

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

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store 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) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 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) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II 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/Office 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 09182954426 or 09278478245, or email appese.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: Consistent with the Memorandum Circular 2021-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: DEPARTMENT OF EDUCATION  
 Region: 01  
 Address: 183 QUELUNG SUR, CITY OF BATAK  
 ILOGOS NORTE

Organization Type: \_\_\_\_\_  
 Agency Code/UA/CS: \_\_\_\_\_  
 Contact Person: DEEJAY R. OPELAC  
 Position: ADMINISTRATIVE OFFICER IV  
 E-mail: [DEEJAYR@deped.gov.ph](mailto:DEEJAYR@deped.gov.ph)  
 Telephone/Mobile Nos: (077) 677-1953

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Amount for the year																								
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT		Oct	Nov	Dec	Q4 AMOUNT																				
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																																						
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																																						
1. 12191601-AL-E04 ALCOHOL, Ethyl, 500 mL	bottle	2	0	1	3	143.55	0	1	0	1	47.85	0	1	47.85	0	0	0	0	0.00	5	47.85	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	239.25	
2. 12191601-AL-E03 ALCOHOL, Ethyl, 1 Gallon	gallon	30	0	0	30	9,916.50	30	0	0	30	9,916.50	31	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36,996.55	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																																						
3. 60121413-CB-011 CLEARBOOK, 20 transparent pockets, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
4. 60121413-CB-012 CLEARBOOK, 20 transparent pockets, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
5. 60121324-ER-011 ERASER, plastic/ rubber	piece	15	0	0	15	67.05	0	0	0	0	0.00	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	75.99	
6. 60121324-SF-021 SIGN PEN, Black, liquid or gel	piece	5	0	0	5	111.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	111.00	
7. 60121324-SF-022 SIGN PEN, Blue, liquid or gel	piece	205	10	24	239	5,305.80	105	31	50	186	4,129.20	141	10	17	158	3,729.60	115	12	14	142	3,152.40	735	22.20	22.20	22.20	22.20	22.20	22.20	22.20	22.20	22.20	22.20	22.20	22.20	22.20	22.20	16,317.00	
8. 60121324-SF-023 SIGN PEN, Red, liquid or gel	piece	6	0	0	6	133.20	0	0	0	0	0.00	6	0	0	6	133.20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	266.40	
9. 60121124-WR-011 WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																																						
10. 4511517-DO-022 DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
11. 4511609-PM-011 MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																																						
12. 2611702-BT-02 BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	41	2	0	43	881.07	16	0	0	16	327.94	11	0	1	12	245.88	12	0	0	0	12	245.88	83	20.49	20.49	20.49	20.49	20.49	20.49	20.49	20.49	20.49	20.49	20.49	20.49	20.49	20.49	1,700.67
13. 2611702-BT-01 BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	16	0	0	16	293.44	16	0	0	16	293.44	11	0	1	12	220.08	10	0	0	0	10	183.40	54	18.34	18.34	18.34	18.34	18.34	18.34	18.34	18.34	18.34	18.34	18.34	18.34	18.34	18.34	990.36
14. 2611702-BT-03 BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																																						

2211427

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue, as of 28 Jul 2023	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
15	47131817-AE-A01 AIR FRESHENER, Aerosol type, 150g	can	14	0	0	14	1,142.96	13	0	1	14	1,142.96	12	0	0	12	979.68	12	0	0	12	979.68	52	81.64	4,245.28
16	47131604-BE-S01 BROOM, Soft (Walks Tambo)	pkcs	3	0	0	3	408.72	3	0	0	3	408.72	3	0	0	3	408.72	3	0	0	3	408.72	12	136.24	1,634.88
17	47131604-BE-T01 BROOM, Stick (Walks Ting-ling)	pkcs	3	0	0	3	68.34	3	0	0	3	68.34	3	0	0	3	68.34	3	0	0	3	68.34	12	22.78	273.36
18	47131825-TB-C01 CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	25	0	0	25	1,040.00	20	0	0	20	832.00	25	0	0	25	1,040.00	25	0	0	25	1,040.00	95	41.60	3,952.00
19	47131805-CL-P01 CLEANER, Scouring Powder, 350g	can	20	0	0	20	478.40	20	0	0	20	478.40	20	0	0	20	478.40	20	0	0	20	478.40	80	23.92	1,913.60
