

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2020 FORM

Introduction:

Introduction: Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase

Instructions:

1. Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2020_ Name of Agency_Main or Regional Office (e.g. APP2020 _DBM_Central Office, APP2020 _DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. The Excel should be submitted via online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

Note: Consistent with **Memorandum Circular No. 2019 - dated August 2019** the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019**.

Department/Bureau/Office:

Region:

Address:

Department of Agrarian Reform Camarines Sur 1

V

2nd flr., Orient Diwu Bldg., Roxas Avenue, corner Almeda Highway,
Triangulo, Naga City

Agency Account Code:

Organization Type: National Government Agency

Contact Person:

Position:

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[illegible]

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	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	
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	765.44	-	
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	596.80	-	
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,034.80	-	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	670.70	-	
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	10	-	-	10	322.19	5	-	-	5	161.10	4	-	30	34	1,095.45	-	-	-	-	-	-	49.00	32.22	1,578.74
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	5	-	-	5	280.28	5	-	-	5	280.28	4	-	-	4	224.22	-	-	-	-	-	-	14.00	56.06	784.78
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	5	-	-	5	207.48	5	-	-	5	207.48	5	-	-	5	207.48	-	-	-	-	-	-	15.00	41.50	622.44
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	4	-	-	4	48.17	4	-	-	4	48.17	-	-	-	-	-	-	-	-	-	-	-	8.00	12.04	96.35
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream	25	-	45	70	9,265.98	25	-	-	25	3,309.28	10	20	-	30	3,971.14	40	-	-	40	5,294.85	165.00	132.37	21,841.25	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream	25	-	70	95	14,701.44	25	10	-	35	5,416.32	10	20	-	30	4,642.56	30	-	-	30	4,642.56	190.00	154.75	29,402.88	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	25	-	55	80	9,161.15	25	5	40	70	8,016.01	40	20	-	60	6,870.86	40	-	-	40	4,580.58	250.00	114.51	28,628.60	
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	79	-	55	134	17,417.21	30	-	40	70	9,098.54	140	10	-	150	19,496.88	65	-	-	65	8,448.65	419.00	129.98	54,461.28	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad	5	-	-	5	86.74	18	-	-	18	312.25	-	-	-	-	-	-	-	-	-	-	23.00	17.35	398.99	
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96.20	-	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	48.78	-	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	52	-	20	72	5,091.84	-	-	-	-	-	10	-	-	10	707.20	-	-	-	-	-	-	82.00	70.72	5,799.04
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	50	-	20	70	7,134.40	-	-	-	-	-	-	-	-	-	-	-	-	20	20	2,038.40	90.00	101.92	9,172.80	
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	6	-	20	26	1,700.82	1	-	-	1	65.42	11	-	-	11	719.58	1	-	-	1	65.42	39.00	65.42	2,551.22	
Batteries and Cells and Accessories																											
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	12	-	20	32	631.32	10	-	-	10	197.29	-	-	-	-	-	-	-	-	-	-	-	42.00	19.73	828.61
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	64	-	-	64	1,248.00	10	4	-	14	273.00	-	-	-	-	-	-	-	4	4	78.00	82.00	19.50	1,599.00	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	88.40	-	
Manufacturing Components and Supplies																											
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	12	-	-	12	573.83	3	10	-	13	621.65	-	-	-	-	-	-	-	-	-	-	-	25.00	47.82	1,195.48
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	-	-	20	20	413.50	-	-	20	20	413.50	1	-	20	21	434.18	-	-	-	-	-	-	61.00	20.68	1,261.19
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	6	-	-	6	120.31	10	-	-	10	200.51	7	-	-	7	140.36	-	-	-	-	-	-	23.00	20.05	461.18
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	6	-	1	7	127.40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7.00	18.20	127.40
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	8	-	15	23	1,267.76	6	10	8	24	1,322.88	-	-	-	-	-	-	-	-	-	-	-	47.00	55.12	2,590.64
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	6	-	10	16	1,705.60	6	-	3	9	959.40	-	-	-	-	-	-	-	-	-	-	-	25.00	106.60	2,665.00
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	6	-	10	16	291.20	6	-	-	6	109.20	6	-	-	6	109.20	-	-	-	-	-	-	28.00	18.20	509.60

