

APP-CSE 2022 FORM
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, 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 Virtual Store 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) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

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.
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 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 Virtual Store account on the PS-DBM website.
- Should there be changes in the agency's CSE requirements, 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 covered by a supplemental APP-CSE.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: DEPARTMENT OF EDUCATION, REGIONAL OFFICE
Region: CORDILLERA ADMINISTRATIVE REGION
Address: Wauwal, La Trinidad, Benguet
Agency Code/UNCS: _____
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 20 April 2021)	Total Amount for the year					
		Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																					
PESTICIDES OR PEST REPELLENTS																					
1. 10191509-IN-A01 INSECTICIDE, aerosol type	can	8	8	8	24	3,344.64	8	8	8	8	8	24	3,344.64	8	8	8	24	3,344.64	96.00	139.36	13378.56
PERFUMES OR COLOGNES OR FRAGRANCES																					
2. 53131626-HS-S01 LIQUID HAND SANITIZER, 500ml	bottle	48	40	40	128	19,383.04	48	40	40	40	128	19,383.04	48	40	40	128	19,383.04	512.00	151.43	77532.16	
ALCOHOL OR ACETONE BASED ANTISEPTICS																					
3. 12191601-AL-E04 ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	50	50	50	150	9,984.00	50	50	50	150	9,984.00	50	50	50	150	9,984.00	600.00	66.56	39936.00		
4. 12191601-AL-E03 ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	387.92	0.00	
5. 51471901-AL-101 ALCOHOL, isopropyl, 68%-72%, 500ml (5ml)	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	43.58	0.00	
6. 51471901-AL-102 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	40	40	40	120	54,600.00	40	40	40	120	54,600.00	40	40	40	120	54,600.00	480.00	455.00	218400.00		
7. 51471505-PO-P01 POVIDONE IODINE, 10 % solution, 120 ml	gallon	12	0	0	12	2,493.00	0	0	0	0	0.00	12	0	0	0	0	0	0.00	24.00	207.75	4986.00
COLOR COMPOUNDS AND DISPERSIONS																					
8. 12171703-SI-P01 INK, for stamp pad	bottle	6	2	2	10	315.20	2	2	2	6	189.12	2	2	2	6	189.12	28.00	31.52	882.56		
FILMS																					
9. 13111203-AC-F01 ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	847.82	0.00
10. 13111201-CF-P01 CARBON FILM, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	221.00	0.00
11. 13111201-CF-P02 CARBON FILM, legal	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																					
12. 14111525-CA-A01 CARTOLINA, assorted colors	pack	10	4	2	16	1,339.52	10	4	2	16	1,339.52	10	4	2	16	1,339.52	82.00	85.72	6865.04		
13. 14111506-CF-L11 COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	882.55	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 2021)	Total Amount for the year					
		Monthly Quantity Requirement																		
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount			Oct	Nov	Dec	Q4 Amount	
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	1029.60	0.00	
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	1528.80	0.00	
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	906.36	0.00	
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	884.00	0.00	
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	1508.00	0.00	
19	14111609-LL-C01	LOOSELEAF COVER, legal	bundle	10	0	1	11	8,744.56	0	1	0	1	794.96	0	1	0	794.96	14.00	11129.44	
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2' x 3") min	pad	46	28	28	102	3,780.12	38	28	28	94	3,483.64	38	28	88	3,261.28	378.00	14006.68	
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3' x 4") min	pad	22	10	12	44	2,608.32	18	14	4	36	2,134.08	22	10	12	44	2,608.32	164.00	9721.92
22	14111514-NB-S01	NOTEBOOK, stenographer	piece	12	42	0	54	650.16	12	42	0	54	650.16	12	42	46	2,487.68	54.08	10383.36	
23	14111507-PP-M01	PAPER, MULTICOPI, A4, 80 gsm	reams	140	120	120	380	51,930.80	150	120	110	380	51,930.80	140	110	370	50,564.20	136.66	202256.80	
24	14111507-PP-M02	PAPER, MULTICOPI, legal, 80gsm	reams	140	80	80	300	38,313.00	90	70	70	230	29,373.30	82	70	60	212	27,074.52	127.71	154784.52
25	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	98.26	0.00	
26	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	118.46	0.00	
27	14111531-PP-R01	PAD PAPER, ruled	pad	8	8	8	24	698.88	8	8	8	24	698.88	8	8	24	698.88	29.12	2795.52	
28	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	98.05	0.00	
29	14111818-TH-P02	Thermal Paper, 55GSM (-5%), 1/2 Core, 216mm x 30m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	55.64	0.00	
30	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	50	0	0	50	3,536.00	20	0	0	20	1,414.40	20	0	0	20	1,414.40	70.72	7779.20
31	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	25	0	0	25	2,548.00	10	0	0	10	1,019.20	10	0	0	10	1,019.20	101.92	5096.00
32	14111704-IT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	86.84	0.00	
33	14111704-IT-P01	TISSUE, interfolded paper towel	pack	10	10	10	30	1,045.20	10	10	10	30	1,045.20	10	10	30	1,045.20	34.84	4180.80	
34	14111704-IT-P04	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	4	4	4	12	405.60	4	4	4	12	405.60	4	4	14	473.20	33.80	1690.00	
BATTERIES AND CELLS AND ACCESSORIES																				
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	48	18	20	86	3,121.80	46	18	16	80	2,904.00	48	14	14	76	2,758.80	36.30	11833.80
37	26111702-BT-A01	BATTERY, dry Cell, size AAA	pack	20	16	16	52	1,025.96	24	12	12	48	947.04	26	14	14	40	789.20	19.73	3827.62
38	26111702-BT-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	96.20	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																				
39	31201610-GL-J01	GLUE, all purpose	jar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	71.50	0.00
40	31151804-SW-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	6	0	0	6	118.56	0	0	0	0	0.00	6	0	0	0	0.00	19.76	237.12
41	31151804-SW-S01	STAPLE WIRE, standard	box	66	12	24	102	2,895.82	32	24	24	80	1,792.80	54	20	30	104	2,330.64	22.41	8157.24
42	31201502-TA-E01	TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18.67	0.00
43	31201503-TA-M01	TAPE, masking, 24mm	roll	48	16	12	76	4,149.60	26	16	6	48	2,620.80	42	16	6	64	3,494.40	54.60	12339.60
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	24	12	12	48	5,116.80	16	8	8	32	3,411.20	24	12	12	48	5,116.80	106.60	18122.00
45	31201517-TA-P01	TAPE, packaging, 48mm	roll	36	2	8	46	1,028.56	12	6	6	24	536.64	24	4	4	32	715.52	22.36	2817.36
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	32	12	12	56	565.04	28	8	8	44	443.96	32	12	12	56	565.04	10.09	1997.82
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	26	8	8	42	838.74	24	4	4	32	639.04	16	4	6	26	519.22	19.97	2476.28