20	47131811-DE-B02 DETERGENT BAR, 140g as packed	pkcs	15	0	0	15	124.50	15	0	0	15	124.50	10	0	0	10	83.00	10	0	0	10	83.00	50	8.30	415.00
21	47131811-DE-P03 DETERGENT POWDER, all purpose, 1kg	pouch	6	0	0	6	324.48	6	0	0	6	324.48	6	0	0	6	324.48	7	0	0	7	378.56	25	54.08	1,352.00
22	47131803-DS-A01 DISINFECTANT SPRAY, Aerosol type, 400g	can	8	0	0	8	1,119.12	8	0	0	8	1,119.12	7	0	0	7	979.23	7	0	0	7	979.23	30	139.89	4,196.70
23	47131801-OU-H01 DUST PAN, rigid non-breakable plastic	piece	2	0	0	2	55.28	0	0	0	0	0.00	2	0	0	2	55.28	0	0	0	0	0.00	4	27.64	110.96
24	47131802-FW-P02 FLOOR WAX, paste type, red, 2kg	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	300.76	0.00
25	47131838-FC-A01 FURNITURE CLEANER, Aerosol type, 300ml	can	3	0	0	3	360.36	3	0	0	3	360.36	3	0	0	3	360.36	3	0	0	3	360.36	12	120.12	1,441.44
26	73101612-HS-L01 LIQUID HAND SOAP, 500ml	bottle	10	0	0	10	429.50	10	0	0	10	429.50	10	0	0	10	429.50	10	0	0	10	429.50	40	42.95	1,718.00
27	47121804-MP-B01 MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	2	0	0	2	4,576.00	0	0	0	0	0.00	2	0	0	2	4,576.00	0	0	0	0	0.00	4	2,288.00	9,152.00
28	47131613-MP-H02 MOPHANDLE, heavy duty	piece	2	0	0	2	249.60	0	0	0	0	0.00	2	0	0	2	249.60	0	0	0	0	0.00	4	124.80	499.20
29	47131619-MP-R01 MOPHEAD, made of rayon	piece	2	0	0	2	245.02	0	0	0	0	0.00	2	0	0	2	245.02	0	0	0	0	0.00	4	122.51	490.04
30	47131501-RG-C01 RAGS, all cotton, 1 kilo per bundle	bundle	2	0	0	2	106.28	2	0	0	2	106.28	2	0	0	2	106.28	0	0	0	0	0.00	6	51.14	318.84
31	47131603-SC-A01 SCOURING PAD, 5 pieces per pack	pkcs	8	0	0	8	463.44	8	0	0	8	463.44	7	0	0	7	463.51	7	0	0	7	463.51	30	57.93	1,777.96
32	47121701-TB-P04 TRASHBAG, black, 37" x 48", XL, 10 pieces per roll or pack	pkcs	8	0	0	8	1,152.32	8	0	0	8	1,152.32	7	0	0	7	1,008.28	7	0	0	7	1,008.28	30	144.04	4,321.20
33	47121702-WB-P01 WASTEBASKET, rigid plastic	piece	5	0	0	5	159.55	5	0	0	5	159.55	5	0	0	5	159.55	5	0	0	5	159.55	20	31.91	638.20
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																									
34	12171703-SL-P01 INK, for stamp pad, 50ml	bottle	6	1	0	7	202.37	0	1	0	1	28.91	2	0	1	3	86.73	0	0	0	0	0.00	11	28.91	318.01
<b>CONSUMER ELECTRONICS</b>																									
35	52161538-DV-R01 DIGITAL VOICE RECORDER	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	7,139.16	0.00
<b>FACE MASK</b>																									
36	42131715-SM-M06 FACE MASK, 3 ply, fifty (50) pieces per box	box	6	0	1	7	542.50	0	1	5	6	465.00	1	0	1	2	155.00	0	0	0	0	0.00	15	77.50	1,162.50
<b>FILMS</b>																									
37	13111203-AC-P01 ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00
38	13111201-CF-P01 CARBON FILM, A4, 100 sheets per box	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	221.00	0.00
39	13111201-CF-P02 CARBON FILM, Legal, 100 sheets per box	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	238.54	0.00
<b>FIRE FIGHTING EQUIPMENT</b>																									
40	46131601-FE-W01 FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00
41	46131601-FE-W01 FIRE EXTINGUISHER, pure HFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00
<b>FLAG OR ACCESSORIES</b>																									
42	55121005-PH-P01 PHILIPPINE NATIONAL FLAG	piece	5	0	0	5	1,424.20	5	0	0	5	1,424.20	0	0	0	0	0.00	0	0	0	0	0.00	10	284.84	2,848.40
<b>FURNITURE AND FURNISHINGS</b>																									
43	56101504-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	347.41	0.00
44	56101504-CH-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	344.92	0.00
45	56101519-TM-S01 MONOBLOC TABLE, white, 4 seater capacity	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	1,248.00	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue as of 22 July 2022	Total Amount for the year							
			Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q4 AMOUNT		
			0	0	0	0.00	0	0	0	0.00	0	0	0	0				0.00	0	0	0	0	0.00	
46	46101519-TM-S02 MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00			
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																								
47	46101604-EF-C01 ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0.00			
48	46101604-EF-G01 ELECTRIC FAN, industrial, ground type	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00			
49	46101604-EF-S01 ELECTRIC FAN, stand type	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	855.86	0.00			
50	46101604-EF-W01 ELECTRIC FAN, wall mount	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	768.56	0.00			
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																								
