ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

Introduction:

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

Reminders:

1.0 **The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-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 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 2025 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/adeqO. Instructions on how to fill-out is included in the reminders of the form.**
6.0 **Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.**
7.0 **Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.**
8.0 **For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (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 2025 must be submitted on or before **31 July 2024.***

Department/Bureau/Office: Department of Agrarian Reform - Neg
Region: Region VII
Address: The Marketplace, Calindagan
Dumaguete City, Negros Oriental

Agency Code/UACS: 040010500048
Organization Type: National Government Agency

Contact Person: Geraldine L. Arrieta
Position: AO IV, GSU Head
E-mail : gsudarnegor2018@gmail.com
Telephone/Mobile Nos: 531-3448

	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	0	0	7	7	353.01	8	0	0	8	403.44	7	0	0	7	353.01	8	0	0	8	403.44	30	50.43	1,512.90
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	13	13	4,642.17	13	0	0	13	4,642.17	13	0	0	13	4,642.17	13	0	0	13	4,642.17	52	357.09	18,568.68
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	piece	0	0	19	19	668.04	19	0	0	19	668.04	19	0	0	19	668.04	20	0	0	20	703.20	77	35.16	2,707.32
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	0	0	10	10	363.60	10	0	0	10	363.60	10	0	0	10	363.60	12	0	0	12	436.32	42	36.36	1,527.12
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	0	3	3	24.78	3	0	0	3	24.78	3	0	0	3	24.78	3	0	0	3	24.78	12	8.26	99.12
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	23	23	510.60	23	0	0	23	510.60	23	0	0	23	510.60	23	0	0	23	510.60	92	22.20	2,042.40
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	55	55	2,459.60	55	0	0	55	2,459.60	55	0	0	55	2,459.60	58	0	0	58	2,593.76	223	44.72	9,972.56
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	0	0	90	90	5,148.00	90	0	0	90	5,148.00	90	0	0	90	5,148.00	93	0	0	93	5,319.60	363	57.20	20,763.60
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	0	81	81	1,798.20	81	0	0	81	1,798.20	81	0	0	81	1,798.20	84	0	0	84	1,864.80	327	22.20	7,259.40
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	55	55	2,459.60	55	0	0	55	2,459.60	55	0	0	55	2,459.60	58	0	0	58	2,593.76	223	44.72	9,972.56
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	57	57	3,260.40	57	0	0	57	3,260.40	57	0	0	57	3,260.40	57	0	0	57	3,260.40	228	57.20	13,041.60
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	16	16	355.20	16	0	0	16	355.20	16	0	0	16	355.20	19	0	0	19	421.80	67	22.20	1,487.40
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	20	20	915.20	20	0	0	20	915.20	20	0	0	20	915.20	22	0	0	22	1,006.72	82	45.76	3,752.32
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	40	40	2,288.00	42	0	0	42	2,402.40	40	0	0	40	2,288.00	40	0	0	40	2,288.00	162	57.20	9,266.40
15	60121124-WR-P01	WRAPPING PAPER	pack	0	0	3	3	483.60	3	0	0	3	483.60	3	0	0	3	483.60	3	0	0	3	483.60	12	161.20	1,934.40
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121517-DO-C03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	1	0	0	1	23,623.60	1	0	0	1	23,623.60	1	0	0	1	23,623.60	3	23,623.60	70,870.80
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	0	1	1	16,588.00	1	0	0	1	16,588.00	1	0	0	1	16,588.00	1	0	0	1	16,588.00	4	16,588.00	66,352.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	20	20	409.80	20	0	0	20	409.80	20	0	0	20	409.80	23	0	0	23	471.27	83	20.49	1,700.67
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	20	20	366.80	22	0	0	22	403.48	22	0	0	22	403.48	23	0	0	23	421.82	87	18.34	1,595.58
CLEANING EQUIPMENT AND SUPPLIES																										
20	47131812-AF-A01	AIR FRESHENER	can	0	0	0	0	0.00	6	0	0	6	523.86	0	0	0	0	0.00	3	0	0	3	261.93	9	87.31	785.79

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	0	0	0	0	0.00	6	0	0	6	748.80	6	0	0	6	748.80	0	0	0	0	0.00	12	124.80	1,497.60
22	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	0	0	0	0	0.00	6	0	0	6	156.00	6	0	0	6	156.00	0	0	0	0	0.00	12	26.00	312.00
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	0	0	0	0.00	12	0	0	12	499.20	6	0	0	6	249.60	6	0	0	6	249.60	24	41.60	998.40
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	0	0	0	0	0.00	12	0	0	12	287.04	6	0	0	6	143.52	6	0	0	6	143.52	24	23.92	574.08
25	47131811-DE-B02	DETERGENT BAR	piece	0	0	0	0	0.00	12	0	0	12	112.08	6	0	0	6	56.04	6	0	0	6	56.04	24	9.34	224.16
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	0	0	0	0.00	12	0	0	12	648.96	6	0	0	6	324.48	6	0	0	6	324.48	24	54.08	1,297.92
27	47131803-DS-A01	DISINFECTANT SPRAY	can	0	0	0	0	0.00	12	0	0	12	1,678.68	8	0	0	8	1,119.12	12	0	0	12	1,678.68	32	139.89	4,476.48
28	47131601-DU-P01	DUST PAN	piece	0	0	0	0	0.00	6	0	0	6	280.80	6	0	0	6	280.80	0	0	0	0	0.00	12	46.80	561.60
29	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	309.76	0.00
30	47131830-FC-A01	FURNITURE CLEANER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	141.39	0.00
31	73101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	0	0	0	0	0.00	6	0	0	6	257.70	5	0	0	5	214.75	6	0	0	6	257.70	17	42.95	730.15
32	47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0.00	1	0	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,288.00	2,288.00
33	47131501-RG-C01	RAGS	kilo	0	0	0	0	0.00	6	0	0	6	416.82	0	0	0	0	0.00	6	0	0	6	416.82	12	69.47	833.64
34	47131602-SC-N01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	85.63	0.00
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	0	0	0	0	0.00	4	0	0	4	520.00	5	0	0	5	650.00	5	0	0	5	650.00	14	130.00	1,820.00
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	0	0	0	0	0.00	12	0	0	12	711.36	6	0	0	6	355.68	6	0	0	6	355.68	24	59.28	1,422.72
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	0	0	8	8	740.48	8	0	0	8	740.48	8	0	0	8	740.48	8	0	0	8	740.48	32	92.56	2,961.92
38	47121702-WB-P01	WASTEBASKET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	43.68	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
39	12171703-SI-P01	INK, for stamp pad	bottle	0	0	7	7	201.53	7	0	0	7	201.53	7	0	0	7	201.53	7	0	0	7	201.53	28	28.79	806.12
CONSUMER ELECTRONICS																										
40	52161535-DV-R02	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	1	0	0	1	7,339.16	0	0	0	0	0.00	0	0	0	0	0.00	1	7,339.16	7,339.16
FILMS																										
41	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	6	0	0	6	7,463.04	3	0	0	3	3,731.52	3	0	0	3	3,731.52	12	1,243.84	14,926.08
42	13111201-CF-P02	CARBON FILM, Legal size	box	0	0	0	0	0.00	3	0	0	3	1,055.49	0	0	0	0	0.00	0	0	0	0	0.00	3	351.83	1,055.49
FIRE FIGHTING EQUIPMENT																										
43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	2	0	0	2	2,288.00	2	0	0	2	2,288.00	2	0	0	2	2,288.00	6	1,144.00	6,864.00
FLAG OR ACCESSORIES																										
44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	1	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	284.84	284.84
FURNITURE AND FURNISHINGS																										
45	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	341.12	0.00
46	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	341.12	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
47	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	1,222.00	0.00
48	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
49	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	1,560.00	0.00
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	1	0	0	1	901.68	2	0	0	2	1,803.36	0	0	0	0	0.00	3	901.68	2,705.04
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
51	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
52	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	4	0	0	4	169,561.60	2	0	0	2	84,780.80	2	0	0	2	84,780.80	8	42,390.40	339,123.20
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	3	0	0	3	9,044.88	3	0	0	3	9,044.88	3	0	0	3	9,044.88	9	3,014.96	27,134.64
54	43202010-FD-U04	FLASH DRIVE	piece	0	0	0	0	0.00	4	0	0	4	610.96	3	0	0	3	458.22	3	0	0	3	458.22	10	152.74	1,527.40
55	43211503-LAP004	LAPTOP COMPUTER, for Mid-range Users	unit	0	0	0	0	0.00	2	0	0	2	84,760.00	2	0	0	2	84,760.00	2	0	0	2	84,760.00	6	42,380.00	254,280.00
56	43211503-LAP003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0.00	4	0	0	4	187,200.00	2	0	0	2	93,600.00	2	0	0	2	93,600.00	8	46,800.00	374,400.00
57	43211708-MO-O02	COMPUTER MOUSE, Wireless	unit	0	0	6	6	971.52	6	0	0	6	971.52	4	0	0	4	647.68	12	0	0	12	1,943.04	28	161.92	4,533.76

