

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

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 CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2020 template at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2020 form.
- The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should it include line items or revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- 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 PART II and indicate likewise the unit prices based on its last purchase.
- Once accomplished and finalized, the APP-CSE 2019 form should be:
 - Saved using this format: APP2020_Name of Agency_Main or Regional Office (e.g. APP2020_DBM_Central Office, APP2020_DBM_Región IVA).
 - 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.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- 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 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019.

Department/Bureau/Office:
Region:
Address:

Note: Consistent with Memorandum Circular No. 2019 -1 dated 03 September 2019, issued by AO 25, the APP-CSE for FY 2020 must be submitted on or before **October 31, 2019.**

DEPARTMENT OF AGRARIAN REFORM

Agency Account Code: A0559

Contact Person: ENGR. RUDY G. ACACIO

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Organization Type: NATIONAL GOVERNMENT AGENCY

Position: CHIEF ADMINISTRATIVE OFFICER

3RD FLOOR PACIFIC BUILDING, BRGY. 17, DON E. RUIZ STREET,
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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				
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																									
Pesticides or Pest Repellents																									
1	10191809-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can			0	0.00			0	0.00				0	0.00			0	0.00	0	139.36		0.00	
Solvents																									
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, acetated, 500ml (-5ml)	bottle			71	71	3,123.43		9	9	395.93			56	56	2,463.55			0	0.00	136	43.99		5,982.91
Color Compounds and Dispersions																									
3	12171703-BI-P01	STAMP PAD INK, purple or violet	bottle			4	4	98.51		6	6	147.76			0	0.00			0	0.00	10	24.63		246.27	
Films																									
4	13111209-AC-P01	ACETATE, thickness: 0.075mm min (gauge #3)	roll			0	0.00			0	0.00				0	0.00			0	0.00	0	737.24		0.00	
5	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box			0	0.00			0	0.00				0	0.00			0	0.00	0	208.52		0.00	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box			4	4	834.08		0	0.00			1	1	208.52			0	0.00	5	208.52		1,042.60	
Paper Materials and Products																									
7	14111525-CA-A01	CARTOLINA, assorted colors	pack			0	0.00			0	0.00				0	0.00			0	0.00	0	72.78		0.00	
8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0	0.00			0	0.00				0	0.00			0	0.00	0	682.24		0.00	

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	
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0	1,029.60	6.00	
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0	1,300.00	9.00	
11	14111506-CF-L31	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0	765.44	9.00	
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0	596.80	9.00	
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0	1,034.80	9.00	
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0	670.70	9.00	
15	14111514-NP-B02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad				0	0.00				0	0.00				0	0.00				0	0.00	0	32.22	0.00	
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			4	4	224.22			2	2	112.11			5	5	280.28				0	0.00	11	56.06	616.62	
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			3	3	124.49			3	3	124.49			3	3	124.49				0	0.00	9	41.50	373.46	
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	12.04	0.00	
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			290	290	38,387.65			160	160	21,179.39			189	189	25,018.16	52			52	6,883.30	691	132.37	91,468.50	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream			201	201	31,105.15			100	100	15,475.20			158	158	24,450.82	52			52	8,047.10	511	154.75	79,078.27	
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0	114.51	0.00	
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream				0	0.00				0	0.00				0	0.00				0	0.00	0	129.98	0.00	
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad			4	4	69.39			6	6	104.08			8	8	138.78	4			4	69.39	22	17.35	381.64	
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00				0	0.00	0	96.20	0.00	
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00				0	0.00	0	48.78	0.00	
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book				0	0.00				0	0.00				0	0.00				0	0.00	0	70.72	0.00	
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book			22	22	2,242.24			17	17	1,732.64			21	21	2,140.32	6			6	611.52	66	101.92	6,726.72	
28	14111704-TT-P02	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack			5	5	327.08			6	6	392.50			6	6	392.50	2			2	130.83	19	65.42	1,242.90	
Batteries and Cells and Accessories																											
29	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack			40	40	789.15			4	4	78.92			39	39	769.42	4			4	78.92	87	19.73	1,716.41	
30	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack			45	45	877.50			4	4	78.00			45	45	877.50	4			4	78.00	98	19.50	1,911.00	
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	88.40	0.00	
Manufacturing Components and Supplies																											
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar			13	13	621.65			5	5	239.10			15	15	717.29	30			30	1,434.58	63	47.82	3,012.61	
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box				0	0.00				0	0.00				0	0.00				0	0.00	0	20.68	0.00	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box			50	50	1,002.56			40	40	802.05			5	5	100.26	1			1	20.05	96	20.05	1,924.92	
35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll				0	0.00				0	0.00				0	0.00				0	0.00	0	18.20	0.00	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll			10	10	551.20			15	15	826.80			15	15	826.80	10			10	551.20	50	55.12	2,756.00	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll			2	2	213.20				0	0.00			3	3	319.80				0	0.00	5	106.60	533.00	
38	31201617-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll			8	8	145.60			2	2	36.40			2	2	36.40	2			2	36.40	14	18.20	254.80	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll			24	24	218.40			12	12	109.20			12	12	109.20	11			11	100.10	59	9.10	536.90	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll			60	60	1,092.00			49	49	891.80			12	12	218.40	6			6	109.20	127	18.20	2,311.40	
41	31151607-TW-P01	TWINE, plastic, one (1) kilo per roll	roll				0	0.00				0	0.00				0	0.00				0	0.00	0	50.96	0.00	