51	43211507-S9K01 DESKTOP, for Basic Users	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	24,703.60	0.00			
52	43211507-S9K02 DESKTOP, for Mid-Range Users	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	42,390.40	0.00			
53	43201827-HD-X02 EXTERNAL HARD DRIVE, 1TB	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,792.40	0.00			
54	43211503-JAK01 LAPTOP, for Mid-range Users	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00			
55	43211503-JAK02 LAPTOP, Lightweight	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	46,600.00	0.00			
56	43211708-M0-C01 MOUSE, OPTICAL, USB connection type	unit	1	0	0	149.76	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	149.76	149.76			
57	4321202-PR-C02 PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	38,100.97	0.00			
58	4321202-PR-C01 PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	10,189.92	0.00			
59	43212105-PR-L01 PRINTER, Laser, Monochrome	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,636.89	0.00			
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																								
60	39101628-LB-L01 LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	75.61	0.00			
61	39101628-LT-L01 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00			
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																								
62	31201610-GL-C01 GLUE, all-purpose, 200 grams	jar	4	0	0	282.88	0	0	0	0	0	0	0.00	0	0	0	0	0.00	4	70.72	282.88			
63	31151804-SW-H01 STAPLE WIRE, heavy duty (brider type), 23/13	box	1	0	0	22.55	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2	22.55	45.10			
64	31151804-SW-S01 STAPLE WIRE, standard	box	23	1	0	570.24	4	0	1	5	118.80	14	1	16	380.16	4	0	1	5	118.80	50	23.76	1,188.00	
65	31201502-7A-B01 TAPE, electrical	roll	5	0	0	97.25	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	7	19.45	136.15		
66	31201503-7A-M01 TAPE, masking, 24mm	roll	3	0	0	185.54	1	0	0	1	61.88	1	0	1	61.88	1	0	0	1	61.88	6	61.88	371.28	
67	31201503-7A-M02 TAPE, masking, 48 mm	roll	1	0	0	121.16	1	0	0	1	121.16	1	0	1	121.16	1	0	0	1	121.16	4	121.16	484.64	
68	31201517-7A-P01 TAPE, packaging, 48 mm	roll	1	0	0	22.36	1	0	0	1	22.36	1	0	1	22.36	1	0	0	1	22.36	4	22.36	89.44	
69	31201517-7A-T01 TAPE, transparent, 24mm	roll	22	0	0	245.96	10	0	0	10	111.80	20	0	20	223.60	10	0	4	14	156.52	66	11.18	737.88	
70	31201517-7A-T02 TAPE, transparent, 48 mm	roll	14	0	0	315.98	3	0	0	3	67.71	11	0	11	248.27	3	0	0	3	67.71	31	22.57	699.67	
71	31151501-TW-P01 TWINNE, plastic	roll	1	0	0	66.62	1	0	0	1	66.62	1	0	1	66.62	1	0	0	1	66.62	4	66.62	266.48	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																								
72	41111604-RU-P02 RULER, plastic, 450 mm	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	16.64	0.00		
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																								
73	44121611-BL-H01 BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	1	0	0	14.82	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	14.82	14.82		
74	44101601-RE-M01 BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,534.72	0.00		
75	44101801-CA-C01 CALCULATOR, Compact	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	266.24	0.00		
76	44121710-CH-M01 CHALK, white enamel, 100 pieces per box	box	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	33.97	0.00		
77	44121105-BF-C01 CLIP, backfold, 19mm	box	5	1	0	6	53.32	2	0	0	2	17.44	2	1	3	26.16	2	1	0	3	26.16	14	8.72	122.08

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue of 2014-2022	Total Amount for the year				
			Jan	Feb	Mar	Q1 AMOUNT	Apr	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
			Q1 AMOUNT	Q2	Q3	Q4															
78	CLIP, backfold, 25mm	box	9	1	0	10	147.50	1	0	2	3	44.25	1	0	1	0	1	14.75	16	14.75	236.00
79	CLIP, backfold, 31mm	box	6	1	0	7	178.92	6	0	0	6	153.36	3	0	1	0	4	102.24	21	25.56	536.76
80	CLIP, backfold, 50mm	box	11	0	0	11	616.44	10	0	0	10	560.40	5	0	1	0	7	392.28	34	56.04	1,905.36
81	CORRECTION TAPE, 8 meters	piece	34	2	4	40	461.20	12	4	2	18	207.54	32	0	4	0	16	184.48	110	11.53	1,268.30
82	CUTTER/UTILITY KNIFE, for general purpose	piece	2	0	0	2	66.86	0	0	0	0	0.00	0	0	0	0	0	0.00	2	33.43	66.86
83	DATA FILE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	77.20	0.00
84	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	68.64	0.00
85	DATING AND STRIMPING MACHINE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	431.96	0.00
86	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	764.40	0.00
87	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	900.72	0.00