	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			
58	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	1	0	0	1	2,636.89	2	0	0	2	5,273.78	2	0	0	2	5,273.78	5	2,636.89	13,184.45
LIGHTING AND FIXTURES AND ACCESSORIES																										
59	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	9	9	680.49	9	0	0	9	680.49	9	0	0	9	680.49	9	0	0	9	680.49	36	75.61	2,721.96
60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	12	0	0	12	2,469.84	0	0	0	0	0.00	12	0	0	12	2,469.84	24	205.82	4,939.68
MANUFACTURING COMPONENTS AND SUPPLIES																										
61	31201610-GL-J02	GLUE, all-purpose	bottle	0	0	0	0	0.00	32	0	0	32	1,988.48	0	0	16	16	994.24	18	0	0	18	1,118.52	66	62.14	4,101.24
62	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0.00	1	0	0	1	36.40	0	0	0	0	0.00	0	0	0	0	0.00	1	36.40	36.40
63	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	44	44	1,045.44	44	0	0	44	1,045.44	44	0	0	44	1,045.44	44	0	0	44	1,045.44	176	23.76	4,181.76
64	31201502-TA-E02	TAPE, electrical	roll	0	0	0	0	0.00	4	0	0	4	77.80	0	0	0	0	0.00	0	0	0	0	0.00	4	19.45	77.80
65	31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	16	16	890.88	16	0	0	16	890.88	16	0	0	16	890.88	17	0	0	17	946.56	65	55.68	3,619.20
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	0	29	29	3,513.64	29	0	0	29	3,513.64	30	0	0	30	3,634.80	30	0	0	30	3,634.80	118	121.16	14,296.88
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	51	51	1,140.36	51	0	0	51	1,140.36	51	0	0	51	1,140.36	51	0	0	51	1,140.36	204	22.36	4,561.44
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	24	24	424.32	24	0	0	24	424.32	24	0	0	24	424.32	24	0	0	24	424.32	96	17.68	1,697.28
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	28	28	631.96	28	0	0	28	631.96	28	0	0	28	631.96	30	0	0	30	677.10	114	22.57	2,572.98
70	31151507-TW-P01	TWINE, plastic	roll	0	0	0	0	0.00	5	0	0	5	333.10	6	0	0	6	399.72	0	0	0	0	0.00	11	66.62	732.82
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
71	41111604-RU-P02	RULER, plastic, 450mm	piece	0	0	0	0	0.00	12	0	0	12	239.16	10	0	0	10	199.30	0	0	0	0	0.00	22	19.93	438.46
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	0	0	0.00	20	0	0	20	327.40	10	0	0	10	163.70	10	0	0	10	163.70	40	16.37	654.80
73	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	1	0	0	1	9,534.72	0	0	0	0	0.00	0	0	0	0	0.00	1	9,534.72	9,534.72
74	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	0	0	0	0	0.00	11	0	0	11	2,858.79	12	0	0	12	3,118.68	12	0	0	12	3,118.68	35	259.89	9,096.15
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0	0.00	2	0	0	2	471.54	0	0	0	0	0.00	0	0	0	0	0.00	2	235.77	471.54
76	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
77	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	43	43	402.48	43	0	0	43	402.48	43	0	0	43	402.48	45	0	0	45	421.20	174	9.36	1,628.64
78	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	47	47	733.20	47	0	0	47	733.20	47	0	0	47	733.20	48	0	0	48	748.80	189	15.60	2,948.40
79	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	33	33	1,098.24	33	0	0	33	1,098.24	33	0	0	33	1,098.24	33	0	0	33	1,098.24	132	33.28	4,392.96
80	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	26	26	1,568.32	26	0	0	26	1,568.32	26	0	0	26	1,568.32	26	0	0	26	1,568.32	104	60.32	6,273.28
81	44121801-CT-R02	CORRECTION TAPE	piece	0	0	159	159	2,146.50	159	0	0	159	2,146.50	159	0	0	159	2,146.50	160	0	0	160	2,160.00	637	13.50	8,599.50
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	5	0	0	5	158.60	0	0	0	0	0.00	5	0	0	5	158.60	10	31.72	317.20
83	44111515-DF-B01	DATA FILE BOX	piece	0	0	24	24	3,501.36	24	0	0	24	3,501.36	24	0	0	24	3,501.36	25	0	0	25	3,647.25	97	145.89	14,151.33
84	44122011-DF-F01	DATA FOLDER	piece	0	0	14	14	1,162.14	14	0	0	14	1,162.14	14	0	0	14	1,162.14	15	0	0	15	1,245.15	57	83.01	4,731.57
85	44103202-DS-M01	DATER STAMP	piece	0	0	0	0	0.00	3	0	0	3	1,304.85	2	0	0	2	869.90	0	0	0	0	0.00	5	434.95	2,174.75
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	13	0	0	13	10,788.96	0	0	12	12	9,959.04	0	0	0	0	0.00	25	829.92	20,748.00
87	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	0	0	0	0	0.00	16	0	0	16	16,921.28	0	0	0	0	0.00	15	0	0	15	15,863.70	31	1,057.58	32,784.98
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	0	0	13	13	12,219.35	15	0	0	15	14,099.25	13	0	0	13	12,219.35	13	0	0	13	12,219.35	54	939.95	50,757.30
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	0	276	276	8,415.24	277	0	0	277	8,445.73	277	0	0	277	8,445.73	277	0	0	277	8,445.73	1107	30.49	33,752.43
90	44121506-EN-M02	ENVELOPE, Mailing	box	0	0	6	6	2,595.12	6	0	0	6	2,595.12	6	0	0	6	2,595.12	6	0	0	6	2,595.12	24	432.52	10,380.48
91	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	512.72	0.00
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	6	0	0	6	86.88	6	0	0	6	86.88	0	0	0	0	0.00	12	14.48	173.76
93	44122118-FA-P01	FASTENER	box	0	0	113	113	10,694.32	113	0	0	113	10,694.32	113	0	0	113	10,694.32	114	0	0	114	10,788.96	453	94.64	42,871.92
94	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	3	0	0	3	270.60	2	0	0	2	180.40	0	0	0	0	0.00	5	90.20	451.00
95	44122018-FT-D01	FILE TAB DIVIDER, A4	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	11.13	0.00
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	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	14.23	0.00
97	44122011-FO-F01	FOLDER, Fancy with slide, A4	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	270.40	0.00
98	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	6	0	0	6	1,747.20	6	0	0	6	1,747.20	0	0	0	0	0.00	12	291.20	3,494.40