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	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
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	6	-	20	26	236.60	6	23	10	39	354.90	6	-	-	6	54.60	-	-	30	30	273.00	101.00	9.10	919.10
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	6	-	-	6	109.20	6	10	8	24	436.80	6	-	-	6	109.20	-	-	-	-	-	36.00	18.20	655.20
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	5	-	-	5	254.80	5	-	-	5	254.80	-	-	-	-	-	-	-	-	-	10.00	50.96	509.60	
Heating and Ventilation and Air Circulation																										
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	-	-	1	1	974.48	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	974.48	974.48	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,192.88	-	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,006.39	-	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	669.66	-	
Lighting and Fixtures and Accessories																										
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	10	-	-	10	405.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	10.00	405.60	405.60	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	-	-	-	-	-	-	-	-	-	-	5	-	-	5	362.44	-	-	-	-	-	5.00	72.49	362.44
Measuring and Observing and Testing Equipment																										
48	41111604-RU-P02	RULER, plastic, 450mm (18"). width: 38mm min	piece	-	-	-	-	-	-	10	-	10	154.75	-	-	-	-	-	-	-	-	-	10.00	15.48	154.75	
Cleaning Equipment and Supplies																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	2	-	-	2	172.12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	86.06	172.12	
50	47131604-BR-S01	BROOM, soft (lambo)	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	130.00	-	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	30.58	-	
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	41.60	-	
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	23.92	-	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8.01	-	
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	37.43	-	
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	-	-	2	2	245.96	1	-	-	1	122.98	2	-	-	2	245.96	2	-	-	2	245.96	7.00	122.98	860.86
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	24.84	-	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	269.36	-	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	-	-	20	20	1,747.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20.00	87.36	1,747.20	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,911.00	-	
61	47131613-MP-H02	MOP HANDLE, heavy duty, aluminum, screw type	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	145.60	-	
62	47131619-MP-R01	MOP HEAD, made of rayon, weight: 400 grams min	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	110.24	-	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	-	-	8	8	397.53	-	2	-	2	99.38	-	-	-	-	-	-	-	-	-	10.00	49.69	496.91	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	102.96	-	
65	47121701-TB-P02	TRASH BAG, plastic, transparent	roll	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	139.88	-	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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				
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	-	-	4	4	94.35	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	235.9	94.35
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39,208.00	-
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	-	-	-	-	-	-	2	-	2	5,449.60	1	-	-	1	2,724.80	-	-	-	-	-	-	3.00	2,724.80	8,174.40
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	5	-	-	5	1,383.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00	276.64	1,383.20	
71	43211503-LCT-02	Laptop Computer, branded	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	35,916.40	-	
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	1	-	-	1	134.99	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	134.99	134.99	
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	33,131.28	-	
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,995.52	-	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	724.88	-	
Office Equipment and Accessories and Supplies																											
76	44121710-CH-W01	CHALK, molded, white, dustless, Length: 78mm min	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	25.68	-	
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	1	-	-	1	7.57	-	10	-	10	75.71	10	-	-	10	75.71	-	-	-	-	-	-	21.00	7.57	159.00
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	2	-	35	37	495.62	-	10	-	10	133.95	10	-	-	10	133.95	-	-	-	-	-	-	57.00	13.40	763.53
79	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	-	-	-	-	-	-	10	-	10	205.50	10	-	-	10	205.50	-	-	-	-	-	-	20.00	20.55	411.01
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	-	-	-	-	-	-	-	-	-	-	10	-	-	10	395.20	-	-	-	-	-	-	10.00	39.52	395.20
81	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	47	-	20	67	1,176.20	-	30	20	50	877.76	9	-	10	19	333.55	-	-	-	-	-	-	136.00	17.56	2,387.51
82	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	25	-	-	25	1,744.60	25	10	-	35	2,442.44	20	-	-	20	1,395.68	-	-	-	-	-	-	80.00	69.78	5,582.72
83	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	25	-	21	46	3,157.44	25	30	20	75	5,148.00	-	-	-	-	-	-	-	-	-	-	-	121.00	68.64	8,305.44
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	408.14	-	
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	-	-	-	-	-	-	1	-	1	518.08	-	-	-	-	-	-	-	-	-	-	-	1.00	518.08	518.08
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	-	-	-	-	-	-	1	-	1	738.40	-	-	-	-	-	-	-	-	-	-	-	1.00	738.40	738.40
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	-	-	-	-	-	-	-	105	105	3,201.74	-	-	-	-	-	-	-	-	-	-	-	105.00	30.49	3,201.74
88	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box	2	-	-	2	657.28	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	328.64	657.28	
89	44121504-EN-W01	ENVELOPE, mailing, white, with window	box	-	-	-	-	-	-	-	3	3	1,232.40	-	-	-	-	-	-	-	-	-	-	-	3.00	410.80	1,232.40
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	11.11	-	
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	2	-	-	2	157.83	-	-	10	10	789.15	-	-	-	-	-	-	-	8	8	631.32	20.00	78.92	1,578.30	
92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	70.61	-	
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	12.48	-	
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	16.64	-	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	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	
95	44122011-F0-F01	FOLDER, FANCY, for A4 size documents	bundle	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	253.29	-	
96	44122011-F0-F02	FOLDER, FANCY, for legal size documents	bundle	50	-	-	50	14,560.00	-	-	-	-	-	55	-	-	55	16,016.00	-	-	-	-	-	-	105.00	291.20	30,576.00
97	44122011-F0-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	171.08	-	
98	44122011-F0-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	213.72	-	
99	44122027-F0-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	-	-	2	2	1,493.44	-	1	-	1	746.72	-	-	-	-	-	-	-	-	-	-	3.00	746.72	2,240.16	
100	44122011-F0-T03	FOLDER, TAGBOARD, for A4 size documents	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	217.36	-	
101	44122011-F0-T04	FOLDER, TAGBOARD, for legal size documents	pack	1	-	2	3	838.91	-	-	-	-	-	61	-	-	61	17,057.75	-	-	-	-	-	64.00	279.64	17,896.65	