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Heating and Ventilation and Air Circulation																										
42	40101604-EF-Q01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00			0	0.00				0	0.00	0	974.48	0.00	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	1,192.88	0.00
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	1,006.39	0.00
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	669.66	0.00
Lighting and Fixtures and Accessories																										
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	40.56	0.00
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	72.49	0.00
Measuring and Observing and Testing Equipment																										
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece			6	6	92.85				0	0.00			6	6	92.85				0	0.00	12	15.48	185.70
Cleaning Equipment and Supplies																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can			7	7	602.42			5	5	430.30			7	7	602.42	2			2	172.12	21	86.06	1,807.26
50	47131604-BR-S01	BROOM, soft (tampo)	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	130.00	0.00
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	30.58	0.00
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml can	bottle			2	2	83.20			2	2	83.20			2	2	83.20	2			2	83.20	8	41.60	332.80
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can				0	0.00				0	0.00				0	0.00				0	0.00	0	23.92	0.00
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar				0	0.00				0	0.00				0	0.00				0	0.00	0	8.01	0.00
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack			1	1	37.43			1	1	37.43			1	1	37.43	1			1	37.43	4	37.43	149.72
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can			2	2	245.96			2	2	245.96			2	2	245.96	2			2	245.96	8	122.98	983.84
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece			1	1	24.84				0	0.00				0	0.00				0	0.00	1	24.84	24.84
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00				0	0.00				0	0.00	0	269.36	0.00
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can				0	0.00				0	0.00				0	0.00				0	0.00	0	87.36	0.00
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	1,911.00	0.00
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	145.60	0.00
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	110.24	0.00
63	47131801-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle			1	1	49.69			1	1	49.69			1	1	49.69				0	0.00	3	49.69	149.07
64	47131802-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	102.96	0.00
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll			2	2	279.76			2	2	279.76			2	2	279.76	2			2	279.76	8	139.88	1,119.04
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	23.59	0.00
Information and Communication Technology (ICT) Equipment and Devices and Accessories																										
67	43211807-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	39,208.00	0.00
68	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			4	4	10,899.20			7	7	19,073.60			16	16	43,596.80				0	0.00	27	2,724.80	73,569.60
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece			20	20	5,532.80			6	6	1,659.84			8	8	2,213.12				0	0.00	34	276.64	9,405.76
71	43211803-LCT-03	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	45,754.00	0.00
72	43211708-MO-001	MOUSE, optical, USB connection type	unit			6	6	809.95			6	6	809.95			6	6	809.95				0	0.00	18	134.99	2,429.86