	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			
99	44122011-FO-L01	FOLDER, L-type, A4	pack	0	0	0	0	0.00	3	0	0	3	600.84	3	0	0	3	600.84	3	0	0	3	600.84	9	200.28	1,802.52
100	44122011-FO-L02	FOLDER, L-type, Legal	pack	0	0	575	575	143,221.00	575	0	0	575	143,221.00	575	0	0	575	143,221.00	575	0	0	575	143,221.00	2300	249.08	572,884.00
101	44122027-FO-P01	FOLDER, pressboard	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	952.64	0.00
102	44122011-FO-T01	FOLDER with tab, A4	pack	0	0	0	0	0.00	3	0	0	3	1,138.80	0	0	0	0	0.00	3	0	0	3	1,138.80	6	379.60	2,277.60
103	44122011-FO-T02	FOLDER with tab, Legal	pack	0	0	0	0	0.00	3	0	0	3	1,241.76	0	0	0	0	0.00	3	0	0	3	1,241.76	6	413.92	2,483.52
104	44122008-IT-T01	INDEX TAB	box	0	0	25	25	1,690.00	25	0	0	25	1,690.00	25	0	0	25	1,690.00	25	0	0	25	1,690.00	100	67.60	6,760.00
105	44121716-MA-F01	MARKER, Flourescent	set	0	0	9	9	279.99	9	0	0	9	279.99	9	0	0	9	279.99	9	0	0	9	279.99	36	31.11	1,119.96
106	44121708-MP-B01	MARKER, Permanent, Black	piece	0	0	130	130	1,075.10	130	0	0	130	1,075.10	130	0	0	130	1,075.10	130	0	0	130	1,075.10	520	8.27	4,300.40
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	0	122	122	1,008.94	122	0	0	122	1,008.94	122	0	0	122	1,008.94	122	0	0	122	1,008.94	488	8.27	4,035.76
108	44121708-MP-B03	MARKER, Permanent, Red	piece	0	0	13	13	107.51	13	0	0	13	107.51	13	0	0	13	107.51	13	0	0	13	107.51	52	8.27	430.04
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	0	125	125	1,206.25	125	0	0	125	1,206.25	125	0	0	125	1,206.25	125	0	0	125	1,206.25	500	9.65	4,825.00
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	0	125	125	1,206.25	125	0	0	125	1,206.25	125	0	0	125	1,206.25	125	0	0	125	1,206.25	500	9.65	4,825.00
111	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	0	14	14	135.10	14	0	0	14	135.10	14	0	0	14	135.10	15	0	0	15	144.75	57	9.65	550.05
112	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box	0	25	0	25	220.50	0	25	0	25	220.50	0	25	0	25	220.50	27	0	0	27	238.14	102	8.82	899.64
113	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	0	0	46	46	895.16	46	0	0	46	895.16	46	0	0	46	895.16	46	0	0	46	895.16	184	19.46	3,580.64
114	44101603-PS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	3	0	0	3	56,156.88	0	0	0	0	0.00	0	0	0	0	0.00	3	18,718.96	56,156.88
115	44101601-PT-M02	PAPER TRIMMER/CUTTING MACHINE	unit	0	0	0	0	0.00	1	0	0	1	9,297.60	1	0	0	1	9,297.60	0	0	0	0	0.00	2	9,297.60	18,595.20
116	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	0	0	6	6	268.26	0	6	0	6	268.26	6	0	0	6	268.26	7	0	0	7	312.97	25	44.71	1,117.75
117	44121619-PS-M01	PENCIL SHARPENER	piece	0	0	2	2	472.16	2	0	0	2	472.16	2	0	0	2	472.16	0	2	0	2	472.16	8	236.08	1,888.64
118	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	0	0	5	5	769.60	5	0	0	5	769.60	5	0	0	5	769.60	6	0	0	6	923.52	21	153.92	3,232.32
119	44122101-RU-B01	RUBBER BAND No. 18	box	0	0	4	4	540.80	0	4	0	4	540.80	0	4	0	4	540.80	0	4	0	4	540.80	16	135.20	2,163.20
120	44121905-SP-P01	STAMP PAD, felt	piece	0	0	9	9	359.28	9	0	0	9	359.28	9	0	0	9	359.28	10	0	0	10	399.20	37	39.92	1,477.04
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	0	0	15	15	982.80	0	15	0	15	982.80	2	15	0	17	1,113.84	15	0	0	15	982.80	62	65.52	4,062.24
122	44121615-ST-S01	STAPLER, standard type	piece	0	0	6	6	1,185.60	6	0	0	6	1,185.60	6	0	0	6	1,185.60	6	0	0	6	1,185.60	24	197.60	4,742.40
123	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	0	0	0	0	0.00	0	5	0	5	3,465.75	0	0	0	0	0.00	5	0	0	5	3,465.75	10	693.15	6,931.50
124	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	0	0	0	0	0.00	3	0	0	3	139.53	0	0	3	3	139.53	0	0	0	0	0.00	6	46.51	279.06
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	0	0	0.00	4	0	0	4	310.32	4	0	0	4	310.32	0	0	0	0	0.00	8	77.58	620.64
PAPER MATERIALS AND PRODUCTS																										
126	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	15	15	1,255.80	0	0	0	0	0.00	15	0	0	15	1,255.80	0	0	0	0	0.00	30	83.72	2,511.60
127	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	945.36	0.00
128	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	1,973.92	0.00
129	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	0	0	75	75	2,779.50	76	0	0	76	2,816.56	76	0	0	76	2,816.56	76	0	0	76	2,816.56	303	37.06	11,229.18
130	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	0	0	70	70	4,149.60	69	0	0	69	4,090.32	69	0	0	69	4,090.32	69	0	0	69	4,090.32	277	59.28	16,420.56
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	0	0	78	78	4,056.00	78	0	0	78	4,056.00	79	0	0	79	4,108.00	80	0	0	80	4,160.00	315	52.00	16,380.00
132	14111514-NB-S02	STENO NOTEBOOK	piece	0	2500	75	2575	36,153.00	2500	3	75	2578	36,195.12	2500	3	75	2578	36,195.12	2500	3	75	2578	36,195.12	10309	14.04	144,738.36
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	0	0	150	150	32,070.00	150	0	0	150	32,070.00	150	0	0	150	32,070.00	153	0	0	153	32,711.40	603	213.80	128,921.40
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	0	0	172	172	40,069.12	172	0	0	172	40,069.12	172	0	0	172	40,069.12	174	0	0	174	40,535.04	690	232.96	160,742.40
135	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	0	0	197	197	27,134.78	0	197	0	197	27,134.78	0	197	0	197	27,134.78	0	197	0	197	27,134.78	788	137.74	108,539.12
136	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	0	275	0	275	43,700.25	275	0	0	275	43,700.25	275	0	0	275	43,700.25	275	0	0	275	43,700.25	1100	158.91	174,801.00
137	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	15	15	522.30	15	0	0	15	522.30	15	0	0	15	522.30	17	0	0	17	591.94	62	34.82	2,158.84
138	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	154.21	0.00
139	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	0	0	32	32	2,934.40	32	0	0	32	2,934.40	32	0	0	32	2,934.40	33	0	0	33	3,026.10	129	91.70	11,829.30
140	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	0	0	23	23	2,864.88	23	0	0	23	2,864.88	23	0	0	23	2,864.88	25	0	0	25	3,114.00	94	124.56	11,708.64
141	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	0	0	0	0.00	6	0	0	6	202.80	0	0	7	7	236.60	0	0	0	0	0.00	13	33.80	439.40
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	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	99.84	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			
PERFUMES OR COLOGNES OR FRAGRANCES																										
143	53131626-HS-S01	HAND SANITTIZER	bottle	0	0	10	10	850.80	10	0	0	10	850.80	13	0	0	13	1,106.04	10	0	0	10	850.80	43	85.08	3,658.44
PESTICIDES OR PEST REPELLENTS																										
144	10191509-IN-A01	INSECTICIDE	can	0	0	0	0	0.00	12	0	0	12	1,672.32	0	0	12	12	1,672.32	0	0	0	0	0.00	24	139.36	3,344.64
PRINTED PUBLICATIONS																										
145	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and its IRR)	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	0	0	2	2	463.80	2	1	0	3	695.70	2	1	0	3	695.70	2	1	0	3	695.70	11	231.90	2,550.90
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	0	0	0	0	0.00	2	0	0	2	484.40	2	0	0	2	484.40	2	0	0	2	484.40	6	242.20	1,453.20
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	0	0	0	0.00	2	0	0	2	484.40	2	0	0	2	484.40	2	0	0	2	484.40	6	242.20	1,453.20
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	0	0	0	0.00	3	0	0	3	726.60	3	0	0	3	726.60	3	0	0	3	726.60	9	242.20	2,179.80
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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	880.88	0.00
15	44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,047.28	0.00
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-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
23	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
24	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
25	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
26	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
27	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
28	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
29	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
30	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
31	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
32	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
33	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
34	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
35	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
36	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
37	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
38	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