88	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	1	0	0	1	738.40	0	0	0	0	0.00	0	0	0	0	0	0.00	1	738.40	738.40
89	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	30.49	0.00
90	ENVELOPE, Mailing, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	432.52	0.00
91	ENVELOPE, Mailing, with window, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	406.00	0.00
92	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	11.41	0.00
93	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,642.00	0.00
94	FASTENER, metal, non-sharp edges, 50 sets per box	box	8	1	0	9	851.76	0	0	0	0	0.00	1	0	0	0	0	0.00	10	94.64	946.40
95	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	85.20	0.00
96	FILE TAB/INDEX DIVIDER, Bristol board, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	11.13	0.00
97	FILE TAB/INDEX DIVIDER, Bristol board, legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	14.23	0.00
98	FOLDER, Fancy with side, A4, 50 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	270.40	0.00
99	FOLDER, Fancy with side, legal, 50 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	286.52	0.00
100	FOLDER, L-type, A4, 50 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	187.54	0.00
101	FOLDER, L-type, legal, 50 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	238.57	0.00
102	FOLDER, pressboard, 100 pieces per box	box	5	0	0	5	4,753.20	0	0	0	0	0.00	2	0	0	0	1	952.64	8	952.64	7,631.12
103	FOLDER with tab, A4, 100 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	289.12	0.00
104	FOLDER with tab, legal, 100 pieces per pack	pack	4	0	0	4	1,333.04	0	0	0	0	0.00	1	0	0	0	0	0.00	5	333.26	1,666.30
105	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	63.11	0.00
106	MAGAZINE FILE BOX, Large	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	41.60	0.00
107	MARKER, Fluorescent, 3 colors per set	set	8	1	0	9	329.94	2	0	0	2	73.32	2	0	0	0	0	0.00	13	36.66	476.58
108	MARKER, Permanent, Black	piece	9	0	0	9	67.23	0	0	0	0	0.00	1	0	0	0	0	0.00	10	7.47	74.70
109	MARKER, Permanent, Blue	piece	4	0	0	4	29.88	0	0	0	0	0.00	0	0	0	0	0	0.00	4	7.47	29.88
110	MARKER, Permanent, Red	piece	3	0	0	3	22.41	0	0	0	0	0.00	0	0	0	0	0	0.00	3	7.47	22.41
111	MARKER, Whiteboard, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9.65	0.00
112	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9.65	0.00
113	MARKER, Whiteboard, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9.65	0.00
114	PAPER CLIP, vinyl/plastic coated, 33mm	box	13	1	1	15	132.30	1	3	0	4	36.28	3	0	2	5	44.10	0	24	8.82	211.68
115	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	12	1	1	14	193.92	3	1	0	4	55.12	5	0	0	5	66.90	2	25	13.78	344.50

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue #	Total Amount for the year								
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT				
116	44101601-PF-001 PAPER TRIMMER/CUTTING MACHINE, table top	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	9,297.60	0.00			
117	44121706-PE-101 PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	4	0	0	4	83.16	0	0	0	0	0	0	0	0	0	0	0	0.00	7	20.79	146.53			
118	44121610-PS-001 PENCIL SHARPENER, manual, single cutter head	piece	2	0	0	2	425.74	0	0	0	0	0	0	0	0	0	0	0	0.00	2	212.87	425.74			
119	44101602-PA-001 PUNCHER, paper, heavy duty	piece	1	0	0	1	150.80	0	0	0	0	0	0	0	0	0	0	0	0.00	1	150.80	150.80			
120	44122017-RB-010 RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	274.23	0.00			
121	44122101-RB-001 RUBBER BAND No. 18, 350g	box	2	0	0	2	270.40	0	0	0	0	0	0	0	0	0	0	0	0.00	4	135.20	540.80			
122	44121905-SP-001 STAMP PAD, felt	piece	1	0	0	1	39.92	0	0	0	0	0	0	0	0	0	0	0	0.00	1	39.92	39.92			
123	44121618-SS-001 SCISSORS, symmetrical or asymmetrical	pair	18	0	0	18	600.66	0	0	0	0	0	0	0	0	0	0	0	0.00	0	888.16	0.00			
124	44121615-ST-001 STAPLER, standard type	piece	1	0	0	1	145.60	0	0	0	0	0	0	0	0	0	0	0	0.00	1	145.60	145.60			
125	44121615-ST-001 STAPLER, heavy duty (brander type), desktop	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	888.16	0.00			
126	44121613-SR-001 STAPLE REMOVER, plier type	piece	6	0	0	6	167.22	0	0	0	0	0	0	0	0	0	0	0	0.00	7	27.87	195.09			
127	44121605-TD-001 TAPE DISPENSER, table top	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	1	72.80	72.80			
<b>PAPER MATERIALS AND PRODUCTS</b>																									
128	14111525-CA-001 CARTOLINA, assorted colors, 30 pieces of assorted colors per pack	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	83.72	0.00			
129	14111506-CF-111 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	882.55	0.00			