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	-	-	-	-	-	-	5	-	5	259.38	-	2	-	2	103.75	3	-	-	3	155.63	10.00	51.88	518.75	
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	-	-	-	-	-	-	-	-	-	-	10	-	-	10	416.00	-	-	-	-	-	10.00	416.00	416.00	
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	-	-	17	17	632.94	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	17.00	37.23	632.94	
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	56	-	20	76	783.29	6	12	-	18	185.52	-	-	-	-	-	-	-	-	-	-	94.00	10.31	968.80	
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	50	-	20	70	721.45	-	12	-	12	123.68	-	-	-	-	-	-	-	-	-	-	82.00	10.31	845.12	
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	50	-	-	50	515.32	-	12	-	12	123.68	-	-	-	-	-	-	-	-	-	-	62.00	10.31	639.00	
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	17	-	20	37	357.09	6	12	-	18	173.72	6	-	-	6	57.91	-	-	-	-	-	61.00	9.65	588.72	
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	-	-	-	-	-	-	12	-	12	115.81	-	-	-	-	-	-	-	-	-	-	12.00	9.65	115.81	
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	-	-	-	-	-	-	12	-	12	115.81	-	-	-	-	-	-	-	-	-	-	12.00	9.65	115.81	
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	-	-	20	20	119.60	-	6	-	6	35.88	-	-	-	-	-	-	-	-	-	-	26.00	5.98	155.48	
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	-	-	-	-	-	-	6	-	6	76.44	-	-	-	-	-	-	-	-	-	-	6.00	12.74	76.44	
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	9	-	20	29	602.90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	29.00	20.79	602.90	
114	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 112m	bundle	2	-	-	2	403.27	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	201.64	403.27	
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	6	-	-	6	580.32	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6.00	96.72	580.32	
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	27.66	-	
117	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	5	-	1	6	70.64	3	-	-	3	35.32	-	-	-	-	-	-	-	-	-	-	9.00	11.77	105.96	
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	-	-	5	5	137.02	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00	27.40	137.02	
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	-	-	5	5	2,391.90	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00	478.38	2,391.90	
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	-	1	3	561.60	-	2	-	2	374.40	-	-	-	-	-	-	-	-	-	-	5.00	187.20	936.00	
121	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	-	-	2	2	263.91	-	-	-	-	-	-	-	2	2	263.91	-	-	-	-	-	4.00	131.66	527.82	
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	-	-	9	9	140.40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9.00	15.60	140.40	
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	-	-	8	8	657.28	-	6	-	6	492.96	-	-	-	-	-	4	-	-	4	328.64	18.00	82.16	1,478.88	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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				
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	878.80	-	
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	-	-	26	26	472.66	-	15	-	15	272.69	-	-	-	-	-	-	-	-	-	-	-	41.00	1818	745.35
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3	-	-	3	167.48	3.00	55.83	167.48		
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1	-	-	1	10,400.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	10,400.00	10,400.00	
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	-	-	5	5	676.00	-	-	-	-	-	-	6	-	6	811.20	-	-	-	-	-	-	11.00	135.20	1,487.20
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,711.20	-	
130	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,088.08	-	
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,699.20	-	
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Printer or Facsimile or Photocopier Supplies																											
133	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,864.00	-	
134	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,001.52	-	
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,029.60	-	
136	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	754.00	-	
137	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	780.00	-	
138	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	254.80	-	
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	254.80	-	
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	254.80	-	
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	254.80	-	
142	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
143	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
144	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	658.32	-	
145	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	745.68	-	
146	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,492.40	-	
147	44103105-HP-P48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	-	
148	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	-	
149	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	-	
150	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	-	
151	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Gray	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,996.80	-	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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				
152	44103105-HP-B48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,016.00	-
153	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	650.00	-
154	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	766.48	-
155	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	339.04	-
156	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	339.04	-
157	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	629.20	-
158	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	629.20	-
159	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	629.20	-
160	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,242.80	-
161	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	644.80	-
162	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	826.80	-
163	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,872.00	-
164	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300.00	-
165	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300.00	-
166	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,300.00	-
167	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,554.80	-
168	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,175.20	-
169	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,180.40	-
170	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,180.40	-
171	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	339.04	-
172	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	339.04	-
173	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	339.04	-
174	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	339.04	-
175	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	366.08	-
176	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	249.60	-
177	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	249.60	-
178	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	249.60	-
179	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tri-color	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	403.83	-
180	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	403.83	-

