

APP-CSE 2025 FORM
ANNUAL PROCUREMENT PLAN - COMMON-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. 2011-5 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 (mPHIGEPS) 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:

- 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 mPHIGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- All information must be provided accurately.
- 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.
- Do not delete, add, or modify any items or rows on this form, otherwise the form will be deemed invalid.
- 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/adaqO>. Instructions on how to fill-out is included in the reminders of the form.
- Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPHIGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPHIGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appcas.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.

Department/Bureau/Office: Department of Agriculture Reform R22
Region: 2
Address: Camp 502, Tuguegarao City, Cagayan

Agency Code/UACS: 4001030002
Organization Type: National Government Agency

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.

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Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year									
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug				Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOLS OR ANTIHYPERTENSIVE																										
1	12191801-AL-004	ALCOHOL, Ethyl, 500 mL	bottle	0	31	0	31	1,064.19	33	0	33	65	3,328.38	0	33	0	33	1,064.19	33	0	33	66	3,328.38	195	69.43	0,965.14
2	12191801-AL-009	ALCOHOL, Ethyl, 1 Gallon	gallon	0	26	0	26	7,341.80	20	0	20	40	14,283.60	0	20	0	20	7,141.80	20	0	20	40	14,283.60	120	387.09	42,850.80
DATA AND CRAFT EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	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	39.18	0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	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	28.88	0.00
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	6	0	6	48.88	6	0	6	12	99.12	0	6	0	6	48.88	6	0	6	12	99.12	36	6.28	297.36
6	60121524-SP-C01	SIGN PEN, Extra Fine 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	22.30	0.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	120	0	120	6,388.40	120	0	120	240	10,732.80	0	120	0	120	6,388.40	120	0	120	240	10,732.80	720	44.72	32,196.40
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	87.20	0.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	120	0	120	2,064.00	120	0	120	240	6,328.00	0	120	0	120	2,064.00	120	0	120	240	6,328.00	720	21.20	15,894.00
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	87.20	0.00
12	60121524-SP-G03	SIGN PEN, Extra Fine 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	22.30	0.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	12	0	12	549.12	12	0	12	24	1,098.24	0	12	0	12	549.12	12	0	12	24	1,098.24	72	43.76	3,294.72
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	87.20	0.00
15	60121124-WR-P01	WRAPPING 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	181.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121817-DC-C02	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	23,623.60	1	23,623.60	23,623.60
17	45111809-MM-P01	MULTIMEDIA PROJECTOR	unit	0	1	0	1	16,898.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,898.00	16,898.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	28111702-BT-A02	BATTERY, dry cell, size AA	pack	0	30	0	30	614.70	30	0	30	60	1,229.40	0	30	0	30	614.70	30	0	30	60	1,229.40	180	28.48	3,868.20
19	28111702-BT-A01	BATTERY, dry cell, size AAA	pack	0	25	0	25	458.50	25	0	25	50	917.00	0	25	0	25	458.50	25	0	25	50	917.00	180	18.34	2,751.00
CLEANING EQUIPMENT AND SUPPLIES																										
20	47131812-AF-A01	AIR FRESHENER	can	0	20	0	20	1,746.20	20	0	20	40	3,492.40	0	20	0	20	1,746.20	20	0	20	40	3,492.40	120	67.31	10,477.20
21	47131604-BR-S01	BROOM (Walks Tumbro)	piece	0	2	0	2	249.60	2	0	2	4	499.20	0	2	0	2	249.60	2	0	2	4	499.20	12	126.80	1,487.60
22	47131604-BR-T01	BROOM (Walks Ting-ting)	piece	0	1	0	1	26.00	1	0	1	2	52.00	0	1	0	1	26.00	1	0	1	2	52.00	6	26.00	156.00
23	47131829-TB-C01	CLEANSER, Toilet Bowl and Urinal	bottle	0	10	0	10	416.00	10	0	10	20	832.00	0	10	0	10	416.00	10	0	10	20	832.00	60	41.60	2,496.00
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	0	4	0	4	95.88	4	0	4	8	191.76	0	4	0	4	95.88	4	0	4	8	191.76	24	23.92	574.08
25	47131811-DE-B02	DETERGENT BAR	piece	0	10	0	10	93.40	10	0	10	20	186.80	0	10	0	10	93.40	10	0	10	20	186.80	80	9.34	560.40