130	14111506-CF-112 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,166.88	0.00			
131	14111506-CF-122 COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,528.90	0.00			
132	14111506-CF-121 COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,026.48	0.00			
133	14111506-CF-131 COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	790.40	0.00			
134	14111506-CF-132 COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,508.00	0.00			
135	14111609-LQ-011 LOOSELEAF COVER, 50 sets per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	794.96	0.00			
136	14111514-NP-502 NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	15	0	0	15	555.90	0	0	0	0	0	0	0	0	0	0	0	0.00	29	37.06	1,074.74			
137	14111514-NP-504 NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	3	0	0	3	177.84	0	0	0	0	0	0	0	0	0	0	0	0.00	5	59.28	296.40			
138	14111514-NP-503 NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	9	0	0	9	468.00	0	0	0	0	0	0	0	0	0	0	0	0.00	14	52.00	728.00			
139	14111514-NB-501 NOTEBOOK, stenographer	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	12.04	0.00			
140	14111507-PR-001 PAPER, MULTICOPIY A4, 500 sheets per ream	ream	69	5	0	74	12,258.10	47	0	8	53	9,110.75	65	1	1	67	11,288.55	53	1	55	9,110.75	251	165.65	41,578.15	
141	14111507-PR-002 PAPER, MULTICOPIY LEGAL, 500 sheets per ream	ream	18	3	0	21	3,972.78	12	0	1	13	2,459.34	22	0	1	23	4,351.14	9	1	5	15	2,837.70	72	189.18	13,620.96
142	14111507-PR-C01 PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	137.74	0.00			
143	14111507-PR-C02 PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	158.91	0.00			
144	14111531-PR-001 PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	21.53	0.00			
145	14111503-PA-001 PAPER, parchment, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	98.05	0.00			
146	14111531-RE-001 RECORD BOOK, 300 PAGES	book	1	0	0	1	62.40	0	0	0	0	0	0	0	0	0	0	0	0.00	1	62.40	62.40			
147	14111531-RE-002 RECORD BOOK, 500 PAGES	book	3	0	0	3	312.00	0	0	0	0	0	0	0	0	0	0	0	0.00	3	104.00	312.00			
148	14111518-TH-002 THERMAL PAPER, 216mm	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	55.64	0.00			
149	14111304-TP-004 TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	2	0	0	2	135.20	0	0	0	0	0	0	0	0	0	0	0	0.00	7	33.80	236.60			
150	14111304-TP-002 TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	21	0	0	21	1,812.72	21	0	0	21	1,812.72	21	0	0	21	1,812.72	21	0	0	21	1,812.72	84	86.32	7,250.88
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																									
151	15131626-PS-501 LIQUID HAND SANITIZER, 500ml	bottle	20	0	0	20	1,617.00	20	0	0	20	1,617.00	20	0	0	20	1,617.00	20	0	0	20	1,617.00	80	80.85	6,468.00



Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Amount for the year		
			Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Total Quantity for the year		Price Category # (23.5.19.2023)	
34	44103105-HP-M49 INK CARTRIDGE, HP CH567A (HP82), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	740.00	0.00
35	44103105-HP-M49 INK CARTRIDGE, HP CH568A (HP82), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	740.00	0.00
36	44103105-HP-B43 INK CARTRIDGE, HP CN454AA (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,970.80	0.00
37	44103105-HP-C43 INK CARTRIDGE, HP CN464AA (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,517.36	0.00
38	44103105-HP-M43 INK CARTRIDGE, HP CN474AA (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,517.36	0.00
39	44103105-HP-Y43 INK CARTRIDGE, HP CN484AA (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,517.36	0.00
40	44103105-HP-B36 INK CARTRIDGE, HP CN623AA (HP79A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	419.12	0.00
41	44103105-HP-T36 INK CARTRIDGE, HP CN633AA (HP79A), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	419.12	0.00
42	44103105-HP-B33 INK CARTRIDGE, HP CZ107AA (HP957), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	404.56	0.00
43	44103105-HP-T33 INK CARTRIDGE, HP CZ108AA (HP957), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	404.56	0.00
44	44103105-HP-B42 INK CARTRIDGE, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	312.00	0.00
45	44103105-HP-C33 INK CARTRIDGE, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	256.88	0.00
46	44103105-HP-M33 INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	256.88	0.00
47	44103105-HP-Y33 INK CARTRIDGE, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	256.88	0.00
48	44103105-HP-T43 INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	424.32	0.00
