

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

Introduction:

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store (VS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hosS8>.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before **31 July 2023**.

Department/Bureau/Office: DEPARTMENT OF AGRARIAN REF
 Region: REGION IX
 Address: Joicel bldg, Veterans Extension,
 Sta. Maria, Zamboanga City

Agency Code/UACS: D1416
 Organization Type: National Government

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	66	14	7	87	4,433.52	47	11	16	74	3,771.04	53	27	23	103	5,248.88	47	1	6	54	2,751.84	318	50.96	16,205.28
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	2	0	2	4	1,805.44	2	0	1	3	1,354.08	0	0	2	2	902.72	3	0	0	3	1,354.08	12	451.36	5,416.32
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	10	0	0	10	353.60	0	0	2	2	70.72	0	0	0	0	0.00	0	0	0	0	0.00	12	35.36	424.32
4	60121413-CB-P02	CLEARBOOK, Legal size	box	10	0	0	10	384.80	0	0	2	2	76.96	0	0	0	0	0.00	0	0	0	0	0.00	12	38.48	461.76
5	60121534-ER-P01	ERASER, plastic/rubber	piece	69	0	0	69	645.84	12	0	0	12	112.32	15	0	0	15	140.40	13	0	0	13	121.68	109	9.36	1,020.24
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	192	21	4	217	5,642.00	120	9	18	147	3,822.00	104	46	5	155	4,030.00	96	4	0	100	2,600.00	619	26.00	16,094.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	25	0	0	25	1,118.00	0	12	0	12	536.64	10	0	0	10	447.20	0	0	0	0	0.00	47	44.72	2,101.84
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	59	26	0	85	2,210.00	15	5	12	32	832.00	59	8	0	67	1,742.00	17	0	0	17	442.00	201	26.00	5,226.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	10	0	0	10	260.00	0	0	0	0	0.00	10	0	0	10	260.00	0	0	0	0	0.00	20	26.00	520.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	62	8	0	70	3,203.20	28	0	8	36	1,647.36	6	22	0	28	1,281.28	8	0	0	8	366.08	142	45.76	6,497.92
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
15	60121124-WR-P01	WRAPPING PAPER	pack	3	10	1	14	2,999.36	10	0	0	10	2,142.40	3	10	0	13	2,785.12	1	0	0	1	214.24	38	214.24	8,141.12
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121517-DO-C03	DOCUMENT CAMERA	unit	3	0	0	3	76,608.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	25,536.16	76,608.48
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	2	0	0	2	36,940.80	1	0	0	1	18,470.40	0	0	0	0	0.00	0	0	0	0	0.00	3	18,470.40	55,411.20
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	43	28	5	76	1,659.84	25	6	9	40	873.60	39	16	6	61	1,332.24	28	4	0	32	698.88	209	21.84	4,564.56
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	38	28	4	70	1,383.20	24	3	2	29	573.04	41	7	3	51	1,007.76	29	4	0	33	652.08	183	19.76	3,616.08
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.56	0.00
CLEANING EQUIPMENT AND SUPPLIES																										
21	47131812-AF-A01	AIR FRESHENER	can	19	12	12	43	3,756.48	13	12	14	39	3,407.04	15	8	0	23	2,009.28	13	10	0	23	2,009.28	128	87.36	11,182.08
22	47131604-BR-S01	BROOM (Walis Tambo)	piece	6	0	0	6	767.52	6	0	0	6	767.52	6	0	0	6	767.52	6	0	0	6	767.52	24	127.92	3,070.08
23	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23.92	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	6	0	0	6	268.32	6	0	0	6	268.32	6	0	0	6	268.32	6	0	0	6	268.32	24	44.72	1,073.28	
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	5	0	0	5	180.00	6	0	0	6	216.00	6	0	0	6	216.00	6	0	0	6	216.00	23	36.00	828.00	
26	47131811-DE-B02	DETERGENT BAR	bar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.36	0.00	
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	11	0	0	11	972.40	8	0	0	8	707.20	0	10	0	10	884.00	0	11	0	11	972.40	40	88.40	3,536.00	
28	47131803-DS-A01	DISINFECTANT SPRAY	can	13	10	0	23	3,468.40	9	8	3	20	3,016.00	4	8	0	12	1,809.60	6	8	0	14	2,111.20	69	150.80	10,405.20	
29	47131601-DU-P01	DUST PAN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46.80	0.00	
30	47131802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00	
31	47131830-FC-A01	FURNITURE CLEANER	can	2	0	0	2	453.44	0	0	4	4	906.88	0	0	4	4	906.88	0	2	0	2	453.44	12	226.72	2,720.64	
32	73101612-HS-L01	HAND SOAP, liquid	bottle	18	0	0	18	773.10	12	0	0	12	515.40	18	2	0	20	859.00	12	0	0	12	515.40	62	42.95	2,662.90	
33	47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00	
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	134.16	0.00	
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	114.04	0.00	
36	47131501-RG-C01	RAGS	kilo	4	0	0	4	228.80	4	0	0	4	228.80	4	0	0	4	228.80	4	0	0	4	228.80	16	57.20	915.20	
37	47131602-SC-N01	SCOURING PAD	pack	2	5	0	7	626.08	2	0	0	2	178.88	2	5	0	7	626.08	2	0	0	2	178.88	18	89.44	1,609.92	
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	4	3	0	7	910.00	0	1	2	3	390.00	3	1	0	4	520.00	2	4	0	6	780.00	20	130.00	2,600.00	
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	59.28	0.00	
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.56	0.00	
41	47121702-WB-P01	WASTEBASKET	piece	12	0	0	12	524.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	43.68	524.16	
COLOR COMPOUNDS AND DISPERSIONS																											
42	12171703-SI-P01	INK, for stamp pad	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	31.20	0.00	
CONSUMER ELECTRONICS																											
43	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	4	1	0	5	24,018.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	4,803.76	24,018.80	
FACE MASK																											
44	42131713-SM-M06	FACE MASK	box	21	9	9	39	2,028.00	21	9	9	39	2,028.00	17	13	13	43	2,236.00	21	9	9	39	2,028.00	160	52.00	8,320.00	
FILMS																											
45	13111203-AC-F01	ACETATE	roll	7	0	0	7	7,338.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	1,048.32	7,338.24	
46	13111201-CF-P02	CARBON FILM, Legal size	box	0	1	0	1	256.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	256.88	256.88	
FIRE FIGHTING EQUIPMENT																											
47	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,398.80	0.00	
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00	
FLAG OR ACCESSORIES																											
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	284.84	0.00	
FURNITURE AND FURNISHINGS																											
50	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	375.44	0.00	
51	56101504-CM-W01	MONOBLOC CHAIR, white	piece	6	0	0	6	2,233.92	0	0	0	0	0.00	6	0	0	6	2,233.92	0	0	0	0	0.00	12	372.32	4,467.84	
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	6	0	0	6	8,093.28	0	0	0	0	0.00	6	0	0	6	8,093.28	0	0	0	0	0.00	12	1,348.88	16,186.56	
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																											
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,380.08	0.00	
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00	
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,006.72	0.00	
57	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	914.16	0.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
58	43211507-DSK003	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0.00	
59	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,390.40	0.00	
60	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	12	1	0	13	39,235.04	1	3	1	5	15,090.40	2	0	0	2	6,036.16	2	0	0	2	6,036.16	22	3,018.08	66,397.76	
61	43202010-FD-U04	FLASH DRIVE	piece	26	4	5	35	7,862.40	6	4	1	11	2,471.04	4	3	1	8	1,797.12	8	3	3	14	3,144.96	68	224.64	15,275.52	
62	43211503-LAP004	LAPTOP, for Mid-range Users	unit	8	0	0	8	339,040.00	0	0	1	1	42,380.00	0	0	0	0	0.00	0	0	0	0	0.00	9	42,380.00	381,420.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
63	43211503-LAP003	LAPTOP, Lightweight	unit	2	0	0	2	93,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	46,800.00	93,600.00	
64	43211708-MO-002	COMPUTER MOUSE, Wireless	unit	19	4	0	23	3,898.96	4	0	0	4	678.08	6	0	0	6	1,017.12	3	0	0	3	508.56	36	169.52	6,102.72	
65	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33,015.84	0.00	
66	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11,014.64	0.00	
67	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,063.04	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																											
68	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	81.12	0.00	
69	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																											
70	31201610-GL-J01	GLUE, all-purpose	jar	26	5	3	34	2,404.48	5	1	8	14	990.08	13	1	6	20	1,414.40	5	4	0	9	636.48	77	70.72	5,445.44	
71	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	3	0	0	3	67.65	3	0	0	3	67.65	3	0	0	3	67.65	3	0	0	3	67.65	12	22.55	270.60	
72	31151804-SW-S01	STAPLE WIRE, standard	box	36	6	0	42	997.92	22	0	9	31	736.56	30	3	2	35	831.60	18	1	1	20	475.20	128	23.76	3,041.28	