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Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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					
268	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,482.80	-	
269	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,972.80	-	
270	44103103-LX-B03	TONER CART, LEXMARK E360HTIP, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,874.32	-	
271	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,630.40	-	
272	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,641.60	-	
273	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,912.00	-	
274	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,444.00	-	
275	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,787.20	-	
276	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,745.60	-	
277	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7,124.00	-	
278	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,617.60	-	
279	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,464.00	-	
280	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,204.00	-	
281	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,064.80	-	
282	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,357.60	-	
283	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW (12,000 pages)	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,069.44	-	
284	44103103-CA-B00	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13,399.36	-	
Audio and Visual Equipment and Supplies																												
285	45121517-DO-C01	DOCUMENT CAMERA, 3.2M pixels	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,860.00	-	
286	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	18,616.00	-	
Flag or Accessories																												
287	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	5	-	-	5	1,596.40	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00	319.28	1,596.40	
Printed Publications																												
288	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				-	-				-	-				-	-				-	-	-	-	46.28	-	
Fire Fighting Equipment																												
289	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,144.00	-	
290	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,992.00	-	
Consumer Electronics																												
291	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,828.14	-	
Furniture and Furnishings																												
292	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	-	-	-	-	-	-	-	-	10	10	2,626.00	-	-	10	10	2,626.00	-	-	-	-	-	-	20.00	262.60	5,252.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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				
293	56101504-CM-W01	CHAIR,monobloc, white, with backrest, w/o armrest	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	262.60	-	
294	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")/min	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,326.00	-	
295	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")/min	unit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,326.00	-	
Arts and Crafts Equipment and Accessories and Supplies																											
296	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	39.78	-	
297	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	4	-	-	4	169.52	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	423.8	169.52	
298	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	-	-	15	15	66.30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	15.00	4.42	66.30	
299	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	89	-	84	173	5,987.74	17	-	86	103	3,564.95	50	-	30	80	2,768.90	90	-	-	90	3,115.01	446.00	34.51	15,436.60	
300	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	65	-	84	149	5,157.07	17	-	36	53	1,834.39	50	-	-	50	1,730.56	60	-	-	60	2,076.67	312.00	34.51	10,798.69	
301	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	5	-	22	27	934.50	-	-	12	12	415.33	-	-	10	10	346.11	24	-	-	24	830.67	73.00	34.51	2,526.62	
302	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	129.67	-	
SOFTWARE																											
1	43230000-SFT-001	Business function specific software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2	43230000-SFT-002	Finance accounting and enterprise resource planning ERP software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
3	43230000-SFT-003	Computer game or entertainment software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
4	43230000-SFT-004	Content authoring and editing software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
5	43230000-SFT-005	Content management software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
6	43230000-SFT-006	Data management and query software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
7	43230000-SFT-007	Development software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
8	43230000-SFT-008	Educational or reference software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
9	43230000-SFT-009	Industry specific software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
10	43230000-SFT-010	Network applications software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
11	43230000-SFT-011	Network management software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
12	43230000-SFT-012	Networking software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
13	43230000-SFT-013	Operating environment software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
14	43230000-SFT-014	Security and protection software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