	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			
39	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
40	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
41	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
42	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
43	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
44	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
45	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	0	3	3	233.82	3	0	0	3	233.82	3	0	0	3	233.82	3	0	0	3	233.82	12	77.94	935.28
46	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
47	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	3	0	0	3	10,701.60	0	0	3	3	10,701.60	0	0	0	0	0.00	6	3,567.20	21,403.20
48	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	1	0	0	1	5,002.40	0	0	0	0	0.00	0	0	0	0	0.00	1	5,002.40	5,002.40
49	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	1	0	0	1	5,575.44	0	0	0	0	0.00	0	0	0	0	0.00	1	5,575.44	5,575.44
50	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	1	0	0	1	4,564.56	0	0	0	0	0.00	0	0	0	0	0.00	1	4,564.56	4,564.56
51	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	1	0	0	1	7,716.80	0	0	0	0	0.00	0	0	0	0	0.00	1	7,716.80	7,716.80
52	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
53	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
54	44103103-CA-B00	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
55	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, 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	3,439.28	0.00
56	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	7,705.36	0.00
57	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	4,152.72	0.00
58	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), 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	3,598.40	0.00
59	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	2,608.32	0.00
60	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	2,897.44	0.00
61	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	2,897.44	0.00
62	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	2,897.44	0.00
63	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	4,495.92	0.00
64	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	3,194.88	0.00
65	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	5,822.96	0.00
66	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	8,658.00	0.00
67	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	3,367.52	0.00
68	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	10,908.56	0.00
69	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	2,856.88	0.00
70	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	2,943.20	0.00
71	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	2,943.20	0.00
72	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	2,943.20	0.00
73	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	7,803.12	0.00
74	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	9,783.28	0.00
75	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	9,783.28	0.00
76	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	9,783.28	0.00
77	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	3,439.28	0.00
78	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	4,063.28	0.00
79	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	4,063.28	0.00
80	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	4,063.28	0.00
81	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	4,328.48	0.00
82	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	5,592.08	0.00
83	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	5,592.08	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			
84	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	5,592.08	0.00
85	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	4,155.84	0.00
86	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
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	0	0	2853	2853	34,236.00	2853	0	0	2853	34,236.00	2853	0	0	2853	34,236.00	2853	0	0	2853	34,236.00	11412	12.00	136,944.00
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	171	171	8,934.75	0	171	0	171	8,934.75	0	171	0	171	8,934.75	0	171	0	171	8,934.75	684	52.25	35,739.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	0	0	49	49	1,078.00	49	0	0	49	1,078.00	49	0	0	49	1,078.00	50	0	0	50	1,100.00	197	22.00	4,334.00
6	80141505-TS-006	PHOTO PAPER	pack	0	0	20	20	2,700.00	0	20	0	20	2,700.00	20	0	0	20	2,700.00	22	0	0	22	2,970.00	82	135.00	11,070.00
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	0	55	55	7,425.00	55	0	0	55	7,425.00	55	0	0	55	7,425.00	55	0	0	55	7,425.00	220	135.00	29,700.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	0	62	62	8,370.00	62	0	0	62	8,370.00	62	0	0	62	8,370.00	64	0	0	64	8,640.00	250	135.00	33,750.00
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	2	0	0	2	10,000.00	1	0	0	1	5,000.00	0	0	0	0	0.00	3	5,000.00	15,000.00
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	1	0	0	1	5,000.00	1	0	0	1	5,000.00	0	0	0	0	0.00	2	5,000.00	10,000.00
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	0	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
17	80141505-TS-017	PLASTIC FASTENER	box	0	0	44	44	4,162.40	0	44	0	44	4,162.40	0	44	0	44	4,162.40	0	45	0	45	4,257.00	177	94.60	16,744.20
18	80141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	3	0	0	3	27,000.00	0	2	0	2	18,000.00	0	0	0	0	0.00	5	9,000.00	45,000.00
19	80141505-TS-019	VELLUM BOARD PAPER	pack	0	0	10	10	3,000.00	10	5	0	15	4,500.00	10	0	0	10	3,000.00	10	0	0	10	3,000.00	45	300.00	13,500.00
20	80141505-TS-020	EXTENSION CORD	piece	0	0	0	0	0.00	4	0	0	4	2,000.00	0	3	0	3	1,500.00	0	0	0	0	0.00	7	500.00	3,500.00
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
22	80141505-TS-022	COLORED PAPER	pack	0	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
23	80141505-TS-023	BOND PAPER	ream	0	0	90	90	22,500.00	90	3	0	93	23,250.00	90	3	0	93	23,250.00	90	0	0	90	22,500.00	366	250.00	91,500.00
24	80141505-TS-024	PUSH PIN	pack	0	0	0	0	0.00	10	0	0	10	500.00	12	0	0	12	600.00	0	0	0	0	0.00	22	50.00	1,100.00