73	31201502-TA-E01	TAPE, electrical	roll	0	10	0	10	194.50	0	6	0	6	116.70	0	4	0	4	77.80	0	0	0	0	0.00	20	19.45	389.00	
74	31201503-TA-M01	TAPE, masking, 24mm	roll	17	2	8	27	1,670.76	12	0	9	21	1,299.48	11	2	3	16	990.08	12	5	4	21	1,299.48	85	61.88	5,259.80	
75	31201503-TA-M02	TAPE, masking, 48 mm	roll	34	5	8	47	5,694.52	17	0	10	27	3,271.32	27	2	7	36	4,361.76	14	0	0	14	1,696.24	124	121.16	15,023.84	
76	31201517-TA-P01	TAPE, packaging, 48 mm	roll	20	14	12	46	1,387.36	10	2	9	21	633.36	26	8	6	40	1,206.40	12	0	3	15	452.40	122	30.16	3,679.52	
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	41	10	8	59	674.96	13	0	11	24	274.56	35	6	7	48	549.12	14	5	1	20	228.80	151	11.44	1,727.44	
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	37	16	5	58	1,387.36	9	2	12	23	550.16	35	6	4	45	1,076.40	10	7	1	18	430.56	144	23.92	3,444.48	
79	31151507-TW-P01	TWINE, plastic	roll	3	2	2	7	495.04	0	0	4	4	282.88	3	2	2	7	495.04	2	0	2	4	282.88	22	70.72	1,555.84	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
80	41111604-RU-P02	RULER, flexible, plastic, 450mm	piece	19	1	0	20	416.00	0	0	0	0	0.00	2	1	0	3	62.40	0	0	0	0	0.00	23	20.80	478.40	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16.00	0.00	
82	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	0	1	0	1	10,104.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,104.64	10,104.64	
83	44101807-CA-C01	CALCULATOR, Compact	unit	8	1	0	9	2,583.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	287.04	2,583.36	
84	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00	
85	44122105-BF-C01	CLIP, backfold, 19mm	box	28	8	0	36	336.96	25	1	4	30	280.80	20	2	0	22	205.92	20	5	0	25	234.00	113	9.36	1,057.68	
86	44122105-BF-C02	CLIP, backfold, 25mm	box	32	8	0	40	624.00	24	0	4	28	436.80	23	2	0	25	390.00	20	3	0	23	358.80	116	15.60	1,809.60	
87	44122105-BF-C03	CLIP, backfold, 32mm	box	25	4	0	29	784.16	16	0	4	20	540.80	10	2	0	12	324.48	12	4	0	16	432.64	77	27.04	2,082.08	
88	44122105-BF-C04	CLIP, backfold, 50mm	box	27	2	0	29	1,749.28	19	0	3	22	1,327.04	17	2	0	19	1,146.08	13	4	0	17	1,025.44	87	60.32	5,247.84	
89	44121801-CT-R02	CORRECTION TAPE	piece	107	13	6	126	1,452.78	67	19	0	86	991.58	60	28	0	88	1,014.64	45	6	7	58	668.74	358	11.53	4,127.74	
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	5	7	0	12	380.64	3	0	0	3	95.16	1	1	0	2	63.44	1	0	0	1	31.72	18	31.72	570.96	
91	44111515-DF-B01	DATA FILE BOX	piece	69	19	6	94	7,256.80	26	7	0	33	2,547.60	41	4	0	45	3,474.00	22	0	0	22	1,698.40	194	77.20	14,976.80	
92	44122011-DF-F01	DATA FOLDER	piece	31	0	0	31	2,127.84	2	0	25	27	1,853.28	3	0	0	3	205.92	5	0	0	5	343.20	66	68.64	4,530.24	
93	44103202-DS-M01	DATER STAMP	piece	5	0	0	5	2,348.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	469.78	2,348.90	
94	44121506-EN-D01	ENVELOPE, Documentary, A4	box	3	0	0	3	2,520.96	1	1	1	3	2,520.96	1	1	0	2	1,680.64	0	2	0	2	1,680.64	10	840.32	8,403.20	
95	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	15	0	0	15	16,177.20	11	1	1	13	14,020.24	9	1	0	10	10,784.80	8	1	0	9	9,706.32	47	1,078.48	50,688.56	
96	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	16	0	0	16	21,998.08	3	2	2	7	9,624.16	11	1	0	12	16,498.56	3	0	0	3	4,124.64	38	1,374.88	52,245.44	
97	44121506-EN-X02	ENVELOPE, Expanding, Plastic	box	10	0	0	10	304.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	30.49	304.90	
98	44121506-EN-M02	ENVELOPE, Mailing	box	12	1	1	14	6,537.44	3	1	1	5	2,334.80	7	1	1	9	4,202.64	6	1	1	8	3,735.68	36	466.96	16,810.56	
99	44121504-EN-W02	ENVELOPE, Mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	528.32	0.00	
100	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	12.33	0.00	
101	44122118-FA-P01	FASTENER	box	22	1	3	26	2,460.64	14	1	1	16	1,514.24	17	1	1	19	1,798.16	14	2	1	17	1,608.88	78	94.64	7,381.92	
102	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	12	0	0	12	1,022.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	85.20	1,022.40	
103	44122018-FT-D01	FILE TAB DIVIDER, A4	pack	12	0	0	12	274.56	7	0	0	7	160.16	6	4	0	10	228.80	3	0	0	3	68.64	32	22.88	732.16	
104	44122018-FT-D02	FILE TAB DIVIDER, Legal	pack	32	0	0	32	832.00	7	0	0	7	182.00	6	4	0	10	260.00	3	0	0	3	78.00	52	26.00	1,352.00	
105	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	2	0	2	4	1,164.80	0	0	4	4	1,164.80	6	2	0	8	2,329.60	0	0	0	0	0.00	16	291.20	4,659.20	
106	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	4	1	0	5	1,544.40	1	0	6	7	2,162.16	8	0	2	10	3,088.80	1	0	0	1	308.88	23	308.88	7,104.24	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
107	44122011-FO-L01	FOLDER, L-type, A4	pack	3	23	0	26	4,876.04	0	0	0	0	0.00	6	0	0	6	1,125.24	0	0	0	0	0.00	32	187.54	6,001.28	
108	44122011-FO-L02	FOLDER, L-type, Legal	pack	3	24	0	27	6,441.39	0	0	0	0	0.00	6	0	0	6	1,431.42	0	0	0	0	0.00	33	238.57	7,872.81	
109	44122027-FO-P01	FOLDER, pressboard	box	11	2	0	13	12,384.32	6	2	2	10	9,526.40	8	1	0	9	8,573.76	5	1	0	6	5,715.84	38	952.64	36,200.32	
110	44122011-FO-T03	FOLDER with tab, A4	pack	20	0	1	21	8,168.16	1	0	0	1	388.96	13	0	0	13	5,056.48	1	0	0	1	388.96	36	388.96	14,002.56	
111	44122011-FO-T04	FOLDER with tab, Legal	pack	9	2	0	11	4,701.84	2	0	0	2	854.88	8	0	0	8	3,419.52	3	0	0	3	1,282.32	24	427.44	10,258.56	
112	44122008-IT-T01	INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.11	0.00	
113	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	2	0	0	2	253.76	4	0	0	4	507.52	0	2	0	2	253.76	4	0	0	4	507.52	12	126.88	1,522.56	
114	44121716-MA-F01	MARKER, Fluorescent	set	39	11	3	53	2,259.92	13	5	9	27	1,151.28	24	6	3	33	1,407.12	11	5	3	19	810.16	132	42.64	5,628.48	
115	44121708-MP-B01	MARKER, Permanent, Black	piece	50	42	12	104	1,622.40	33	5	12	50	780.00	53	15	5	73	1,138.80	19	10	0	29	452.40	256	15.60	3,993.60	
116	44121708-MP-B02	MARKER, Permanent, Blue	piece	28	22	0	50	780.00	20	10	12	42	655.20	14	15	4	33	514.80	17	5	0	22	343.20	147	15.60	2,293.20	
117	44121708-MP-B03	MARKER, Permanent, Red	piece	16	3	0	19	296.40	7	0	3	10	156.00	9	7	0	16	249.60	5	0	0	5	78.00	50	15.60	780.00	
118	44121708-MW-B01	MARKER, Whiteboard, Black	piece	22	26	0	48	499.20	26	0	6	32	332.80	10	6	10	26	270.40	6	0	10	16	166.40	122	10.40	1,268.80	
119	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	16	3	0	19	197.60	13	0	0	13	135.20	6	10	0	16	166.40	3	0	0	3	31.20	51	10.40	530.40	
120	44121708-MW-B03	MARKER, Whiteboard, Red	piece	16	4	0	20	208.00	12	0	2	14	145.60	6	12	0	18	187.20	2	0	0	2	20.80	54	10.40	561.60	
121	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	51	8	10	69	645.84	21	5	4	30	280.80	47	15	5	67	627.12	12	10	0	22	205.92	188	9.36	1,759.68	
122	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	56	14	4	74	1,770.08	24	0	14	38	908.96	45	13	9	67	1,602.64	18	10	0	28	669.76	207	23.92	4,951.44	
123	44101603-PS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,699.20	0.00	
124	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE	unit	0	1	0	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,297.60	9,297.60	
125	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	67	15	2	84	3,494.40	11	0	11	22	915.20	63	8	2	73	3,036.80	10	7	0	17	707.20	196	41.60	8,153.60	
126	44121619-PS-M01	PENCIL SHARPENER	piece	9	1	1	11	2,345.20	2	0	1	3	639.60	0	2	0	2	426.40	0	0	0	0	0.00	16	213.20	3,411.20	
127	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	7	2	1	10	1,622.40	0	0	1	1	162.24	0	1	0	1	162.24	0	0	0	0	0.00	12	162.24	1,946.88	
128	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	274.23	0.00	
129	44122101-RU-B01	RUBBER BAND No. 18	box	5	0	0	5	826.80	0	0	0	0	0.00	1	0	0	1	165.36	0	0	0	0	0.00	6	165.36	992.16	
130	44121905-SP-F01	STAMP PAD, felt	piece	8	0	0	8	341.12	0	0	0	0	0.00	1	0	0	1	42.64	0	0	0	0	0.00	9	42.64	383.76	
131	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	28	5	2	35	1,456.00	0	0	4	4	166.40	5	0	4	9	374.40	0	1	0	1	41.60	49	41.60	2,038.40	
132	44121615-ST-S01	STAPLER, standard type	piece	21	0	1	22	3,203.20	3	0	1	4	582.40	1	7	0	8	1,164.80	0	0	0	0	0.00	34	145.60	4,950.40	
133	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	954.72	0.00	
134	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	18	2	0	20	956.80	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	143.52	23	47.84	1,100.32	
135	44121605-TD-T01	TAPE DISPENSER, table top	piece	6	0	0	6	468.00	0	0	0	0	0.00	0	1	0	1	78.00	0	0	0	0	0.00	7	78.00	546.00	
PAPER MATERIALS AND PRODUCTS																											
136	14111525-CA-A01	CARTOLINA, assorted colors	pack	8	2	5	15	1,357.20	5	1	6	12	1,085.76	10	3	0	13	1,176.24	3	0	1	4	361.92	44	90.48	3,981.12	
137	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	953.68	0.00	
138	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,260.48	0.00	
139	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,652.56	0.00	