48	31151507-TW-P01	TWINE, plastic	roll	12	0	0	12	698.88	12	0	0	12	698.88	12	0	0	12	698.88	58.24	2795.52
HEATING AND VENTILATION AND AIR CIRCULATION																				

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year			
			Q1 AMOUNT																	
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec
49	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	0.00	1109.68	0.00
50	40101604-EF-C01 ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1389.68	0.00
51	40101604-EF-S01 ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	856.86	0.00
52	40101604-EF-W01 ELECTRIC FAN, wall mount, plastic blade	unit	8	0	0	8	5,999.68	0	0	0	0	0.00	0	0	0	0	0.00	8.00	674.96	5399.68
MEDICAL THERMOMETERS AND ACCESSORIES																				
53	41112224-TG-T02 THERMOMETER	piece	2	0	0	2	5,064.80	0	0	0	0	0.00	0	0	0	0	0.00	2.00	2532.40	5064.80
LIGHTING AND FIXTURES AND ACCESSORIES																				
54	39101628-LT-L01 LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	1	0	0	1	205.82	1	2	0	3	617.46	1	2	0	3	617.46	8.00	205.82	1646.56
55	39101628-LB-L01 LIGHT BULB, Light Emitting Diode (LED)	piece	5	0	0	5	410.80	5	0	0	5	410.80	5	0	0	5	410.80	20.00	82.16	1643.20
MEASURING AND OBSERVING AND TESTING EQUIPMENT																				
56	41111604-RU-P02 RULER, plastic, 450mm	piece	24	0	0	24	424.32	0	0	0	0	0.00	24	0	0	0	0.00	48.00	17.68	846.64
CLEANING EQUIPMENT AND SUPPLIES																				
57	47131812-AF-A01 AIR FRESHENER, aerosol type	can	32	20	20	72	6,495.84	26	24	22	72	6,495.84	26	24	22	70	6,315.40	286.00	90.22	25802.92
58	47131604-BR-S01 BROOM, soft, tampo	piece	24	16	16	56	7,629.44	4	4	4	12	1,634.88	24	16	16	12	1,634.88	136.00	136.24	18526.64
59	47131604-BR-T01 BROOM, stick, long-hand	piece	26	20	20	66	1,201.20	4	4	4	12	218.40	24	20	20	12	218.40	154.00	18.20	2802.80
60	47131829-TB-C01 CLEANER, toilet and urinal	bottle	26	2	24	52	2,163.20	26	22	24	72	2,995.20	26	22	24	72	2,995.20	268.00	41.60	11,148.80
61	47131805-CL-P01 CLEANSER, scouring powder	can	16	16	16	48	1,148.16	16	16	16	48	1,148.16	16	16	16	48	1,148.16	192.00	23.92	4592.64
62	47131811-DE-B02 DETERGENT BAR, 140g	piece	4	4	4	12	99.60	4	4	4	12	99.60	4	4	4	12	99.60	48.00	8.30	398.40
63	47131811-DE-P03 DETERGENT POWDER, all-purpose, 1kg	pack	22	22	22	66	3,569.28	22	22	22	66	3,569.28	22	22	22	66	3,569.28	264.00	54.08	14,277.12
64	47131803-DS-A01 DISINFECTANT SPRAY, aerosol type	can	24	24	24	72	9,285.12	24	24	24	72	9,285.12	24	24	24	72	9,285.12	288.00	128.96	37,140.48
65	47131601-DU-P01 DUST PAN, non-rigid plastic	piece	16	0	0	16	397.28	12	0	0	12	297.96	12	0	0	12	297.96	52.00	24.83	1291.16
66	51241552-SH-S01 SODIUM HYPOCHLORITE, 3.785 liters	gallon	40	40	40	120	15,760.00	40	40	40	120	15,760.00	40	40	40	120	15,760.00	480.00	131.25	63,000.00
67	73101612-HS-L01 LIQUID HAND SOAP, 500mL	bottle	42	36	36	114	11,737.44	42	36	36	114	11,737.44	42	36	36	114	11,737.44	456.00	102.96	46,949.76
68	47131802-FW-P02 FLOOR WAX, paste type, red	can	2	0	0	2	619.52	8	0	0	8	2,478.08	8	0	0	8	2,478.08	26.00	309.76	8053.76
69	47131830-FC-A01 FURNITURE CLEANER, aerosol type	can	46	44	44	134	16,096.08	46	44	44	134	16,096.08	46	44	44	134	16,096.08	536.00	120.12	64,384.32
70	47121804-MP-B01 MOP BUCKET, heavy duty, hard plastic	unit	24	0	0	24	54,912.00	12	0	0	12	27,456.00	12	0	0	12	27,456.00	60.00	2288.00	137,280.00
71	47131613-MP-H02 MOPHANDLE, heavy duty, screw type	piece	12	0	12	24	2,995.20	0	12	0	12	1,497.60	12	0	0	12	1,497.60	60.00	124.80	7,488.00
72	47131619-MP-R01 MOPHEAD, made of rayon	piece	4	4	4	12	1,485.12	4	4	4	12	1,485.12	4	4	4	12	1,485.12	48.00	123.76	5,940.48
73	47131501-RG-C01 RAGS, all cotton	bundle	72	32	34	138	7,437.16	42	32	34	108	5,812.56	38	32	34	104	5,597.28	454.00	53.82	24,434.28
74	47131602-SC-N01 SCOURING PAD	pack	16	0	0	16	1,797.12	16	0	0	16	1,797.12	16	0	0	16	1,797.12	64.00	112.32	7,188.48
75	47121701-TB-P04 TRASHBAG, GPP spec, black, 940mmx1016mm	pack	36	28	28	92	12,390.56	36	28	28	92	12,390.56	36	28	28	92	12,390.56	368.00	134.68	49,562.24
76	47121702-WB-P01 WASTEBASKET, non-rigid plastic	piece	46	0	0	46	1,286.16	0	0	0	0	0.00	46	0	0	0	0.00	92.00	27.96	2,572.32
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND ACCESSORIES																				
77	43211507-DS-K001 DESKTOP FOR BASIC USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24,793.60	0.00
78	43211507-DS-K002 DESKTOP FOR MID-RANGE USERS	unit	8	0	0	8	339,123.20	8	0	0	8	339,123.20	8	0	0	8	339,123.20	16.00	42,390.40	678,446.40
79	43211503-LAP-P01 LAPTOP FOR MID-RANGE USERS	unit	4	0	0	4	165,868.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	41,392.00	1,655,668.00
80	43202187-HD-X02 EXTERNAL HARD DRIVE, 1 TB	piece	8	0	0	8	20,790.72	8	0	0	8	20,790.72	8	0	0	8	20,790.72	32.00	2,598.84	83,162.88

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81	43202010-FD-U01	FLASH DRIVE, 16 GB	56	0	0	56	9,276.64	24	0	0	24	4,018.56	24	0	0	24	4,018.56	128.00	167.44	21432.32	
82	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	6	0	0	6	667.80	0	0	0	0	0.00	6	0	0	0	667.80	12.00	111.30	1335.60	
83	43211708-MO-O02	MOUSE, WIRELESS, USB	6	0	0	6	924.00	6	0	0	6	924.00	0	0	0	0	924.00	18.00	154.00	2772.00	
84	43212102-PR-D02	PRINTER, impact, dot matrix, 24 pins, 136 columns	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	38100.97	0.00	
85	43212102-PR-D01	PRINTER, impact, dot matrix, 9 pins, 80 columns	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9191.52	0.00	
86	43212105-PR-L01	PRINTER, laser, monochrome	2	0	0	2	1,449.76	0	0	0	0	0.00	0	0	0	0	0.00	2.00	724.88	1449.76	
87	43212105-PR-L02	PRINTER, laser, colored	0	0	0	0	0.00	0	0	0	0	0.00	1	1	0	0	7,899.00	1.00	7899.00	7899.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																					
88	44121710-CH-W01	CHALK, white enamel	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.64	0.00	
89	44122105-BF-C01	CLIP, backfold, 19mm	24	20	20	64	560.64	20	20	20	60	525.60	24	20	20	60	560.64	248.00	8.76	2175.48	
90	44122105-BF-C02	CLIP, backfold, 25mm	24	20	24	68	1,034.96	20	18	24	62	943.64	24	24	20	60	1,034.96	258.00	15.22	3926.76	
91	44122105-BF-C03	CLIP, backfold, 32mm	24	18	24	66	1,475.76	24	18	24	66	1,475.76	24	24	18	60	1,475.76	258.00	22.36	5768.88	
92	44122105-BF-C04	CLIP, backfold, 50mm	24	24	18	66	3,603.60	24	24	18	66	3,603.60	24	18	18	60	3,276.00	252.00	54.60	13759.20	
93	44121801-CT-R02	CORRECTION TAPE, 8m	54	8	26	88	1,027.84	46	12	24	82	957.76	54	8	24	82	1,004.48	338.00	11.68	3947.84	
94	44111515-DF-B01	DATA FILE BOX	100	0	0	100	7,720.00	24	0	0	24	1,852.80	16	0	0	16	1,235.20	156.00	77.20	12043.20	
95	44122011-DF-F01	DATA FOLDER	192	0	46	238	16,336.32	64	0	52	116	7,962.24	64	0	52	116	7,962.24	534.00	68.64	36653.76	
96	44121506-EN-D01	ENVELOPE, documentary, A4	6	0	0	6	4,038.54	6	0	0	6	4,038.54	6	0	0	6	4,038.54	24.00	673.09	16154.16	
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	6	0	0	6	5,562.96	6	0	0	6	5,562.96	6	0	0	6	5,562.96	24.00	927.16	22231.84	