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for this year	Price	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT		
26	47131J-DE-P02	DETERGENT POWDER, all purpose	pouch	0	10	0	10	540.80	10	0	10	20	1,061.60	0	10	0	10	540.80	10	0	10	20	1,061.60	60	34.08	3,344.80	
27	471316G-DS-A01	DISINFECTANT SPRAY	can	0	30	0	20	4,106.70	30	0	30	60	8,206.40	0	30	0	30	4,106.70	30	0	30	60	8,206.40	180	119.819	28,169.20	
28	471316C-DU-P01	DUST PAN	piece	0	1	0	1	46.80	1	0	1	2	93.60	0	1	0	1	46.80	1	0	1	2	93.60	6	46.80	280.80	
29	471316D-FW-P03	FLOOR WAX, paste type, red	can	0	1	0	1	209.76	1	0	1	2	419.52	0	1	0	1	209.76	1	0	1	2	419.52	6	309.76	1,858.56	
30	471316E-FC-A01	FURNITURE CLEANER	can	0	2	0	2	282.78	2	0	2	4	565.56	0	2	0	2	282.78	7	0	2	4	565.56	12	341.99	1,698.68	
31	731011E-HS-L01	HAND SOAP, liquid, 500ml	bottle	0	10	0	10	429.60	10	0	10	20	859.00	0	10	0	10	429.60	10	0	10	20	859.00	60	42.96	2,574.00	
32	471210H-MP-B01	MOP BUCKET	unit	0	1	0	1	2,286.00	1	0	1	2	4,572.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2,286.00	6,858.00	
33	471310I-RG-C01	RAIS	lbu	0	1	0	1	69.47	1	0	1	2	138.94	0	1	0	1	69.47	1	0	1	2	138.94	6	69.47	416.82	
34	471310J-SC-W01	SCOURING PAD	pack	0	30	0	20	1,712.60	20	0	20	40	3,425.20	0	20	0	20	1,712.60	20	0	20	40	3,425.20	120	88.69	10,722.80	
35	471217I-TB-P04	TRASHBAG, XXL size	roll/pack	0	4	0	4	520.00	4	0	4	8	1,040.00	0	4	0	4	520.00	4	0	4	8	1,040.00	24	130.00	3,120.00	
36	471217J-TB-P05	TRASHBAG, Large size	roll/pack	0	3	0	3	177.84	3	0	3	6	355.68	0	3	0	3	177.84	3	0	3	6	355.68	18	80.28	1,067.04	
37	471217K-TB-P06	TRASHBAG, XL size	roll/pack	0	3	0	3	277.68	3	0	3	6	555.36	0	3	0	3	277.68	3	0	3	6	555.36	18	82.88	1,485.84	
38	471217L-WB-P01	WASTEBASKET	piece	0	3	0	3	191.04	3	0	3	6	382.08	0	3	0	3	191.04	3	0	3	6	382.08	18	43.68	786.24	
COLOUR COMPOUNDS AND DISPENSERS																											
39	1212103S-P01	INK, for stamp pad	bottle	0	6	0	6	172.74	6	0	6	12	345.48	0	6	0	6	172.74	6	0	6	12	345.48	36	28.79	1,036.44	
COMMERCIAL ELECTRONICS																											
40	22161310V-R02	DIGITAL VOICE RECORDER	unit	0	1	0	1	7,339.16	1	0	1	2	14,678.32	0	1	0	1	7,339.16	1	0	1	2	14,678.32	6	7,339.16	44,034.96	
FILES																											
41	1311203AC-P01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	1,243.84	1	1,243.84	1,243.84	
42	1311203CF-P02	CARBON FILM, Legal size	box	0	1	0	1	351.63	1	0	0	1	351.63	0	0	0	0	0.00	0	0	0	0	0.00	2	351.63	703.26	
FIRE FIGHTING EQUIPMENT																											
43	4615161VE-W01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	20	0	20	22,860.00	0	0	0	0	0.00	20	1,144.00	22,860.00	
FLAG OR ACCESSORIES																											
44	55121905-YA-P01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	12	0	0	12	3,418.08	0	0	0	0	0.00	0	0	0	0	0.00	12	284.84	3,418.08	
FURNITURE AND FURNISHINGS																											
45	5801504-CH-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	5801504-CH-W01	MONOBLOC CHAIR, white	piece	0	30	0	30	17,046.00	30	0	30	180	34,112.00	0	30	0	30	17,046.00	30	0	30	180	34,112.00	200	341.12	102,336.00	
HEATING AND VENTILATION AND AIR CIRCULATION																											
47	40101604-IF-C01	ELECTRIC FAN, ceiling mount, oral type	unit	0	1	0	1	1,222.00	1	0	1	2	2,444.00	0	1	0	1	1,222.00	1	0	1	2	2,444.00	6	1,222.00	7,332.00	
48	40101604-IF-G01	ELECTRIC FAN, industrial, ground type	unit	0	1	0	1	1,109.68	1	0	1	2	2,219.36	0	1	0	1	1,109.68	1	0	1	2	2,219.36	6	1,109.68	6,658.08	
49	40101604-IF-S01	ELECTRIC FAN, stand type	unit	0	2	0	2	3,120.00	2	0	2	4	6,240.00	0	2	0	2	3,120.00	2	0	2	4	6,240.00	12	1,840.00	18,720.00	
50	40101604-IF-W01	ELECTRIC FAN, wall mount	unit	0	1	0	1	901.68	1	0	1	2	1,803.36	0	1	0	1	901.68	1	0	1	2	1,803.36	6	901.68	5,410.08	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
51	43211507-SK003	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-SK004	DESKTOP, for Mid-Range Users	unit	0	2	0	2	84,780.80	2	0	2	4	169,561.60	0	2	0	2	84,780.80	2	0	2	4	169,561.60	12	42,300.40	508,864.00	
53	43201827-H0-Y02	EXTERNAL HARD DRIVE	unit	0	1	0	1	3,014.96	1	0	1	2	6,029.92	0	1	0	1	3,014.96	1	0	1	2	6,029.92	6	2,014.96	18,089.76	
54	43202010-D-L04	FLASH DRIVE	piece	0	10	0	10	1,827.40	10	0	10	20	3,654.80	0	10	0	10	1,827.40	10	0	10	20	3,654.80	60	182.74	8,164.40	
55	43211503-UP004	LAPTOP COMPUTER, for Mid-range Users	unit	0	1	0	1	42,380.00	1	0	1	2	84,760.00	0	1	0	1	42,380.00	1	0	1	2	84,760.00	6	42,380.00	254,280.00	
56	43211503-UP003	LAPTOP COMPUTER, Lightweight	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	46,800.00	0.00	
57	43211706-RO-C02	COMPUTER MOUSE, Wireless	unit	0	5	0	5	609.60	5	0	5	10	1,619.20	0	5	0	5	609.60	5	0	5	10	1,619.20	30	161.92	4,857.60	
58	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	2,816.80	0.00	
LIGHTS AND EXTENSORS AND ACCESSORIES																											
59	39101626-L3-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	15	0	15	1,134.18	15	0	15	30	2,268.36	0	15	0	15	1,134.18	15	0	15	30	2,268.36	90	71.61	6,404.90	
60	39101626-L4-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	15	0	15	3,087.30	15	0	15	30	6,174.60	0	15	0	15	3,087.30	15	0	15	30	6,174.60	90	104.82	18,822.80	
MANUFACTURING COMPONENTS AND SUPPLIES																											
61	31201616-G-303	GLUE, all-purpose	bottle	0	17	0	17	1,088.38	17	0	17	34	2,176.76	0	17	0	17	1,088.38	17	0	17	34	2,176.76	102	82.14	8,382.28	
62	31151804-5W-F01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	4	0	4	148.80	4	0	4	8	297.60	0	4	0	4	148.80	4	0	4	8	297.60	24	36.80	873.60	
63	31151804-5W-F01	STAPLE WIRE, standard	box	0	26	0	26	617.76	26	0	26	52	1,235.52	0	26	0	26	617.76	26	0	26	52	1,235.52	156	23.76	3,705.84	
64	31201502-T-F00	TAPE, electrical	roll	0	1	0	1	19.48	1	0	1	2	38.96	0	1	0	1	19.48	1	0	1	2	38.96	6	11.48	114.70	