140	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	20	0	0	20	22,172.80	10	0	0	10	11,086.40	10	0	0	10	11,086.40	5	0	0	5	5,543.20	45	1,108.64	49,888.80	
141	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	6	0	0	6	5,123.04	6	0	0	6	5,123.04	0	6	0	6	5,123.04	6	0	0	6	5,123.04	24	853.84	20,492.16	
142	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	box	5	0	0	5	8,148.40	0	0	6	6	9,778.08	0	5	2	7	11,407.76	6	0	0	6	9,778.08	24	1,629.68	39,112.32	
143	14111609-LL-C01	LOOSELEAF COVER	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	794.96	0.00	
144	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	49	6	1	56	2,213.12	39	0	5	44	1,738.88	38	10	0	48	1,896.96	24	0	0	24	948.48	172	39.52	6,797.44	
145	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	49	11	0	60	3,806.40	34	5	2	41	2,601.04	39	15	0	54	3,425.76	16	5	0	21	1,332.24	176	63.44	11,165.44	
146	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	47	6	0	53	3,196.96	36	5	5	46	2,774.72	33	10	0	43	2,593.76	18	5	0	23	1,387.36	165	60.32	9,952.80	
147	14111514-NB-S02	STENO NOTEBOOK	piece	146	300	1	447	10,692.24	10	200	150	360	8,611.20	23	10	1	34	813.28	4	250	0	254	6,075.68	1095	23.92	26,192.40	
148	14111507-PP-M01	PAPER, MULTICOPY A4	ream	48	15	0	63	11,334.96	43	10	10	63	11,334.96	33	25	2	60	10,795.20	38	20	0	58	10,435.36	244	179.92	43,900.48	
149	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	46	17	0	63	13,300.56	41	10	10	61	12,878.32	32	20	12	64	13,511.68	40	20	0	60	12,667.20	248	211.12	52,357.76	
150	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	115	31	8	154	25,145.12	90	8	13	111	18,124.08	54	46	8	108	17,634.24	41	30	8	79	12,899.12	452	163.28	73,802.56	
151	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	116	32	20	168	31,100.16	111	19	20	150	27,768.00	69	54	15	138	25,546.56	62	37	15	114	21,103.68	570	185.12	105,518.40	
152	14111531-PP-R01	PAD PAPER, ruled	pad	6	22	0	28	990.08	6	4	6	16	565.76	16	4	4	24	848.64	12	0	0	12	424.32	80	35.36	2,828.80	
153	14111503-PA-P01	PAPER, parchment	box	2	10	0	12	2,271.36	0	0	10	10	1,892.80	10	0	0	10	1,892.80	0	0	0	0	0.00	32	189.28	6,056.96	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
154	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	38	6	0	44	3,203.20	11	7	4	22	1,601.60	23	10	0	33	2,402.40	8	0	2	10	728.00	109	72.80	7,935.20	
155	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	28	4	0	32	3,361.28	18	3	2	23	2,415.92	19	7	0	26	2,731.04	10	0	2	12	1,260.48	93	105.04	9,768.72	
156	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	38	0	0	38	1,106.56	37	0	0	37	1,077.44	27	10	0	37	1,077.44	27	0	0	27	786.24	139	29.12	4,047.68	
157	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	50	11	9	70	7,061.60	49	9	9	67	6,758.96	41	16	15	72	7,263.36	40	10	7	57	5,750.16	266	100.88	26,834.08	
PERFUMES OR COLOGNES OR FRAGRANCES																											
158	53131626-HS-S01	HAND SANITIZER	bottle	16	0	0	16	1,397.76	16	0	0	16	1,397.76	12	4	0	16	1,397.76	12	1	0	13	1,135.68	61	87.36	5,328.96	
PESTICIDES OR PEST REPELLENTS																											
159	10191509-IN-A01	INSECTICIDE	can	6	4	0	10	2,579.20	2	4	5	11	2,837.12	2	4	0	6	1,547.52	5	2	0	7	1,805.44	34	257.92	8,769.28	
PRINTED PUBLICATIONS																											
160	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.21	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,947.20	0.00	
2	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00	
3	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	0.00	
4	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	0.00	
5	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	0.00	
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	21	2	2	25	5,797.50	21	2	2	25	5,797.50	18	9	5	32	7,420.80	18	5	0	23	5,333.70	105	231.90	24,349.50	
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	12	2	2	16	3,875.20	12	2	2	16	3,875.20	9	9	5	23	5,570.60	9	5	0	14	3,390.80	69	242.20	16,711.80	
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	12	2	2	16	3,875.20	14	2	2	18	4,359.60	9	9	5	23	5,570.60	9	5	0	14	3,390.80	71	242.20	17,196.20	
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	12	2	2	16	3,875.20	14	2	2	18	4,359.60	9	7	5	21	5,086.20	9	5	0	14	3,390.80	69	242.20	16,711.80	
10	44103105-HP-B40	INK CARTRIDGE, HP C2P04AA (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	852.80	0.00	
11	44103105-HP-T40	INK CARTRIDGE, HP C2P06AA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00	
12	44103105-HP-B09	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	910.00	0.00	
13	44103105-HP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	0.00	
14	44103105-HP-B17	INK CARTRIDGE, HP CC640WA (HP60), Black	cart	2	0	0	2	1,761.76	0	0	0	0	0.00	2	0	0	2	1,761.76	0	0	0	0	0.00	4	880.88	3,523.52	
15	44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	2	0	0	2	2,094.56	0	0	0	0	0.00	2	0	0	2	2,094.56	0	0	0	0	0.00	4	1,047.28	4,189.12	
16	44103105-HX-C40	INK CARTRIDGE, HP CD972AA (HP920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00	
17	44103105-HX-M40	INK CARTRIDGE, HP CD973AA (HP920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00	
18	44103105-HX-Y40	INK CARTRIDGE, HP CD974AA (HP920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00	
19	44103105-HX-B40	INK CARTRIDGE, HP CD975AA (HP920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,541.28	0.00	
20	44103105-HP-B20	INK CARTRIDGE, HP CH561WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	865.28	0.00	
21	44103105-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,066.00	0.00	
22	44103105-HP-B49	INK CARTRIDGE, HP CH565A (HP82), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	935.00	0.00	
23	44103105-HP-C49	INK CARTRIDGE, HP CH566A (HP82), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	740.00	0.00	
24	44103105-HX-B43	INK CARTRIDGE, HP CN045AA (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,970.80	0.00	
25	44103105-HX-C43	INK CARTRIDGE, HP CN046AA (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00	
26	44103105-HX-M43	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00	
27	44103105-HX-Y43	INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00	
28	44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00	
29	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00	
30	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	404.56	0.00	
31	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	404.56	0.00	
32	44103105-HP-B42	INK CARTRIDGE, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	312.00	0.00	
33	44103105-HP-C33	INK CARTRIDGE, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00	
34	44103105-HP-M33	INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00	
35	44103105-HP-Y33	INK CARTRIDGE, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00	
36	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32	0.00	
37	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
38	44103105-HP-C50	INK CARTRIDGE, HP L0S51AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
39	44103105-HP-M50	INK CARTRIDGE, HP L0S54AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
40	44103105-HP-Y50	INK CARTRIDGE, HP L0S57AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
41	44103105-HP-B50	INK CARTRIDGE, HP L0S60AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80	0.00
42	44103105-HX-C48	INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
43	44103105-HX-M48	INK CARTRIDGE, HP L0S66AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
44	44103105-HX-Y48	INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
45	44103105-HX-B48	INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
46	44103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
47	44103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
48	44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
49	44103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80	0.00
50	44103112-EP-R05	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43	0.00
51	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94	0.00
52	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48	0.00
53	44103109-BR-D06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,760.00	0.00
54	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	0.00
55	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,002.40	0.00
56	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	0.00
57	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	0.00
58	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
59	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
60	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
61	44103103-CA-800	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	0.00