15	43230000-SFT-015	Utility and device driver software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
16	43230000-SFT-016	Information exchange software	license	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
OTHER SOFTWARE																											
1							-	-				-	-				-	-				-	-		-	-	
2							-	-				-	-				-	-				-	-		-	-	
3							-	-				-	-				-	-				-	-		-	-	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	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	
PASSENGER AIR TRANSPORTATION																											
1	78111501-GFA-001	* Airline Ticket	ticket				-	-				-	-			-	-					-	-		-		
PART II. OTHER ITEMS NOT AVAILABE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
Common Electrical Supplies																											
1				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
2				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-				
Common Office Equipment																											
1		Steel Cabinet, 4 Drawers	Unit	1	-	-	-	1	8,000.00	1	-	2	3	24,000.00	-	-	1	1	8,000.00	4	-	-	4	32,000.00	9.00	8,000.00	72,000.00
2		Junior Executive Chair, High back rest	Unit	-	-	-	-	-	-	-	-	1	1	5,200.00	-	-	-	-	-	-	-	-	-	1.00	5,200.00	5,200.00	
3		Printer Table with 3 drawers	Unit	-	-	-	-	-	-	-	-	1	1	3,262.52	-	-	-	-	-	-	-	-	-	1.00	3,262.52	3,262.52	
Common Office Supplies																											
1				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-		
2				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		-		
Common Janitorial Supplies																											
1							-	-				-	-			-	-					-	-		-		
2							-	-				-	-			-	-					-	-		-		
Office Equipment and Accessories																											
1	OEA-001	Scissors, Heavy Duty	Pack	3	-	-	3	750.00	3	-	-	3	750.00	-	-	-	-	-	-	-	-	-	6.00	250.00	1,500.00		
Office Supplies																											
1	OS-001	Name Plate	Piece	-	-	-	-	-	-	-	-	-	-	9	-	-	9	1,242.00	-	-	-	-	-	9.00	138.00	1,242.00	
2	OS-002	Ballpen, black	Piece	100	-	-	100	500.00	50	-	-	50	250.00	50	-	-	50	250.00	-	-	-	-	-	200.00	5.00	1,000.00	
3	OS-003	Ballpen, Semi Gel pen, blue	Piece	100	-	-	100	500.00	50	-	-	50	250.00	49	-	-	49	245.00	-	-	-	-	-	199.00	5.00	995.00	
4	OS-004	Paper Fastener, Plastic	Box	2	-	30	32	1,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	32.00	50.00	1,600.00	
5	OS-005	Folder, Long, White, 14 points	Piece	50	-	-	50	525.00	54	-	-	54	567.00	-	-	-	-	-	-	-	-	-	-	104.00	10.50	1,092.00	
6	OS-006	Correction Tape, 50mm	Piece	10	-	-	10	320.00	10	-	-	10	320.00	11	-	-	11	352.00	-	-	-	-	-	31.00	32.00	992.00	
7	OS-007	Planner (2021)	Piece	-	-	-	-	-	-	-	-	-	-	-	30	-	30	4,800.00	-	-	-	-	-	30.00	160.00	4,800.00	
8	OS-008	Photopaper, A4 size, 10 pcs	Pack	-	-	-	-	-	-	-	-	11	11	1,100.00	-	-	-	-	-	-	10	10	1,000.00	21.00	100.00	2,100.00	
9	OS-009	ballpen, black, semi gel pen	Piece	-	-	410	410	6,150.00	-	200	-	200	3,000.00	400	-	-	400	6,000.00	400	-	-	400	6,000.00	1,410.00	15.00	21,150.00	
10	OS-010	Notebook, 40 pages	Piece	-	-	410	410	8,200.00	-	150	-	150	3,000.00	400	-	-	400	8,000.00	400	-	-	400	8,000.00	1,360.00	20.00	27,200.00	
11	OS-011	Diploma Jacket, A4	Piece	-	-	-	-	-	-	-	-	-	-	-	40	-	40	2,000.00	-	-	-	-	-	40.00	50.00	2,000.00	
12	OS-012	Frame, A4	Piece	-	-	-	-	-	-	-	30	30	4,500.00	-	-	40	40	6,000.00	-	-	-	-	-	70.00	150.00	10,500.00	
13	OS-013	Corkboard	Piece	-	-	-	-	-	-	-	-	-	-	-	3	-	3	900.00	2	-	-	2	600.00	5.00	300.00	1,500.00	
14	OS-014	Banker box, Long	Piece	-	-	10	10	3,000.00	-	-	-	-	-	-	20	-	20	6,000.00	12	-	-	12	3,600.00	42.00	300.00	12,600.00	
15	OS-015	STAPLE WIRE, Standard #35	Box	-	-	2	2	37.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	18.60	37.20	
16	OS-016	Ballpen, Semi Gel pen, black	Piece	-	-	50	50	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.00	10.00	500.00		
17	OS-017	Ballpen, Semi Gel pen, blue	Piece	-	-	20	20	200.00	-	-	-	-	-	50	-	-	50	500.00	-	-	-	-	-	70.00	10.00	700.00	
Audio and visual presentation and composing equipment																											
1																											
2																											
Photographic or filming or video equipment																											
1																											
2																											
Cleaning Equipment and Supplies																											
1																											
2																											
Paper Materials and Products																											
1	PMP-001	photo paper, a4, glossy, 10pcs/pck	Pack	2	-	-	2	240.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	120.00	240.00		
2	PMP-002	sticker paper, A4, 20pcs/pack	Pack	2	-	-	2	235.08	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	117.54	235.08		
3	PMP-003	Bond paper, Subs 20, Legal Size	Ream	75	-	25	100	15,000.00	25	-	-	25	3,750.00	49	-	-	49	7,350.00	-	-	-	-	-	174.00	150.00	26,100.00	
4	PMP-004	Bond Paper, Subs 20, A4 Size	Ream	25	-	24	49	6,860.00	5	-	-	5	700.00	35	-	-	35	4,900.00	-	-	-	-	-	89.00	140.00	12,460.00	
5	PMP-005	Folder, Legal Size, White, Point 14	Pack	49	-	-	49	4,851.00	-	-	-	-	-	48	-	-	48	4,752.00	-	-	-	-	-	97.00	99.00	9,603.00	
6	PMP-006	Daily Time Record	Pack	6	-	-	6	900.00	5	-	-	5	750.00	-	-	-	-	-	-	-	-	-	-	11.00	150.00	1,650.00	
7	PMP-007	Manila Paper, Cut sized	Piece	-	-	100	100	500.00	-	-	-	-	-	30	-	-	30	150.00	-	-	49	49	245.00	179.00	5.00	895.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total	Price Catalogue	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			Quantity for the year
8	PMP-008	Mimeo Paper, whitewove, long	Ream	-	-	-	-	-	10	-	-	10	1,250.00	-	-	10	10	1,250.00	-	-	19	19	2,375.00	39.00	125.00	4,875.00
9	PMP-009	Mimeo Paper, whitewove, short	Ream	-	-	-	-	-	14	-	-	14	1,540.00	-	-	10	10	1,100.00	-	-	20	20	2,200.00	44.00	110.00	4,840.00