	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			
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	37	37	925.00	37	0	0	37	925.00	37	0	0	37	925.00	37	0	0	37	925.00	148	25.00	3,700.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	2	0	0	2	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,000.00	2,000.00
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	3	0	0	3	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	8,000.00	24,000.00
31	80141505-TS-031	MANILA PAPER	pack	0	0	875	875	9,843.75	875	0	0	875	9,843.75	875	0	0	875	9,843.75	875	0	0	875	9,843.75	3500	11.25	39,375.00
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	1	0	0	1	15,000.00	2	0	0	2	30,000.00	0	0	0	0	0.00	3	15,000.00	45,000.00
35	80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37	80141505-TS-037	STORAGE BOX	piece	0	0	23	23	11,500.00	23	0	0	23	11,500.00	23	0	0	23	11,500.00	25	0	0	25	12,500.00	94	500.00	47,000.00
38	80141505-TS-038	PLASTIC ENVELOPE	piece	0	0	13	13	325.00	13	0	0	13	325.00	14	0	0	14	350.00	15	0	0	15	375.00	55	25.00	1,375.00
39	80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	1	0	0	1	17,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	17,000.00	17,000.00
40	80141505-TS-040	WATER DISPENSER	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
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	1	0	0	1	550.00	1	0	0	1	550.00	0	0	0	0	0.00	2	550.00	1,100.00
43	80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	1	0	0	1	9,995.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,995.00	9,995.00
44	80141505-TS-044	SPEAKERS	unit	0	0	0	0	0.00	2	0	0	2	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	12,000.00	24,000.00
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	0	0	0	0	0.00	6	0	0	6	2,282.40	7	0	0	7	2,662.80	0	0	0	0	0.00	13	380.40	4,945.20
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
48	80141505-TS-048	STEEL RACK	set	0	0	0	0	0.00	10	0	0	10	100,000.00	10	0	0	10	100,000.00	0	0	0	0	0.00	20	10,000.00	200,000.00
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																								₱		4,047,412.54
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								₱		404,741.25

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			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						₱		-
D. GRAND TOTAL (A + B+ C)																						₱		4,452,153.79
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:

GERALDINE L. ARRIETA, CPA HEAD
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

RENA MARIE E. RAMOS/EVANGELYN T. RETES
Accountant / Budget Officer

Approved by:

ELVIRA B. BATION
Head of Office/Agency

Date Prepared: July 18, 2024

ANNUAL PROCUREMENT PLAN - COMMOM-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM - Other Items

AGENCY CODE/UACS:	040010500048
AGENCY NAME:	DEPARTMENT OF AGRARIAN REFORM - NEGROS ORIENTAL
ORGANIZATION TYPE:	NATIONAL GOVERNMENT AGENCY
REGION:	REGION VII
ADDRESS:	THE MARKETPLACE, CALINDAGAN, DUMAGUETE CITY, NEGROS ORIENTAL

CONTACT PERSON:	GERALDINE L. ARRIETA
DESIGNATION:	AO IV, GSU HEAD
EMAIL:	gsudamegor2018@gmail.com
CONTACT NUMBER:	531-3448