62	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	1	0	0	1	3,099.20	1	0	0	1	3,099.20	0	0	0	0	0.00	1	0	0	1	3,099.20	3	3,099.20	9,297.60
63	44103103-HP-B14	TONER CARTRIDGE, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,603.60	0.00
64	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,942.00	0.00
65	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,741.92	0.00
66	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	6	0	0	6	19,456.32	4	0	2	6	19,456.32	4	0	2	6	19,456.32	4	0	2	6	19,456.32	24	3,242.72	77,825.28
67	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,350.40	0.00
68	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
69	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
70	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
71	44103103-HP-B24	TONER CARTRIDGE, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,192.80	0.00
72	44103103-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
73	44103103-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
74	44103103-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
75	44103103-HP-B25	TONER CARTRIDGE, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,872.80	0.00
76	44103103-HP-B26	TONER CARTRIDGE, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,786.00	0.00
77	44103103-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
78	44103103-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,193.04	0.00
79	44103103-HP-M26	TONER CARTRIDGE, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
80	44103103-HP-B27	TONER CARTRIDGE, HP CE410A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,837.60	0.00
81	44103103-HP-C27	TONER CARTRIDGE, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
82	44103103-HP-Y27	TONER CARTRIDGE, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
83	44103103-HP-M27	TONER CARTRIDGE, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,011.20	0.00
84	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,050.80	0.00
85	44103103-HX-B28	TONER CARTRIDGE, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,332.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
86	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,878.72	0.00	
87	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,246.80	0.00	
88	44103103-HP-B55	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,690.40	0.00	
89	44103103-HP-B51	TONER CARTRIDGE, HP CF280XC	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,359.52	0.00	
90	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,800.00	0.00	
91	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,034.72	0.00	
92	44103103-HX-B51	TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,796.00	0.00	
93	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,828.00	0.00	
94	44103103-HX-B52	TONER CARTRIDGE, HP CF325XC (HP25X), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,728.00	0.00	
95	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, Black Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,574.00	0.00	
96	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00	
97	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00	
98	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00	
99	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,030.40	0.00	
100	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00	
101	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00	
102	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00	
103	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00	
104	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00	
105	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00	
106	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00	
107	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,900.00	0.00	
108	44103103-HX-B54	TONER CARTRIDGE, HP CF410XC (HP410XC), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,848.40	0.00	
109	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00	
110	44103103-HX-C54	TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.00	0.00	
111	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00	
112	44103103-HX-Y54	TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00	
113	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00	
114	44103103-HX-M54	TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00	
115	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,744.00	0.00	
116	44103103-HP-B48	TONER CARTRIDGE, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.00	0.00	
SOFTWARE																											
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
12	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
14	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total 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 II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	80141505-TS-001	BALLPEN	piece	3	0	2	5	1,650.00	0	2	0	2	660.00	1	2	0	3	990.00	2	0	0	2	660.00	12	330.00	3,960.00	
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
3	80141505-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
4	80141505-TS-004	STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	6	0	0	6	150.00	0	0	0	0	0.00	6	0	0	6	150.00	0	0	0	0	0.00	12	25.00	300.00	
6	80141505-TS-006	PHOTO PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
7	80141505-TS-007	BLEACHING SOLUTION	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	3	0	3	480.00	0	3	0	3	480.00	0	3	0	3	480.00	0	0	0	0	0.00	9	160.00	1,440.00	
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	200	0	200	11,000.00	0	200	0	200	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	400	55.00	22,000.00	
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
12	80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
13	80141505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
14	80141505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
15	80141505-TS-015	MEDAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
16	80141505-TS-016	DISHWASHING LIQUID	bottle	6	0	0	6	876.00	6	0	0	6	876.00	6	0	0	6	876.00	6	0	0	6	876.00	24	146.00	3,504.00	
17	80141505-TS-017	PLASTIC FASTENER	box	9	7	0	16	1,104.00	4	2	3	9	621.00	5	2	0	7	483.00	8	2	0	10	690.00	42	69.00	2,898.00	
18	80141505-TS-018	STEEL FILING CABINET	piece	0	0	4	4	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	6,000.00	24,000.00	
19	80141505-TS-019	VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
20	80141505-TS-020	EXTENSION CORD	piece	8	0	0	8	5,728.00	0	0	0	0	0.00	1	0	0	1	716.00	0	0	0	0	0.00	9	716.00	6,444.00	
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
22	80141505-TS-022	COLORED PAPER	pack	4	0	0	4	716.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	179.00	716.00	
23	80141505-TS-023	BOND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
24	80141505-TS-024	PUSH PIN	pack	1	0	0	1	20.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20.10	20.10	
25	80141505-TS-025	DOOR MAT	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
26	80141505-TS-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
28	80141505-TS-028	DEODORANT CAKE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
29	80141505-TS-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
30	80141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
31	80141505-TS-031	MANILA PAPER	pack	2	0	0	2	120.00	0	0	0	0	0.00	2	0	0	2	120.00	0	0	0	0	0.00	4	60.00	240.00	
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
33	80141505-TS-033	PADLOCK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
34	80141505-TS-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
35	80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
37	80141505-TS-037	STORAGE BOX	piece	10	0	0	10	3,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	380.00	3,800.00	
38	80141505-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
39	80141505-TS-039	DOCUMENT SCANNER	unit	1	0	0	1	48,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	48,000.00	48,000.00	
40	80141505-TS-040	WATER DISPENSER	unit	2	0	0	2	15,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	7,650.00	15,300.00	
41	80141505-TS-041	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
42	80141505-TS-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
43	80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
44	80141505-TS-044	SPEAKERS	unit	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00	
45	80141505-TS-045	POVIDONE IODINE	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
46	80141505-TS-046	KEYBOARD	unit	7	0	0	7	3,150.00	0	0	0	0	0.00	1	0	0	1	450.00	0	0	0	0	0.00	8	450.00	3,600.00	
47	80141505-TS-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	