49	44103105-HP-B43 INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	424.32	0.00
50	44103105-HP-C50 INK CARTRIDGE, HP L0S53AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	982.80	0.00
51	44103105-HP-M50 INK CARTRIDGE, HP L0S54AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	982.80	0.00
52	44103105-HP-Y50 INK CARTRIDGE, HP L0S55AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	982.80	0.00
53	44103105-HP-B50 INK CARTRIDGE, HP L0S60AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,294.80	0.00
54	44103105-HP-C46 INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,399.52	0.00
55	44103105-HP-M46 INK CARTRIDGE, HP L0S66AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,399.52	0.00
56	44103105-HP-Y46 INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,399.52	0.00
57	44103105-HP-B46 INK CARTRIDGE, HP L0S7AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,817.92	0.00
58	44103105-HP-C51 INK CARTRIDGE, HP T6L8AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	468.00	0.00
59	44103105-HP-M51 INK CARTRIDGE, HP T6L9AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	468.00	0.00
60	44103105-HP-Y51 INK CARTRIDGE, HP T6L9AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	468.00	0.00
61	44103105-HP-B51 INK CARTRIDGE, HP T6M03AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	774.80	0.00
62	44103112-EP-B05 RIBBON CARTRIDGE, EPSON C13S015516 (#B750), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	77.43	0.00
63	44103112-EP-B13 RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	77.94	0.00
64	44103112-EP-B07 RIBBON CARTRIDGE, EPSON C13S015531 (#214086)	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	818.48	0.00
65	44103109-BK-C06 TONER CARTRIDGE, BROTHER DR-45CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	6,760.00	0.00
66	44103109-BK-B03 TONER CARTRIDGE, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,665.28	0.00
67	44103109-BK-B04 TONER CARTRIDGE, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,892.80	0.00
68	44103109-BK-B05 TONER CARTRIDGE, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,665.28	0.00
69	44103109-BK-B09 TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3,657.20	0.00
70	44103109-BK-B11 TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	5,002.40	0.00
71	44103109-BK-B15 TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	5,575.44	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue as of 31/03/2022	Total Amount for the year					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q1
			AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
72	4410303-RR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,564.95	0.00
73	4410303-RR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,716.80	0.00
74	4410303-RR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,716.80	0.00
75	4410303-RR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,716.80	0.00
76	4410303-CA-800	TONER CARTRIDGE, CANON CRG-124 II	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	13,399.36	0.00
77	4410303-HP-B12	TONER CARTRIDGE, HP CB335A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,099.20	0.00
78	4410303-HP-B14	TONER CARTRIDGE, HP CB540A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,603.60	0.00
79	4410303-HP-B18	TONER CARTRIDGE, HP CE255A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	6,942.00	0.00
80	4410303-HP-B21	TONER CARTRIDGE, HP CE278A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,741.92	0.00
81	4410303-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,242.72	0.00
82	4410303-HP-B23	TONER CARTRIDGE, HP CE310A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,350.40	0.00
83	4410303-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,610.40	0.00
84	4410303-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,610.40	0.00
85	4410303-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,610.40	0.00
86	4410303-HP-B24	TONER CARTRIDGE, HP CE320A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,192.80	0.00
87	4410303-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,083.60	0.00
88	4410303-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,083.60	0.00
89	4410303-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,083.60	0.00
90	4410303-HP-B25	TONER CARTRIDGE, HP CE390A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,872.80	0.00
91	4410303-HP-B26	TONER CARTRIDGE, HP CE400A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	6,796.00	0.00