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. The APP-CSE 2025 Form - Other Items must be accomplished using Excel 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 can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).
2. All information must be provided accurately.
3. To fill-out, find the item in the 'List of Items - 1' tab of this file then type the desired product in the search bar (working only for Mirosoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form 'Item Description'. You may also use the 'List of Items - 2' then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the 'Specification' column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.
4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/ado0
5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email ajpcse.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
6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of Items)																												
1	44121904	Ink Refills	INK BOTTLE, HP GT53, Black	bot			10	10	4,800.00		10		10	4,800.00	10			10	4,800.00	11			11	5,280.00	41	480.00	19,680.00
2	44121904	Ink Refills	INK BOTTLE, HP GT52, Cyan	bot			7	7	3,360.00		7		7	3,360.00	7			7	3,360.00	8			8	3,840.00	29	480.00	13,920.00
3	44121904	Ink Refills	INK BOTTLE, HP GT52, Magenta	bot			7	7	3,360.00		7		7	3,360.00	7			7	3,360.00	8			8	3,840.00	29	480.00	13,920.00
4	44121904	Ink Refills	INK BOTTLE, HP GT52, Yellow	bot			7	7	3,360.00		7		7	3,360.00	7			7	3,360.00	8			8	3,840.00	29	480.00	13,920.00
5	44121904	Ink Refills	INK BOTTLE, Epson 003, T00V100 Black	bot			17	17	6,715.00		17		17	6,715.00	17			17	6,715.00	17			17	6,715.00	68	395.00	26,860.00
6	44121904	Ink Refills	INK BOTTLE, Epson 003, T00V200 Cyan	bot			10	10	3,500.00		10		10	3,500.00	10			10	3,500.00	11			11	3,850.00	41	350.00	14,350.00
7	44121904	Ink Refills	INK BOTTLE, Epson 003, T00V300 Magenta	bot			10	10	3,500.00		10		10	3,500.00	10			10	3,500.00	11			11	3,850.00	41	350.00	14,350.00
8	44121904	Ink Refills	INK BOTTLE, Epson 003, T00V400 Yellow	bot			10	10	3,500.00		10		10	3,500.00	10			10	3,500.00	11			11	3,850.00	41	350.00	14,350.00
9	14100000	Paper Materials	BONDPAPER, A3 Size, 70 gsm, Sub 20, 11 3/4" x 16 1/2"	ream				0	0.00	4			4	1,800.00		4		4	1,800.00				0	0.00	8	450.00	3,600.00
10	44122011	Folders	FOLDER, Long Size, 9.5 x 14.5 inches, White	pc			520	520	7,800.00		520		520	7,800.00	520			520	7,800.00	526			526	7,890.00	2086	15.00	31,290.00
11	44122011	Folders	FOLDER, Short Size, 9.5 x 11.5 inches, White	pc			75	75	1,050.00		75		75	1,050.00	75			75	1,050.00	75			75	1,050.00	300	14.00	4,200.00
12	44122011	Folders	FOLDER, Long Size, 9.5 x 14.5 inches, Green	pc			124	124	1,469.40		124		124	1,469.40	124			124	1,469.40	124			124	1,469.40	496	11.85	5,877.60
13	44103112	Printer Ribbon	RIBBON CARTRIDGE, Epson FX-2175, C13S015327 Black	cart				0	0.00			3	3	1,050.00				0	0.00				0	0.00	3	350.00	1,050.00
14	44121904	Ink Refills	INK BOTTLE, Canon PIXMA, GI-71 Black	bot				0	0.00	5			5	1,625.00				0	0.00				0	0.00	5	325.00	1,625.00
15	44121904	Ink Refills	INK BOTTLE, Canon PIXMA, GI-71 Cyan	bot				0	0.00	5			5	1,625.00				0	0.00				0	0.00	5	325.00	1,625.00
16	44121904	Ink Refills	INK BOTTLE, Canon PIXMA, GI-71 Magenta	bot				0	0.00	5			5	1,625.00				0	0.00				0	0.00	5	325.00	1,625.00
17	44121904	Ink Refills	INK BOTTLE, Canon PIXMA, GI-71 Yellow	bot				0	0.00	5			5	1,625.00				0	0.00				0	0.00	5	325.00	1,625.00
18	14111505	Mimeograph Paper	BONDPAPER, Long Size, MIMEO, Sub 18, 8.5x13"	ream				0	0.00	12			12	3,000.00		12		12	3,000.00				0	0.00	24	250.00	6,000.00
19	44122011	Folders	FOLDER, Long Size, 9.5 x 14.5 inches, Expanding, Green	box				0	0.00	1			1	350.00				0	0.00				0	0.00	1	350.00	350.00
20	31162400	Miscellaneous fasteners	FASTENER, Heavy Duty, Super Long, 70mm	box				0	0.00	10			10	1,500.00		10		10	1,500.00				0	0.00	20	150.00	3,000.00
21	44122107	Staples	STAPLE WIRE, No. 10, Small	box				0	0.00	10			10	500.00				0	0.00				0	0.00	10	50.00	500.00
22	44121904	Ink Refills	INK BOTTLE, Canon PIXMA, GI-790 Black	bot			6	6	2,400.00		6		6	2,400.00	6			6	2,400.00	6			6	2,400.00	24	400.00	9,600.00
23	44121904	Ink Refills	INK BOTTLE, Canon PIXMA, GI-790 Magenta	bot			4	4	1,600.00		4		4	1,600.00	4			4	1,600.00	4			4	1,600.00	16	400.00	6,400.00
24	44121904	Ink Refills	INK BOTTLE, Canon PIXMA, GI-790 Cyan	bot			4	4	1,600.00		4		4	1,600.00	4			4	1,600.00	4			4	1,600.00	16	400.00	6,400.00
25	44121904	Ink Refills	INK BOTTLE, Canon PIXMA, GI-790 Yellow	bot			4	4	1,600.00		4		4	1,600.00	4			4	1,600.00	4			4	1,600.00	16	400.00	6,400.00
26	44121704	Ball point pens	SIGN PEN, Fine Tip, Green	pc				0	0.00	4			4	180.00				0	0.00				0	0.00	4	45.00	180.00
27	44121704	Ball point pens	SUPER SMOOTH GEL INK ROLLER BALL, 1.0mm Ball, Black	pc			8	8	720.00		8		8	720.00	8			8	720.00	8			8	720.00	32	90.00	2,880.00
28	44103105	Ink cartridges	CARTRIDGE INK - EPSON L6270 BLACK	cart				0	0.00	2			2	1,800.00				0	0.00				0	0.00	2	900.00	1,800.00
29	44103105	Ink cartridges	CARTRIDGE INK - EPSON L6270 TRI COLOR	cart				0	0.00	2			2	1,800.00				0	0.00				0	0.00	2	900.00	1,800.00
30	14100000	Paper Materials	CONTINUOUS PAPER, 11X14 7/8 2PLY	box				0	0.00	2			2	2,200.00				0	0.00				0	0.00	2	1,100.00	2,200.00