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	Sep	Q3	Q3 AMOUNT	Oct	Nov					Dec	Q4
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	33,131.28	0.00
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	7,995.82	0.00
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	724.88	0.00
Office Equipment and Accessories and Supplies																										
76	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00				0	0.00				0	0.00				0	0.00	0	25.68	0.00
77	44122109-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0	7.57	0.00
78	44122109-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0	13.40	0.00
79	44122109-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0	20.55	0.00
80	44122109-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0	39.52	0.00
81	44121801-CT-R01	CORRECTION TAPE, film base type, UI 6m min	piece			120	120	2,106.62			148	148	2,598.17			21	21	368.66				0	0.00	289	17.56	5,073.45
82	44111515-BF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece			30	30	2,093.52			10	10	697.84			21	21	1,465.46				0	0.00	61	69.78	4,256.82
83	44122011-DF-F01	DATA FOLDER, made of chipboard, tagula lock	piece			6	6	411.84				0	0.00				0	0.00				0	0.00	6	68.64	411.84
84	44121806-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box			1	1	408.14				0	0.00			1	1	408.14				0	0.00	2	408.14	816.28
85	44121806-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box			5	5	2,590.38				0	0.00			1	1	518.08				0	0.00	6	518.08	3,108.46
86	44121806-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box				0	0.00			2	2	1,476.80				0	0.00	2		2	1,476.80	4	738.40	2,953.60	
87	44121806-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			60	60	1,829.57				0	0.00			97	97	2,957.80				0	0.00	157	30.49	4,787.37
88	44121806-EN-M02	ENVELOPE, MAILING, white, 80gsm (-5%)	box			3	3	985.92			1	1	328.64			2	2	657.28	1			1	328.64	7	328.64	2,300.48
89	44121804-EN-W02	ENVELOPE, mailing, white, with window	box				0	0.00				0	0.00				0	0.00				0	0.00	0	410.80	0.00
90	44111812-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	11.11	0.00
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box			6	6	473.49				0	0.00				0	0.00	6			6	473.49	12	78.92	946.98
92	44111515-PO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece			12	12	847.27			6	6	423.63			12	12	847.27	6			6	423.63	36	70.61	2,541.80
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0	12.48	0.00
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set				0	0.00				0	0.00				0	0.00				0	0.00	0	16.64	0.00
95	44122011-FO-P01	FOLDER, FANCY, for A4 size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0	253.29	0.00
96	44122011-FO-P02	FOLDER, FANCY, for legal size documents	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0	291.20	0.00
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	171.08	0.00
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	213.72	0.00
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box				0	0.00				0	0.00				0	0.00				0	0.00	0	746.72	0.00
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack			6	6	1,304.16				0	0.00				0	0.00				0	0.00	6	217.36	1,304.16
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack			10	10	2,796.35			7	7	1,957.45			10	10	2,796.35	7			7	1,957.45	34	279.64	9,507.60
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box				0	0.00				0	0.00				0	0.00				0	0.00	0	51.88	0.00
103	44111818-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	41.60	0.00
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set			9	9	335.09			5	5	186.16			5	5	186.16	6			6	223.39	25	37.23	930.80
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	10.31	0.00
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	10.31	0.00