Item #	Item Description	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		
66	31201903-1A-M01	TAPE, masking, 24mm	roll	0	17	0	17	946.56	17	0	17	94	1,893.12	0	17	0	17	946.56	17	0	17	34	1,893.12	102	51.68	5,279.36	
66	31201903-1A-M02	TAPE, masking, 48 mm	roll	0	16	0	16	1,926.96	16	0	16	32	3,877.12	0	16	0	16	1,926.96	16	0	16	32	3,877.12	86	121.16	11,833.36	
67	31201912-1A-P01	TAPE, packaging, 48 mm	roll	0	30	0	30	670.60	30	0	30	60	1,341.60	0	30	0	30	670.60	30	0	30	60	1,341.60	180	21.36	4,024.80	
66	31201912-1A-T01	TAPE, transparent, 24mm	roll	0	17	0	17	654.16	17	0	17	74	1,308.32	0	17	0	17	654.16	17	0	17	74	1,308.32	222	17.68	3,924.96	
69	31201912-1A-T02	TAPE, transparent, 98 mm	roll	0	3	0	3	67.71	3	0	3	6	135.42	0	3	0	3	67.71	3	0	3	6	135.42	18	21.87	406.26	
70	3115367-TM-P01	TWINE, plastic	roll	0	3	0	3	199.86	3	0	3	6	399.72	0	3	0	3	199.86	3	0	3	6	399.72	18	61.82	1,109.16	
REPAIRS AND MAINTENANCE AND TESTING EQUIPMENT																											
71	4111694-RU-P02	RULER, plastic, 450mm	piece	0	3	0	3	59.79	3	0	3	6	119.58	0	3	0	3	59.79	3	0	3	6	119.58	18	15.93	358.74	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
72	44121612-RL-P01	BLADE, for general purpose cutter/utility knife	tube	0	1	0	1	49.11	1	0	1	2	98.22	0	1	0	1	49.11	1	0	1	2	98.22	18	11.37	204.66	
73	44121602-RB-M01	BINDING AND PUNCHING MACHINE	unit	0	1	0	1	9,534.72	1	0	1	2	19,069.44	0	1	0	1	9,534.72	1	0	1	2	19,069.44	6	9,534.72	57,208.32	
74	44122057-RB-F10	BINDING RING/COMB, plastic, 32 mm	bundle	0	1	0	1	239.89	1	0	1	3	519.78	0	1	0	1	239.89	1	0	1	2	519.78	6	239.89	1,439.34	
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	5	0	5	1,179.89	5	0	5	10	2,359.79	0	5	0	5	1,179.89	5	0	5	10	2,359.79	80	238.77	7,073.10	
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	0.00	0.00	
77	44121205-BF-C01	CLIP, backfold, 19mm	box	0	6	0	6	86.16	6	0	6	12	113.32	0	6	0	6	86.16	6	0	6	12	113.32	36	1.86	338.96	
78	44121205-BF-C02	CLIP, backfold, 25mm	box	0	17	0	17	285.20	17	0	17	34	570.40	0	17	0	17	285.20	17	0	17	34	570.40	102	11.00	1,091.20	
79	44121205-BF-C03	CLIP, backfold, 32mm	box	0	14	0	14	468.92	14	0	14	28	561.84	0	14	0	14	468.92	14	0	14	28	561.84	84	31.26	3,798.84	
80	44121205-BF-C04	CLIP, backfold, 50mm	box	0	10	0	10	603.20	10	0	10	20	1,206.40	0	10	0	10	603.20	10	0	10	20	1,206.40	60	61.32	3,679.20	
81	44121802-CT-F02	CORRECTION TAPE	piece	0	80	0	80	1,080.00	80	0	80	160	2,160.00	0	80	0	80	1,080.00	80	0	80	160	2,160.00	480	11.80	6,480.00	
82	44121612-CU-P01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	1	0	1	159.60	1	0	1	2	319.20	0	1	0	1	159.60	1	0	1	2	319.20	30	31.72	851.60	
83	44111513-DF-B01	DATA FILE BOX	piece	0	25	0	25	3,647.25	25	0	25	50	7,294.50	0	25	0	25	3,647.25	25	0	25	50	7,294.50	150	148.89	21,883.80	
84	44122011-DF-P01	DATA FOLDER	piece	0	30	0	30	2,490.30	30	0	30	60	4,980.60	0	30	0	30	2,490.30	30	0	30	60	4,980.60	180	83.61	14,941.80	
85	44130202-DS-M01	DATER STAMP	piece	0	2	0	2	869.90	2	0	2	4	1,739.80	0	2	0	2	869.90	2	0	2	4	1,739.80	12	454.95	5,459.60	
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	0	3	0	3	2,489.76	3	0	3	6	4,979.52	0	3	0	3	2,489.76	3	0	3	6	4,979.52	18	839.92	16,938.96	
87	44121506-EN-D02	ENVELOPE, Documentary, legal	box	0	4	0	4	4,230.32	4	0	4	8	8,460.64	0	4	0	4	4,230.32	4	0	4	8	8,460.64	24	1,075.58	26,812.12	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	0	4	0	4	3,759.80	4	0	4	8	7,519.60	0	4	0	4	3,759.80	4	0	4	8	7,519.60	24	939.95	22,558.80	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	6	0	6	182.94	6	0	6	12	365.88	0	6	0	6	182.94	6	0	6	12	365.88	36	31.49	1,097.64	
90	44121506-EN-X02	ENVELOPE, Mailing	box	0	4	0	4	1,730.08	4	0	4	8	3,460.16	0	4	0	4	1,730.08	4	0	4	8	3,460.16	24	432.52	10,380.48	
91	44121504-EN-W02	ENVELOPE, Mailing, with window	box	0	1	0	1	512.72	1	0	1	2	1,025.44	0	1	0	1	512.72	1	0	1	2	1,025.44	12	312.72	3,752.64	
92	44121912-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	1	0	0	1	14.46	1	14.46	14.46	
93	44121188-FA-P01	FASTENER	box	0	5	0	5	473.20	5	0	5	10	946.40	0	5	0	5	473.20	5	0	5	10	946.40	30	91.64	2,839.20	
94	44111515-FO-P01	FILE ORGANIZER, expanding, plastic, legal	piece	0	5	0	5	451.00	5	0	5	10	902.00	0	5	0	5	451.00	5	0	5	10	902.00	30	91.20	2,736.00	
95	44122018-FT-D01	FILE TAB DIVIDER, A4	set	0	5	0	5	88.88	5	0	5	10	177.76	0	5	0	5	88.88	5	0	5	10	177.76	30	11.19	333.90	
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	set	0	5	0	5	71.15	5	0	5	10	142.30	0	5	0	5	71.15	5	0	5	10	142.30	30	14.23	426.90	
97	44122011-FO-P01	FOLDER, Fancy w/td slide, A4	bundle	0	12	0	12	3,244.80	12	0	12	24	4,867.20	0	12	0	12	3,244.80	12	0	12	24	4,867.20	72	270.40	19,468.80	
98	44122011-FO-P02	FOLDER, Fancy w/td slide, legal	bundle	0	9	0	9	2,610.80	9	0	9	18	3,916.20	0	9	0	9	2,610.80	9	0	9	18	3,916.20	54	281.20	16,724.80	
99	44122011-FO-P01	FOLDER, L-type, A4	pack	0	1	0	1	200.28	1	0	1	2	400.56	0	1	0	1	200.28	1	0	1	2	400.56	6	200.28	1,201.68	
100	44122011-FO-L02	FOLDER, L-type, Legal	pack	0	1	0	1	249.08	1	0	1	2	498.16	0	1	0	1	249.08	1	0	1	2	498.16	6	249.08	1,494.48	
101	44120229-FO-P01	FOLDER, pressboard	box	0	1	0	1	932.64	1	0	1	2	1,865.28	0	1	0	1	932.64	1	0	1	2	1,865.28	6	932.64	5,795.84	
102	44122011-FO-T01	FOLDER with tab, A4	pack	0	3	0	3	1,138.80	3	0	3	6	2,277.60	0	3	0	3	1,138.80	3	0	3	6	2,277.60	18	379.60	6,882.80	
103	44122011-FO-T02	FOLDER with tab, Legal	pack	0	5	0	5	2,069.60	5	0	5	10	4,139.20	0	5	0	5	2,069.60	5	0	5	10	4,139.20	30	419.92	12,617.80	
104	44122009-IT-T01	INDEX TAB	box	0	4	0	4	270.40	4	0	4	8	540.80	0	4	0	4	270.40	4	0	4	8	540.80	24	67.60	1,622.40	
105	44121716-MP-P01	MARKER, Fluorescent	set	0	3	0	3	93.33	3	0	3	6	186.66	0	3	0	3	93.33	3	0	3	6	186.66	18	31.11	560.98	
106	44121708-MP-B01	MARKER, Permanent, Black	piece	0	20	0	20	169.40	20	0	20	40	338.80	0	20	0	20	169.40	20	0	20	40	338.80	120	1.27	992.40	
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	15	0	15	124.08	15	0	15	30	248.16	0	15	0	15	124.08	15	0	15	30	248.16	90	1.27	744.30	
108	44121708-MP-R01	MARKER, Permanent, Red	piece	0	1	0	1	0.27	1	0	1	2	0.54	0	1	0	1	0.27	1	0	1	2	0.54	6	1.27	46.82	
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	25	0	25	241.25	25	0	25	50	482.50	0	25	0	25	241.25	25	0	25	50	482.50	150	1.66	1,447.80	
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	1	0	1	0.65	1	0	1	2	1.30	0	1	0	1	0.65	1	0	1	2	1.30	6	1.66	67.80	
111	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	1	0	1	0.65	1	0	1	2	1.30	0	1	0	1	0.65	1	0	1	2	1.30	6	1.66	67.80	