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	12	0	0	12	8,860.80	12	0	0	12	8,860.80	12	0	0	12	8,860.80	48.00	738.40	35443.20	
99	44121506-EN-X02	ENVELOPE, expanding, plastic	20	0	6	26	792.74	20	0	6	26	792.74	20	0	0	20	609.80	92.00	30.49	2805.06	
100	44121506-EN-M02	ENVELOPE, mailing	6	0	0	6	2,269.20	4	0	0	4	1,512.80	2	0	0	2	756.40	14.00	378.20	5294.80	
101	44121504-EN-W02	ENVELOPE, mailing, with window	1	0	0	1	433.68	0	0	0	0	0.00	1	0	0	1	433.68	2.00	433.68	867.36	
102	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	6	0	0	6	61.80	0	0	0	0	0.00	6	0	0	0	61.80	12.00	10.30	123.60	
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	83.41	0.00	
104	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	12	0	0	12	1,032.48	4	0	0	4	344.16	4	0	0	0	344.16	20.00	86.04	1720.80	
105	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	12	0	0	12	133.56	12	0	0	12	133.56	12	0	0	12	133.56	48.00	11.13	534.24	
106	44122018-FT-D02	FILE TAB DIVIDER, legal	4	6	0	10	142.30	4	6	0	10	142.30	4	5	0	9	128.07	39.00	14.23	554.97	
107	44122011-FO-F01	FOLDER, fancy, with slide, A4	4	0	0	4	1,081.60	0	0	0	0	0.00	0	0	0	0	0.00	4.00	270.40	1081.60	
108	44122011-FO-F02	FOLDER, fancy, with slide, legal	3	0	0	3	935.64	2	0	0	2	623.76	2	0	0	2	623.76	9.00	311.88	2806.92	
109	44122011-FO-L01	FOLDER, L-type, A4	13	0	0	13	2,228.59	12	0	0	12	2,057.16	12	0	0	12	2,057.16	49.00	171.43	8400.07	
110	44122011-FO-L02	FOLDER, L-type, legal	12	0	0	12	2,918.88	12	0	0	12	2,918.88	12	0	0	12	2,918.88	48.00	243.24	11675.52	
111	44122027-FO-P01	FOLDER, pressboard	6	0	0	6	5,715.84	4	0	0	4	3,810.56	6	0	0	4	5,715.84	20.00	952.64	19052.80	
112	44122011-FO-T03	FOLDER, with tab, A4	16	0	0	16	4,464.00	12	0	0	12	3,948.00	12	0	0	12	3,948.00	52.00	279.00	14508.00	
113	44122011-FO-T04	FOLDER, with tab, legal	30	4	4	38	12,211.68	16	4	4	24	7,712.64	16	4	4	24	7,712.64	110.00	321.36	35349.60	
114	44122098-IT-T01	INDEX TAB, self-adhesive, transparent	14	0	4	18	1,020.24	12	0	4	16	906.88	12	0	4	16	906.88	66.00	56.68	3740.88	
115	44111515-MF-B02	MAGAZINE FILE BOX, large	0	0	12	12	499.20	0	0	12	12	499.20	0	0	12	12	499.20	48.00	41.60	1996.80	
116	44121716-MA-F01	MARKER, fluorescent	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	36.66	0.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2023)	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
117	44121708-MW-B01	MARKER, whiteboard, black	piece	32	0	0	32	428.16	32	0	0	0	0	0	0	32	428.16	32	0	0	32	428.16	96.00	1284.48	
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	12	0	0	12	160.56	12	0	0	12	160.56	12	0	12	160.56	12	0	0	12	160.56	48.00	642.24	
119	44121708-MW-B03	MARKER, whiteboard, red	piece	24	0	0	24	321.12	24	0	0	24	321.12	24	0	24	321.12	24	0	0	24	321.12	96.00	1284.48	
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	54	0	0	54	484.92	54	0	0	54	484.92	54	0	54	484.92	54	0	0	54	484.92	216.00	1935.68	
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	36	0	0	36	323.28	36	0	0	36	323.28	36	0	36	323.28	36	0	0	36	323.28	144.00	1293.12	
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	12	0	0	12	107.76	12	0	0	12	107.76	12	0	12	107.76	12	0	0	12	107.76	36.00	323.28	
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	58	12	12	82	636.32	20	12	12	44	341.44	36	12	12	60	465.60	24	12	48	372.48	234.00	1815.84	
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	58	12	12	82	1,129.96	24	12	12	48	661.44	24	12	12	48	661.44	24	12	48	661.44	226.00	3114.28	
125	44121706-PE-L01	PENCIL, lead, with eraser	box	24	0	0	24	498.96	12	0	0	12	249.48	24	0	24	498.96	12	0	0	12	249.48	72.00	1496.88	
126	44122037-RB-P10	RING BINDER, plastic, 32mm	bundle	8	0	4	12	2,877.48	6	0	4	10	2,397.90	6	0	4	10	2,397.90	6	0	4	10	2,397.90	42.00	10071.18
127	44122101-RU-B01	RUBBER BAND, No. 18	box	8	8	0	16	1,600.80	8	8	0	16	1,600.80	8	8	0	16	1,600.80	8	8	0	16	1,600.80	64.00	6403.20
128	44121905-SP-F01	STAMP PAD, felt	piece	8	8	0	16	559.20	0	0	0	0	0.00	8	8	0	16	559.20	0	0	0	0	0.00	32.00	1116.40
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	32	0	0	32	474.24	0	0	0	0	0.00	32	0	32	474.24	0	0	0	0	0.00	64.00	946.48	
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	24	0	0	24	802.32	0	0	0	0	0.00	12	0	12	401.16	0	0	0	0	0.00	36.00	1203.48	
131	44102022-DS-M01	DATING AND STAMPING MACHINE	piece	12	0	0	12	5,447.52	0	0	0	0	0.00	12	0	12	5,447.52	0	0	0	0	0.00	24.00	10895.04	
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter hand	piece	6	0	0	6	1,216.02	0	0	0	0	0.00	6	0	6	1,216.02	0	0	0	0	0.00	12.00	2432.04	
133	44101602-RU-P01	PUNCHER, paper, heavy duty	piece	12	0	0	12	1,809.60	0	0	0	0	0.00	12	0	12	1,809.60	0	0	0	0	0.00	24.00	3619.20	
134	44121618-SS-S01	SCISSORS, symmetrical	pair	12	0	0	12	486.72	12	0	0	12	486.72	12	0	12	486.72	0	0	0	0	0.00	36.00	1460.16	
135	44121615-ST-S01	STAPLER, standard type	piece	12	0	0	12	1,684.80	12	0	0	12	1,684.80	12	0	12	1,684.80	0	0	0	0	0.00	36.00	5054.40	
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	1	0	0	1	914.22	0	0	0	0	0.00	1	0	1	914.22	0	0	0	0	0.00	2.00	1826.44	
137	44121613-SR-P01	STAPLE REMOVER, plier type	piece	12	0	0	12	298.80	0	0	0	0	0.00	6	0	6	149.40	0	0	0	0	0.00	18.00	448.20	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	8	0	0	8	513.60	0	0	0	0	0.00	6	0	6	385.20	0	0	0	0	0.00	14.00	896.80	
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	4	0	0	4	38,138.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	38138.88
140	44101807-CA-C01	CALCULATOR, compact	unit	12	0	0	12	4,162.20	0	0	0	0	0.00	6	0	6	2,081.10	0	0	0	0	0.00	18.00	6243.30	
141	44101714-FX-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
142	44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	unit	1	0	0	1	9,297.60	2	0	0	2	18,595.20	0	0	0	0.00	0	0	0	0	0.00	3.00	27892.80	
143	44101603-PS-M01	PAPER SHREDDER	unit	6	0	0	6	34,195.20	3	0	0	3	17,097.60	0	0	0	0.00	0	0	0	0	0.00	9.00	51292.80	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																									
144	44102109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
145	44102105-BR-B04	INK CART, BROTHER LC678, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
146	44102105-BR-B05	INK CART, BROTHER LC678YBK, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
147	44102109-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 pages	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
148	44102103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
149	44102103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
150	44102103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
151	44102103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	
152	44102103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0.00	0.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2022)	Total Amount for the year				
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