10	PMP-010	Bond Paper, Sub 20, long	Ream	-	-	10	10	1,800.00	-	-	10	10	1,800.00	-	-	10	10	1,800.00	-	-	30	30	5,400.00	60.00	180.00	10,800.00
11	PMP-011	Bond Paper, Sub 20, A4	Ream	-	-	10	10	1,700.00	-	-	10	10	1,700.00	-	-	10	10	1,700.00	-	-	30	30	5,100.00	60.00	170.00	10,200.00
12	PMP-012	Bond Paper, Sub 20, short	Ream	-	-	48	48	7,200.00	-	-	10	10	1,500.00	-	-	10	10	1,500.00	-	-	30	30	4,500.00	98.00	150.00	14,700.00
13	PMP-013	Folder, Long Pink	Piece	-	-	50	50	525.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.00	10.50	525.00	
14	PMP-014	Folder, Long Red	Piece	-	-	50	50	525.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	50.00	10.50	525.00	
15	PMP-015	Folder, Long White	Piece	-	-	100	100	1,050.00	20	-	-	20	210.00	-	-	-	-	-	-	-	-	-	120.00	10.50	1,260.00	
16	PMP-016	Folder, Long Blue	Piece	-	-	75	75	787.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	75.00	10.50	787.50	
17	PMP-017	Folder, Long Green	Piece	-	-	55	55	577.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-	55.00	10.50	577.50	
18	PMP-018	Folder, Long Yellow	Piece	-	-	150	150	1,575.00	7	-	-	7	73.50	-	-	-	-	-	-	-	-	-	157.00	10.50	1,648.50	
19	PMP-019	A3L Printing Paper 70g/mm (297x420 mm.)	Ream	-	-	5	5	1,350.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5.00	270.00	1,350.00	
20	PMP-020	Drafting Film (Technova Premium Matte Film for Eng'g, Textile Printing, Double Matte, 75 Micron, 24 inches x 150 ft.)	Roll	-	-	2	2	7,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	3,500.00	7,000.00	
21	PMP-021	HP Bright White Inkjet Paper, 610 mm. x 45.70 m (24 inches x 150 ft.)	Roll	-	-	3	3	7,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	2,500.00	7,500.00	
22	PMP-022	Marker, permanent, bullet type, black	Piece	-	-	36	36	432.00	-	-	-	-	-	-	24	-	24	288.00	24	-	-	24	288.00	84.00	12.00	1,008.00
23	PMP-023	Marker, permanent, bullet type, blue	Piece	-	-	12	12	144.00	-	12	-	12	144.00	-	-	-	-	-	24	-	-	24	288.00	48.00	12.00	576.00
24	PMP-024	Marker, permanent, bullet type, red	Piece	-	-	12	12	144.00	-	12	-	12	144.00	-	-	-	-	-	20	-	-	20	240.00	44.00	12.00	528.00
25	PMP-025	MARKER, whiteboard, felt tip, bullet type, black	Piece	-	-	12	12	180.00	-	12	-	12	180.00	-	-	-	-	-	25	-	-	25	375.00	49.00	15.00	735.00
26	PMP-026	MARKER, whiteboard, felt tip, bullet type, blue	Piece	-	-	12	12	180.00	-	12	-	12	180.00	-	-	-	-	-	24	-	-	24	360.00	48.00	15.00	720.00
27	PMP-027	MARKER, whiteboard, felt tip, bullet type, red	Piece	-	-	-	-	-	-	12	-	12	180.00	-	-	-	-	-	12	-	-	12	180.00	24.00	15.00	360.00
Lighting and fixtures and accessories																										
1	LFA-001	Light Bulb, LED, 7 watts 1pc/Box	Box	-	-	-	-	-	-	10	10	1,500.00	-	-	-	-	-	-	17	-	-	17	2,550.00	27.00	150.00	4,050.00
2	LFA-002	Study desk lamp	Unit	1	-	-	1	365.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	365.00	365.00	
3	LFA-003	Light Bulb, LED, 7 watts 1pc/Box	Box	20	-	-	20	2,160.00	10	-	-	10	1,080.00	10	-	-	10	1,080.00	-	-	-	-	-	40.00	108.00	4,320.00
4	LFA-004	Automatic Emergency Light, Rechargeable, wall mounted	unit	1	-	-	1	1,500.00	1	-	-	1	1,500.00	-	-	-	-	-	-	-	-	-	2.00	1,500.00	3,000.00	
Electrical equipment and components and supplies																										
1	EECS-001	Rechargeable Battery, AAA, 2pcs	unit	3	-	-	3	1,800.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	600.00	1,800.00	
2	EECS-002	Extension wire w/ cord with USB outlet, 5m	uni	2	-	-	2	1,000.00	1	-	-	1	500.00	-	-	-	-	-	-	-	-	-	3.00	500.00	1,500.00	
3	EECS-003	Microphone, heavy duty, rechargeable	Unit	-	-	-	-	-	2	-	-	2	6,000.00	-	-	-	-	-	-	-	-	-	2.00	3,000.00	6,000.00	
4	EECS-004	Extension wire 10 meters, 3 gang, #12 strand	Unit	-	-	-	-	-	-	-	1	1	1,500.00	-	-	-	-	-	2	-	-	2	3,000.00	3.00	1,500.00	4,500.00
5	EECS-005	Extension Wire	Unit	-	-	2	2	1,300.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	650.00	1,300.00	
Computer Supplies																										
1	CS-001	Toner, HP CE285A (HP85A), Black	Cartridge	3	-	-	3	12,270.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	4,090.00	12,270.00	
2	CS-001	Flash Drive, 32GB	Piece	7	-	-	7	3,150.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	7.00	450.00	3,150.00	
3	CS-001	Toner Cartridge, For Laserjet, 85A	Cartridge	22	-	-	22	90,860.00	3	-	-	3	12,390.00	20	-	-	20	82,600.00	-	-	-	-	-	45.00	4,130.00	185,850.00
4	CS-001	Ink, for Epson, Black	Bottle	20	-	26	46	13,800.00	15	4	7	26	7,800.00	11	10	5	26	7,800.00	-	12	5	17	5,100.00	115.00	300.00	34,500.00
5	CS-001	Ink, for Epson, Cyan	Bottle	15	-	16	31	9,300.00	8	4	7	19	5,700.00	7	10	5	22	6,600.00	-	12	5	17	5,100.00	89.00	300.00	26,700.00
6	CS-001	Ink, for Epson, Magenta	Bottle	15	-	16	31	9,300.00	8	4	7	19	5,700.00	7	10	5	22	6,600.00	-	12	5	17	5,100.00	89.00	300.00	26,700.00
7	CS-001	Ink, for Epson, Yellow	Bottle	15	-	16	31	9,300.00	8	4	7	19	5,700.00	7	10	5	22	6,600.00	-	12	5	17	5,100.00	89.00	300.00	26,700.00
8	CS-001	Toner Cartridge, For Laserjet Pro 400, 80A	Cartridge	3	-	-	3	18,000.00	5	-	-	5	30,000.00	1	-	-	1	6,000.00	-	-	-	-	-	9.00	6,000.00	54,000.00
9	CS-001	Ink Cartridge, Black HP Deskjet 5810	Cartridge	5	-	-	5	1,750.00	3	-	-	3	1,050.00	2	-	-	2	700.00	-	-	-	-	-	10.00	350.00	3,500.00
10	CS-001	Ink Cartridge, Cyan, HP Deskjet 5810	Cartridge	3	-	-	3	1,050.00	3	-	-	3	1,050.00	-	-	-	-	-	-	-	-	-	6.00	350.00	2,100.00	
11	CS-001	Ink Cartridge, Magenta, HP Deskjet 5810	Cartridge	3	-	-	3	1,050.00	3	-	-	3	1,050.00	-	-	-	-	-	-	-	-	-	6.00	350.00	2,100.00	
12	CS-001	Ink Cartridge, Yellow, HP Deskjet 5810	Cartridge	3	-	-	3	1,050.00	3	-	-	3	1,050.00	-	-	-	-	-	-	-	-	-	6.00	350.00	2,100.00	