92	4410303-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	10,103.60	0.00
93	4410303-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	10,193.04	0.00
94	4410303-HP-M26	TONER CARTRIDGE, HP CE403A, Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	10,103.60	0.00
95	4410303-HP-B27	TONER CARTRIDGE, HP CE410A (HP305), Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,837.60	0.00
96	4410303-HP-C27	TONER CARTRIDGE, HP CE411A (HP305), Cyan	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	6,011.20	0.00
97	4410303-HP-Y27	TONER CARTRIDGE, HP CE412A (HP305), Yellow	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	5,460.00	0.00
98	4410303-HP-M27	TONER CARTRIDGE, HP CE413A (HP305), Magenta	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	6,011.20	0.00
99	4410303-HP-B28	TONER CARTRIDGE, HP CE595A, Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,000.80	0.00
100	4410303-HP-B28	TONER CARTRIDGE, HP CE595X, Black, high cap	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,332.00	0.00
101	4410303-HP-B52	TONER CARTRIDGE, HP CE717A (HP17A), Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	2,878.72	0.00
102	4410303-HP-B53	TONER CARTRIDGE, HP CE726A (HP26A), Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	5,246.80	0.00
103	4410303-HP-B55	TONER CARTRIDGE, HP CE780A, LaserJet Pro M401/M425	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4,690.40	0.00
104	4410303-HP-B51	TONER CARTRIDGE, HP CE780C	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	8,359.52	0.00
105	4410303-HP-B56	TONER CARTRIDGE, HP CE781A (HP81A), Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	7,800.00	0.00
106	4410303-HP-B57	TONER CARTRIDGE, HP CE783A (HP83A), LaserJet Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,034.72	0.00
107	4410303-HP-B51	TONER CARTRIDGE, HP CE783XC (HP83X), Black Contact L	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	3,796.00	0.00
108	4410303-HP-B58	TONER CARTRIDGE, HP CE787A (HP87), Black	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	9,808.00	0.00
109	4410303-HP-B52	TONER CARTRIDGE, HP CE785C (HP25X), Black LaserJet	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	13,728.00	0.00





Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of July 2022)	Total Amount for the year		
Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q1 AMOUNT			
4	4323107-SFT-004	Content authoring and editing software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
5	4323202-SFT-005	Content management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
6	4323304-SFT-006	Data management and query software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
7	4323402-SFT-007	Development software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
8	4323505-SFT-008	Educational or reference software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
9	4323603-SFT-009	Industry specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
10	4323701-SFT-010	Information exchange software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
11	4323701-SFT-010	Network applications software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
12	4323802-SFT-011	Network management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
13	4323905-SFT-012	Networking software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
14	4323004-SFT-013	Operating environment software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
15	4323205-SFT-014	Security and protection software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
16	4323405-SFT-015	Utility and device driver software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	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)**

	Acetate film, A4, 10pcs	pack	10					0	0.00								0	0.00	1,480.00
	Air Check Tire Inflator and Spray Gun	set	1					0	1,600.00								0	0.00	1,600.00
	Air Quater Gun Set	set	1					0	300.00								0	0.00	300.00
	Amplifier Mixer 4 channels	set	1					0	15,000.00								0	0.00	15,000.00
	Automatic Switch Pressure Pump	pc	1					0	450.00								0	0.00	450.00
	Ball pen, black	pcs	6					0	151.20								0	0.00	151.20
	Board paper, A4	ream	10					5	15,000.00								0	0.00	25,000.00
	Board Paper Long, 100 sheets per pack	pack	1					0	500.00								0	0.00	500.00
	Board paper 8 5/8 x 11, 80 gram	ream	7					2	1,400.00								2	400.00	3,400.00
	Bulb Led 15w	pc	0					0	0.00								5	1,250.00	3,750.00
	Cable clip	pc	10					0	300.00								0	0.00	300.00