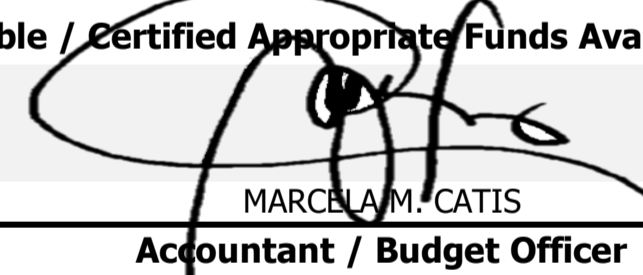
Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
48	80141505-TS-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-049	LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

A. TOTAL		P	2,058,984.85
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	205,898.49
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	2,264,883.34
E. APPROVED BUDGET BY THE AGENCY HEAD			
In Figures and Words:			

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

Prepared by:

 ROEL T. GOMEZ
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 MARCELA M. CATIS
 Accountant / Budget Officer

Approved by:

 ATTY. RAMON E. MADRONAL JR.
 Head of Office/Agency

Date Prepared: July 21, 2023

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

Introduction:

This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

Reminders:

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://shorturl.at/hos8> (Please copy the link and paste in your browser)
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE Form.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: DEPARTMENT OF AGRARIAN REFORM
 Region: REGION IX
 Address: Joeicel bldg. Veterans Extension, Sta. Maria, Zamboanga City

Agency Code/UACS: D1416
 Organization Type: National Government

Contact Person: Roel T. Gomez
 Position: Supply Officer III/AO III
 E-mail: darroix.supply@gmail.com
 Telephone/Mobile Nos: 9176293776

No.	UNSPSC Code	Item Description	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 ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	-	Expanding White folder (long) 100pc/box	Box	1			1	985.40				0	0.00				0	0.00				0	0.00	1	985.40	985.40	
2	-	Pencil , mechanical, for 0.5mm lead, BEIFA brand	pack	5			5	120.50				0	0.00				0	0.00				0	0.00	5	24.10	120.50	
3	-	Ringbinder size 1"	pack	8			8	448.00				0	0.00				0	0.00				0	0.00	8	56.00	448.00	
4	-	Ringbinder size 2"	pack	8			8	448.00				0	0.00				0	0.00				0	0.00	8	56.00	448.00	
5	-	Ringbinder size 3"	pack	8			8	448.00				0	0.00				0	0.00				0	0.00	8	56.00	448.00	
6	-	Paper Cutter	unit	1			1	400.00				0	0.00				0	0.00				0	0.00	1	400.00	400.00	
7	-	Special Paper (long size) 50s/pack	pack	2			2	200.00				0	0.00				0	0.00				0	0.00	2	100.00	200.00	
8	-	Blank CD/DVD Disk	pack	10			10	500.00				0	0.00				0	0.00				0	0.00	10	50.00	500.00	
11	-	HP Laserjet Imaging drum CF219A	Piece	1			1	3,052.00				0	0.00				0	0.00				0	0.00	1	3,052.00	3,052.00	
13	-	Canon GI-790 Ink Cartridge (Cyan)	Piece	2			2	818.00				0	0.00				0	0.00	1			1	409.00	3	409.00	1,227.00	
14	-	Canon GI-790 Ink Cartridge (Yellow)	Piece	2			2	818.00				0	0.00		2	2	818.00				1	1	409.00	5	409.00	2,045.00	
15	-	Canon GI-790 Ink Cartridge (Magenta)	Piece	2			2	818.00				0	0.00		2	2	818.00				1	1	409.00	5	409.00	2,045.00	
16	-	Canon GI-790 Ink Cartridge (Black)	Piece	2			2	818.00				0	0.00		2	2	818.00				1	1	409.00	5	409.00	2,045.00	
17	-	Epson WF - C5790 J18 T902XL Premium Ink Bag Cartridge (Cyan)	Piece	1			1	2,619.00				0	0.00		2	2	5,238.00				2	2	5,238.00	5	2,619.00	13,095.00	
18	-	Epson WF - C5790 J18 T902XL Premium Ink Bag Cartridge (Yellow)	Piece	1			1	2,619.00				0	0.00				0	0.00				0	0.00	1	2,619.00	2,619.00	
19	-	Epson WF - C5790 J18 T902XL Premium Ink Bag Cartridge (Magenta)	Piece	1			1	2,619.00				0	0.00				0	0.00				0	0.00	1	2,619.00	2,619.00	
20	-	Epson WF - C5790 J18 T902XL Premium Ink Bag Cartridge (Black)	Piece	1			1	2,619.00				0	0.00				0	0.00				0	0.00	1	2,619.00	2,619.00	
21	-	OTG USB Flash Drive	Unit				0	0.00		2		2	1,000.00				0	0.00				0	0.00	2	500.00	1,000.00	
22	-	BL Plan LMB Form No. GSD-C-1	Piece	3			3	300.00				0	0.00				0	0.00				0	0.00	3	100.00	300.00	
23	-	Area Sheet	Ream	1			1	300.00				0	0.00				0	0.00				0	0.00	1	300.00	300.00	
24	-	Survey Envelope (LMB Form No. GSD-14)	Piece	10			10	100.00				0	0.00				0	0.00				0	0.00	10	10.00	100.00	
25	-	Parker Pen (roller ball)	Piece	1			1	200.00			1	1	200.00				0	0.00				0	0.00	2	200.00	400.00	
26	-	Parker roller ball refill	Piece	3			3	240.00			3	3	240.00				0	0.00				0	0.00	6	80.00	480.00	
27	-	FOLDER, w/ plastic cover, Legal Size, 50pc/bundle	Pack				0	0.00				0	0.00	1			1	330.00			1		1	330.00	2	330.00	660.00
28	-	FOLDER, w/ plastic cover, A4 Size, 50pc/bundle	Pack				0	0.00				0	0.00			1	1	325.00				1	1	325.00	2	325.00	650.00
29	-	Hardbound Storage Box 12"x12"x16	Piece			3	3	1,125.00			3	3	1,125.00		3	3	1,125.00				3	3	1,125.00	12	375.00	4,500.00	
30	-	RING BINDER, (1/2" x 44") plastic	Piece			12	12	120.00				0	0.00				0	0.00				0	0.00	12	10.00	120.00	
31	-	RING BINDER, (1" x 44") plastic	Piece			12	12	180.00				0	0.00				0	0.00				0	0.00	12	15.00	180.00	
32	-	PRINTER, HP Neverstop Laser MFP 1200 Series	unit		1		1	14,900.00				0	0.00				0	0.00				0	0.00	1	14,900.00	14,900.00	
33	-	INK, BT 5000 C	piece		5		5	2,185.00	5		5	10	4,370.00			5	5	2,185.00				0	0.00	20	437.00	8,740.00	
34	-	INK, BT 5000 Y	piece		5		5	2,185.00	5		5	10	4,370.00			5	5	2,185.00				0	0.00	20	437.00	8,740.00	
35	-	INK, BT 5000 M	piece		5		5	2,185.00	5		5	10	4,370.00			5	5	2,185.00				0	0.00	20	437.00	8,740.00	
36	-	INK, D60 BK	piece		5		5	2,185.00	5		5	10	4,370.00			5	5	2,185.00				0	0.00	20	437.00	8,740.00	
37	-	STAMP PAD INK, purple or violet	Bottle	11	1		12	363.72	1		1	2	60.62	7		1	8	242.48	1	1		2	60.62	24	30.31	727.44	