31	14100000	Paper Materials	CONTINUOUS PAPER, 11X9 1/2 2PLY	box				0	0.00	2			2	1,440.00				0	0.00				0	0.00	2	720.00	1,440.00
32	14100000	Paper Materials	CONTINUOUS PAPER, CARBONLESS 2PLY	box				0	0.00	2			2	1,000.00			2	2	1,000.00				0	0.00	4	500.00	2,000.00
33	14100000	Paper Materials	CONTINUOUS PAPER, CARBONLESS 3PLY	box				0	0.00	4			4	1,920.00			4	4	1,920.00				0	0.00	8	480.00	3,840.00
34	39101600	Lamps and lightbulbs	DESK LAMP - METAL SWING ARM	pc				0	0.00	1			1	350.00				0	0.00				0	0.00	1	350.00	350.00
35	44121506	Standard envelopes	ENVELOPE LONG EXPANDED	pc			25	25	500.00		25		25	500.00	25			25	500.00	25			25	500.00	100	20.00	2,000.00
36	44121506	Standard envelopes	ENVELOPE SHORT EXPANDED	pc			25	25	450.00		25		25	450.00	25			25	450.00	25			25	450.00	100	18.00	1,800.00
37	44121506	Standard envelopes	ENVELOPE LONG BROWN	pc			125	125	312.50		125		125	312.50	125			125	312.50	125			125	312.50	500	2.50	1,250.00
38	44121506	Standard envelopes	ENVELOPE LONG BROWN EXPANDED	pc			27	27	108.00		28		28	112.00	28			28	112.00	27			27	108.00	110	4.00	440.00
39	44121506	Standard envelopes	ENVELOPE LONG PLASTIC	pc			50	50	600.00		50		50	600.00	50			50	600.00	50			50	600.00	200	12.00	2,400.00
40	44121506	Standard envelopes	ENVELOPE SHORT PLASTIC	pc			50	50	400.00		50		50	400.00	50			50	400.00	50			50	400.00	200	8.00	1,600.00
41	14111505	Mimeograph Paper	BONDPAPER MIMEO SHORT, 8.5X11	ream			8	8	1,440.00		9		9	1,620.00	8			8	1,440.00	10			10	1,800.00	35	180.00	6,300.00
42	44121506	Standard envelopes	ENVELOPE SHORT BORWN	pc			62	62	124.00		62		62	124.00	64			64	128.00	62			62	124.00	250	2.00	500.00
43	44122011	Folders	FOLDER, Long Size, 9.5 x 14.5 inches, Yellow	pc			28	28	280.00		29		29	290.00	28			28	280.00	30			30	300.00	115	10.00	1,150.00
44	44122011	Folders	FOLDER, A4 Size, 8.3 x 11.7 inches, White	pc			75	75	600.00		75		75	600.00	75			75	600.00	75			75	600.00	300	8.00	2,400.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
45	55121807	Identification product holders or accessories	ID Holder	pck				0	0.00	10			10	2,500.00				0	0.00				0	0.00	10	250.00	2,500.00
46	44121904	Ink Refills	INK BOTTLE, Epson 001, Black	bot			6	6	1,500.00		6		6	1,500.00	8			8	2,000.00	6			6	1,500.00	26	250.00	6,500.00
47	44121904	Ink Refills	INK BOTTLE, Epson 001, Cyan	bot			4	4	800.00		5		5	1,000.00	5			5	1,000.00	5			5	1,000.00	19	200.00	3,800.00
48	44121904	Ink Refills	INK BOTTLE, Epson 001, Magenta	bot			4	4	800.00		5		5	1,000.00	5			5	1,000.00	5			5	1,000.00	19	200.00	3,800.00
49	44121904	Ink Refills	INK BOTTLE, Epson 001, Yellow	bot			4	4	800.00		5		5	1,000.00	5			5	1,000.00	5			5	1,000.00	19	200.00	3,800.00
50	44121908	Ballpoint pen ink refill	INK REFILL UNIBALL Black	pc			25	25	1,500.00		25		25	1,500.00	25			25	1,500.00	25			25	1,500.00	100	60.00	6,000.00
51	44121908	Ballpoint pen ink refill	INK REFILL UNIBALL Blue	pc			25	25	1,500.00		25		25	1,500.00	25			25	1,500.00	25			25	1,500.00	100	60.00	6,000.00
52	49211805	Lanyard	Lanyard	pc			25	25	1,250.00		25		25	1,250.00	25			25	1,250.00	25			25	1,250.00	100	50.00	5,000.00
53	44122036	Box File	MAGAZINE BOX	pc			25	25	4,500.00		25		25	4,500.00	25			25	4,500.00	25			25	4,500.00	100	180.00	18,000.00
54	14100000	Paper Materials	SPECIAL PAPER - A4	pck				0	0.00	25			25	1,875.00		25		25	1,875.00				0	0.00	50	75.00	3,750.00
55	44103103	Printer or facsimile toner	TONER Brother TN-2380	pc				0	0.00	3			3	10,500.00		2		2	7,000.00				0	0.00	5	3,500.00	17,500.00
56	14100000	Paper Materials	TRANSPARENT STICKER A4	pck				0	0.00	25			25	3,750.00		25		25	3,750.00				0	0.00	50	150.00	7,500.00
57	56101504	Chairs	Office Swivel Chair Adjustable 360 Rotate	pc			2	2	17,000.00				0	0.00				0	0.00				0	0.00	2	8,500.00	17,000.00
58	14000000	Paper Materials and Products	PAPER, speciality, long, 20pcs per pack	pck			10	10	750.00	10			10	750.00	10			10	750.00	10			10	750.00	40	75.00	3,000.00
59	14000000	Paper Materials and Products	PAPER, speciality, A4, 20pcs per pack	pck			10	10	750.00	10			10	750.00	10			10	750.00	10			10	750.00	40	75.00	3,000.00
60	43211706	Keyboards	KEYBOARD, USB Type, high quality	pc				0	0.00	7			7	4,550.00	7			7	4,550.00				0	0.00	14	650.00	9,100.00
61	44121904	Ink Refills	INK CART, Brother, (BT600bk), black	bot			6	6	2,400.00	6			6	2,400.00	6			6	2,400.00	6			6	2,400.00	24	400.00	9,600.00
62	44121904	Ink Refills	INK CART, Brother, (BT5000m), magenta	bot			4	4	1,600.00	4			4	1,600.00	5			5	2,000.00	5			5	2,000.00	18	400.00	7,200.00
63	44121904	Ink Refills	INK CART, Brother, (BT5000c), cyan	bot			4	4	1,600.00	4			4	1,600.00	5			5	2,000.00	5			5	2,000.00	18	400.00	7,200.00
64	44121904	Ink Refills	INK CART, Brother, (BT5000y), yellow	bot			4	4	1,600.00	4			4	1,600.00	5			5	2,000.00	5			5	2,000.00	18	400.00	7,200.00
65	14121812	Photography paper	PHOTOPAPER, A4 size, double size, 20pcs per pack	pck			3	3	360.00	3			3	360.00	3			3	360.00				0	0.00	9	120.00	1,080.00
66	44121506	Standard envelopes	Colored Plastic Envelope Expandable Long Zipper Lock with Handle Documents Organizer	pc			37	37	3,200.50		37		37	3,200.50	37			37	3,200.50	39			39	3,373.50	150	86.50	12,975.00