153	44103105-CA-C04 INK CART, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	989.04	0.00
154	44103105-CA-C02 INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00
155	44103105-CA-B04 INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	754.00	0.00
156	44103105-CA-B02 INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	780.00	0.00
157	44103105-EP-B17 INK CART, EPSON C137664100 (T6641), Black	cart	48	20	20	88	21,964.80	30	30	20	80	19,968.00	36	24	24	84	20,966.40	332.00	249.60	82867.20	82867.20
158	44103105-EP-C17 INK CART, EPSON C137664200 (T6642), Cyan	cart	38	16	16	70	17,472.00	32	16	16	64	15,974.40	38	16	16	64	15,974.40	268.00	249.60	66892.80	66892.80
159	44103105-EP-M17 INK CART, EPSON C137664300 (T6643), Magenta	cart	38	16	16	70	17,472.00	32	16	16	64	15,974.40	38	16	16	64	15,974.40	268.00	249.60	66892.80	66892.80
160	44103105-EP-Y17 INK CART, EPSON C137664400 (T6644), Yellow	cart	38	16	16	70	17,472.00	32	16	16	64	15,974.40	38	16	16	64	15,974.40	268.00	249.60	66892.80	66892.80
161	44103105-HP-B40 Ink Cartridge, HP C2P0AAA (HP82) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	773.76	0.00
162	44103105-HP-T40 Ink Cartridge, HP C2P0GAA (HP82) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	950.56	0.00
163	44103105-HP-B09 INK CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	795.60	0.00
164	44103105-HP-T10 INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	920.40	0.00
165	44103105-HP-P48 Ink Cartridge, HP C9397A (HP72) 99ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
166	44103105-HP-C48 Ink Cartridge, HP C9398A (HP72) 99ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
167	44103105-HP-M48 Ink Cartridge, HP C9399A (HP72) 99ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
168	44103105-HP-Y48 Ink Cartridge, HP C9400A (HP72) 99ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
169	44103105-HP-G48 Ink Cartridge, HP C9401A (HP72) 99ml Gray	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1996.80	0.00
170	44103105-HP-B48 Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	3016.00	0.00
171	44103105-HP-B17 INK CART, HP C640WA, (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	769.60	0.00
172	44103105-HP-T17 INK CART, HP C643WA, (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	913.20	0.00
173	44103105-HP-B35 INK CART, HP C0887AA, (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
174	44103105-HP-T35 INK CART, HP C0888AA, (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
175	44103105-HX-C40 INK CART, HP C0972AA, (HP 920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
176	44103105-HX-M40 INK CART, HP C0973AA, (HP 920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
177	44103105-HX-Y40 INK CART, HP C0974AA, (HP 920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
178	44103105-HX-B40 INK CART, HP C0975AA, (HP 920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	641.68	0.00
179	44103105-HP-B20 INK CART, HP CH51WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1346.80	0.00
180	44103105-HP-T20 INK CART, HP CH52WA, (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	756.08	0.00
181	44103105-HP-B49 Ink Cartridge, HP CH55A (HP82) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	931.84	0.00
182	44103105-HP-C49 Ink Cartridge, HP CH56A (HP82) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1944.80	0.00
183	44103105-HP-M49 Ink Cartridge, HP CH57A (HP82) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
184	44103105-HP-Y49 Ink Cartridge, HP CH58A (HP82) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1539.20	0.00
185	44103105-HX-B43 INK CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1786.72	0.00
186	44103105-HX-C43 INK CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
187	44103105-HX-M43 INK CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
188	44103105-HX-Y43 INK CART, HP CN048AA, (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1326.00	0.00
189	44103105-HP-B36 INK CART, HP CN692AA, (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
190	44103105-HP-T36 INK CART, HP CN693AA, (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 2023)	Total Quantity for the year	Total Amount for the year			
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec
191	44103105-HP-833 INK CART, HP CZ1074AA (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	366.08	0.00
192	44103105-HP-T33 INK CART, HP CZ1086AA (HP678), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	366.08	0.00
193	44103105-HP-B42 INK CART, HP CZ1211A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	312.00	0.00
194	44103105-HP-C33 INK CART, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	256.88	0.00
195	44103105-HP-M33 INK CART, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	256.88	0.00
196	44103105-HP-Y33 INK CART, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	256.88	0.00
197	44103105-HP-T43 Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	405.60	0.00
198	44103105-HP-B43 Ink Cartridge, HP F6V27AA (HP680) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	405.60	0.00
199	44103105-HP-C50 Ink Cartridge, HP L0S51AA (HP955) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	995.75	0.00
200	44103105-HP-M50 Ink Cartridge, HP L0S54AA (HP955) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	995.75	0.00
201	44103105-HP-Y50 Ink Cartridge, HP L0S57AA (HP955) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	995.75	0.00
202	44103105-HP-B50 Ink Cartridge, HP L0S60AA (HP955) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	4956.60	0.00
203	44103105-HX-C48 Ink Cartridge, HP L0S63AA (HP955X) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	1212.64	0.00
204	44103105-HX-M48 Ink Cartridge, HP L0S66AA (HP955X) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	1212.64	0.00
205	44103105-HX-Y48 Ink Cartridge, HP L0S69AA (HP955X) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	1212.64	0.00
206	44103105-HX-B48 Ink Cartridge, HP L0S72AA (HP955X) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	1644.24	0.00
207	44103105-HP-C51 Ink Cartridge, HP T6L9AA (HP905) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
208	44103105-HP-M51 Ink Cartridge, HP T6L9AA (HP905) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
209	44103105-HP-Y51 Ink Cartridge, HP T6L9AA (HP905) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
210	44103105-HP-B51 Ink Cartridge, HP T6M0AA (HP905) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	741.28	0.00
211	44103112-EP-R05 RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	77.43	0.00
212	44103112-EP-R07 RIBBON CART, EPSON C13S015531 (S015086), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	716.32	0.00
213	44103112-EP-R13 RIBBON CART, EPSON C13S015632, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	77.94	0.00
