

APP-CSE 2024 FORM

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 request for all its CSE requirements.

Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPhilGEPS) will be able to purchase CSE from the PS-DBM.

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

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-phileps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phileps.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-phileps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hoes8>.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email apccse.helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Department of Public Works and Highways
Region: Region V
Address: San Isidro Village, Virac, Catanduanes

Agency Code/UA/C: D7578
Contact Person: Administrative Officer I
Position: Administrative Officer I
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Telephone/Mobile Nos: 09289487163

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	Total Amount for the year								
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																									
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	71	71	72	214	10,925.44	43	44	43	130	6,624.80	64	65	65	194	9,896.24	56	57	57	170	8,663.20	703	50.96	36,076.58
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	9	10	10	29	13,069.44	8	8	8	24	10,832.64	8	8	8	24	10,832.64	9	9	9	27	12,186.72	104	451.36	46,942.44
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	60121413-CB-F01	CLEARBOOK, A4 size	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	35.36	0.00
4	60121413-CB-F02	CLEARBOOK, Legal size	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	38.48	0.00
5	60121534-EP-F01	ERASER, plastic/rubber	9	9	9	27	252.72	4	4	4	12	112.32	5	6	6	17	159.12	9	9	9	27	252.72	83	9.36	776.88
6	60121534-SP-G01	SIGN PEN, Extra Fine Tip, Black	2	0	0	2	52.00	0	3	0	3	78.00	3	0	0	3	78.00	0	0	0	3	78.00	11	26.00	286.13
7	60121534-SP-G04	SIGN PEN, Fine Tip, Black	22	23	23	68	3,040.56	18	19	19	56	2,504.32	19	20	19	58	2,593.76	22	22	22	66	2,951.52	248	44.72	11,060.56
8	60121534-SP-G07	SIGN PEN, Medium Tip, Black	17	17	17	51	2,917.20	13	14	14	41	2,345.20	15	15	15	45	2,574.00	18	19	18	55	3,146.00	192	57.20	11,082.48
9	60121534-SP-G02	SIGN PEN, Extra Fine Tip, Blue	18	19	18	55	1,430.00	15	15	15	45	1,170.00	20	10	10	40	1,040.00	10	20	20	50	1,300.00	190	26.00	4,940.00
10	60121534-SP-G05	SIGN PEN, Fine Tip, Blue	24	24	24	72	3,219.84	20	20	20	60	2,683.20	22	22	22	66	2,951.52	20	20	21	61	2,727.92	259	44.72	11,582.48
11	60121534-SP-G08	SIGN PEN, Medium Tip, Blue	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
12	60121534-SP-G03	SIGN PEN, Extra Fine Tip, Red	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	60121534-SP-G06	SIGN PEN, Fine Tip, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	45.76	0.00
14	60121534-SP-G09	SIGN PEN, Medium Tip, Red	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	60121124-WR-F01	WRAPPING PAPER	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	214.24	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
16	45121517-DO-G03	DOCUMENT CAMERA	3	0	0	3	76,608.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	25,536.16	76,608.48
17	45111609-MM-F01	MULTIMEDIA PROJECTOR	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,470.40	0.00
BATTERIES AND CELLS AND ACCESSORIES																									
18	26111702-BT-A02	BATTERY, dry cell, size AA	38	38	38	114	2,469.76	17	17	18	52	1,135.68	33	34	33	100	2,184.00	27	28	27	82	1,790.88	348	21.84	7,603.32
19	26111702-BT-A01	BATTERY, dry cell, size AAA	37	38	38	113	2,232.88	17	17	17	51	1,007.76	33	33	33	99	1,956.24	27	27	27	81	1,600.56	344	19.76	6,797.44
20	26111702-BT-A03	BATTERY, dry cell, size D	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.56	0.00
CLEANING EQUIPMENT AND SUPPLIES																									