13	CS-001	Toner cartridge, Black, HP Laserjet M1212NF	Cartridge	2	-	-	2	5,000.00	1	-	-	1	2,500.00	-	-	-	-	-	-	-	-	-	3.00	2,500.00	7,500.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	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
14	CS-001	toner cartridge, Black, HP Laserjet 17A	Cartridge	2	-	-	2	9,000.00	1	-	-	1	4,500.00	-	-	-	-	-	-	-	-	-	3.00	4,500.00	13,500.00	
15	CS-001	Ink Cartridge, Black, Canon Pixma 35	Cartridge	5	-	-	5	6,000.00	3	-	-	3	3,600.00	2	-	-	2	2,400.00	-	-	-	-	10.00	1,200.00	12,000.00	
16	CS-001	Ink Cartridge, Tri-Color, Canon Pixma 36	Cartridge	5	-	-	5	6,000.00	3	-	-	3	3,600.00	2	-	-	2	2,400.00	-	-	-	-	10.00	1,200.00	12,000.00	
17	CS-001	Toner Cartridge, HP CE278A, Black	Cartridge	2	-	-	2	6,603.12	1	-	-	1	3,301.56	-	-	-	-	-	-	-	-	-	3.00	3,301.56	9,904.68	
18	CS-001	Toner, for photocopier, ineco	Cartridge	-	-	-	-	-	-	2	-	2	7,000.00	3	-	-	3	10,500.00	5	-	-	5	17,500.00	10.00	3,500.00	35,000.00
19	CS-001	Ink Cart, EPSON 001, Black	Cartridge	-	-	3	3	1,350.00	-	4	-	4	1,800.00	-	5	-	5	2,250.00	-	-	10	10	4,500.00	22.00	450.00	9,900.00
20	CS-001	Ink Cart, EPSON 001, Cyan	Cartridge	-	-	3	3	1,350.00	-	4	-	4	1,800.00	-	5	-	5	2,250.00	-	-	10	10	4,500.00	22.00	450.00	9,900.00
21	CS-001	Ink Cart, EPSON 001, Magenta	Cartridge	-	-	3	3	1,350.00	-	4	-	4	1,800.00	-	5	-	5	2,250.00	-	-	10	10	4,500.00	22.00	450.00	9,900.00
22	CS-001	Ink Cart, EPSON 001, Yellow	Cartridge	-	-	3	3	1,350.00	-	4	-	4	1,800.00	-	5	-	5	2,250.00	-	-	10	10	4,500.00	22.00	450.00	9,900.00
23	CS-001	Ink Cart, EPSON 003, Black	Cartridge	-	-	4	4	1,400.00	5	3	-	8	2,800.00	-	5	-	5	1,750.00	-	-	10	10	3,500.00	27.00	350.00	9,450.00
24	CS-001	Ink Cart, EPSON 003, Cyan	Cartridge	-	-	4	4	1,400.00	5	3	-	8	2,800.00	-	5	-	5	1,750.00	-	-	10	10	3,500.00	27.00	350.00	9,450.00
25	CS-001	Ink Cart, EPSON 003, Magenta	Cartridge	-	-	4	4	1,400.00	5	3	-	8	2,800.00	-	5	-	5	1,750.00	-	-	10	10	3,500.00	27.00	350.00	9,450.00
26	CS-001	Ink Cart, EPSON 003, Yellow	Cartridge	-	-	4	4	1,400.00	5	3	-	8	2,800.00	-	5	-	5	1,750.00	-	-	10	10	3,500.00	27.00	350.00	9,450.00
27	CS-001	INK CART, (HP685), Black	Cartridge	-	-	2	2	3,109.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	1,554.80	3,109.60	
28	CS-001	INK CART, (HP685), Cyan	Cartridge	-	-	2	2	2,069.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	1,034.80	2,069.60	
29	CS-001	INK CART, (HP685), Magenta	Cartridge	-	-	2	2	2,069.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	1,034.80	2,069.60	
30	CS-001	INK CART, (HP685), Yellow	Cartridge	-	-	2	2	2,069.60	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	1,034.80	2,069.60	
31	CS-001	Ink Cartridge, HP 711, 80 mL, Black	Cartridge	-	-	-	-	-	1	-	-	1	2,299.00	-	-	-	-	-	-	-	-	-	1.00	2,299.00	2,299.00	
32	CS-001	Ink Cartridge, HP 711, 29 mL, Magenta	Cartridge	-	-	-	-	-	1	-	-	1	1,265.00	-	-	-	-	-	-	-	-	-	1.00	1,265.00	1,265.00	
33	CS-001	Ink Cartridge, HP 711, 29 mL, Cyan	Cartridge	-	-	-	-	-	1	-	-	1	1,265.00	-	-	-	-	-	-	-	-	-	1.00	1,265.00	1,265.00	
34	CS-001	Ink Cartridge, HP 711, 29 mL, Yellow	Cartridge	-	-	-	-	-	1	-	-	1	1,265.00	-	-	-	-	-	-	-	-	-	1.00	1,265.00	1,265.00	
35	CS-001	Toner Cartridge HP Laserjet Pro, 305A, magenta	Cartridge	-	-	2	2	11,780.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	5,890.00	11,780.00	
36	CS-001	Toner Cartridge HP Laserjet Pro, 305A, cyan	Cartridge	-	-	2	2	11,780.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	5,890.00	11,780.00	
37	CS-001	Toner Cartridge HP Laserjet Pro, 305A, yellow	Cartridge	-	-	2	2	11,780.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	5,890.00	11,780.00	
38	CS-001	Toner Cartridge HP Laserjet Pro, 305A, black	Cartridge	-	-	2	2	8,240.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	4,120.00	8,240.00	
39	CS-001	TONER, OPT F381A CYAN	Cartridge	-	-	2	2	9,760.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	4,880.00	9,760.00	
40	CS-001	TONER, OPT F381A Yellow	Cartridge	-	-	2	2	9,760.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	4,880.00	9,760.00	
41	CS-001	TONER, OPT F381A Magenta	Cartridge	-	-	2	2	9,760.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	4,880.00	9,760.00	
42	CS-001	INK, black, EPSON T774	Bottle	-	-	3	3	900.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	300.00	900.00	
43	CS-001	Toner Kyosera TK679	Cartridge	-	-	3	3	14,400.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	4,800.00	14,400.00	
44	CS-001	Toner Kyosera TK439	Cartridge	-	-	2	2	9,600.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	4,800.00	9,600.00	
45	CS-001	Ink Cart, Canon Pixma, 750 PGBK, 15ml	Cartridge	-	-	4	4	2,320.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	580.00	2,320.00	
46	CS-001	Ink Cart, Canon Pixma, 751BK, 7ml	Cartridge	-	-	3	3	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	550.00	1,650.00	
47	CS-001	Ink Cart, Canon Pixma, 751M, 7ml	Cartridge	-	-	3	3	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	550.00	1,650.00	
48	CS-001	Ink Cart, Canon Pixma, 751C, 7ml	Cartridge	-	-	3	3	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	550.00	1,650.00	
49	CS-001	Ink Cart, Canon Pixma, 751Y, 7ml	Cartridge	-	-	3	3	1,650.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	550.00	1,650.00	
50	CS-001	INK CART, HP CD972AA, (HP 920XL), Cyan	Cartridge	-	-	4	4	2,516.80	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	629.20	2,516.80	
51	CS-001	INK CART, HP CD973AA, (HP 920XL), Magenta	Cartridge	-	-	4	4	2,516.80	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	629.20	2,516.80	
52	CS-001	INK CART, HP CD975AA, (HP 920XL), Black	Cartridge	-	-	4	4	4,971.20	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4.00	1,242.80	4,971.20	