214	44103103-BR-B03 TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2685.28	0.00
215	44103103-BR-B04 TONER CART, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	1892.80	0.00
216	44103103-BR-B05 TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2685.28	0.00
217	44103103-BR-B09 TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3567.20	0.00
218	44103103-BR-B11 TONER CART, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	5002.40	0.00
219	44103103-HP-B12 TONER CART, HP CE435A, Black	cart	6	6	6	18	60,840.00	6	6	6	18	60,840.00	6	6	6	18	60,840.00	72.00	3960.00	243360.00
220	44103103-HP-B14 TONER CART, HP CE540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3337.36	0.00
221	44103103-HP-B18 TONER CART, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	7332.00	0.00
222	44103103-HP-B21 TONER CART, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3852.00	0.00
223	44103103-HP-B22 TONER CART, HP CE285A (HP68A), Black	cart	8	8	8	24	82,368.00	8	8	8	24	82,368.00	8	8	8	24	82,368.00	96.00	3432.00	329472.00
224	44103103-HP-B23 TONER CART, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2614.56	0.00
225	44103103-HP-C23 TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2942.80	0.00
226	44103103-HP-Y23 TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2942.80	0.00
227	44103103-HP-M23 TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2942.80	0.00
228	44103103-HP-B24 TONER CART, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2916.16	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 2022)	Total Amount for the year						
		Monthly Quantity Requirement																			
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267	44103103-HX-C54	Toner Cartridge, HP CF411XC (HP10XC) cyan	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	7472.40	0.00	
268	44103103-HP-Y63	Toner Cartridge, HP CF412A (HP10A) yellow	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	5616.00	0.00	
269	44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP10XC) yellow	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	7472.40	0.00	
270	44103103-HP-M63	Toner Cartridge, HP CF413A (HP10A) magenta	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	5616.00	0.00	
271	44103103-HX-M54	Toner Cartridge, HP CF413XC (HP10XC) magenta	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	7472.40	0.00	
272	44103103-HP-B34	TONER CART, HP Q2612A, Black	6	6	6	18	70,200.00	6	6	6	18	70,200.00	6	6	6	18	70,200.00	3900.00	280800.00	0.00	
273	44103103-HP-B48	TONER CART, HP Q7553A, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	4399.20	0.00	
274	44103103-SA-606	TONER CART, SAMSUNG MLT-D1015, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3406.00	0.00	
275	44103103-SA-607	TONER CART, SAMSUNG MLT-D1035, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	2350.40	0.00	
276	44103103-SA-608	TONER CART, SAMSUNG MLT-D1045, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	2454.40	0.00	
277	44103103-SA-609	TONER CART, SAMSUNG MLT-D108L, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3380.00	0.00	
278	44103103-SA-B14	TONER CART, Samsung MLT-D108S, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	2875.58	0.00	
279	44103103-SA-B21	TONER CART, Samsung MLT-D203E, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	7259.20	0.00	
280	44103103-SA-B18	TONER CART, Samsung MLT-D203L, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3458.00	0.00	
281	44103103-SA-B20	TONER CART, Samsung MLT-D203U, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	6442.80	0.00	
282	44103103-SA-B12	TONER CART, SAMSUNG MLT-D203E, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	7321.14	0.00	
283	44103103-SA-605	TONER CART, SAMSUNG MLT-D203L, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3962.24	0.00	
284	44103103-SA-B10	TONER CART, SAMSUNG SCX-D555SA, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	4066.40	0.00	
285	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	6370.00	0.00	
286	44103103-CA-800	TONER CART, CANON CRG 324 II	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	13399.36	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																					
287	45121517-DC-C02	DOCUMENT CAMERA, 8 MP	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	23623.60	0.00	
288	45111609-MM-P01	MULTIMEDIA PROJECTOR	2	0	0	2	34,944.00	0	0	0	0	0	0.00	0	0	0	0	0.00	17472.00	34944.00	
FLAG OR ACCESSORIES																					
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	284.84	0.00	
PRINTED PUBLICATIONS																					
290	55101524-RA-H01	HANDBOOK (RA 91M), 8th edition	6	0	0	6	223.26	0	0	0	0	0	0.00	0	0	0	0	0.00	37.21	223.26	
FIRE FIGHTING EQUIPMENT																					
291	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	1144.00	0.00	
292	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	5613.25	0.00	
CONSUMER ELECTRONICS																					
293	52161535-DV-R01	DIGITAL VOICE RECORDER	3	0	0	3	19,246.92	0	0	0	0	0	0.00	0	0	0	0	0.00	6415.64	19246.92	
FURNITURE AND FURNISHINGS																					
294	56101504-CH-B01	MONOBLOC CHAIR, beige	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	303.68	0.00	
295	56101504-CH-W01	MONOBLOC CHAIR, white	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	301.60	0.00	
296	56101519-TM-S01	MONOBLOC TABLE, white	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	1235.52	0.00	
297	56101519-TM-S02	MONOBLOC TABLE, beige	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	1086.88	0.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price Catalogue (for 2021)	Total Amount for the year				
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT		
298	60121413-CB-P01 CLEARBOOK, 20 Transparent pockets, A4	piece	32	0	0	32	1,185.28	8	0	0	296.32	8	0	0	8	0	0	296.32	37.04	2074.24
299	60121413-CB-P02 CLEARBOOK, 20 Transparent pockets, Legal	piece	36	12	12	60	2,304.60	12	0	0	460.92	12	0	0	12	0	0	460.92	36.41	3687.36
300	60121524-ER-P01 ERASER, plastic/rubber	piece	12	12	0	24	104.88	0	12	0	52.44	0	12	0	12	0	0	52.44	4.37	262.20
301	60121524-SP-G01 SIGN PEN, black	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	20.26	0.00
302	60121524-SP-G02 SIGN PEN, blue	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	20.26	0.00
303	60121524-SP-G03 SIGN PEN, red	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	20.26	0.00
304	60121124-WR-P01 WRAPPING PAPER, kraft	pack	1	0	0	1	154.84	0	0	0	0.00	1	0	0	1	0	0	154.84	154.84	309.68
SOFTWARE																				
1	43231513-SFT-001 Business function specific software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	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	0	0	0.00	0.00	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	0	0	0.00	0.00	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	0	0	0.00	0.00	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	0	0	0.00	0.00	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	0	0	0.00	0.00	0.00