Item #	Item Description	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					
113	4412104-PC-001	PAPER CLIP, viny/plastic coated, 33mm	box	0	21	0	21	185.22	21	0	21	42	270.44	0	21	0	21	185.22	21	0	21	42	370.44	126	8.82	1,111.32	
113	4412104-PC-002	PAPER CLIP, viny/plastic coated, jumbo, 51mm	box	0	25	0	25	486.50	25	0	25	50	973.00	0	25	0	25	486.50	25	0	25	50	973.00	150	19.40	2,910.00	
114	44101503-PS-002	PAPER SHREDDER	unit	0	1	0	1	18,718.96	1	0	1	2	37,437.92	0	1	0	1	18,718.96	1	0	1	2	37,437.92	6	18,718.96	112,313.76	
118	44101603-PT-002	PAPER TRIMMER/CUTTING MACHINE	unit	0	1	0	1	9,297.60	1	0	1	2	18,595.20	0	1	0	1	9,297.60	1	0	1	2	18,595.20	6	9,297.60	55,785.60	
116	4412106-PE-001	PENCIL, lead/graphite, with eraser	box	0	15	0	15	670.68	15	0	15	30	1,341.30	0	15	0	15	670.68	15	0	15	30	1,341.30	90	44.71	4,023.80	
117	44121619-PS-M01	PENCIL SHARPENER	piece	0	3	0	3	708.24	3	0	3	6	1,416.48	0	3	0	3	708.24	3	0	3	6	1,416.48	18	226.08	4,023.84	
118	44101602-FU-001	PUNCHER, paper, heavy duty	piece	0	3	0	3	461.76	3	0	3	6	923.52	0	3	0	3	461.76	3	0	3	6	923.52	18	183.92	2,770.56	
119	44122101-RU-001	RUBBER BAND No. 18	box	0	5	0	5	876.00	5	0	5	10	1,752.00	0	5	0	5	876.00	5	0	5	10	1,752.00	30	118.20	4,066.00	
120	44121905-SP-F01	STAMP PAD, felt	piece	0	3	0	3	119.76	3	0	3	6	239.52	0	3	0	3	119.76	3	0	3	6	239.52	18	39.82	716.56	
121	44121618-SB-001	SCISSORS, symmetrical/asymmetrical	pair	0	10	0	10	858.20	10	0	10	20	1,716.40	0	10	0	10	858.20	10	0	10	20	1,716.40	60	68.92	3,931.20	
122	44121615-ST-001	STAPLER, standard type	piece	0	10	0	10	1,876.00	10	0	10	20	3,752.00	0	10	0	10	1,876.00	10	0	10	20	3,752.00	60	187.60	11,456.00	
123	44121615-ST-001	STAPLER, heavy duty (vinder)	unit	0	1	0	1	693.18	1	0	1	2	1,386.30	0	1	0	1	693.18	1	0	1	2	1,386.30	6	693.18	4,156.90	
124	44121613-SR-002	STAPLE REMOVER, plier-type	piece	0	5	0	5	232.55	5	0	5	10	465.10	0	5	0	5	232.55	5	0	5	10	465.10	30	48.31	1,389.30	
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	1	0	1	77.86	1	0	1	2	155.72	0	1	0	1	77.86	1	0	1	2	155.72	6	77.86	465.48	
REPRODUCING SUPPLIES AND PRODUCTS																											
126	14111525-CA-001	CARTOLINA, assorted colors	pack	0	3	0	3	251.16	3	0	3	6	502.32	0	3	0	3	251.16	3	0	3	6	502.32	18	83.72	1,506.96	
127	14111506-CF-111	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	1	0	1	945.36	1	0	1	2	1,890.72	0	1	0	1	945.36	1	0	1	2	1,890.72	6	945.36	5,672.16	
128	14111506-CF-112	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	1	0	1	1,973.92	1	0	1	2	3,947.84	0	1	0	1	1,973.92	1	0	1	2	3,947.84	6	1,973.92	11,943.82	
129	14111514-NP-002	NOTEPAD, stick-on, 50mm x 75mm	pad	0	15	0	15	885.90	15	0	15	30	1,771.80	0	15	0	15	885.90	15	0	15	30	1,771.80	90	17.06	3,333.40	
130	14111514-NP-004	NOTEPAD, stick-on, 76mm x 100mm	pad	0	15	0	15	589.20	15	0	15	30	1,178.40	0	15	0	15	589.20	15	0	15	30	1,178.40	90	39.28	5,333.20	
131	14111514-NP-003	NOTEPAD, stick-on, 76mm x 76mm	pad	0	15	0	15	790.00	15	0	15	30	1,580.00	0	15	0	15	790.00	15	0	15	30	1,580.00	90	51.00	4,680.00	
132	14111514-NB-002	STENO NOTEBOOK	piece	0	100	0	100	1,404.00	100	0	100	200	2,808.00	0	100	0	100	1,404.00	100	0	100	200	2,808.00	600	14.04	8,424.00	
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	0	100	0	100	21,280.00	100	0	100	200	42,560.00	0	100	0	100	21,280.00	100	0	100	200	42,560.00	600	212.80	128,160.00	
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	0	100	0	100	23,296.00	100	0	100	200	46,592.00	0	100	0	100	23,296.00	100	0	100	200	46,592.00	600	232.96	139,776.00	
135	14111507-PP-001	PAPER, MULTIPURPOSE A4	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	137.74	0.00	
136	14111507-PP-002	PAPER, MULTIPURPOSE LEGAL	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	130.91	0.00	
137	14111531-PP-001	PAD PAPER, ruled	pad	0	1	0	1	34.82	1	0	1	2	69.64	0	1	0	1	34.82	1	0	1	2	69.64	6	34.82	208.92	
138	14111501-PA-001	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-001	RECORD BOOK, 300 PAGES	book	0	15	0	15	1,378.50	15	0	15	30	2,757.00	0	15	0	15	1,378.50	15	0	15	30	2,757.00	90	91.70	8,253.00	
140	14111531-RE-002	RECORD BOOK, 500 PAGES	book	0	15	0	15	1,665.40	15	0	15	30	3,330.80	0	15	0	15	1,665.40	15	0	15	30	3,330.80	90	114.80	11,210.40	
141	14111704-TY-004	TISSUE, INTERFOLDED PAPER TOWEL	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	33.80	0.00	
142	14111704-TY-002	TOILET TISSUE PAPER, 2 ply	pack	0	18	0	18	2,490.00	18	0	18	36	4,980.00	0	18	0	18	2,490.00	18	0	18	36	4,980.00	180	99.84	14,976.00	
DISINFECTANT OR COLONYNE OR FRAGRANCES																											
143	59111626-HS-001	HAND SANITIZER	bottle	0	10	0	10	850.80	10	0	10	20	1,701.60	0	10	0	10	850.80	10	0	10	20	1,701.60	60	66.06	3,964.80	
DISINFECTANT OR FIBER DISINFECTANTS																											
144	10191509-IA-001	INSECTICIDE	can	0	0	0	20	2,787.20	20	0	20	40	5,574.40	0	20	0	20	2,787.20	20	0	20	40	5,574.40	120	150.36	16,723.20	
PRINTED PUBLICATIONS																											
145	55101524-RA-101	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and its IRR)	book	0	1	0	1	74.42	1	0	1	2	148.84	0	1	0	1	74.42	1	0	1	2	148.84	12	37.21	448.82	
PRINTERS OR REPRODUCERS OR PHOTOCOPYERS OR MULTICOPYERS (COMPUTERIZED)																											
1	44103105-DR-005	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	1	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,947.20	0.00	
2	44103105-CA-004	INK CARTRIDGE, CANON CL-741, Colored	cart	0	1	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.22	0.00	
3	44103105-CA-002	INK CARTRIDGE, CANON CL-811, Colored	cart	0	1	0	1	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-004	INK CARTRIDGE, CANON PG-740, Black	cart	0	1	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	882.82	0.00	
5	44103105-CA-002	INK CARTRIDGE, CANON PG-810, Black	cart	0	1	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	882.82	0.00	
6	44103105-EP-017	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	0	20	0	20	4,838.00	20	0	20	40	9,676.00	0	20	0	20	4,838.00	20	0	20	40	9,676.00	120	231.00	27,828.00	
7	44103105-EP-017	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	0	20	0	20	4,844.00	20	0	20	40	9,688.00	0	20	0	20	4,844.00	20	0	20	40	9,688.00	120	241.20	28,944.00	
8	44103105-EP-017	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	20	0	20	4,844.00	20	0	20	40	9,688.00	0	20	0	20	4,844.00	20	0	20	40	9,688.00	120	241.20	28,944.00	
9	44103105-EP-017	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	1	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	242.20	0.00	
10	44103105-EP-040	INK CARTRIDGE, HP C2P0AAA (HP2), Black	cart	0	1	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	882.80	0.00	