No.	UNSPSC Code	Item Description	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				
38	-	STAMP PAD INK, Blank	Bottle	4			4	121.24				0	0.00	2			2	60.62				0	0.00	6	30.31	181.86	
39	-	Photopaper A4 Glossy	pack	6			6	690.00	6			6	690.00	6			6	690.00	6			6	690.00	24	115.00	2,760.00	
40	-	Sticker paper A4 Glossy (150GSM)	pack	6			6	1,002.00	6			6	1,002.00	6			6	1,002.00	6			6	1,002.00	24	167.00	4,008.00	
41	-	Epson L360 Ink Refill, Set -Black, Yellow,Cyan, Magenta	set	12			12	8,040.00	12			12	8,040.00	12			12	8,040.00	12			12	8,040.00	48	670.00	32,160.00	
42	-	Mouse pad	Piece	3			3	291.00				0	0.00				0	0.00				0	0.00	3	97.00	291.00	
43	-	UPS 1500VA OR HIGHER	unit	4			4	11,800.00				0	0.00				0	0.00				0	0.00	4	2,950.00	11,800.00	
44	-	Automatic Voltage Regulator(AVR) 220Volts, 500W	unit	4			4	1,876.00				0	0.00				0	0.00				0	0.00	4	469.00	1,876.00	
45	-	TONER CART, Samsung, MLT D-203E, Black	cart.	2			2	7,800.00	1			1	3,900.00	1			1	3,900.00	1			1	3,900.00	5	3,900.00	19,500.00	
46	-	RIBBON CARTRIDGE for Epson Dot Matrix Printers LQ 310	Piece	3			3	291.00				0	0.00				0	0.00				0	0.00	3	97.00	291.00	
47	-	Mouse pad	unit	1			1	859.00				0	0.00				0	0.00				0	0.00	1	859.00	859.00	
48	-	Automatic Voltage Regulator(AVR) 220Volts, 500W	unit	1			1	469.00				0	0.00				0	0.00				0	0.00	1	469.00	469.00	
49	-	Epson L3110 Printer (with scanner & photo copier)	Unit	1			1	8,850.00				0	0.00				0	0.00				0	0.00	1	8,850.00	8,850.00	
50	-	Xerox Machine Fuji	Unit	1			1	120,000.00				0	0.00				0	0.00				0	0.00	1	120,000.00	120,000.00	
51	-	Binder Ring/Comb plastic 32mm	Bundle	6			6	1,267.98	6			6	1,267.98	6			6	1,267.98	6			6	1,267.98	24	211.33	5,071.92	
52	-	ENVELOPE, Expanding, Plastic with Rubber Sling	Piece	20	18		38	1,214.48	11		20	31	990.76	10	5		15	479.40	17			17	543.32	101	31.96	3,227.96	
53	-	DOUBLE SIDED TAPE, (1")	roll	14	6		20	500.00	5			5	125.00	19			19	475.00	5			5	125.00	49	25.00	1,225.00	
54	-	DOUBLE SIDED TAPE, (2")	roll	2	6		8	200.00	5			5	125.00	6			6	150.00	5			5	125.00	24	25.00	600.00	
55	-	Electrical Outlet w/ 3 gang (set with wire)	set			5	5	5,000.00				0	0.00				0	0.00				0	0.00	5	1,000.00	5,000.00	
56	-	Printer 3 in 1 multifuntion	unit	2	1		3	23,835.00	1		1	2	15,890.00				0	0.00				0	0.00	5	7,945.00	39,725.00	
57	-	Sticker paper A4 Glossy (150GSM)	pack	36	18		54	9,018.00	27	4	2	33	5,511.00	36	2	6	44	7,348.00	29			29	4,843.00	160	167.00	26,720.00	
58	-	Sticker paper Legal Glossy (150GSM)	pack		2		2	334.00	2		2	4	668.00		2		2	334.00	2			2	334.00	10	167.00	1,670.00	
59	-	Ink Cartridge Epson L3110, (#003), Black	bottle	32	6	5	43	11,180.00	30	2	5	37	9,620.00	31	7	3	41	10,660.00	31	3		34	8,840.00	155	260.00	40,300.00	
60	-	Ink Cartridge Epson L3110, (#003), Cyan	bottle	22	6		28	7,280.00	17	1	3	21	5,460.00	14	8	3	25	6,500.00	12	4		16	4,160.00	90	260.00	23,400.00	
61	-	Ink Cartridge Epson L3110, (#003), Magenta	bottle	22	6		28	7,280.00	17	1	3	21	5,460.00	14	7	4	25	6,500.00	12	4		16	4,160.00	90	260.00	23,400.00	
62	-	Ink Cartridge Epson L3110, (#003), Yellow	bottle	22	6	1	29	7,540.00	17		4	21	5,460.00	14	7	4	25	6,500.00	12	3	1	16	4,160.00	91	260.00	23,660.00	
63	-	Ink Cartridge Epson, (#664), Black	bottle	19			19	4,940.00	19		5	24	6,240.00	16	7	3	26	6,760.00	16	3		19	4,940.00	88	260.00	22,880.00	
64	-	Ink Cartridge Epson, (#664), Cyan	bottle	10			10	2,600.00	10		3	13	3,380.00	7	7	3	17	4,420.00	7	3		10	2,600.00	50	260.00	13,000.00	
65	-	Ink Cartridge Epson, (#664), Magenta	bottle	10			10	2,600.00	12		3	15	3,900.00	7	7	3	17	4,420.00	7	3		10	2,600.00	52	260.00	13,520.00	
66	-	Ink Cartridge Epson, (#664), Yellow	bottle	10			10	2,600.00	10		3	13	3,380.00	7	5	3	15	3,900.00	7	3		10	2,600.00	48	260.00	12,480.00	
67	-	High Quality Extension Set (MES-1305)(3m cable)	unit	6			6	4,296.00				0	0.00				0	0.00				0	0.00	6	716.00	4,296.00	
68	-	*Active Noise Cancellation for background noise *3 Mic + Accelerometer for best-in-class voice call quality *Wireless & quick charging *Always-on Mic	Unit	4			4	15,980.00				0	0.00	2			2	7,990.00				0	0.00	6	3,995.00	23,970.00	
69	-	Mouse Wired	unit	6			6	2,880.00				0	0.00				0	0.00				1	1	480.00	7	480.00	3,360.00
70	-	Starfile Storage box with Lid	box	16	3	6	25	11,100.00		5		5	2,220.00	6			6	2,664.00			4		4	1,776.00	40	444.00	17,760.00
71	-	Binding Ring Comb, Plastic 10mm	bundle	5			5	1,056.65				0	0.00				0	0.00				0	0.00	5	211.33	1,056.65	
72	-	Binding Ring Comb, Plastic 12mm	bundle	3		1	4	845.32				0	0.00			1	1	211.33				0	0.00	5	211.33	1,056.65	
73	-	Binding Ring Comb, Plastic 14mm	bundle	5			5	1,056.65				0	0.00				0	0.00				0	0.00	5	211.33	1,056.65	
74	-	Binding Ring Comb, Plastic 25mm	bundle	5			5	1,056.65				0	0.00				0	0.00				0	0.00	5	211.33	1,056.65	
75	-	Toner Cart MLT-D203E for Printer Samsung ProXpress Model M3820ND	cart	3	2		5	17,845.00	5			5	17,845.00	4	1		5	17,845.00	2		1	3	10,707.00	18	3,569.00	64,242.00	
79	-	Oil, 120 ml, Multi Purpose Premium oil	bottle		2		2	77.70	2		2	4	155.40				0	0.00	2			2	77.70	8	38.85	310.80	
80	-	Wireless Laser Pointer	unit	2			2	900.00				0	0.00				0	0.00				0	0.00	2	450.00	900.00	
81	-	Notepad Stick on 2x2"	pad		4		4	74.00				0	0.00	4			4	74.00	4			4	74.00	12	18.50	222.00	
82	-	Ballpen Black	box	5	1		6	1,170.00	1	1	1	3	585.00	4	1		5	975.00		1	1	2	390.00	16	195.00	3,120.00	
83	-	Ballpen Blue	box	6			6	1,170.00				0	0.00	4			4	780.00				0	0.00	10	195.00	1,950.00	
84	-	Marking Pen, permanent Felt tip Black, metallic	piece		6		6	750.00			6	6	750.00				0	0.00	6			6	750.00	18	125.00	2,250.00	
85	-	HDMI Wire	piece	2			2	1,000.00				0	0.00	1			1	500.00				0	0.00	3	500.00	1,500.00	
86	-	Camera	unit		1		1	25,000.00				0	0.00				0	0.00				0	0.00	1	25,000.00	25,000.00	
87	45121603	Camera lens	unit		1		1	7,339.16				0	0.00				0	0.00				0	0.00	1	7,339.16	7,339.16	