7	43232402-SFT-007 Development software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	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	0	0	0.00	0.00	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	0	0	0.00	0.00	0.00
10	43232701-SFT-010 Network applications software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
11	43232802-SFT-011 Network management software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
12	43232905-SFT-012 Networking software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
13	43233004-SFT-013 Operating environment software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
14	43233205-SFT-014 Security and protection software	license	3	0	0	3	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
15	43233405-SFT-015 Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
16	43233501-SFT-016 Information exchange software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	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	40101701-AC-W01 Air Conditioning Unit, Window Inverter Type		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
2	40101701-AC-S01 Air Conditioning Unit, Split Type		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
3	44111505-WB-N01 White Board		1	0	0	1	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
4	44111911-WB-D01 White Board, Digital		0	2	0	2	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
5	52161505-TV-S01 SMART Television		1	0	0	1	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
6	52161520-MC-M01 Microphone		0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
7	52161512-SP-K01 Speakers		7	0	0	7	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
8	32101514-AM-P01 Amplifier		1	0	0	1	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
9	52161517-EQ-E01 Equalizer		2	0	0	2	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
10	46121615-HD-C01 HD Camera		4	0	0	4	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00
11	45121504-DS-C01 DSLR Camera		2	0	0	2	0.00	0	0	0	0.00	0	0	0	0	0	0	0.00	0.00	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Category (per \$1000)	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		
12	45121516-VH-C01	HD Video Camera	2	0	0	2	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2.00	0.00
13	45121506-VI-C01	Video Conference Equipment	2	0	0	2	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2.00	0.00
14	39112102-LB-B01	LED bulb	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
15	43212104-PI-H01	PRINTER, Inkjet, Monochrome	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
16	43212104-PI-C01	PRINTER, Inkjet, Color	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
17	43212105-PP-001	Portable Printer	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
18	43211509-AT-001	Android Tablet	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
19	43222610-HS-001	Hub/Switches	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
20	43222609-NR-001	Network Routers	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
21	43222640-WA-P01	Wireless Access Point	7	0	0	7	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7.00	0.00
22	43211711-SF-001	Scanner, Flatbed	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
23	45111601-WP-P01	Wireless Pointing Device / Laser Pointer	3	0	0	3	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3.00	0.00
24	81112306-MF-P01	Multi Function PRINTER	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
25	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)	0	6	0	6	0.00	0	0	0	0	0	6	0	0	0	0	0	0	0	0	0	0	0	0.00	12.00	0.00
26	43191501-MP-001	Mobile Phone	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
27	43211711-SC-D01	Scanner, Colored, Double sided, feeder type	2	0	0	2	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2.00	0.00
28	53121601-GH-001	GO BAG, for disaster relief, rescue operations	0	1	0	1	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1.00	0.00
29	60104701-SP-001	Solar Panel	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
30	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
31	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
32	46181502-BF-V01	Bulkt proof vest	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
33	25172502-WW-001	Wheels, _____ (SUV)	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
34	40161513-FF-001	Fuel Filters	0	5	0	5	0.00	0	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0.00	20.00	0.00
35	46101710-DW-F01	Drinking Water/ Fountain	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
36	26111729-AB-001	Auto Battery	0	1	0	1	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4.00	0.00
		Balpen, .0.3 - 0.5mm, black/blue/red, retractable/with cover	120	60	60	240	1,920.00	100	60	60	280	80	80	280	2,240.00	100	60	60	60	60	220	1,760.00	960.00	8.00	960.00	7680.00	
		Balpen, .0.3 - 0.5mm, red, retractable/with cover	24	0	0	24	192.00	12	0	0	0	0	0	0	192.00	12	0	0	0	0	12	96.00	72.00	8.00	72.00	576.00	
		SIGN PEN, Gel ink/type, 0.3 - 0.5, black	76	30	34	140	3,920.00	54	24	22	100	34	140	3,920.00	54	24	22	100	2,800.00	22	2,800.00	480.00	28.00	480.00	13440.00		
		SIGN PEN, Gel ink/type, 0.3 - 0.5, blue	60	20	20	100	2,800.00	54	18	18	90	20	100	2,800.00	54	18	18	90	1,680.00	36	1,680.00	380.00	28.00	380.00	10640.00		
		SIGN PEN, Gel ink/type, 0.3 - 0.5, red	36	12	12	60	1,680.00	36	12	12	60	12	60	1,680.00	36	12	12	60	1,680.00	36	1,680.00	240.00	28.00	240.00	6720.00		
		SIGN PEN, Gel ink/type, 0.3 - 0.5, green	36	12	12	60	1,680.00	36	12	12	60	12	60	1,680.00	36	12	12	60	1,680.00	36	1,680.00	240.00	28.00	240.00	6720.00		
		FIRE EXTINGUISHER, dry chemical, refill	40	0	0	40	40,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	40000.00	
		GLUE, all purpose, 40 grams, with cap	36	6	6	48	1,536.00	24	0	0	0	0	0	0	768.00	12	0	0	0	12	384.00	96.00	32.00	96.00	3072.00		
		ACETATE, long, 1000/pack	2	2	2	6	3,840.00	2	2	2	6	2	6	3,840.00	2	2	2	6	3,840.00	2	2	6	3,840.00	24.00	640.00	15360.00	
		ACETATE, A4, 1000/pack	2	2	2	6	4,320.00	2	2	2	6	2	6	4,320.00	2	2	2	6	4,320.00	2	2	6	4,320.00	24.00	720.00	17880.00	

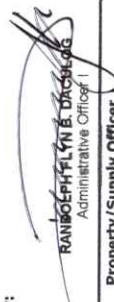
Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 2022)	Total Amount for the year									
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug			Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity for the year
ELECTRIC PAN, stand type, with humidifier	unit	4	0	4	8	44,000.00	4	0	0	4	22,000.00	0	0	0	0	0.00	0	0	0	0	0.00	12.00	5500.00	66000.00
ACCOUNTABLE FORM, No. 51-C	pad	10	10	10	30	0.00	10	10	10	30	0.00	10	10	10	30	0.00	10	10	10	30	0.00	120	0.00	0.00
BALLPEN HOLDER	pc	7	0	0	7	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	75.00	525.00