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
21	47131812-AF-A01	AIR FRESHENER	can	15	15	16	46	4,018.56	6	6	6	18	1,572.48	7	8	8	23	2,002.28	5	6	6	17	1,485.12	104	87.36	9,287.44
22	47131604-BF-S01	BROOM (Walla Tambo)	piece	3	3	3	9	1,151.28	1	0	0	1	127.92	3	3	3	9	1,151.28	0	0	1	1	127.92	20	127.92	2,559.40
23	47131604-BF-T01	BROOM (Walla Ting-ting)	piece	4	4	0	8	191.36	0	0	0	0	0.00	0	0	0	0	0.00	0	7	0	7	167.44	15	23.92	398.56
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	10	10	5	25	1,118.00	0	0	0	0	0.00	5	5	5	15	670.80	0	0	0	0	0.00	40	44.72	1,789.60
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	8	5	0	13	468.00	0	0	0	0	0.00	0	3	0	3	108.00	0	0	0	0	0.00	16	36.00	580.00
26	47131811-CE-B02	DETERGENT BAR	bar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.36	0.00
27	47131811-CE-F02	DETERGENT POWDER, all purpose	pouch	30	0	0	30	2,652.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	88.40	2,652.00
28	47131803-D5-A01	DISINFECTANT SPRAY	can	5	2	0	7	1,055.60	2	0	0	2	301.60	0	2	0	2	301.60	0	0	2	2	301.60	13	150.80	1,989.40
29	47131601-OU-P01	DUST PAN	piece	15	3	0	18	842.40	1	2	0	3	140.40	0	7	0	7	327.60	2	0	1	3	140.40	31	46.80	1,450.80
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	0.00
31	47131800-FC-A01	FURNITURE CLEANER	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	226.72	0.00
32	73101612-HS-L01	HAND SOAP, liquid	bottle	7	7	7	21	901.95	6	0	0	6	257.70	0	10	6	16	687.20	0	0	6	6	257.70	49	42.95	2,104.75
33	47121804-MF-B01	MOP BUCKET	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	2,288.00	0.00
34	47131613-MF-H02	MOPHANDLE, heavy duty	piece	6	0	0	6	804.96	0	0	0	0	0.00	0	0	6	6	804.96	0	0	0	0	0.00	12	134.16	1,600.32
35	47131619-MF-P01	MOPHEAD, made of rayon	piece	6	0	0	6	684.24	0	0	0	0	0.00	0	0	6	6	684.24	0	0	0	0	0.00	12	114.04	1,368.48
36	47131501-HG-C01	RAGS	kilo	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
37	47131602-SC-N01	SCOURING PAD	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	89.44	0.00
38	47121701-TB-F04	TRASHBAG, XXL size	pack/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	130.00	0.00
39	47121701-TB-P05	TRASHBAG, Large size	pack/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	59.28	0.00
40	47121701-TB-F06	TRASHBAG, XL size	pack/roll	10	0	0	10	925.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	92.56	925.60
41	47121702-WB-P01	WASTEBASKET	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	43.68	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
42	12171703-SI-P01	INK, for stamp pad	bottle	14	14	15	43	1,341.60	4	4	0	8	249.60	7	8	8	23	717.60	6	6	6	18	561.60	92	31.20	2,876.40
CONSUMER ELECTRONICS																										
43	52161525-DV-R01	DIGITAL VOICE RECORDER	unit	0	2	0	2	9,607.52	0	1	0	1	4,803.76	0	0	0	0	0.00	0	0	0	0	0.00	3	4,803.76	14,411.28
FACE MASK																										
44	42131713-SHAM06	FACE MASK	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	52.00	0.00
FILMS																										
45	13111209-AC-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	0.00
46	13111201-CF-F02	CARBON FILM, Legal size	box	3	0	0	3	770.64	0	1	0	1	256.88	1	0	0	1	256.88	0	0	1	1	256.88	6	256.88	1,540.28
FIRE FIGHTING EQUIPMENT																										
47	46191601-FE-A01	FIRE EXTINGUISHER, dry chemical	unit	10	0	0	10	13,988.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,398.80	13,988.00
48	46191601-FE-F01	FIRE EXTINGUISHER, pure HCFC	unit	10	0	0	10	56,132.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	5,613.25	56,132.50
FLAG OR ACCESSORIES																										
49	55121805-PH-F01	PHILIPPINE NATIONAL FLAG	piece	30	0	0	30	8,545.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	284.84	8,545.20
FURNITURE AND FURNISHINGS																										
50	56101504-CH-R01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	375.44	0.00
51	56101504-CH-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	372.32	0.00
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	4	0	0	4	5,520.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,380.08	5,520.32
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	0.00
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	4	0	0	4	4,026.88	0	2	0	2	2,013.44	0	0	1	1	1,006.72	0	0	0	0	0.00	7	1,006.72	7,046.04