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	
11	44103105-HP-140	INK CARTRIDGE, HP C206AA (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	1,448.32	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	1,153.82	0.00
14	44103105-HP-B17	INK CARTRIDGE, HP C0640WA (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	800.00	0.00
15	44103105-HP-T17	INK CARTRIDGE, HP C0643WA (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-HP-C40	INK CARTRIDGE, HP C0972AA (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	838.08	0.00
17	44103105-HP-M40	INK CARTRIDGE, HP C0973AA (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	838.08	0.00
18	44103105-HP-Y40	INK CARTRIDGE, HP C0974AA (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	838.08	0.00
19	44103105-HP-B40	INK CARTRIDGE, HP C0975AA (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	3,843.28	0.00
20	44103105-HP-B20	INK CARTRIDGE, HP C9561WA (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	868.32	0.00
21	44103105-HP-T20	INK CARTRIDGE, HP C9562WA (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	2,868.00	0.00
22	44103105-HP-B43	INK CARTRIDGE, HP C9045AA (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	1,870.60	0.00
23	44103105-HP-C43	INK CARTRIDGE, HP C9046AA (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	1,817.86	0.00
24	44103105-HP-M43	INK CARTRIDGE, HP C9047AA (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	1,817.86	0.00
25	44103105-HP-Y43	INK CARTRIDGE, HP C9048AA (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	1,817.86	0.00
26	44103105-HP-B36	INK CARTRIDGE, HP C9692AA (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	1,817.86	0.00
27	44103105-HP-T36	INK CARTRIDGE, HP C9693AA (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-B13	INK CARTRIDGE, HP C2107AA (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	419.12	0.00
29	44103105-HP-T13	INK CARTRIDGE, HP C2108AA (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	404.88	0.00
30	44103105-HP-T43	INK CARTRIDGE, HP P6V26AA (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	404.88	0.00
31	44103105-HP-B40	INK CARTRIDGE, HP P6V27AA (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	404.88	0.00
32	44103105-HP-C50	INK CARTRIDGE, HP L0551AA (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	621.80	0.00
33	44103105-HP-M50	INK CARTRIDGE, HP L0554AA (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	621.80	0.00
34	44103105-HP-Y50	INK CARTRIDGE, HP L0557AA (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	621.80	0.00
35	44103105-HP-B50	INK CARTRIDGE, HP L0560AA (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-HP-C48	INK CARTRIDGE, HP L0583AA (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	1,339.82	0.00
37	44103105-HP-M48	INK CARTRIDGE, HP L0586AA (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	1,339.82	0.00
38	44103105-HP-Y48	INK CARTRIDGE, HP L0589AA (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	1,339.82	0.00
39	44103105-HP-B46	INK CARTRIDGE, HP L0572AA (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	1,217.02	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 T6M1AA (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-805	RIBBON CARTRIDGE, EPSON C13015316 (#6750), 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-813	RIBBON CARTRIDGE, EPSON C13015637, 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	77.84	0.00
46	44103112-EP-807	RIBBON CARTRIDGE, EPSON C13015331 (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-909	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
48	44103103-BR-911	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
49	44103103-BR-815	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	8,178.44	0.00
50	44103103-BR-816	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	4,964.56	0.00
51	44103103-BR-823	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	7,718.60	0.00
52	44103103-BR-903	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	7,718.60	0.00
53	44103103-BR-902	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	7,718.60	0.00
54	44103103-CA-300	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	13,209.36	0.00
55	44103103-HP-812	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	2,439.28	0.00
56	44103103-HP-818	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	7,706.36	0.00
57	44103103-HP-821	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-822	TONER CARTRIDGE, HP CE285A (HP99A), 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	3,998.40	0.00
59	44103103-HP-823</																									

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	
60	44100183-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	44100193-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	44100193-HP-M23	TONER CARTRIDGE, HP CE311A, 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	44100193-HP-B23	TONER CARTRIDGE, HP CE311A, 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	2,897.44	0.00
64	44100193-HP-B22	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	4,498.92	0.00
65	44100193-HP-B53	TONER CARTRIDGE, HP CF228A (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	3,194.88	0.00
66	44100193-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	8,822.88	0.00
67	44100193-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	8,888.00	0.00
68	44100193-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	3,247.83	0.00
69	44100193-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	10,908.84	0.00
70	44100193-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	2,886.88	0.00
71	44100193-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	2,843.20	0.00
72	44100193-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	2,843.20	0.00
73	44100193-HP-B61	TONER CARTRIDGE, HP CF360A (HP308A), 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	7,808.12	0.00
74	44100193-HP-C61	TONER CARTRIDGE, HP CF361A (HP308A), 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	8,743.28	0.00
75	44100193-HP-Y61	TONER CARTRIDGE, HP CF362A (HP308A), 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	8,743.28	0.00
76	44100193-HP-M61	TONER CARTRIDGE, HP CF363A (HP308A), 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	8,743.28	0.00
77	44100193-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	3,438.28	0.00
78	44100193-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	4,083.28	0.00
79	44100193-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	4,083.28	0.00
80	44100193-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	4,083.28	0.00
81	44100193-HP-B63	TONER CARTRIDGE, HP CF410A (HP416A), 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	44100193-HP-C63	TONER CARTRIDGE, HP CF411A (HP416A), 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	4,328.48	0.00
83	44100193-HP-Y63	TONER CARTRIDGE, HP CF412A (HP416A), 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	4,328.48	0.00
84	44100193-HP-M63	TONER CARTRIDGE, HP CF413A (HP416A), 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	4,328.48	0.00
85	44100193-HP-B64	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	4,118.84	0.00
86	44100193-HP-B64	TONER CARTRIDGE, HP Q2653A, 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	4,880.00	0.00