CERTIFICATE HOLDER, A4	pcs	100	0	0	100	4,500.00	0	0	0	0	0.00	0	0	200	200	0.00	0	0	0	0	0.00	300	45.00	13500.00
CONTINUOUS FORM, A4, 3-Ply, Long 11x14-7/8 Carbonless	box	20	20	20	60	108,000.00	20	20	20	60	108,000.00	20	20	20	60	108,000.00	20	20	20	60	108,000.00	240	1800.00	432000.00
CONTINUOUS FORM, A4, 1-Ply, Long 11x14-7/8 (Bond 48)	box	16	16	16	48	62,400.00	16	16	16	48	62,400.00	16	16	16	48	62,400.00	16	16	16	48	62,400.00	192	1300.00	249600.00
CONTINUOUS FORM, A4, 3-Ply, Short 11x9-1/2 Carbonless	box	16	16	16	48	72,000.00	16	16	16	48	72,000.00	16	16	16	48	72,000.00	16	16	16	48	72,000.00	192	1500.00	288000.00
CONTINUOUS FORM, A4, 1-Ply, Short, 11x9-1/2 (Bond 48)	box	20	20	20	60	0.00	20	20	20	60	0.00	20	20	20	60	0.00	20	20	20	60	0.00	240	1200.00	288000.00
FOLDER, Pressboard (Long)	pcs	600	0	0	600	300,000.00	0	0	0	0	0.00	500	0	0	500	250,000.00	0	0	0	0	0.00	1,100	500.00	550000.00
FILE FOLDER, Short (9.5"x15.5"x3")	piece	100	0	0	100	22,000.00	0	0	0	0	0.00	100	0	0	100	22,000.00	0	0	0	0	0.00	200	220.00	44000.00
FILE FOLDER, Long (16"x15"x3")	piece	100	0	0	100	25,000.00	0	0	0	0	0.00	100	0	0	100	25,000.00	0	0	0	0	0.00	200	250.00	50000.00
ILLUSTRATION BOARD, White	pc	5	0	0	5	375.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	75.00	375.00
LAMINATING FILM, 8" x 50m, 250 microns	roll	1	1	1	3	1,300.00										0.00					0.00	1	1300.00	1300.00
LINEN PAPER, CREAM, A4	ream	10	1	3	2	1,500.00	6	0	0	6	4,500.00	10	1	0	11	8,250.00	6	0	0	6	4,500.00	25	750.00	18750.00
MEMORY CARD, 8DXS 8DS, 64 GB	pcs	3	3	3	9	3,600.00										0.00					0.00	3	1200.00	3600.00
MEMORY CARD, 8DXS 8DS, 16 GB	pcs	3	3	3	9	3,200.00										0.00					0.00	4	800.00	3200.00
PLASTIC COVER, magnetic	roll	1	1	1	3	0.00	1			1	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1200.00	1200.00
PAPER FASTENER, coated, plastic, 50pcs/box	box	5	2	2	9	585.00	5	2	2	9	585.00	2	2	2	6	390.00	2	2	2	6	390.00	30	65.00	1950.00
PHOTOPAPER, A4, 10pcs/pack	pack	10	3	3	16	1,600.00	5	3	3	11	1,100.00	5	3	3	11	1,100.00	5	3	3	11	1,100.00	49	100.00	4900.00
RIBBON, Red, 1"	roll	0	0	3	3	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	80.00	240.00
RIBBON, Red, 2"	roll	0	0	3	3	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	100.00	300.00
RIBBON, Cloth, Red, 1"	roll	0	12	0	2	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	100.00	200.00
RIBBON, Cloth, Red, 2"	roll	0	7	0	2	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	120.00	240.00
RULER, Steel/Hybrid Plastic, 12"	pcs	7	0	0	7	455.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	65.00	455.00
SELF-INKING STAMP	pcs	2			2	0.00										0.00					0.00	2	1800.00	3600.00
SELF-INKING NUMBERING STAMP	pcs	2			2	0.00										0.00					0.00	2	2800.00	5600.00
SPIRAL BINDING RING, Spiral Plastic Binder 46 Holes A4 16mm 100pcs/box White	box	1			1	1.00						1			1	5,000.00					0.00	2	5000.00	10000.00
STAMP PAD INK REFILL, Red, 30 ml	bottle	5	0	0	5	325.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	65.00	325.00
STICKER PAPER, A4, Vinyl, 10pcs/pack	pack	20	0	0	20	0.00	5	0	0	5	0.00	5	0	0	5	0.00	5	0	0	5	0.00	35	220.00	7700.00
NOTE PAD, (5-in-1)	pad	1	1	1	3	0.00	1	1	1	3	0.00	1	1	1	3	0.00	1	1	1	3	0.00	12	180.00	2160.00
TAPE, Binding Tape, Assorted Color, 1"	roll	2	15		17	765.00	0	0	0	0	0.00	2	0	0	2	90.00	0	0	0	0	0.00	19	45.00	855.00
TAPE, Binding Tape, Assorted Color, 2"	roll	3	10		13	845.00	2	0	0	2	130.00	3	0	0	3	195.00	2	0	0	2	130.00	20	65.00	1300.00
TAPE, Double Sided Tape, Adhesive, 1"	roll	3	0	0	3	135.00	3	0	0	3	135.00	3	0	0	3	135.00	3	0	0	3	135.00	12	45.00	540.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 2022)	Total Quantity for the year	Total Amount for the year								
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT				
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																								
INK REFILL, Genuine Brother Product, BTD60BK	bottle	52	2	7	61	25,620.00	32	2	7	41	17,220.00	52	2	7	61	25,620.00	32	2	7	41	17,220.00	204	420.00	85,980.00
INK REFILL, Genuine Brother Product, BT500C	bottle	30	2	3	35	14,700.00	20	2	3	25	10,500.00	30	2	3	35	14,700.00	20	2	3	25	10,500.00	120	420.00	50,400.00
INK REFILL, Genuine Brother Product, BT500Y	bottle	30	2	3	35	14,700.00	20	2	3	25	10,500.00	30	2	3	35	14,700.00	20	2	3	25	10,500.00	120	420.00	50,400.00
INK REFILL, Genuine Brother Product, BT500M	bottle	30	2	3	35	14,700.00	20	2	3	25	10,500.00	30	2	3	35	14,700.00	20	2	3	25	10,500.00	120	420.00	50,400.00
INK REFILL, Genuine Epson Product, 003BK	bottle	75	19	19	113	0.00	52	19	19	90	0.00	75	19	19	113	0.00	52	19	19	90	0.00	406	350.00	142,100.00
INK REFILL, Genuine Brother Product, 003C	bottle	71	18	18	107	0.00	41	18	18	77	26,950.00	71	18	18	107	0.00	41	18	18	77	26,950.00	368	350.00	128,900.00
INK REFILL, Genuine Brother Product, 003M	bottle	71	18	18	107	37,450.00	41	18	18	77	26,950.00	71	18	18	107	37,450.00	41	18	18	77	26,950.00	368	350.00	128,900.00
INK REFILL, Genuine Brother Product, 003Y	bottle	71	18	18	107	37,450.00	41	18	18	77	26,950.00	71	18	18	107	37,450.00	41	18	18	77	26,950.00	368	350.00	128,900.00
RIBBON, Tally Genicom 6800/6600 Extended Life Cartridge Ribbon REORDER P/N: Z58964-43C	piece	1	1	1	3	10,500.00	1	1	1	3	10,500.00	1	1	1	3	10,500.00	1	1	1	3	10,500.00	12	350.00	4,200.00
RIBBON, Printronix P8000/P7000 Standard Cartridge Ribbon REORDER P/N: Z25049-103	piece	3	3	3	9	31,500.00	3	3	3	9	31,500.00	3	3	3	9	31,500.00	3	3	3	9	31,500.00	36	350.00	12,600.00
TONER, Photocopier Toner, Develop INEO 283, TN 217	bottle	1	0	0	1	0.00	1	0	0	1	0.00	1	0	0	1	0.00	1	0	0	1	0.00	4	150.00	600.00
TONER, Photocopier Toner, Develop INEO 226, TN 118	bottle	2	2	2	6	0.00	2	2	2	6	0.00	2	2	2	6	0.00	2	2	2	6	0.00	24	180.00	4,320.00
TONER, Photocopier Toner, Gestetner NP2000i4	bottle	1	1	1	3	9,000.00	2	1	1	4	12,000.00	1	1	1	3	0.00	2	1	1	4	0.00	14	3,000.00	42,000.00
CLEANING EQUIPMENT AND SUPPLIES																								
ABSORBENT CLOTH, absorb any kind of liquid	pc	15	15	15	45	3,375.00	15	15	15	45	3,375.00	15	15	15	45	3,375.00	15	15	15	45	3,375.00	180	75.00	13,500.00
ALCOHOL DISPENSER, Spray bottle	pc	40			40	2,200.00	40			40	2,200.00				40	2,200.00				40	2,200.00	80	55.00	4,400.00
BAKING SODA	pack	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	120	90.00	6,000.00
CAR FRESHENER	can	7	7	7	21	2,940.00	7	7	7	21	2,940.00	7	7	7	21	2,940.00	7	7	7	21	2,940.00	84	140.00	11,760.00
DISHWASHING LIQUID, 350ML	btl	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	2	2	2	6	1,080.00	24	180.00	4,320.00
DISHWASHING PASTE	can				0	0.00				0	0.00				0	0.00				0	0.00	0	45.00	0.00
DISHWASHING SPONGE	pc	15	15	15	45	2,025.00	15	15	15	45	2,025.00	15	15	15	45	2,025.00	15	15	15	45	2,025.00	135	45.00	6,075.00
FACE MASK, Surgical	box	162	162	162	486	72,900.00	462	12	12	486	72,900.00	12	462	12	486	72,900.00	462	12	12	486	72,900.00	1,944	150.00	291,600.00