No.	UNSPSC Code	Item Description	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			
88	-	Clerical Table	unit		1		1	4,900.00				0	0.00				0	0.00				0	0.00	1	4,900.00	4,900.00
89	-	Clerical Chair with Arms	unit		1		1	3,500.00				0	0.00				0	0.00				0	0.00	1	3,500.00	3,500.00
90	-	Photopaper A4 Glossy	pack	20	18		38	6,346.00	3		8	11	1,837.00	17	2	2	21	3,507.00	7	1		8	1,336.00	78	167.00	13,026.00
91	-	Photopaper Legal Glossy	pack		8		8	1,512.00	2		6	8	1,512.00		2		2	378.00	6			6	1,134.00	24	189.00	4,536.00
92	-	Ribbon Nylon, Manual typewriter	spool		4		4	81.80	4			4	81.80	2			2	40.90	2			2	40.90	12	20.45	245.40
93	-	Multi Insect Killer Spray	can	6			6	1,170.00	6			6	1,170.00	6			6	1,170.00	6			6	1,170.00	24	195.00	4,680.00
94	-	PVC Binding Cover A4 size	pack				0	0.00				0	0.00				0	0.00	1			1	670.00	1	670.00	670.00
95	-	PVC Binding Cover Legal size	pack				0	0.00				0	0.00				0	0.00	1			1	700.00	1	700.00	700.00
96	-	2 in 1 OTG usb adapter, Micro USB, Type C to USB converter cable	piece	8			8	4,000.00				0	0.00				0	0.00				0	0.00	8	500.00	4,000.00
97	-	Document Scanner Legal Size	unit	3		1	4	120,000.00				0	0.00				0	0.00				0	0.00	4	30,000.00	120,000.00
98	-	Canon G1010 Printer Ink (Black)	bottle	6			6	3,000.00	6			6	3,000.00		6		6	3,000.00	6			6	3,000.00	24	500.00	12,000.00
99	-	Canon G1010 Printer Ink- (Cyan)	bottle	6			6	3,000.00	6			6	3,000.00		6		6	3,000.00	6			6	3,000.00	24	500.00	12,000.00
100	-	Canon G1010 Ink- (Magenta)	bottle	6			6	3,000.00	6			6	3,000.00		6		6	3,000.00	6			6	3,000.00	24	500.00	12,000.00
101	-	Canon G1010 Ink- (Yellow)	bottle	6			6	3,000.00	6			6	3,000.00		6		6	3,000.00	6			6	3,000.00	24	500.00	12,000.00
102	-	Solid State Drive 2.5 in, 512GB (sata, 6gbps)	unit	1			1	8,000.00				0	0.00				0	0.00				0	0.00	1	8,000.00	8,000.00
103	-	Highlighter, stabilo, yellow	piece	4		6	10	350.00	6			6	210.00	8			8	280.00				0	0.00	24	35.00	840.00
104	-	Highlighter, stabilo, green	piece	4		6	10	350.00				0	0.00	8			8	280.00	6			6	210.00	24	35.00	840.00
105	-	Meter Stick	piece	1			1	300.00				0	0.00				0	0.00				0	0.00	1	300.00	300.00
106	-	Memo Pad A5	pad	3			3	1,800.00				0	0.00	3			3	1,800.00				0	0.00	6	600.00	3,600.00
107	-	2.1 Speaker System with Sub-woofer	unit	2			2	4,000.00				0	0.00				0	0.00				0	0.00	2	2,000.00	4,000.00
108	-	HP elitebook1030 x360 battery Description: Battery Type: Li-ion Cells: 3-cell Voltage : 11.55 V Capacity: 57wh	unit		1		1	4,500.00				0	0.00				0	0.00				0	0.00	1	4,500.00	4,500.00
109	-	Extension Wire Multi Function/socket Plug universal	piece	8	4		12	4,800.00	3			3	1,200.00	1			1	400.00				0	0.00	16	400.00	6,400.00
110	-	120 inch Projector Screen Portable 16.9 HD Projector Screen with Tripod Foldable Project Screen	unit		1		1	7,000.00				0	0.00				0	0.00				0	0.00	1	7,000.00	7,000.00
111	-	Folder, morocco, fancy (Legal size)	bundle	1	1		2	650.00	1			1	325.00	1			1	325.00	1			1	325.00	5	325.00	1,625.00
112	-	Expanding folder (legal size) color blue or yellow	bundle		4		4	800.00				0	0.00				0	0.00				0	0.00	4	200.00	800.00
113	-	Ballpen , (HBW) matrix black	pieces	150	300		450	3,600.00	50		100	150	1,200.00	50			50	400.00	50			50	400.00	700	8.00	5,600.00
114	-	Push pins, hammer head type	pack	4	1		5	150.00	3			3	90.00	4			4	120.00				0	0.00	12	30.00	360.00
115	-	ID with Sling	piece	100	300		400	4,800.00		200		200	2,400.00				0	0.00				0	0.00	600	12.00	7,200.00
116	-	Clerical Table	unit	2	1		3	21,000.00				0	0.00				0	0.00				0	0.00	3	7,000.00	21,000.00
117	-	Plaque (made to order)	piece				0	0.00		6		6	12,000.00				0	0.00				0	0.00	6	2,000.00	12,000.00
118	-	SD Card for Canon Camera	piece			1	1	1,200.00				0	0.00				0	0.00				0	0.00	1	1,200.00	1,200.00
119	-	Ribbon Cartridge, Epson, black for printer LX 300+II	cart	6			6	486.90	6			6	486.90		3		3	243.45			4	4	324.60	19	81.15	1,541.85
120	-	Paper Tray Organizer, 3-Layer	set	6			6	3,600.00				0	0.00				0	0.00				0	0.00	6	600.00	3,600.00
121	-	Paper Tray Organizer, 2-Layer	set	6			6	3,000.00				0	0.00				0	0.00				0	0.00	6	500.00	3,000.00
122	-	1.8 Liter Multifunton Rice Cooker	piece	3			3	8,400.00				0	0.00				0	0.00				0	0.00	3	2,800.00	8,400.00
123	-	Ink PIXMA 760, cartridge (black)	bottle	6			6	1,800.00				0	0.00	6			6	1,800.00				0	0.00	12	300.00	3,600.00
124	-	Ink PIXMA 760, cartridge (cyan)	bottle	6			6	1,800.00				0	0.00	6			6	1,800.00				0	0.00	12	300.00	3,600.00
125	-	Ink PIXMA 760, cartridge (magenta)	bottle	6			6	1,800.00				0	0.00	6			6	1,800.00				0	0.00	12	300.00	3,600.00
126	-	Ink PIXMA 760, cartridge (yellow)	bottle	6			6	1,800.00				0	0.00	6			6	1,800.00				0	0.00	12	300.00	3,600.00
127	-	1 Terabyte SSD	piece	1			1	1,850.00				0	0.00	2			2	3,700.00				0	0.00	3	1,850.00	5,550.00
128	-	Computer Monitor	piece				0	0.00				0	0.00	2			2	16,000.00				0	0.00	2	8,000.00	16,000.00
129	-	UPS, with AVR	piece	3			3	7,500.00				0	0.00				0	0.00				0	0.00	3	2,500.00	7,500.00
130	-	Chair, leather, swivel 360 degrees, low back w/ arm rest, black	piece	2			2	13,000.00				0	0.00				0	0.00				0	0.00	2	6,500.00	13,000.00
131	-	Office Chair without wheels	piece	4			4	8,000.00				0	0.00				0	0.00				0	0.00	4	2,000.00	8,000.00
132	-	3 Layer-adjustable metal rack	piece	1			1	4,500.00				0	0.00				0	0.00				0	0.00	1	4,500.00	4,500.00
133	-	Dining Plate	piece	24			24	3,576.00				0	0.00				0	0.00				0	0.00	24	149.00	3,576.00
134	-	Soup Bowl	piece	24			24	2,040.00				0	0.00				0	0.00				0	0.00	24	85.00	2,040.00