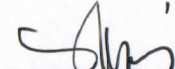
Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
Common ICT Equipment																											
1	CICTE-001	Laptop Computer		2	-	-	2	29,800.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	14,900.00	29,800.00	
2	CICTE-002	PRINTER, LASER, Color		-	-	-	-	-	-	-	-	-	-	2	-	-	2	18,000.00	-	-	-	-	-	2.00	9,000.00	18,000.00	
3	CICTE-003	WIRELESS MOUSE	unit	3	-	-	3	1,500.00	2	-	-	2	1,000.00	-	-	-	-	-	-	-	-	-	-	5.00	500.00	2,500.00	
4	CICTE-004	branded laptopHP Envy thin and Light Intel Corei7-7500U,12 GB RAM, Windows 10, & INTEL CORE I7, 8gb ram 1TB HDD	Unit	1	-	-	1	48,266.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	48,266.00	48,266.00	
5	CICTE-005	keyboard computer BLUETOOTH	Unit	3	-	-	3	2,550.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3.00	850.00	2,550.00	
6	CICTE-006	UPS with AVR protection, 700 – 800 VA	Unit	3	-	-	3	5,400.00	2	-	-	2	3,600.00	1	-	-	1	1,800.00	-	-	-	-	-	6.00	1,800.00	10,800.00	
7	CICTE-007	CCTV Camera	Unit	2	-	-	2	3,000.00	-	-	-	-	-	2	-	-	2	3,000.00	-	-	-	-	-	-	4.00	1,500.00	6,000.00
8	CICTE-008	Voice Recorder	Unit	1	-	-	1	7,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	7,000.00	7,000.00	
9	CICTE-009	Fax Machine	Unit	1	-	-	1	14,990.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	14,990.00	14,990.00	
10	CICTE-010	OTG, 32 GB	Piece	13	-	-	13	6,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	13.00	500.00	6,500.00	
11	CICTE-011	Laptop Computer, Branded	Unit	-	-	-	-	-	-	1	-	1	30,000.00	-	-	-	-	-	1	-	-	1	30,000.00	2.00	30,000.00	60,000.00	
12	CICTE-012	Mobile phone, 64GB memory, Android	Unit	-	-	-	-	-	-	1	-	1	14,999.00	-	-	-	-	-	1	-	-	1	14,999.00	2.00	14,999.00	29,998.00	
13	CICTE-013	Memory Card, 32GB, for Camera	Piece	-	-	2	2	1,000.00	-	-	-	-	-	-	-	-	-	-	2	-	-	2	1,000.00	4.00	500.00	2,000.00	
14	CICTE-014	External Hard Drive, 2TB	Piece	-	-	1	1	5,000.00	-	-	2	2	10,000.00	-	-	-	-	-	5	-	-	5	25,000.00	8.00	5,000.00	40,000.00	
15	CICTE-015	Flash Drive, 32GB	Piece	-	-	24	24	12,000.00	-	-	-	-	-	-	-	-	-	-	14	-	-	14	7,000.00	38.00	500.00	19,000.00	
16	CICTE-016	UPS with AVR protection, 700 – 800 VA	Unit	-	-	1	1	6,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	6,000.00	6,000.00	
17	CICTE-017	USB WIFI Adapter	Piece	-	-	2	2	1,200.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2.00	600.00	1,200.00	
18	CICTE-018	2.5" Internal Hard Disk Drives (LAPTOP Harddisk)	Piece	-	-	-	-	-	1	-	-	1	3,000.00	-	-	-	-	-	-	-	-	-	-	1.00	3,000.00	3,000.00	
19	CICTE-019	3.5" Internal Hard Disk Drives (Desktop Harddisk)	Piece	-	-	-	-	-	1	-	-	1	3,000.00	-	-	-	-	-	-	-	-	-	-	1.00	3,000.00	3,000.00	
20	CICTE-020	Wireless Mouse	Piece	-	-	-	-	-	-	-	-	-	-	1	-	-	1	550.00	-	-	-	-	-	1.00	550.00	550.00	
21	CICTE-021	Printer with scanner, colored	Unit	-	-	1	1	10,000.00	-	-	-	-	-	-	-	-	1	50,000.00	-	-	-	-	-	1.00	10,000.00	10,000.00	
22	CICTE-022	Laptop, Branded, Core i7, 1TB HDD	Unit	-	-	-	-	-	1	-	-	1	49,000.00	-	-	-	-	-	-	-	-	-	-	1.00	49,000.00	49,000.00	
23	CICTE-023	Desktop computer, branded, Core i5	unit	-	-	-	-	-	2	-	-	2	78,416.00	-	-	-	-	-	-	-	-	-	-	2.00	39,208.00	78,416.00	
24	CICTE-024	Mobile Phone	Unit	1	-	-	1	8,099.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	8,099.00	8,099.00	
25	CICTE-025	Mouse, USB type	Piece	-	-	-	-	-	10	-	-	10	5,000.00	-	-	-	-	-	-	-	-	-	-	10.00	500.00	5,000.00	
25	CICTE-026	Monitor, 21.5"	Piece	-	-	-	-	-	3	-	-	3	15,000.00	-	-	-	-	-	-	-	-	-	-	3.00	5,000.00	15,000.00	
25	CICTE-027	Keyboard computer, USB type	Piece	-	-	-	-	-	4	-	-	4	1,600.00	6	-	-	6	2,400.00	-	-	-	-	-	10.00	400.00	4,000.00	
Consumables																											
1				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2				-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Other Categories																											
1	OC-001	Folding Mattress	Unit	3	-	-	3	9,000.00	2	-	-	2	6,000.00	-	-	-	-	-	-	-	-	-	-	5.00	3,000.00	15,000.00	
3	OC-002	Shoelace	Piece	100	-	-	100	500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	100.00	5.00	500.00	
4	OC-003	first aid kit	Unit	1	-	-	1	3,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	3,500.00	3,500.00	
5	OC-004	SPORTS AID KIT	Unit	1	-	-	1	3,500.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1.00	3,500.00	3,500.00	
6	OC-005	Parking Signage	Unit	1	-	-	1	5,000.00	1	-	-	1	5,000.00	-	-	-	-	-	-	-	-	-	-	2.00	5,000.00	10,000.00	
7	OC-006	Monuments (AR cyl. Conc. Mons. 15 x 40 cm)	Piece	-	-	-	-	-	80	-	-	80	5,600.00	-	-	-	-	-	-	-	-	-	-	80.00	70.00	5,600.00	
8	OC-007	Spray Paints (Red)	Can	-	-	-	-	-	5	-	-	5	650.00	-	-	-	-	-	-	-	-	-	-	5.00	130.00	650.00	
9	OC-008	Boots (size 7-10)	Pair	-	-	-	-	-	4	-	-	4	1,400.00	4	-	-	4	1,400.00	-	-	-	-	-	8.00	350.00	2,800.00	
10	OC-009	Bolo	Piece	-	-	-	-	-	4	-	-	4	1,400.00	-	-	-	-	-	-	-	-	-	-	4.00	350.00	1,400.00	
11	OC-010	High Visibility Reflective Vest Jacket (neon orange)	Piece	-	-	-	-	-	4	-	-	4	1,688.00	-	-	-	-	-	-	-	-	-	-	4.00	422.00	1,688.00	
12	OC-011	Umbrella (big)	Piece	-	-	-	-	-	1	-	-	1	450.00	-	-	-	-	-	-	-	-	-	-	1.00	450.00	450.00	
13	OC-012	First Aid Kit/ Medicines	Unit	-	-	-	-	-	1	-	-	1	7,500.00	-	-	-	-	-	-	-	-	-	-	1.00	7,500.00	7,500.00	
14	OC-013	Glass Table Top, tempered (24 x 48 inch)	Unit	-	-	-	-	-	-	5	-	5	4,000.00	-	-	-	-	-	-	-	-	-	-	5.00	800.00	4,000.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
A. TOTAL																						₱		1,865,112.22
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						₱		186,511.22
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																								
D. GRAND TOTAL (A + B + C)																						₱		2,051,623.44
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						₱		-
F. MONTHLY CASH REQUIREMENTS																						₱		-
G.1 Available at Procurement Service Stores					140,087.82				66,800.96				87,689.64				33,700.62	₱	328,279.04					
G.2 Other Items not available at PS but regularly purchased from other sources					623,954.60				441,169.58				245,509.00				226,200.00	₱	1,536,833.18					
TOTAL MONTHLY CASH REQUIREMENTS					764,042.42				507,970.54				333,198.64				259,900.62	₱	1,865,112.22					

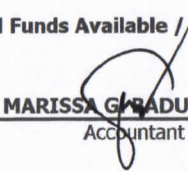
**Agency must put the monthly requirement for air tickets both local and international.*

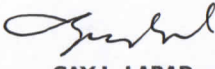
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:


MICHELLE R. BALEDIO
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available Approved by:


MARISSA G. RADURIA / AGNES S. ARGAMUSA
Accountant / Local Budget Officer


GAY L. LABAD
Head of Office/Agency

Date Prepared: October 19, 2019