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																	Price	Total Quantity for the year	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		
			0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0				0	0	0	0.00	
57	4010604-EF-W01	ELECTRIC FAN, wall mount	unit																				914.16	0	914.16	0.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
58	43211507-DSK03	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	24,799.60	0	24,799.60	0.00
59	43211507-DSK04	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	42,300.40	0	42,300.40	0.00
60	43201827-ED-W02	EXTERNAL HARD DRIVE	unit	12	12	12	36	108,650.88	2	0	2	6,036.16	0	7	0	7	21,126.56	0	0	4	4	12,072.32	49	3,018.08	147,885.61	147,885.61	
61	43202010-FD-L04	FLASH DRIVE	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	224.64	0	224.64	0.00
62	43211503-LAP004	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0	42,380.00	0.00
63	43211503-LAP003	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0	46,800.00	0.00
64	43211709-MP-Q02	COMPUTER MOUSE, Wireless	unit	5	0	0	5	847.60	0	9	0	9	1,525.68	9	0	0	9	1,525.68	0	0	2	2	339.04	25	169.32	46,238.08	
65	43212105-PR-Q02	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33,015.84	0	33,015.84	0.00
66	43212105-PR-Q01	PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0.00	0	1	0	1	11,014.64	0	0	0	0	0.00	0	0	0	0	0.00	1	11,014.64	11,014.64	11,014.64
67	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	4	0	0	4	92,852.16	1	0	0	1	23,063.04	0	1	0	1	23,063.04	0	0	0	0	0.00	6	23,063.04	458,378.24	458,378.24
LIGHTING AND FIXTURES AND ACCESSORIES																											
68	39101638-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	73	73	76	222	19,008.64	24	24	72	5,840.64	24	24	24	72	5,840.64	13	14	14	41	3,325.92	407	81.12	33,025.84	33,025.84	
69	39101638-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 16 watts	piece	25	25	25	75	15,436.50	25	25	75	15,436.50	25	25	25	75	15,436.50	25	25	25	75	15,436.50	300	205.82	61,746.50	61,746.50	
MANUFACTURING COMPONENTS AND SUPPLIES																											
70	31201610-GJ-X01	GLUE, all-purpose	jar	16	17	17	50	3,536.00	10	11	32	2,263.04	15	15	15	45	3,182.40	11	11	10	32	2,263.04	159	70.72	11,284.48	11,284.48	
71	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.55	0	0.00	0.00
72	31151804-SW-S01	STAPLE WIRE, standard	box	53	54	54	161	3,825.36	39	40	119	2,827.44	25	25	25	75	1,782.00	26	27	26	79	1,877.04	454	23.76	10,731.24	10,731.24	
73	31201502-TA-E01	TAPE, electrical	roll	21	21	23	65	1,264.25	0	0	0	0.00	5	5	5	15	291.75	0	0	0	0	0.00	80	19.45	1,556.00	1,556.00	
74	31201503-TA-H01	TAPE, masking, 24mm	roll	19	20	19	58	3,869.04	7	7	21	1,299.48	20	20	21	61	3,774.68	20	10	11	41	2,537.08	181	61.88	10,286.28	10,286.28	
75	31201503-TA-H02	TAPE, masking, 48 mm	roll	15	15	16	46	5,573.36	10	16	26	3,150.16	15	15	5	35	4,240.60	10	10	17	37	4,482.92	144	121.16	5,980.28	5,980.28	