No.	UNSPSC Code	Item Description	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			
135	-	Headset for windows, mac micro usb, type c, wireless, Built-in battery (Lithium ion) Battery life : 14 hrs (ANC on), 15 hrs (ANC off) with microphone	unit		1		1	2,000.00				0	0.00				0	0.00				0	0.00	1	2,000.00	2,000.00
136	-	STAMP PAD INK, blank	bottle	2			2	60.62		2		2	60.62	2			2	60.62	2			2	60.62	8	30.31	242.48
137	-	BINDER CLIP, 12s/box, (1")	box	12			12	252.00				0	0.00	12			12	252.00				0	0.00	24	21.00	504.00
138	-	BINDER CLIP, 12s/box, (1-1/2")	box	12			12	357.00				0	0.00	12			12	357.00				0	0.00	24	29.75	714.00
139	-	BINDER CLIP, 12s/box, (2")	box	12			12	840.00				0	0.00	12			12	840.00				0	0.00	24	70.00	1,680.00
140	-	RIBBON CARTRIDGE for Epson Dot Matrix Printers LQ 310	cart	6			6	960.00	6			6	960.00	6			6	960.00	6			6	960.00	24	160.00	3,840.00
141	-	Mouse Pad	piece	6			6	582.00	6			6	582.00	6			6	582.00	6			6	582.00	24	97.00	2,328.00
142	-	UPS 1500VA OR HIGHER	unit	2			2	5,900.00				0	0.00				0	0.00				0	0.00	2	2,950.00	5,900.00
143	-	Automatic Voltage Regulator(AVR) 220Volts, 500W	unit	1			1	469.00	1			1	469.00				0	0.00				0	0.00	2	469.00	938.00
144	-	Epson Dot Matrix Printers LQ 310	unit	1			1	15,200.00				0	0.00				0	0.00				0	0.00	1	15,200.00	15,200.00
145	-	Epson L3110 Printer (with scanner & photo copier)	unit	1			1	8,850.00				0	0.00				0	0.00				0	0.00	1	8,850.00	8,850.00
146	-	Ribbon Cartridge Epson-LQ-300	box	4			4	326.04	4			4	326.04	4			4	326.04	4			4	326.04	16	81.51	1,304.16
147	-	Ribbon Cartridge Epson-LQ-310	box	4			4	326.04	4			4	326.04	4			4	326.04	2			2	163.02	14	81.51	1,141.14
148	-	Manual Typewriter	unit				0	0.00	1			1	28,000.00				0	0.00				0	0.00	1	28,000.00	28,000.00
149	-	Manual Typewriter ribbon, black	box	4			4	1,520.00	4			4	1,520.00	4			4	1,520.00	4			4	1,520.00	16	380.00	6,080.00
150	-	Cork Bulletin Board, 2"X3"	box	1			1	129.00				0	0.00				0	0.00				0	0.00	1	129.00	129.00
151	-	Book Ends, metal	piece	6			6	720.00				0	0.00				0	0.00				0	0.00	6	120.00	720.00
152	-	BROTHER Printer Ink- BT D60 BK (Black)	bottle	3			3	1,500.00	3			3	1,500.00	3			3	1,500.00		3		3	1,500.00	12	500.00	6,000.00
153	-	BROTHER Printer Ink BT 5000 (Cyan)	bottle	3			3	1,500.00	3			3	1,500.00	3			3	1,500.00		3		3	1,500.00	12	500.00	6,000.00
154	-	BROTHER Printer Ink BT 5000 (Magenta)	bottle	3			3	1,500.00	3			3	1,500.00	3			3	1,500.00		3		3	1,500.00	12	500.00	6,000.00
155	-	BROTHER Printer Ink BT 5000 (Yellow)	bottle	3			3	1,500.00	3			3	1,500.00	3			3	1,500.00		3		3	1,500.00	12	500.00	6,000.00
156	-	BROTHER PRINTER, INK PAD	pad	2			2	1,200.00				0	0.00				0	0.00				0	0.00	2	600.00	1,200.00
157	43211607	Computer Speakers	unit	2	1		3	30,000.00				0	0.00				0	0.00				0	0.00	3	10,000.00	30,000.00
158	-	Construction Paper, Assorted Colors	pack	2			2	180.96	2			2	180.96	2			2	180.96				0	0.00	6	90.48	542.88
159	-	Hanabishi Air Cooler	unit	2			2	30,000.00				0	0.00				0	0.00				0	0.00	2	15,000.00	30,000.00
160	-	Special paper, glossy, legal size	pack	10			10	750.00	10			10	750.00	10			10	750.00	10			10	750.00	40	75.00	3,000.00
161	-	Drinking Glass	pieces	12			12	420.00				0	0.00				0	0.00				0	0.00	12	35.00	420.00
162	-	Mug	pieces	12			12	660.00				0	0.00				0	0.00				0	0.00	12	55.00	660.00
163	-	Saucer	pieces	12			12	276.00				0	0.00				0	0.00				0	0.00	12	23.00	276.00
164	-	White Board(size 3x4)	piece	1			1	1,200.00				0	0.00				0	0.00				0	0.00	1	1,200.00	1,200.00
165	-	Executive Table	piece	1			1	15,000.00				0	0.00				0	0.00				0	0.00	1	15,000.00	15,000.00
166	-	Executive Chair with arm	piece	1			1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00	5,000.00
167	-	ACER V226HQL 21.5" LED Monitor (Black)	unit	1			1	7,299.00				0	0.00				0	0.00				0	0.00	1	7,299.00	7,299.00
168	-	USB Extension HUB 4 Port USB 3.0 Adapter	unit	2			2	1,998.00				0	0.00				0	0.00				0	0.00	2	999.00	1,998.00
169	-	Ribbon Cartridge, Epson, FX 2175	box	5			5	7,907.50				0	0.00	5			5	7,907.50			5	5	7,907.50	15	1,581.50	23,722.50
170	-	INK CARTRIDGE, PGI-35, Black for PIXMA Canon IP110	cart	1			1	1,300.00			1	1	1,300.00				0	0.00			1	1	1,300.00	3	1,300.00	3,900.00
171	-	INK CARTRIDGE, CLI-36, Tri-colour for PIXMA Canon IP110	cart	1			1	1,300.00			1	1	1,300.00				0	0.00			1	1	1,300.00	3	1,300.00	3,900.00
172	-	SPECIAL PAPER, A4	ream	2	4		6	720.00				0	0.00				0	0.00				0	0.00	6	120.00	720.00
173	-	SPECIAL PAPER, Legal	ream	4			4	480.00				0	0.00				0	0.00				0	0.00	4	120.00	480.00
174	-	HBV, Permanent Marker, Black, 1.0mm	piece	3			3	90.00	3			3	90.00	3			3	90.00	3			3	90.00	12	30.00	360.00
175	-	A4 Colored Paper Asorted 100 Sheets	pack	2			2	400.00	2			2	400.00				0	0.00				0	0.00	4	200.00	800.00
176	-	HBW Scion Oil Gel Pen OGB-1 Ball pen Spcs	piece	10			10	80.00	10			10	80.00	10			10	80.00	10			10	80.00	40	8.00	320.00
177	-	Travel Extension Cord 3-Gang with 3 USB Outlet-USB-303	piece	4			4	4,000.00				0	0.00	3			3	3,000.00				0	0.00	7	1,000.00	7,000.00
178	-	Google Drive	unit	1			1	5,748.00				0	0.00				0	0.00				0	0.00	1	5,748.00	5,748.00
179	-	Bathroom Soap	pack		10		10	2,355.00		10		10	2,355.00	10			10	2,355.00	10			10	2,355.00	40	235.50	9,420.00
180	-	TONER KIT TK-1147	cart		2		2	14,270.00		2		2	14,270.00		2		2	14,270.00		2		2	14,270.00	8	7,135.00	57,080.00
181	-	Rj 45 (100pcs)	box		3		3	405.00				0	0.00				0	0.00				0	0.00	3	135.00	405.00

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
182	-	LAN CABLE CAT5	box		1		1	1,414.00				0	0.00				0	0.00				0	0.00	1	1,414.00	1,414.00
183	-	Soldering Lead	roll		3		3	969.00				0	0.00				0	0.00				0	0.00	3	323.00	969.00
184	-	Soldering Paste	can		3		3	348.00				0	0.00				0	0.00				0	0.00	3	116.00	348.00
185	-	WRITABLE DISKS (R/W) (50pcs)	spindle		1		1	1,200.00				0	0.00				0	0.00				0	0.00	1	1,200.00	1,200.00
186	-	WRITABLE DISKS (W) (50pcs)	spindle		1		1	1,200.00				0	0.00				0	0.00				0	0.00	1	1,200.00	1,200.00
187	-	Gun Tacker Heavy Duty	unit		1		1	167.00				0	0.00				0	0.00				0	0.00	1	167.00	167.00
188	-	Gun Tacker Staple Wire (10mm)	box		10		10	500.00				0	0.00				0	0.00				0	0.00	10	50.00	500.00


A. TOTAL		P	1,414,016.05
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	141,401.61
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	1,555,417.66
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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

Prepared by:


RODEL Z. GOMEZ
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


MARCELA M. CATIZ
Accountant / Budget Officer

Approved by:


ATTY. RAMON E. MADRONAL JR.
Head of Office/Agency

Date Prepared: July 21, 2023