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	
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	10.31	0.00	
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece			11	11	106.16			7	7	67.56				16	16	154.42	8		8	77.21	42	9.65	405.35	
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece			11	11	106.16			7	7	67.56				14	14	135.12	8		8	77.21	40	9.65	386.05	
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece				0	0.00				0	0.00					0	0.00			0	0.00	0	9.65	0.00	
111	44122104-PC-B01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box			6	6	35.88			6	6	35.88					0	0.00			0	0.00	12	5.98	71.76	
112	44122104-PC-B02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box			53	53	675.22			2	2	25.48				39	39	496.86			0	0.00	94	12.74	1,197.56	
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box			3	3	62.37			3	3	62.37				2	2	41.58	2		2	41.58	10	20.79	207.90	
114	44122037-RB-P10	RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0	0.00				0	0.00					0	0.00			0	0.00	0	201.64	0.00	
115	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box			4	4	386.88				0	0.00				4	4	386.88			0	0.00	8	96.72	773.76	
116	44121809-BP-P01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece			2	2	55.33				0	0.00					0	0.00			0	0.00	2	27.66	55.33	
117	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece			1	1	11.77				0	0.00					0	0.00	57		57	671.05	58	11.77	682.82	
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece			4	4	109.62				0	0.00				1	1	27.40	19		19	520.68	24	27.40	657.70	
119	44120302-DB-M01	DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00				0	0.00					0	0.00			0	0.00	0	478.38	0.00	
120	44121610-PB-M01	PENCIL SHARPENER, manual, single cutter head	piece			1	1	187.20			1	1	187.20					0	0.00	2		2	374.40	4	187.20	748.80	
121	44101602-PJ-P01	PUNCHER, paper, heavy duty, with two hole guide	piece			7	7	923.69				0	0.00				6	6	791.73	19		19	2,507.15	32	131.96	4,222.57	
122	44121610-SB-B01	SCISSORS, symmetrical, blade length: 65mm min	pair				0	0.00			2	2	31.20					0	0.00	21		21	327.60	23	15.60	358.80	
123	44121615-ST-B01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			1	1	82.16			1	1	82.16				1	1	82.16			0	0.00	3	82.16	246.48	
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00					0	0.00			0	0.00	0	878.80	0.00	
125	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece			7	7	127.25			1	1	18.18				1	1	18.18	19		19	345.40	28	18.18	509.02	
126	44121608-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece				0	0.00				0	0.00					0	0.00	2		2	111.65	2	55.83	111.65	
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00				0	0.00					0	0.00			0	0.00	0	10,400.00	0.00	
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit				0	0.00				0	0.00				1	1	135.20	19		19	2,568.80	20	135.20	2,704.00	
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00					0	0.00			0	0.00	0	4,711.20	0.00	
130	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00				0	0.00					0	0.00			0	0.00	0	8,088.08	0.00	
131	44101603-PB-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00				0	0.00					0	0.00			0	0.00	0	5,699.20	0.00	
132	44101603-PB-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00					0	0.00			0	0.00	0	-	0.00	
Printer or Facsimile or Photocopier Supplies																											
133	44103109-BR-D08	DRUM CART, BROTHER DR-3455	cart				0	0.00				0	0.00					0	0.00			0	0.00	0	6,864.00	0.00	
134	44103109-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00					0	0.00			0	0.00	0	1,001.52	0.00	
135	44103109-CA-C02	INK CART, CANON CL-811, Colored	cart				0	0.00				0	0.00					0	0.00			0	0.00	0	1,029.60	0.00	
136	44103109-CA-B04	INK CART, CANON PG-740, Black	cart				0	0.00				0	0.00					0	0.00			0	0.00	0	754.00	0.00	
137	44103109-CA-B02	INK CART, CANON PG-810, Black	cart				0	0.00				0	0.00					0	0.00			0	0.00	0	780.00	0.00	
138	44103109-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart			8	8	2,038.40			51	51	12,994.80				30	30	7,644.00	29		29	7,389.20	118	254.80	30,066.40	
139	44103109-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart				4	4	1,019.20			28	28	7,134.40				23	23	5,860.40	6		6	1,528.80	61	254.80	15,542.80
140	44103109-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart				4	4	1,019.20			28	28	7,134.40				23	23	5,860.40	6		6	1,528.80	61	254.80	15,542.80

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
141	44103105-EP-Y17	INK CART, EPSON C13T064400 (T6644), Yellow	cart			4	4	1,019.20			28	28	7,134.40			22	22	5,605.60	6			6	1,528.80	60	254.80	15,288.00
142	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	-	0.00
143	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	-	0.00
144	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	-	0.00
145	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	658.32	0.00
146	44103105-HP-T30	INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	745.68	0.00
147	44103105-HP-P46	INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,492.40	0.00
148	44103105-HP-C46	INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,996.80	0.00
149	44103105-HP-M46	INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,996.80	0.00
150	44103105-HP-Y46	INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,996.80	0.00
151	44103105-HP-G46	INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,996.80	0.00
152	44103105-HP-B46	INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,996.80	0.00
153	44103105-HP-B17	INK CART, HP C6640WA, (HP60), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	3,016.00	0.00
154	44103105-HP-T17	INK CART, HP C6643WA, (HP60), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	766.48	0.00
155	44103105-HP-B35	INK CART, HP C6887AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	339.04	0.00
156	44103105-HP-T35	INK CART, HP C6888AA, (HP703), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	339.04	0.00
157	44103105-HX-C40	INK CART, HP C6972AA, (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	629.20	0.00
158	44103105-HX-M40	INK CART, HP C6973AA, (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	629.20	0.00
159	44103105-HX-Y40	INK CART, HP C6974AA, (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	629.20	0.00
160	44103105-HX-B40	INK CART, HP C6975AA, (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	629.20	0.00
161	44103105-HP-B20	INK CART, HP C6561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,242.80	0.00
162	44103105-HP-T20	INK CART, HP C6562WA, (HP61), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	844.80	0.00
163	44103105-HP-B49	INK CART, HP C6563A (HP62) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	826.80	0.00
164	44103105-HP-C49	INK CART, HP C6566A (HP62) Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,872.00	0.00
165	44103105-HP-M49	INK CART, HP C6567A (HP62) Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,300.00	0.00
166	44103105-HP-Y49	INK CART, HP C6568A (HP62) Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,300.00	0.00
167	44103105-HX-B43	INK CART, HP C6045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,300.00	0.00
168	44103105-HX-C43	INK CART, HP C6046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,175.20	0.00
169	44103105-HX-M43	INK CART, HP C6047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,180.40	0.00
170	44103105-HX-Y43	INK CART, HP C6048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,180.40	0.00
171	44103105-HP-B36	INK CART, HP C6682AA, (HP704), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	1,180.40	0.00
172	44103105-HP-T36	INK CART, HP C6683AA, (HP704), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	339.04	0.00
173	44103105-HP-B33	INK CART, HP C2107AA, (HP678), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	339.04	0.00
174	44103105-HP-T33	INK CART, HP C2108AA, (HP678), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	339.04	0.00
175	44103105-HP-B42	INK CART, HP C2121A (HP685A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	339.04	0.00
																									366.08	0.00