76	31201512-TA-F01	TAPE, packaging, 48 mm	roll	13	14	14	41	1,236.56	3	3	9	271.44	4	5	5	14	422.24	9	10	10	29	874.64	93	30.16	2,949.08	2,949.08	
77	31201512-TA-F01	TAPE, transparent, 24mm	roll	96	96	96	288	3,294.72	44	44	132	1,510.08	46	47	47	140	1,601.60	76	76	76	228	2,668.32	798	11.44	9,024.32	9,024.32	
78	31201512-TA-F02	TAPE, transparent, 48 mm	roll	57	57	57	171	4,090.32	17	18	52	1,243.64	26	26	26	84	2,009.28	37	36	37	112	2,679.04	419	23.92	10,002.48	10,002.48	
79	31151507-TW-F01	TWINE, plastic	roll	1	0	0	1	70.72	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	70.72	70.72	70.72	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
80	41111604-RJ-L02	RULER, flexible, plastic, 450mm	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	20.80	0	0.00	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	14	15	14	43	688.00	14	14	42	672.00	14	15	15	44	704.00	14	14	14	42	672.00	171	16.00	2,736.00	2,736.00	
82	44101602-RB-H01	BINDING AND PUNCHING MACHINE	unit	1	0	0	1	10,104.64	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,104.64	1	10,104.64	10,104.64
83	44101807-CA-Q01	CALCULATOR, Compact	unit	6	0	0	6	1,722.24	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	287.04	6	287.04	1,722.24
84	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0	0.00	0.00
85	44122005-BF-Q01	CLIP, backfold, 19mm	box	43	44	44	131	1,236.16	16	16	50	468.00	22	23	23	68	636.48	26	26	27	79	739.44	328	9.36	3,070.08	3,070.08	
86	44122005-BF-Q02	CLIP, backfold, 32mm	box	45	45	46	136	2,121.60	16	16	46	748.80	22	22	22	66	1,029.60	12	13	13	38	592.80	268	15.60	4,149.36	4,149.36	
87	44122005-BF-Q03	CLIP, backfold, 50mm	box	4	4	5	13	351.52	5	4	13	351.52	4	4	5	13	351.52	5	4	4	13	351.52	52	27.04	1,406.08	1,406.08	
88	44122005-BF-Q04	CORRECTION TAPE	box	43	44	44	131	7,901.92	17	18	53	3,196.56	20	20	21	61	3,679.52	17	18	18	53	3,196.56	298	60.32	17,297.36	17,297.36	
89	44121801-CT-F02	CUTTER/UTILITY KNIFE, for general purpose	piece	78	78	79	235	2,709.55	66	67	200	2,306.00	69	70	70	209	2,409.77	71	72	71	214	2,467.42	858	11.53	9,862.74	9,862.74	
90	44121612-CL-H01	DATA FILE BOX	piece	5	0	0	5	158.60	0	3	3	95.16	4	0	0	4	126.88	0	3	0	3	95.16	15	31.72	467.80	467.80	
91	44111515-DF-B01	DATA FOLDER	piece	61	61	62	184	14,204.80	52	53	158	12,197.60	56	57	56	169	13,046.80	52	52	52	156	12,043.20	667	77.20	51,462.40	51,462.40	
92	44122011-DF-F01	DATER STAMP	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	68.64	0	0.00	0.00
93	44103002-OS-H01	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	469.78	0	0.00	0.00
94	44121506-BN-Q01	ENVELOPE, Documentary, legal,	box	95	95	90	280	235,269.60	75	75	220	184,870.40	75	75	75	225	189,072.00	68	68	68	205	172,265.60	930	840.32	781,497.45	781,497.45	
95	44121506-BN-Q02	ENVELOPE, Documentary, legal,	box	256	257	257	770	830,429.60	170	170	510	550,024.80	257	257	256	770	830,429.60	170	170	170	510	550,024.80	2560	1,078.48	2,783,908.80	2,783,908.80	