FACE SHIELD, Ordinary	pcs	24	24	24	72	4,640.00	24	24	24	72	4,640.00	24	24	24	72	4,640.00	24	24	24	72	4,640.00	888	120.00	106,560.00
GARBAGE/TRASH BAG, (22" x 24") 100 pcs per pack	pack	10			10	2,500.00	10			10	2,500.00	10			10	2,500.00	10			10	2,500.00	40	250.00	10,000.00
GARBAGE/TRASH BAG, (26" x 32") 100 pcs per pack	pack	10			10	3,000.00	10			10	3,000.00	10			10	3,000.00	10			10	3,000.00	40	300.00	12,000.00
GARBAGE/TRASH BAG, (37" x 40") 100 pcs per pack	pack	10			10	3,800.00	10			10	3,800.00	10			10	3,800.00	10			10	3,800.00	40	380.00	15,200.00
GARDEN TOOLS, Trowel	pc	15			15	3,750.00				0	0.00				0	0.00				0	0.00	15	250.00	3,750.00
GARDEN TOOLS, Shovel	pc	10			10	2,500.00				0	0.00				0	0.00				0	0.00	10	250.00	2,500.00
GARDEN TOOLS, Rake	pc	5			5	3,750.00				0	0.00				0	0.00				0	0.00	5	750.00	3,750.00
GARDEN TOOLS, Speeding Fork	pc	3			3	2,250.00				0	0.00				0	0.00				0	0.00	3	750.00	2,250.00
GLASS CLEANER, Spray bottle, 500ml/bottle,	bottle	45	0	0	45	8,100.00	45	0	0	45	8,100.00	45	0	0	45	8,100.00	45	0	0	45	8,100.00	180	180.00	32,400.00
HAND SOAP, 4L	gal	10	10	10	30	19,500.00	10	10	10	30	19,500.00	10	10	10	30	19,500.00	10	10	10	30	19,500.00	120	650.00	78,000.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2022)	Total Amount for the year				
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount
PAPER TOWEL, (2-ply, 100 puffs, 3-pcs/pack)	pack	30	30	30	90	13,500.00	30	30	30	90	13,500.00	30	30	30	90	13,500.00	360	150.00	54000.00	
RAIN COATS	pair	10	0	0	10	2,500.00	0	0	0	0	0	0	0	0	0	0	0	0.00	250.00	5000.00
RAIN BOOTS, Rubber	pair	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	680.00	0.00
RUBBER GLOVES, (Laundry gloves/household gloves)	pair	40	0	0	40	3,000.00	40	0	0	0	0	0	0	0	0	0	0	3,000.00	75.00	12000.00
TOILET CLEANER, (500ml/bottle)	bottle	30	30	30	90	16,200.00	20	20	20	60	10,800.00	30	30	30	90	16,200.00	330	180.00	59400.00	
TOILET BOWL BRUSH	pc	30	30	30	90	2,250.00	30	30	30	90	2,250.00	30	30	30	90	2,250.00	60	75.00	4500.00	
TOILET PAPER, 3-ply, 12rolls/pack	pack	80	80	80	240	84,000.00	80	80	80	240	84,000.00	80	80	80	240	84,000.00	960	350.00	336000.00	
WET WIPES, Banister	pack	55	55	55	165	14,025.00	55	55	55	165	14,025.00	55	55	55	165	14,025.00	660	85.00	56100.00	
ICT RELATED SUPPLIES AND MATERIALS																				
RJ-45, Cat6	pcs	200	0	0	200	5,000.00	0	0	0	0	0	0	0	0	0	0	0	0.00	25.00	5000.00
CABLE, Belden, Cat6, Ethernet Cable	meter	305	0	0	305	15,250.00	0	0	0	0	0	0	0	0	0	0	0	0.00	50.00	15250.00
42 THERMAL COMPOUND SYRINGE, Deep Cool	pcs	1	0	0	1	180.00	0	0	0	0	0	1	0	0	0	0	0	0.00	180.00	360.00
41 CABLE MANAGER, (Official Use) Hose type, 3T/pc	pc	220	0	0	220	26,400.00	0	0	0	0	0	0	0	0	0	0	0	0.00	120.00	26400.00
42 CABLE TIE, White, (8 inches, 200mm)	pcs	10	0	0	10	1,200.00	5	0	0	5	600.00	5	0	0	5	600.00	25	120.00	3000.00	
43 CABLE TIE, White, (16 inches, 400mm)	pcs	10	0	0	10	2,200.00	5	0	0	5	1,100.00	5	0	0	5	1,100.00	25	220.00	5500.00	
OTHER MATERIALS																				
BANNER, Regional Office, Satin	pc	2	2	2	4	11,200.00	2	2	2	6,000.00	2	2	2	2	4	11,200.00	10	2800	28000.00	
BANNER, Division Offices, Satin, Bp/pc/get	set	2	2	2	4	89,600.00	2	2	2	44,800.00	2	2	2	2	4	89,600.00	10	22400	224000.00	
CABINET	pc	0	0	0	0	0.00	0	0	2	28,000.00	0	0	0	0	0	0.00	2	14000.00	28000.00	
CARD READER, Multifunction, OTG Card Reader, Micro SD/Zip Card/ USB Reader	pc	2	0	0	2	2,400.00	0	0	0	0	0	0	0	0	0	0.00	2	1200.00	2400.00	
CORK BOARD,	pc	2	0	0	2	5,600.00	0	0	0	0	0	0	0	0	0	0.00	2	2800.00	5600.00	
CORK BOARD, (70 cm x 50 cm), with aluminum framing	pc	1	0	0	1	3,000.00	0	0	0	0	0	0	0	0	0	0.00	1	3000.00	3000.00	
DESKTOP AND PRINTER COVER, Cloth	set	9	0	0	9	2,700.00	0	0	0	0	0	0	0	0	0	0.00	9	300.00	2700.00	
DIVIDER PANEL, Foldable, Dark Brown	pc	0	0	6	6	89,994.00	0	0	0	0	0	0	0	0	0	0.00	6	14999.00	89994.00	
DOOR KNOB	pc	10	10	10	30	3,800.00	10	10	10	30	3,800.00	10	10	10	30	3,800.00	20	380.00	7600.00	
EXTENSION WIRE, 5 meters, 6-8 gang	pc	10	0	0	10	12,000.00	4	0	0	4	4,800.00	0	0	0	0	0.00	14	1200.00	16800.00	
FAN, Stand Fan	pc	18	0	0	18	1.00	0	0	0	0	0	0	0	0	0	0.00	18	2500.00	45000.00	
FILING CABINET, Steel, 4 Layers	pc	0	0	0	0	2.00	0	0	2	29,998.00	0	0	0	0	0	0.00	2	14999.00	29998.00	
FLASHLIGHT	PC	10	10	10	30	2,800.00	10	10	10	30	2,800.00	10	10	10	30	2,800.00	10	280.00	2800.00	
LAMINATING MACHINE	unit	1	0	0	1	3,500.00	0	0	0	0	0	0	0	0	0	0.00	1	3500.00	3500.00	
MAKE-UP KIT, for conference	set	2	2	2	6	5,600.00	2	2	2	6	5,600.00	2	2	2	6	5,600.00	2	2800.00	5600.00	
PAPER CUTTER, Manual	pc	1	0	0	1	0.00	0	0	0	0	0	0	0	0	0	0.00	1	1500.00	1500.00	
PERCUSSOR, (10-12L)	unit	1	0	0	1	0.00	0	0	0	0	0	0	0	0	0	0.00	1	5500.00	5500.00	


Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 2021)	Total Quantity for the year	Total Amount for the year							
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT			
PHOTOCOPIING MACHINE	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1	150000.00	150000.00
PRINTER, Colored, (Scan-Copy-Print), Can print A3 paper	unit	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1	14950.00	14950.00
PRINTER, Colored, (Scan-Copy-Print), with ADF scanning format	unit	4	0	4	8	1.00	2	0	0	2	29,900.00	0	0	0	0	0	0	0	0	0.00	10	14950.00	149500.00
SWIVEL CHAIR, Black	pc	20	0	0	20	170,000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	20	8500.00	170000.00
STEEL BRUSH	pc	10	0	0	10	1,500.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10	150.00	1500.00
TABLE, Conference Table, (4' x 6'), with 10 chairs	set	1			1	14,999.00				0	0.00									0.00	1	14999.00	14999.00
TABLE RUNNER, Ethnic	pc	10	0	0	10	0.00				0	0.00									0.00	10	850.00	8500.00
THERMAL SCANNER, wall mounted	unit	20	0	0	20	0.00	0	0	0	0	0.00	20	0	0	0	0	0	0	0	0.00	40	2500.00	100000.00
TORGLASS, for conference table size: 30"x24"x70"	pc	0	2	0	2	5,000.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	2	2500.00	5000.00
UTILITY BOX, Plastic, with wheels & cover, Transparent (80L)	pc	4			4	2,720.00	1			1	680.00									0.00	5	680.00	3400.00
UTILITY BOX, Plastic, with wheels & cover, Transparent (50L)	pc	14			14	6,720.00				0	0.00									0.00	14	480.00	6720.00
VACUUM CLEANER,	unit	5			5	50,000.00				0	0.00	5								5	50,000.00	100000.00	
Steel Cabinet 4 drawers	unit	5			5	50,000.00				0	0.00	0								0.00	5	10000.00	50000.00
A. TOTAL																					P		10,366,258.70
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					P		1,036,625.87
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					P		
D. GRAND TOTAL (A + B+ C)																					P		11,402,884.57
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: 
RANDEPHLYN B. DACOLONG
 Administrative Officer I

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

CORAZON WALCIEN
 Accountant III


ESTELA L. CARINO, EdD CESO III
 Director IV/ Regional Director

Property/Supply Officer _____
 Accountant / Budget Officer _____

Head of Office / Agency _____

Date Prepared: August 18, 2021