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			
281	44103103-SA-B06	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	5,064.80	0.00
282	44103103-SA-B10	TONER CART, SAMSUNG SCX-D655A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	4,357.60	0.00
283	44103103-BR-B15	TONER CART, BROTHER TN-3478, Black, for printer HL-6400DW	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	6,069.44	0.00
284	44103103-CA-B06	TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0	0.00				0	0.00				0	0.00				0	0.00	0	13,399.36	0.00
Audio and Visual Equipment and Supplies																										
285	45121517-DG-E01	DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	28,860.00	0.00
286	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	18,616.00	0.00
Flag or Accessories																										
287	85121908-PH-P01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	319.28	0.00
Printed Publications																										
288	85101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book				0	0.00				0	0.00				0	0.00				0	0.00	0	46.28	0.00
Fire Fighting Equipment																										
289	46191801-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	1,144.00	0.00
290	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	4,992.00	0.00
Consumer Electronics																										
291	62161838-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	6,828.14	0.00
Furniture and Furnishings																										
292	86101804-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	262.60	0.00
293	86101804-CM-W01	CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	262.60	0.00
294	86101819-TM-B01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	1,326.00	0.00
295	86101819-TM-B02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00				0	0.00	0	1,326.00	0.00
Arts and Crafts Equipment and Accessories and Supplies																										
296	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	39.78	0.00
297	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	42.36	0.00
298	60121834-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece			6	6	26.52				0	0.00				0	0.00				0	0.00	6	4.42	26.52
299	60121824-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece			91	91	3,149.62			55	55	1,903.62			13	13	449.95				0	0.00	159	34.61	5,503.18
300	60121824-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece			70	70	2,422.78			54	54	1,869.00			24	24	830.67	7			7	242.28	155	34.61	5,364.74
301	60121824-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece				0	0.00				0	0.00				0	0.00				0	0.00	0	34.61	0.00
302	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0	129.67	0.00
SOFTWARE																										
1	43231913-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
3	43232004-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
4	43232107-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00