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	
96	44121506-BN-X01	ENVELOPE, Expanding, Kraft	box	191	192	192	575	790,556.00	93	93	94	280	384,966.40	191	192	192	575	790,556.00	95	97	97	290	398,715.20	1,720	1,374.88	2,364,755.52	
97	44121506-BN-X02	ENVELOPE, Expanding, Plastic	box	10	10	0	20	609.80	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	20	0.00	30.49	609.80	
98	44121506-BN-X02	ENVELOPE, Mailing	box	6	6	0	12	5,603.52	0	0	0	0	0.00	0	3	0	3	1,400.88	0	0	4	4	1,867.84	19	466.96	9,857.24	
99	44121504-BN-W02	ENVELOPE, Mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	528.32	0.00	
100	44111512-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	1	0	0	1	12.33	0	1	0	1	12.33	0	1	0	1	12.33	0	0	1	1	12.33	4	12.33	49.32	
101	44122118-FA-F01	FASTENER	box	9	10	9	28	2,649.92	10	10	0	20	1,892.80	9	9	9	27	2,555.28	10	9	0	19	1,798.16	94	94.64	8,926.36	
102	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	85.20	0.00	
103	44122018-FT-C01	FILE TAB DIVIDER, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	22.88	0.00	
104	44122018-FT-C02	FILE TAB DIVIDER, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	26.00	0.00	
105	44122011-FO-F01	FOLDER, Pency with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	10	10	0	20	5,824.00	0	0	0	0	0.00	20	291.20	5,824.00	
106	44122011-FO-F02	FOLDER, Pency with slide, legal	bundle	15	15	20	50	15,444.00	20	10	20	50	15,444.00	25	25	20	70	21,621.60	20	10	20	50	15,444.00	220	308.88	67,353.60	
107	44122011-FO-L01	FOLDER, L-type, A4	pack	100	100	100	300	56,262.00	105	105	105	315	59,075.10	93	94	93	290	52,511.20	75	75	75	225	42,198.50	1120	187.54	210,946.88	
108	44122011-FO-L02	FOLDER, L-type, Legal	pack	368	369	368	1105	263,619.85	316	317	317	950	226,641.50	360	360	360	1080	257,655.60	275	275	275	825	196,820.25	3960	238.57	946,739.20	
109	44122027-FO-P01	FOLDER, presboard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	952.64	0.00	
110	44122011-FO-T03	FOLDER with tab, A4	pack	10	10	20	40	15,598.40	25	25	25	75	29,172.00	12	12	11	35	13,613.60	25	25	25	75	29,172.00	225	388.96	87,238.56	
111	44122011-FO-T04	FOLDER with tab, Legal	pack	178	179	178	535	226,660.40	111	112	112	335	143,192.40	170	170	170	510	217,994.40	103	104	103	310	132,506.40	1650	427.44	702,975.60	
112	44122008-IT-T01	INDEX TAB	box	29	9	9	47	2,966.17	9	9	9	27	1,703.97	0	2	0	2	126.22	0	0	2	2	126.22	78	63.11	4,932.78	
113	44111515-FA-F02	MAGAZINE FILE BOX, Large	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	126.88	0.00	
114	44121716-MA-F01	MARKER, Fluorescent	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	42.64	0.00	
115	44121708-MP-B01	MARKER, Permanent, Black	piece	21	21	21	63	982.80	14	15	15	44	686.40	24	25	25	74	1,154.40	17	18	17	52	811.20	233	15.60	3,654.88	
116	44121708-MP-B02	MARKER, Permanent, Blue	piece	4	4	6	14	218.40	3	3	3	9	140.40	7	7	7	21	327.60	3	3	3	9	140.40	53	15.60	826.56	
117	44121708-MP-B03	MARKER, Permanent, Red	piece	6	0	0	6	93.60	0	6	0	6	93.60	0	6	0	6	93.60	0	0	6	6	93.60	24	15.60	376.48	
118	44121708-MW-B01	MARKER, Whiteboard, Black	piece	15	16	15	46	478.40	8	8	8	24	249.60	11	11	11	33	343.20	8	8	9	25	260.00	129	10.40	2,391.28	
119	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	10.40	0.00	
120	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	10.40	0.00	
121	44122104-PC-G01	PAPER CLIP, vhb/plastic coated, 33mm	box	19	20	19	58	542.88	16	16	16	48	449.28	16	16	16	48	449.28	16	16	16	48	449.28	202	9.36	1,890.72	
122	44122104-PC-X02	PAPER CLIP, vhb/plastic coated, jumbo, 50mm	box	25	25	25	75	1,794.00	28	28	28	84	2,002.28	11	12	12	35	837.20	24	25	25	74	1,770.08	268	23.92	6,409.52	
123	44101603-PS-A02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	5,699.20	0.00	
124	44101601-PT-A01	PAPER TRIMMER/CUTTING MACHINE	unit	1	0	0	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	0	9,297.60	0.00	
125	44121704-PE-L01	PENCIL, lead/graphite, with eraser	box	36	37	36	109	4,534.40	15	16	16	47	1,955.20	16	17	17	50	2,080.00	14	15	15	44	1,830.40	250	41.60	10,400.00	
126	44121619-PS-A01	PENCIL SHARPENER	piece	4	4	4	12	2,598.40	1	0	0	1	213.20	0	1	0	1	213.20	0	0	0	0	0.00	14	213.20	2,864.80	
127	44101602-RU-P01	PUNCHER, paper, heavy duty	piece	7	7	7	21	3,407.04	2	0	0	2	324.48	0	3	0	3	486.72	0	2	0	2	324.48	28	162.24	4,542.72	
128	44122037-AB-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	0	0	0	0	0	0	274.23	0.00	
129	44122101-RU-B01	RUBBER BAND No. 18	box	5	5	0	10	1,653.60	2	2	0	4	661.44	4	5	0	9	1,488.24	2	3	0	5	826.80	28	165.36	4,630.08	
130	44121905-SP-F01	STAMP PAD, felt	piece	6	6	6	18	767.52	3	3	3	9	383.76	3	3	3	9	383.76	3	3	3	9	383.76	45	42.64	1,913.88	
131	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	5	5	6	16	665.60	1	0	0	1	41.60	0	7	0	7	291.20	1	0	0	1	41.60	25	41.60	1,040.00	
132	44121615-ST-S01	STAPLER, standard type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	145.60	0.00	
133	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	8	9	9	26	24,822.72	4	0	0	4	3,818.88	0	0	6	6	5,728.32	0	4	0	4	3,818.88	40	954.72	38,288.88	
134	44121613-SP-F02	STAPLE REMOVER, plier-type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	47.84	0.00	
135	44121605-TD-T01	TAPE DISPENSER, table top	piece	5	6	6	17	1,326.00	1	0	0	1	78.00	0	6	0	6	468.00	0	6	3	9	702.00	33	78.00	2,574.00	