Item #	Item Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity for the year	Price	Total Amount for the year	
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	1	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	1	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	43232701-SFT-010	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	43232901-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)																										
Item #	Item Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity for the year	Price	Total Amount for the year	
1	80141505-78-001	BALLPEN	piece	0	120	0	120	2,400.00	120	0	120	240	4,800.00	0	120	0	120	2,400.00	120	0	120	240	4,800.00	730	30.00	14,400.00
2	80141505-78-002	MULTIFUNCTION PRINTER	unit	0	1	0	1	12,000.00	1	0	1	2	24,000.00	0	1	0	1	12,000.00	1	0	1	2	24,000.00	8	12,000.00	72,000.00
3	80141505-78-003	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	80141505-78-004	STICKER PAPER	pack	0	25	0	25	1,280.00	25	0	25	50	2,560.00	0	25	0	25	1,280.00	25	0	25	50	2,560.00	180	80.00	7,900.00

#	Item # Specifications	Unit of Measure	Weekly 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	
8	80141505-TS-008	DOUBLE SIDED TAPE	roll	0	10	0	10	800.00	10	0	10	20	1,000.00	0	10	0	10	500.00	10	0	10	20	1,000.00	60	60.00	3,600.00
9	80141505-TS-006	PHOTO PAPER	pack	0	5	0	5	800.00	5	0	5	10	1,000.00	0	5	0	5	500.00	5	0	5	10	1,000.00	30	100.00	3,000.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	0	5	0	5	1,000.00	5	0	5	10	2,000.00	0	5	0	5	1,000.00	5	0	5	10	2,000.00	30	300.00	6,000.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	2	0	2	600.00	2	0	2	4	1,200.00	0	2	0	2	600.00	2	0	2	4	1,200.00	12	300.00	3,600.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	50	0	50	5,000.00	50	0	50	100	10,000.00	0	50	0	50	5,000.00	50	0	50	100	10,000.00	300	100.00	30,000.00
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	1	0	1	8,000.00	1	0	1	2	10,000.00	0	1	0	1	5,000.00	1	0	1	2	10,000.00	8	5,000.00	30,000.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	1	0	1	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	50,000.00	50,000.00
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	1	0	0	1	30,000.00	1	30,000.00	30,000.00
13	80141505-TS-013	WHITE BOARD	piece	0	1	0	1	3,000.00	1	0	1	2	6,000.00	0	1	0	1	3,000.00	1	0	1	2	6,000.00	8	3,000.00	18,000.00
14	80141505-TS-014	MICROPHONE	unit	0	1	0	1	5,000.00	1	0	1	2	10,000.00	0	0	0	0	0.00	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	20	0	20	1,400.00	20	0	20	40	2,800.00	0	20	0	20	1,400.00	20	0	20	40	2,800.00	120	70.00	8,400.00
17	80141505-TS-017	PLASTIC FASTENER	box	0	15	0	15	750.00	15	0	15	30	1,500.00	0	15	0	15	750.00	15	0	15	30	1,500.00	90	50.00	4,500.00
18	80141505-TS-018	STEEL FILING CABINET	piece	0	1	0	1	17,000.00	1	0	1	2	34,000.00	0	1	0	1	17,000.00	1	0	1	2	34,000.00	8	17,000.00	102,000.00
19	80141505-TS-019	VULCAN BOARD PAPER	pack	0	5	0	5	500.00	5	0	5	10	1,000.00	0	5	0	5	500.00	5	0	5	10	1,000.00	30	100.00	3,000.00
20	80141505-TS-020	EXTENSION CORD	piece	0	2	0	2	5,000.00	2	0	2	4	10,000.00	0	2	0	2	5,000.00	2	0	2	4	10,000.00	12	2,500.00	30,000.00
21	80141505-TS-021	PAINT	gallon	0	5	0	5	1,000.00	5	0	5	10	1,000.00	0	5	0	5	1,000.00	5	0	5	10	2,000.00	30	300.00	6,000.00
22	80141505-TS-022	COLORED PAPER	pack	0	5	0	5	1,000.00	5	0	5	10	1,000.00	0	5	0	5	1,000.00	5	0	5	10	2,000.00	30	300.00	6,000.00
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	FLUSH PIN	pack	0	2	0	2	100.00	2	0	2	4	200.00	0	2	0	2	100.00	2	0	2	4	200.00	12	50.00	600.00
25	80141505-TS-025	DOOR MAT	piece	0	20	0	20	1,000.00	20	0	20	40	2,000.00	0	20	0	20	1,000.00	20	0	20	40	2,000.00	120	80.00	6,000.00
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	4	0	4	200.00	4	0	4	8	400.00	0	4	0	4	200.00	4	0	4	8	400.00	24	80.00	1,200.00
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	1	0	1	10,000.00	1	0	1	2	20,000.00	0	1	0	1	10,000.00	1	0	1	2	20,000.00	8	10,000.00	80,000.00
31	80141505-TS-031	MANILA PAPER	pack	0	2	0	2	400.00	2	0	2	4	800.00	0	2	0	2	400.00	2	0	2	4	800.00	12	200.00	2,400.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	1	0	1	10,000.00	1	0	1	2	20,000.00	0	1	0	1	10,000.00	1	0	1	2	20,000.00	8	10,000.00	80,000.00
33	80141505-TS-033	PARA LOCK	piece	0	5	0	5	800.00	5	0	5	10	1,000.00	0	5	0	5	800.00	5	0	5	10	1,000.00	20	100.00	3,000.00
34	80141505-TS-034	MOBILE PHONE	unit	0	5	0	5	20,000.00	1	0	1	2	40,000.00	0	1	0	1	20,000.00	1	0	1	2	40,000.00	8	20,000.00	120,000.00
35	80141505-TS-035	COMPACT DISC	piece	0	70	0	70	7,000.00	70	0	70	140	14,000.00	0	70	0	70	7,000.00	70	0	70	140	14,000.00	420	100.00	42,000.00
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	2	0	2	1,000.00	2	0	2	4	2,000.00	0	2	0	2	1,000.00	2	0	2	4	2,000.00	12	500.00	6,000.00
38	80141505-TS-038	PLASTIC ENVELOPE	piece	0	35	0	35	2,800.00	35	0	35	70	7,000.00	0	35	0	35	3,500.00	35	0	35	70	7,000.00	210	100.00	21,000.00
39	80141505-TS-039	DOCUMENT SCANNER	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
40	80141505-TS-040	WATER DISPENSER	unit	0	1	0	1	10,000.00	1	0	1	2	20,000.00	0	1	0	1	10,000.00	1	0	1	2	20,000.00	8	10,000.00	80,000.00
41	80141505-TS-041	PARACETAMOL	pack	0	35	0	35	380.00	35	0	35	70	700.00	0	35	0	35	350.00	35	0	35	70	700.00	210	100.00	21,000.00
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	2	0	2	500.00	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	0	1	0	1	10,000.00	1	0	1	2	20,000.00	0	1	0	1	10,000.00	1	0	1	2	20,000.00	8	10,000.00	80,000.00
45	80141505-TS-045	POVIDONE IODINE	bottle	0	2	0	2	1,000.00	2	0	2	4	2,000.00	0	2	0	2	1,000.00	2	0	2	4	2,000.00	12	500.00	6,000.00
46	80141505-TS-046	KEYBOARD	unit	0	3	0	3	3,000.00	3	0	3	6	6,000.00	0	3	0	3	3,000.00	3	0	3	6	6,000.00	18	1,000.00	18,000.00
47	80141505-TS-047	DSLR CAMERA	unit	0	1	0	1	80,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	80,000.00	80,000.00
48	80141505-TS-048	STEEL RACK	set	0	1	0	1	8,000.00	1	0	1	2	10,000.00	0	1	0	1	8,000.00	1	0	1	2	10,000.00	8	5,000.00	36,000.00
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	0.0	


