
51	BD141505-TS-263	MOTORCYCLE	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
52	BD141505-TS-264	BUS	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
53	BD141505-TS-265	MINI BUS	unit	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
A. TOTAL																			P	1,274,700.17	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			P	137,470.02	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																			P	-	
D. GRAND TOTAL (A + B + C)																			P	1,402,170.19	
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:


SHERILL A. OSEO
Property/Supply Officer

Date Prepared: JULY 26, 2023

Certified Funds Available / Certified Appropriate Funds Available:


FERN M. JONES
Accountant / Budget Officer

Approved by:


SHERILL A. OSEO
Head of Office/Agency