PAPER MATERIALS AND PRODUCTS																											
136	44111525-CA-A01	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	0	0	90.48	0.00
137	44111506-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	0	0	953.68	0.00
138	44111506-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	0	0	1,260.48	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year								
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount
139	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 270mm	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	1,652.56
140	14111506-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	1,108.64
141	14111506-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	853.84
142	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 270mm	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	1,629.68
143	14111609-L-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	794.96
144	14111514-P-502	NOTEPAD, stick-on, 50mm x 76mm	pad	7	7	8	22	869.44	5	6	6	17	671.84	6	5	6	17	671.84	5	6	6	17	671.84	73	39.52	2,884.92
145	14111514-P-504	NOTEPAD, stick-on, 76mm x 100mm	pad	25	26	26	77	4,884.88	12	12	13	37	2,347.28	24	24	24	72	4,567.68	13	13	13	39	2,474.16	225	63.44	14,254.16
146	14111514-P-503	NOTEPAD, stick-on, 76mm x 76mm	pad	20	21	21	62	3,759.84	14	14	14	42	2,533.44	19	19	19	57	3,438.24	14	14	14	42	2,533.44	203	60.32	12,249.68
147	14111514-B-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	23.92
148	14111507-EP-M01	PAPER, MULTICOPY A4	ream	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	179.92	179.92
149	14111507-EP-M02	PAPER, MULTICOPY LEGAL	ream	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	211.12	211.12
150	14111507-EP-C01	PAPER, MULTIPURPOSE A4	ream	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	163.28	163.28
151	14111507-EP-C02	PAPER, MULTIPURPOSE LEGAL	ream	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	185.12	185.12
152	14111531-EP-B01	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	35.36	35.36
153	14111503-PA-F01	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	189.28	189.28
154	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	93	93	93	279	20,311.20	83	84	83	250	18,300.00	61	61	62	184	13,395.20	56	57	57	170	12,376.00	683	72.80	84,325.48
155	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	40	41	41	122	12,814.88	36	37	37	110	11,554.40	28	28	29	85	8,928.40	26	27	27	80	8,403.20	367	105.04	42,286.56
156	14111704-TT-404	TISSUE, INTERFOLDED PAPER TOWEL	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	29.12	29.12
157	14111704-TT-402	TOILET TISSUE PAPER, 2 ply	pack	37	38	38	113	11,399.44	9	10	10	29	2,925.52	17	18	18	53	5,346.64	13	13	13	39	3,934.32	234	100.88	23,567.52
PERFUMES OR COLOGNES OR FRAGRANCES																										
158	53131626-P-501	HAND SANITIZER	bottle	24	24	25	73	6,377.28	13	14	14	41	3,381.76	17	18	18	53	4,630.08	17	17	17	51	4,455.36	218	87.36	29,044.48
PESTICIDES OR PEST REPELLENTS																										
159	10191509-IP-H-01	INSECTICIDE	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	257.92	257.92
PRINTED PUBLICATIONS																										
160	55101524-PA-F-01	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	37.21
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																										
1	44103109-BP-E05	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	6,947.20
2	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	1,126.32
3	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	1,178.32
4	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	861.12
5	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	892.32
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	23	24	24	71	16,464.90	17	18	18	53	12,390.70	20	20	21	61	14,145.90	21	21	21	63	14,609.70	248	231.90	57,531.26
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	35	35	36	106	25,673.20	32	32	33	97	23,493.40	35	35	36	106	25,673.20	31	32	32	95	23,009.00	464	242.20	97,248.88
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	35	35	36	106	25,673.20	32	32	33	97	23,493.40	35	35	36	106	25,673.20	31	32	32	95	23,009.00	464	242.20	97,248.88
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	35	35	36	106	25,673.20	32	32	33	97	23,493.40	35	35	36	106	25,673.20	31	32	32	95	23,009.00	464	242.20	97,248.88
10	44103105-EP-B40	INK CARTRIDGE, HP C2P94AA (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	852.80
11	44103105-EP-T40	INK CARTRIDGE, HP C2P94AA (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	1,048.32
12	44103105-EP-B09	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	910.00	910.00
13	44103105-EP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	1,053.52
14	44103105-EP-B17	INK CARTRIDGE, HP CC640VA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	880.88	880.88
15	44103105-EP-T17	INK CARTRIDGE, HP CC643VA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,047.28	1,047.28
16	44103105-EP-C40	INK CARTRIDGE, HP C9372AA (HP920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	823.68
17	44103105-EP-M40	INK CARTRIDGE, HP C9373AA (HP920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	823.68
	44103105-EP-Y40	INK CARTRIDGE, HP C9374AA (HP920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	823.68