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				
1	44111905-WB-N01	White Board					0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
2	44111911-WB-D01	White Board, Digital					0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
3		Chairs, for Conference Room/Steel	unit				0	0.00				0	0.00			18	18	64,575.00				0	0.00	0			0.00
4		Table, for Conference Room/Steel	unit				0	0.00				0	0.00			2	2	29,930.00				0	0.00	2	3,587.50		64,575.00
5		Typewriter	unit				0	0.00			2	2	29,930.00				0	0.00				0	0.00	2	14,965.00		29,930.00
6		Office Table, Executive with drawers, wooden	unit				0	0.00				0	0.00			1	1	14,965.00				0	0.00	2	14,965.00		29,930.00
7		Office Chair, Hugh Back, Fabric, Black	unit				0	0.00				0	0.00			4	4	24,600.00				0	0.00	1	14,965.00		14,965.00
8							0	0.00				0	0.00				0	0.00				0	0.00	4	6,150.00		24,600.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
Common Office Supplies												0	0.00				0	0.00				0	0.00	0			0.00
1		Paper Fastener, plastic	box			2	2	117.00			6	6	351.00			1	1	58.50	14			14	819.00	23	58.50		1,345.50
2		Ballpen, Black, 25's	box			1	1	179.38				0	0.00			1	1	179.38				0	0.00	2	179.38		358.76
3		Ballpen, Blue, 25's	box			1	1	179.38				0	0.00			1	1	179.38				0	0.00	2	179.38		358.76
4		Correction Fluid	piece			6	6	283.08				0	0.00			6	6	283.08				0	0.00	2	179.38		358.76
5		Paper, Multicopy, A3	ream			2	2	650.00				0	0.00				0	0.00				0	0.00	12	47.18		566.16
6		Folder, Expanded/Plastic/Legal	piece			100	100	2,870.00				0	0.00				0	0.00				0	0.00	2	325.00		650.00
7		Ribbon, Nylon/for Manual Typewriter	spool			4	4	81.20			4	4	81.20			1	1	20.30	4			4	81.20	13	20.30		263.90
8		Ring Binder, 25mm	piece			12	12	184.56			18	18	276.84				0	0.00				0	0.00	30	15.38		461.40
9		Ring Binder, 22mm	piece				0	0.00			30	30	369.00				0	0.00				0	0.00	30	12.30		369.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
Common Janitorial Supplies												0	0.00				0	0.00				0	0.00	0			0.00
1							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0			0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0			-0.00

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			
4							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Office Equipment and Accessories																										
1							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
2							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
3							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
4							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
5							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
6							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
7							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
8							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
9							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Office Supplies																										
1	Calculator, Scientific	piece				0	0.00			2	2	3,222.00				0	0.00				0	0.00	2	1,611.00	3,222.00	
2	Envelope, plastic, transparent, Legal	piece				0	0.00			100	100	1,386.00			100	100	1,386.00				0	0.00	200	13.86	2,772.00	
3	Envelope, plastic, transparent, Legal, Expanded	piece				0	0.00			150	150	4,800.00				0	0.00				0	0.00	150	32.00	4,800.00	
4	Notepad, 3x2"	pad			4	4	160.00			2	2	80.00			4	4	160.00				0	0.00	10	40.00	400.00	
5	Sticker, Paper Matte, 10's	pack				0	0.00			10	10	410.00				0	0.00				0	0.00	10	41.00	410.00	
6	Paper, for Certificate, A4, 10's	pack			100	100	6,150.00			100	100	6,150.00			26	26	1,599.00	262			262	16,113.00	488	61.50	30,012.00	

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			
7	Columnar Notebook, 4 columns	piece				0	0.00			10	10	307.50			10	10	307.50				0	0.00	20	30.75	615.00
8	Columnar Notebook, 10 columns	piece				0	0.00			10	10	307.50			5	5	153.75				0	0.00	15	30.75	461.25
9	Columnar Notebook, 14 columns	piece				0	0.00			14	14	430.50			5	5	153.75				0	0.00	19	30.75	584.25
10						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Audio and visual presentation and composing equipment																									
1	52161505-TV-S01 SMART Television					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
2	52161520-MC-M01 Microphone					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
3	52161512-SP-K01 Speakers, Bluetooth/Portable	piece				0	0.00			5	5	35,000.00				0	0.00				0	0.00	5	7,000.00	35,000.00
4	32101514-AM-P01 Amplifier					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
5	52161517-EQ-E01 Equalizer					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
6	Projector, LED/Portable	unit				0	0.00			1	1	14,862.50				0	0.00				0	0.00	1	14,862.50	14,862.50
7						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
9						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
10						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Photographic or filming or video equipment																									
1	46171615-HD-C01 HD Camera, 64GB/Body Mounted	unit				0	0.00				0	0.00			1	1	3,600.00				0	0.00	1	3,600.00	3,600.00
2	45121504-DS-C01 DSLR Camera					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
3	45121516-VH-C01 HD Video Camera					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
4	45121506-VC-C01 Video Conference Camera					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
6						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
7						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
8						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00