67	44101501	Photocopiers	Photocopier Machine Tonner (Heavy Duty)	pc				0	0.00	1			1	49,500.00				0	0.00				0	0.00	1	49,500.00	49,500.00
68	14100000	Paper Materials	Cartolina White	pck			25	25	950.00	25			25	950.00	25			25	950.00	25			25	950.00	100	38.00	3,800.00
69	14111513	Ledger paper	Columnar Book 2 Columns	pc			78	78	3,120.00		78		78	3,120.00	78			78	3,120.00	80			80	3,200.00	314	40.00	12,560.00
70	14111513	Ledger paper	Columnar Book 4 Columns	pc			79	79	3,318.00		79		79	3,318.00	79			79	3,318.00	79			79	3,318.00	316	42.00	13,272.00
71	14111513	Ledger paper	Columnar Book 12 Columns	pc			78	78	3,783.00		79		79	3,831.50	79			79	3,831.50	79			79	3,831.50	315	48.50	15,277.50
72	13111203	Acetate films	ACETATE Transparency OHP Film A4 size (Thick)	pck				0	0.00	2			2	650.20				0	0.00				0	0.00	2	325.10	650.20
73	13111203	Acetate films	ACETATE Transparency OHP Film Legal size (Thick)	pck				0	0.00	2			2	650.00				0	0.00				0	0.00	2	325.00	650.00
74	14100000	Paper Materials	Yellow Pad Paper 80 pages	pad				0	0.00	4			4	1,160.00	4			4	1,160.00				0	0.00	8	290.00	2,320.00
75	44122003	Binders	Plastic Ring Binder Black High Quality 6 mm	pc			23	23	264.50		23		23	264.50	23			23	264.50	23			23	264.50	92	11.50	1,058.00
76	44122003	Binders	Plastic Ring Binder Black High Quality 8 mm	pc			22	22	289.30		23		23	302.45	23			23	302.45	23			23	302.45	91	13.15	1,196.65
77	44122003	Binders	Plastic Ring Binder Black High Quality 10 mm	pc			22	22	341.00		23		23	356.50	23			23	356.50	23			23	356.50	91	15.50	1,410.50
78	44122003	Binders	Plastic Ring Binder Black High Quality 12 mm	pc			22	22	385.00		23		23	402.50	23			23	402.50	23			23	402.50	91	17.50	1,592.50
79	44121704	Ball point pens	Sign Pen 1.0. Black	pc			18	18	2,124.00		18		18	2,124.00	18			18	2,124.00	18			18	2,124.00	72	118.00	8,496.00
80	56101519	Tables	Heavy Duty Office Table	pc				0	0.00	3			3	31,500.00	3			3	31,500.00				0	0.00	6	10,500.00	63,000.00
81	43212100	Computer printers	Printer 3 in 1	pc				0	0.00	2			2	22,000.00	2			2	22,000.00				0	0.00	4	11,000.00	44,000.00
82	44121708	Markers	MARKER, permanent, black, broad type	pc			10	10	650.00		10		10	650.00	10			10	650.00	10			10	650.00	40	65.00	2,600.00
83	44121708	Markers	MARKER, permanent, blue, broad type	pc			10	10	650.00		10		10	650.00	10			10	650.00	10			10	650.00	40	65.00	2,600.00
84	44121708	Markers	MARKER, permanent, red, broad type	pc				0	0.00		10		10	650.00	10			10	650.00	10			10	650.00	30	65.00	1,950.00
85	44121708	Markers	MARKER, whiteboard, black, broad type	pc			10	10	650.00		10		10	650.00	10			10	650.00	10			10	650.00	40	65.00	2,600.00
86	44121708	Markers	MARKER, whiteboard, blue, broad type	pc				0	0.00	10			10	650.00	10			10	650.00				0	0.00	20	65.00	1,300.00
87	44121708	Markers	MARKER, whiteboard, red, broad type	pc				0	0.00	5			5	325.00	10			10	650.00				0	0.00	15	65.00	975.00
88	44102606	Typewriter ribbon	RIBBON, for manual typewriter	spool				0	0.00	6			6	120.00				0	0.00				0	0.00	6	20.00	120.00
89	44103127	Photocopier toner	TONER, Develop, Ineo 164, TN-116	toner				0	0.00	3			3	10,500.00				0	0.00				0	0.00	3	3,500.00	10,500.00
90	51285600	Antibacterial alcohols	ALCOHOL, Travel Size	pc				0	0.00	25			25	2,125.00		25		25	2,125.00				0	0.00	50	85.00	4,250.00
91	52161512	Loudspeakers	Portable Outdoor Speaker	pc				0	0.00	1			1	8,500.00				0	0.00				0	0.00	1	8,500.00	8,500.00
92	14111829	Pre-printed notepad	Notepad A5 Size	pad			25	25	1,250.00	25			25	1,250.00	25			25	1,250.00	25			25	1,250.00	100	50.00	5,000.00
93	52161520	Microphones	LAPEL Microphone, Wireless	pc			2	2	2,000.00				0	0.00				0	0.00				0	0.00	2	1,000.00	2,000.00
94	44121704	Ball point pens	SUPER SMOOTH GEL INK ROLLER BALL, 1.0mm Ball, Blue	pc				0	0.00	10			10	900.00	10			10	900.00				0	0.00	20	90.00	1,800.00
95	44121904	Ink Refills	INK BOTTLE, Epson 008 Black	bot				0	0.00	5			5	4,500.00		5		5	4,500.00				0	0.00	10	900.00	9,000.00
96	44121904	Ink Refills	INK BOTTLE, Epson 008 Magenta	bot				0	0.00	4			4	2,860.00		4		4	2,860.00				0	0.00	8	715.00	5,720.00
97	44121904	Ink Refills	INK BOTTLE, Epson 008 Cyan	bot				0	0.00	4			4	2,860.00		4		4	2,860.00				0	0.00	8	715.00	5,720.00
98	44121904	Ink Refills	INK BOTTLE, Epson 008 Yellow	bot				0	0.00	4			4	2,860.00		4		4	2,860.00				0	0.00	8	715.00	5,720.00
99	44121513	Postage stamp	Postage Mailing Stamps	pc			250	250	7,500.00		250		250	7,500.00	250			250	7,500.00	250			250	7,500.00	1000	30.00	30,000.00
100	-							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	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			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											

A. TOTAL		₱ 739,490.90
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 73,949.10
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B+ C)		₱ 813,440.00
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		

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

Prepared by:

GERALDINE L. ANDRES / GILI ROAD
Property/Supply Officer

Date Prepared: July 18, 2024

Certified Funds Available / Certified Appropriate Funds Available:

EDWIN JOHN F. RAMOS / EVANGELYN T. RETES
Accountant / Budget Officer

Approved by:

ELVIRA B. BATION, PARPO II
Head of Office/Agency