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							
63	44103103+P-B14	TONER CARTRIDGE, HP CE340A, 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	3,603.60	0.00			
64	44103103+P-B18	TONER CARTRIDGE, HP CE355A, 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	6,942.00	0.00			
65	44103103+P-B21	TONER CARTRIDGE, HP CE278A, 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	3,741.92	0.00			
66	44103103+P-B22	TONER CARTRIDGE, HP CE385A (HP85A), Black	cart	20	20	20	60	194,563.20	12	12	12	36	116,737.92	12	12	12	36	116,737.92	14	15	15	44	142,679.68	176	3,242.72	0.00			
67	44103103+P-B23	TONER CARTRIDGE, HP CE310A, Black	cart	3	0	0	3	7,051.20	2	5	0	7	16,452.80	3	0	0	3	7,051.20	0	0	5	5	11,752.00	18	2,350.40	0.00			
68	44103103+P-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	3	0	0	3	7,831.20	3	2	0	5	13,052.00	3	0	0	3	7,831.20	0	3	0	3	7,831.20	14	2,610.40	0.00			
69	44103103+P-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	3	0	0	3	7,831.20	2	3	0	5	13,052.00	0	0	3	3	7,831.20	0	3	0	3	7,831.20	14	2,610.40	0.00			
70	44103103+P-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	3	3	7,831.20	0	3	2	5	13,052.00	0	3	0	3	7,831.20	0	3	0	3	7,831.20	14	2,610.40	0.00			
71	44103103+P-B24	TONER CARTRIDGE, HP CE320A, 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	3,192.80	0.00			
72	44103103+P-C24	TONER CARTRIDGE, HP CE321A, 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	3,083.60	0.00			
73	44103103+P-Y24	TONER CARTRIDGE, HP CE322A, 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	3,083.60	0.00			
74	44103103+P-M24	TONER CARTRIDGE, HP CE323A, 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	3,083.60	0.00			
75	44103103+P-B25	TONER CARTRIDGE, HP CE390A, 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	7,812.80	0.00			
76	44103103+P-B26	TONER CARTRIDGE, HP CE400A, 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	6,786.00	0.00			
77	44103103+P-C26	TONER CARTRIDGE, HP CE401A, 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	10,103.60	0.00			
78	44103103+P-Y26	TONER CARTRIDGE, HP CE402A, 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	10,193.04	0.00			
79	44103103+P-M26	TONER CARTRIDGE, HP CE403A, 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	3,837.60	0.00			
80	44103103+P-B27	TONER CARTRIDGE, HP CE410A, (HP205), 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	5,460.00	0.00			
81	44103103+P-C27	TONER CARTRIDGE, HP CE411A, (HP205), 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	5,460.00	0.00			
82	44103103+P-Y27	TONER CARTRIDGE, HP CE412A, (HP205), 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	6,011.20	0.00			
83	44103103+P-M27	TONER CARTRIDGE, HP CE413A, (HP205), 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	4,050.80	0.00			
84	44103103+P-B28	TONER CARTRIDGE, HP CE505A, 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	7,332.00	0.00			
85	44103103+P-B28	TONER CARTRIDGE, HP CE505X, Black, high cap	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	2,878.72	0.00			
86	44103103+P-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	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	5,246.80	0.00			
87	44103103+P-B53	TONER CARTRIDGE, HP CF26A (HP26A), Black LaserJet	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	4,690.40	0.00			
88	44103103+P-B55	TONER CARTRIDGE, HP CF380A, LaserJet Pro M401/M425	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	8,359.52	0.00			
89	44103103+P-B51	TONER CARTRIDGE, HP CF380XC	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	7,800.00	0.00			
90	44103103+P-B56	TONER CARTRIDGE, HP CF381A (HP381A), Black LaserJet	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	3,034.72	0.00			
91	44103103+P-B57	TONER CARTRIDGE, HP CF382A (HP382A), LaserJet 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	3,796.00	0.00			
92	44103103+P-B51	TONER CARTRIDGE, HP CF283XC (HP383X), Black Contract L	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	9,828.00	0.00			
93	44103103+P-B58	TONER CARTRIDGE, HP CF287A (HP387), 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	13,728.00	0.00			
94	44103103+P-B52	TONER CARTRIDGE, HP CF323XC (HP23X), Black LaserJet	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	2,574.00	0.00			
95	44103103+P-B60	TONER CARTRIDGE, HP CF350A, Black LaserJet	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	2,652.00	0.00			
96	44103103+P-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	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	2,652.00	0.00			
97	44103103+P-Y60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	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	2,652.00	0.00			
98	44103103+P-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	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	2,652.00	0.00			
99	44103103+P-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	7	7	7	21	147,638.40	5	5	0	10	70,304.00	6	7	0	13	91,395.20	9	0	0	9	63,273.60	53	7,038.40	0.00			
100	44103103+P-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	3	3	3	9	79,326.00	5	5	0	10	86,140.00	4	4	0	8	70,512.00	5	4	0	9	76,326.00	36	8,814.00	0.00			
101	44103103+P-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	9	0	0	9	79,326.00	5	5	0	10	86,140.00	4	4	0	8	70,512.00	5	4	0	9	76,326.00	36	8,814.00	0.00			
102	44103103+P-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	9	0	0	9	79,326.00	4	4	2	10	86,140.00	2	6	0	8	70,512.00	3	4	2	9	76,326.00	36	8,814.00	0.00			
103	44103103+P-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	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	3,099.20	0.00			
104	44103103+P-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	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	3,660.80	0.00			
105	44103103+P-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	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	3,660.80	0.00			
106	44103103+P-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	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	3,660.80	0.00			