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
1		Mouse, wireless	piece			3	3	533.58				0	0.00				0	0.00				0	0.00	3	177.86	533.58
2		Laptop Bagpack	piece			8	8	16,400.00			9	9	18,450.00				0	0.00	2			2	4,100.00	19	2,050.00	38,950.00
3		Drum, BROTHER MFCL2740DW	cart				0	0.00				0	0.00				0	0.00	1			1	3,720.75	1	3,720.75	3,720.75
4		Flash Drive, Dual/OTG/64GB/for Android	piece				0	0.00			14	14	14,350.00				0	0.00				0	0.00	14	1,025.00	14,350.00
5		Flash Drive, Dual/OTG/64GB/for Iphone	piece				0	0.00				0	0.00			5	5	5,125.00				0	0.00	5	1,025.00	5,125.00
6		Mouse, wireless	piece			4	4	2,460.00			10	10	6,150.00			3	3	1,845.00	2			2	1,230.00	19	615.00	11,685.00
7		Toner, Brother TN-2380	cart			1	1	3,946.45				0	0.00			4	4	15,785.80				0	0.00	5	3,946.45	19,732.25
8		Mouse Pad	piece				0	0.00			19	19	486.97				0	0.00	1			1	25.63	20	25.63	512.60
9							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
Common ICT Equipment																										
1	43212105-LC-P01	PRINTER, LASER, Color					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
2	43212104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
3	43212104-PI-C01	PRINTER, Inkjet, Color					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
4	43212105-PP-001	Portable Printer					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
5	43211509-AT-001	Android Tablet					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
6	43222610-HS-001	Hub/Switches					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
7	43222609-NR-001	Network Routers					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
8	43222640-WA-P01	Wireless Access Point					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
9	43211711-SF-001	Scanner, Flatbed					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
10	45111601-WP-P01	Wireless Pointing Device / Laser Pointer					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
11	81112306-MF-P01	Multi Function PRINTER					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
12	39121011-UP-S01	UNINTERRUPTIBLE POWER SUPPLY (UPS)					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
13	43191501-MP-001	Mobile Phone					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
14	43211711-SC-D01	Scanner, Colored, Double sided, feeder type					0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
15		Printer, CIS/3-in-1	unit				0	0.00			1	1	8,712.50				0	0.00				0	0.00	1	8,712.50	8,712.50
16		Printer, CIS/3-in-1	unit				0	0.00			2	2	24,000.00				0	0.00	1			1	12,000.00	3	12,000.00	36,000.00
17		Laptop	unit			4	4	59,960.00			8	8	119,960.00			5	5	74,975.00	2			2	29,990.00	19	14,995.00	284,905.00
18							0	0.00				0	0.00				0	0.00				0	0.00	0		0.00

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
Other Categories																									
1	53121601-GB-001	60 BAG, for disaster relief, rescue operations				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
2	60104701-SP-001	Solar Panel				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
3	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
4	26111607-CC-001	Charge Controller and DC Inverter for Solar Panel				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
5	46161502-BP-V01	Bullet proof vest				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
6	25172502-WW-001	Wheels, _____ (type of vehicle)				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
7	40161513-FF-001	Fuel Filters				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
8	48101710-DW-F01	Drinking Water/ Fountain				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
9	26111729-AB-001	Auto Battery				0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
10		Led Aroma Essential Diffuser Ultrasonic Air Humidifier	piece		1	1	950.00				0	0.00			1	1	950.00				0	0.00	2	950.00	1,900.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
12						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
13						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
14						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
15						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
16						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
17						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
18						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
19						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
20						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
21						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
22						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00
23						0	0.00				0	0.00				0	0.00				0	0.00	0		0.00

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																						P	1,125,997.19
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P	112,599.72
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable for motor vehicle and other items)																							
D. GRAND TOTAL (A + B + C)																						P	1,238,596.91
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																						P	-
F. MONTHLY CASH REQUIREMENTS																						P	-
G.1 Available at Procurement Service Stores						130,452.57					111,812.99					145,929.40					43,693.07	P	431,888.03
G.2 Other Items not available at PS but regularly purchased from other sources						95,124.63					290,073.51					240,831.44					68,079.58	P	694,109.16
TOTAL MONTHLY CASH REQUIREMENTS						225,577.20					401,886.50					386,760.84					111,772.65	P	1,125,997.19

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

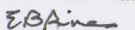
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

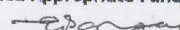
Prepared by:


MALOU A. SALVADOR
Acting Property Custodian/BAC Secretariat

Date Prepared: October 23, 2019

Certified Funds Available / Certified Appropriate Funds Available:


ELENA B. PINERA
Accountant II


ESTANLY V. BARANGAY
Budget Officer II

Approved by:


ENGR. VIC M. INES
OIC PARPO II/Head of Office/Agency