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				
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	TRAILER 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
54	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
55	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
56	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
57	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. TOTALS		P	3,500,000.00
B. ADDITIONAL PROVISION FOR REPLACEMENT (10% of TOTALS)		P	350,000.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND PRESENT COST (if applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	3,850,000.00
E. APPROVED BUDGET BY THE AGENCY HEAD		P	3,850,000.00
In Figures and Words:	THREE MILLION FIVE HUNDRED FIFTY THOUSAND PESOS		₱3,500,000.00

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:

 MARISSA M. DELA CRUZ
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 JOSEPHINE S. LAPIDARAN / LEILIANI A. APOSTOL
 Accountant / Budget Officer

Approved by:

 PRINCE C. LARA
 Head of Office/Agency

Date Prepared: July 22, 2024

APP-CSE 2023 FORM - Other Items
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM - Other Items

AGENCY CODE/NAME: 04 00390002
 AGENCY NAME: DEPARTMENT OF AGRARIAN REFORM REGIONAL OFFICE 02
 ORGANIZATION TYPE: NATIONAL GOVERNMENT AGENCY
 REGION: 2
 ADDRESS: CANGKREK, TUGUEGARAO CITY, DAVITA

CONTACT PERSON: MARISA M. DELA CRUZ
 DESIGNATION: ADMINISTRATIVE OFFICER II
 EMAIL: MARISACR@da.gov.ph
 CONTACT NUMBER: 0985517902

INTRODUCTION: The items shall be utilized by government agencies for items that are not available in the PS-DSM 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-DSM.

REMARKS:

- The APP-CSE 2023 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-CSE website (www.ps-phillips.gov.ph).
- All information must be provided accurately.
- To fill-out, find the item in the "List of Items - 2" tab of this file then type the desired product in the search box (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AND VALIDATE in the designated column of the form "Item Description". You may also use the "List of Items - 2" sheet given (Tab 4) to find the item. If it is necessary to input the details of the product, you may type it in the "Item Description" column provided under the item description. The item was assumed (100) units are decreased only for this procedure, while the remaining rows is open for adding. You can insert additional rows after the first 100 if necessary.
- Upload the APP-CSE 2023 Form - Other Items through the Google Forms Link.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-CSE through the mobile numbers 093-62954438 (Smart) or 0982-8328180 (Smart), or email appsales@ps-phillips.gov.ph, or visit the PS-DSM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.
- The APP-CSE for FY 2023 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	Q3	April	May	June	Q2	July	Aug	Sept	Q4													
OTHER ITEMS NOT AVAILABLE AT PS-DSM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Notes: Please indicate price of items)																													
1	44103105	Ink cartridges	EPSON #808, BLACK	BOTTLE	0	11	0	11	11,000.00	11	0	11	22	33,000.00	0	11	0	11	11,000.00	7	0	0	7	7,700.00	51	1,001.01	51,000.00		
2	44103105	Ink cartridges	EPSON #808, CYAN	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	30,000.00	0	10	0	10	10,000.00	0	0	0	0	0	0	40	1,000.00	40,000.00	
3	44103105	Ink cartridges	EPSON #808, MAGENTA	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	30,000.00	0	10	0	10	10,000.00	0	0	0	0	0	0	40	1,000.00	40,000.00	
4	44103105	Ink cartridges	EPSON #808, YELLOW	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	30,000.00	0	10	0	10	10,000.00	0	0	0	0	0	0	40	1,000.00	40,000.00	
5	45111601	Printers	POWERPOINT OVERHEAD	UNIT	0	1	0	1	1,000.00	1	0	1	3	3,000.00	0	0	0	0	0	0	0	0	0	0	0	4	1,000.00	4,000.00	
6	55121807	Identification product holders or accessories	ID SACKET	PIECE	0	42	0	42	2,100.00	42	0	42	84	4,200.00	0	0	0	0	0	0	0	0	0	0	0	84	1,000.00	84,000.00	
7	55121807	Identification product holders or accessories	ID STRING	PIECE	0	25	0	25	1,250.00	25	0	25	50	2,500.00	0	0	0	0	0	0	0	0	0	0	0	50	100.00	5,000.00	
8	44102414	Self-inking stamp	RUBBER STAMP, CUSTOMIZED	PIECE	0	3	0	3	1,500.00	3	0	3	6	3,000.00	0	0	0	0	0	0	0	0	0	0	0	6	100.00	600.00	
9	54111601	Wall clocks	WALL CLOCK	PIECE	0	1	0	1	300.00	1	0	1	2	1,000.00	0	0	0	0	0	0	0	0	0	0	0	2	100.00	200.00	
10	45211802	Mouse pads	MOUSE PAD	PIECE	0	1	0	1	300.00	1	0	1	2	1,000.00	0	0	0	0	0	0	0	0	0	0	0	2	100.00	200.00	
11	44103105	Ink cartridges	EPSON #808, BLACK	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	30,000.00	0	10	0	10	10,000.00	0	0	0	0	0	0	40	1,000.00	40,000.00	
12	44103105	Ink cartridges	EPSON #808, CYAN	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	30,000.00	0	10	0	10	10,000.00	0	0	0	0	0	0	40	1,000.00	40,000.00	
13	44103105	Ink cartridges	EPSON #808, MAGENTA	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	30,000.00	0	10	0	10	10,000.00	0	0	0	0	0	0	40	1,000.00	40,000.00	
14	44103105	Ink cartridges	EPSON #808, YELLOW	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	30,000.00	0	10	0	10	10,000.00	0	0	0	0	0	0	40	1,000.00	40,000.00	
15	36101504	Chairs	COMPUTER CHAIR	PIECE	0	1	0	1	8,000.00	1	0	1	2	12,000.00	0	0	0	0	0	0	0	0	0	0	0	2	4,000.00	8,000.00	
16	76111504	Windows or window blind cleaning services	WINDOW BLINDS	PIECE	0	1	0	1	2,000.00	1	0	1	2	4,000.00	0	0	0	0	0	0	0	0	0	0	0	2	1,000.00	2,000.00	
17	44122027	Expandable file folders	FOLDER, MISSBOARD, FOLD, GREEN WITH METAL TAB	PIECE	0	100	0	100	2,000.00	100	0	100	200	4,000.00	0	0	0	0	0	0	0	0	0	0	0	200	1,000.00	20,000.00	
18	44122011	Folders	FOLDER, SLIDING, POLY	PIECE	0	30	0	30	1,500.00	30	0	30	60	3,000.00	0	0	0	0	0	0	0	0	0	0	0	60	100.00	6,000.00	
19	44103105	Ink cartridges	INK, PRINTER, BROTHER BT 5000, BLACK	BOTTLE	0	11	0	11	11,000.00	11	0	11	22	22,000.00	0	0	0	0	0	0	0	0	0	0	0	22	1,000.00	22,000.00	
20	44122011	Folders	FOLDER, SLIDING, AS	PIECE	0	120	0	120	1,200.00	120	0	120	240	2,400.00	0	0	0	0	0	0	0	0	0	0	0	240	100.00	24,000.00	
21	44123105	Ink cartridges	INK, PRINTER, BROTHER BT 5000, CYAN	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	20,000.00	0	0	0	0	0	0	0	0	0	0	0	20	1,000.00	20,000.00	
22	44103105	Ink cartridges	INK, PRINTER, BROTHER BT 5000, MAGENTA	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	20,000.00	0	0	0	0	0	0	0	0	0	0	0	20	1,000.00	20,000.00	
23	44103105	Ink cartridges	INK, PRINTER, BROTHER BT 5000, YELLOW	BOTTLE	0	10	0	10	10,000.00	10	0	10	20	20,000.00	0	0	0	0	0	0	0	0	0	0	0	20	1,000.00	20,000.00	
24	43211609	Universal serial bus hubs or connectors	FLASH DRIVE CONNECTOR, 10 PORTS	PIECE	0	2	0	2	4,000.00	2	0	2	4	8,000.00	0	0	0	0	0	0	0	0	0	0	0	4	2,000.00	8,000.00	
25	44111515	File storage boxes or organizers	STORAGE BOX, TRANSPARENT, PLASTIC WITH ROLLER, BIG	PIECE	0	2	0	2	4,000.00	2	0	2	4	8,000.00	0	0	0	0	0	0	0	0	0	0	0	4	2,000.00	8,000.00	
26	44122027	Ring binder	RING BINDER, 1.5"	PIECE	0	10	0	10	1,000.00	10	0	10	20	2,000.00	0	0	0	0	0	0	0	0	0	0	0	20	100.00	2,000.00	
27	44122027	Ring binder	RING BINDER, 1"	PIECE	0	20	0	20	2,000.00	20	0	20	40	4,000.00	0	0	0	0	0	0	0	0	0	0	0	40	100.00	4,000.00	
28	44122027	Ring binder	RING BINDER, 0.75"	PIECE	0	20	0	20	1,000.00	20	0	20	40	4,000.00	0	0	0	0	0	0	0	0	0	0	0	40	100.00	4,000.00	
29	44122027	Ring binder	RING BINDER, 0.5"	PIECE	0	20	0	20	2,000.00	20	0	20	40	8,000.00	0	0	0	0	0	0	0	0	0	0	0	40	100.00	4,000.00	
30	14111502	Velum paper	LAID PAPER, M	PACK	0	8	0	8	200.00	8	0	8	16	400.00	0	0	0	0	0	0	0	0	0	0	0	16	25.00	400.00	
31	43222609	Network routers	LAID PAPER, FOLD	PACK	0	20	0	20	1,000.00	20	0	20	40	2,000.00	0	0	0	0	0	0	0	0	0	0	0	0	40	50.00	2,000.00
32	27111500	Cutting and engraving and punching tools	ROUTER, DUAL BAND	UNIT	0	1	0	1	8,000.00	1	0	1	2	16,000.00	0	0	0	0	0	0	0	0	0	0	0	2	8,000.00	16,000.00	
33	43222615	Cable network tester	CRIMPINGS TOOL	PIECE	0	1	0	1	300.00	1	0	1	2	600.00	0	0	0	0	0	0	0	0	0	0	0	2	300.00	600.00	
34	36211900	Print applications and painting accessories	LAN CABLE TESTER	PIECE	0	1	0	1	300.00	1	0	1	2	600.00	0	0	0	0	0	0	0	0	0	0	0	2	300.00	600.00	
35	44123900	Pen and red erasers	PAINT BRUSH	PIECE	0	5	0	5	200.00	5	0	5	10	500.00	0	0	0	0	0	0	0	0	0	0	0	10	50.00	500.00	
36	44120014	Meeting planners	PENCIL LEAD FILLER	PIECE	0	8	0	8	200.00	8	0	8	16	400.00	0	0	0	0	0	0	0	0	0	0	0	16	25.00	400.00	
37	44120014	Meeting planners	PLANNER	PIECE	0	2	0	2	1,000.00	2	0	2	4	2,000.00	0	0	0	0	0	0	0	0	0	0	0	4	500.00	2,000.00	
38	48101903	Food service glasses	NOTHBALLS	PIECE	0	2	0	2	100.00	2	0	2	4	200.00	0	0	0	0	0	0	0	0	0	0	0	4	50.00	200.00	
39	30102200	Plate	DRINKING GLASS	PIECE	0	40	0	40	4,000.00	40	0	40	80	8,000.00	0	0	0	0	0	0	0	0	0	0	0	80	100.00	8,000.00	
40	48101913	Food service punch bowls	PLATES	PIECE	0	40	0	40	4,000.00	40	0	40	80	8,000.00	0	0	0	0	0	0	0	0	0	0	0	80	100.00	8,000.00	
41	82181601	Domestic kitchen tools and utensils	BOWL	PIECE	0	1	0	1	100.00	1	0	1	2	200.00	0	0	0	0	0	0	0	0	0	0	0	2	100.00	200.00	
42	52151600	Domestic kitchen tools and utensils	SPOON	PIECE	0	40	0	40	2,000.00	40	0	40	80	4,000.00	0	0	0	0	0	0	0	0	0	0	0	80	50.00	4,000.00	
43	48101905	Food service cups or mugs	FORK	PIECE	0	40	0	40	2,000.00	40	0	40	80	4,000.00	0	0	0	0	0	0	0	0	0	0	0	80	50.00	4,000.00	
44	47121804	Cleaning pads																											

No.	USFSPIC	Item Description	Specifications (Insert specific features or composition of the item such as dimensioning, color, or function)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year	
					Jan	Feb	Mar	Q1	Q2	Apr	May	June	Q3	Q4	July	Aug				Sept
OTHER ITEMS NOT AVAILABLE AT PS-DSM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																				
A. TOTAL																				
B. ADDITIONAL PROVISION FOR INFLATION (Total of Total)																				
C. ADDITIONAL PROVISION FOR TRANSPORT AND ENERGY COSTS (if Applicable)																				
D. SUPPLEMENTAL (A + B + C)																				
E. SUPPLEMENTAL BY THE AGENCY HEAD To Contingency Funds																				
															SEVEN HUNDRED EIGHTY ONE THOUSAND PESOS		#	701,000.00		

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: MARISSA M. DEVA CRUZ
Property/Supply Officer
 Date Prepared: July 23, 2024

Certified Funds Available: 701,000.00 State Funds Available:
JOSEPHINE S. LADDARAN / LEILANI A. APOSTOL
Accountant / Budget Officer

Approved by: PRIMO E. LARA
Head of Office/Agency