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year								
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT
17	80141505-TS-017	PLASTIC FASTENER	box	47	46	47	142	7,100.00	43	42	45	130	6,500.00	46	46	46	138	6,900.00	42	43	43	128	6,400.00	538	50.00	26,900.00
18	80141505-TS-018	STEEL FILING CABINET	piece	1	0	0	1	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	40,000.00	40,000.00
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	0.00	0	0.00	0.00
20	80141505-TS-020	EXTENSION CORD	piece	105	0	0	105	157,500.00	0	4	0	4	6,000.00	0	2	0	2	3,000.00	0	0	4	4	6,000.00	115	1,500.00	172,500.00
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
22	80141505-TS-022	COLORED PAPER	pack	37	38	38	113	28,250.00	29	30	30	89	22,250.00	30	31	30	91	22,750.00	11	12	11	34	8,550.00	327	250.00	81,750.00
23	80141505-TS-023	BOND PAPER	ream	752	762	762	2286	1,303,020.00	605	606	605	1816	1,035,120.00	657	658	658	1973	1,124,610.00	660	660	660	1980	1,128,600.00	8955	570.00	4,59,380.00
24	80141505-TS-024	PUSH PIN	pack	8	9	9	26	898.00	5	0	0	5	165.00	6	0	0	6	198.00	10	15	0	25	825.00	62	33.00	2,046.00
25	80141505-TS-025	DOOR MAT	piece	21	21	21	63	0.00	4	5	5	14	0.00	6	6	7	19	0.00	4	4	5	13	0.00	109	0.00	0.00
26	80141505-TS-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
28	80141505-TS-028	DEODORANT CAKE	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	6	150.00	900.00
29	80141505-TS-029	DISPOSABLE GLOVES	box	6	0	0	6	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
30	80141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
31	80141505-TS-031	MANILA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
33	80141505-TS-033	PADLOCK	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	12	50,000.00	600,000.00
34	80141505-TS-034	MOBILE PHONE	unit	4	4	4	12	600,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
35	80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37	80141505-TS-037	STORAGE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
38	80141505-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	1	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	60,000.00	180,000.00
39	80141505-TS-039	DOCUMENT SCANNER	unit	2	0	0	2	120,000.00	0	1	0	1	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,000.00	36,000.00
40	80141505-TS-040	WATER DISPENSER	unit	1	0	0	1	18,000.00	0	1	0	1	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
41	80141505-TS-041	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
42	80141505-TS-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
43	80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,500.00	2,500.00
44	80141505-TS-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
45	80141505-TS-045	POVIDONE IODINE	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-046	KEYBOARD	unit	6	6	6	18	14,400.00	5	0	0	5	4,000.00	0	0	0	0	0.00	0	0	5	5	4,000.00	28	800.00	22,400.00
47	80141505-TS-047	DSLR CAMERA	unit	2	0	0	2	141,600.00	0	0	0	0	0.00	0	2	0	2	141,600.00	0	0	0	0	0.00	4	70,800.00	283,200.00
48	80141505-TS-048	STEEL PACK	wt	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-049	LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-050	FUEL FILTERS	piece	11	12	12	35	69,125.00	12	12	12	36	71,100.00	12	11	12	35	69,125.00	12	13	12	37	73,075.00	143	1,975.00	282,425.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Available for the year						
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec
S3	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00
S0	80141505-TS-062	ASSEMBLED PASSENGER JEEP-KEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00
S1	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00
S2	80141505-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00
S3	80141505-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00

A. TOTAL																								18,252,300.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								1,825,230.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								
D. GRAND TOTAL (A + B + C)																								20,077,530.00
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:

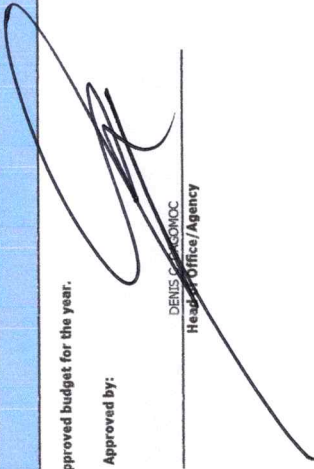

MORENA T. ZARE
Property/Supply Officer

Date Prepared: August 31, 2023

Certified Funds Available / Certified Appropriate Funds Available:


SHELLY T. SANTIACES
Accountant/Budget Officer

Approved by:


DENIS G. GOMOC
Head of Office/Agency