	C-clam	pc	1					0	750.00								0	0.00	750.00
	Certificate Holder, A4	pc	25					25	1,125.00								0	0.00	45.00
	Cold Laminating Film, A4, 10s, Glossy	pack	10					0	900.00								0	0.00	90.00
	Dishwashing Liquid, 500ml	pc	20					20	3,000.00								20	3,000.00	150.00
	Document Storage Boxes, Kraft	pc	15					10	2,025.00								10	1,350.00	135.00
	Door Knob	pcs	3					0	1,800.00								0	0.00	600.00
	Double-sided Adhesive Tape Rubber Foam Waterproof Heavy Duty, 15mm	pc	5					5	375.00								0	0.00	75.00
	Double-sided Adhesive Tape Rubber Foam Waterproof Heavy Duty, 20mm	pc	5					5	475.00								0	0.00	95.00
	Duplex, convenient outlet	set	8					0	2,000.00								0	0.00	250.00
	Electric Wire moulding	pc	10					0	2,500.00								0	0.00	250.00
	Emergency Light, 2 bulb	unit	5					0	12,500.00								0	0.00	2,500.00
	Esson Ink, 003, Black	bot	20					1	6,600.00								9	2,700.00	300.00
	Esson Ink, 003, Cyan	bot	9					9	2,700.00								2	600.00	300.00


Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Amount for the year													
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT		Oct	Nov	Dec	Q4 AMOUNT	Total Quantity for the year	Price Catalogue as of 28 July 2022							
Expandable Envelope(edi), 100pc per box	box	1			1	738.40												0	0.00					1	738.40	738.40	
FASTENER, metal 70mm, non-sharp edges, 50 sets per box	box	3			3	300.00	3												2	200.00	2				10	100.00	1,000.00
Faucet	pc	5			5	1,000.00													0	0.00					5	200.00	1,000.00
Flashlight, chargeable, high quality / durable	unit				0	0.00													0	0.00					0	200.00	0.00
Hand Soap, 1.55ltr	pc	3			3	150.00	3												3	150.00	3				12	50.00	600.00
Highlighter green	pc	2			2	40.00													0	0.00					2	20.00	40.00
Highlighter, neon color, premium high quality	pc	15			15	1,120.00													15	1,120.00					32	70.00	2,490.00
Ink Refill, Canon, Black, 790	bottles	4	1		5	1,750.00													3	1,050.00	1				10	350.00	3,500.00
Ink Refill, Canon, Cyan, 790	bottles	1	1		2	500.00													2	500.00	1				6	250.00	1,500.00
Ink Refill, Canon, Magenta, 790	bottles	1	1		2	500.00													2	500.00	1				6	250.00	1,500.00
Ink Refill, Canon, Yellow, 790	bottle	1	1		2	500.00													2	500.00	1				6	250.00	1,500.00
Ink Refill, For Epson, Cyan 901	bottle	1			1	300.00													0	0.00					1	300.00	300.00
Ink Refill, For Epson, Magenta 901	bottle	1			1	300.00													0	0.00					1	300.00	300.00
Ink Refill, For Epson, Yellow 901	bottle	1			1	300.00													0	0.00					1	300.00	300.00
INK EPSON, 603, MAGENTA	box	9			9	2,700.00	5	1	3	9	2,700.00	9							9	2,700.00	2				29	300.00	8,700.00
INK EPSON, 603, YELLOW	pc	9			9	2,700.00	4	1	3	8	2,400.00	9							9	2,700.00	2				28	300.00	8,400.00
Microphone Stand	box	2			2	4,000.00													0	0.00					2	2,000.00	4,000.00
Mutualic Acid, 1 gal	box	3			3	900.00	3												3	900.00	3				12	300.00	3,600.00
Paper Feeder, for paper, plastic, 50 sets/box	pc	6			6	210.00	3												2	70.00					11	35.00	365.00
Paper shredder	pack	1			1	3,000.00													0	0.00					1	3,000.00	3,000.00
Paper Stocker, A4	reams	5			5	550.00	5												5	550.00					15	110.00	1,650.00
Paper, Multi-Purpose, A4, 70 gm	reams	3	3		9	1,485.00	3	2	2	7	1,155.00	2	2						6	990.00	2				24	165.00	3,960.00
Paper, multi-purpose, legal, 70gram	packs	1			1	250.00													0	0.00					3	250.00	750.00
Photo paper, A4	set	2			2	100.00													1	50.00					3	50.00	150.00
PPR Fusion Machine Set, 1/2-2"	pcs	1			1	4,600.00													0	0.00					1	4,600.00	4,600.00
Pressure Gauge	set	1			1	180.00													0	0.00					1	180.00	180.00
Pressure Washer Car Wash Power Spray, 10 litres hose with spray gun washer	pcs	1			1	5,200.00													0	0.00					1	5,200.00	5,200.00
Rags, doormat	pcs	6			6	330.00	6												6	330.00	6				24	55.00	1,320.00
Receipts 4x4	pack	5			5	500.00													0	0.00					5	100.00	500.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue as of 31 July 2022	Total Amount for the year										
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	July	Aug	Sept	Q3				Q1 AMOUNT	Oct	Nov	Dec	Q4	Q1 AMOUNT				
Sticker Paper, Glossy, A4, 10's	pkts	26			26	2,860.00	1						1	110.00	21	2,310.00	1					1	110.00	49	5,390.00	
Sticky note pad 17x37	pcs	3			3	32.01	1						1	10.67	1	21.34							0	0.00	6	64.02
Storage Box, black, plastic, 50L	pcs	5			5	2,500.00							5	0.00	5	2,500.00							0	0.00	10	5,000.00
Storage Box, black, plastic, 80L	pcs	7			7	4,200.00							0	0.00									0	0.00	7	4,200.00
Storage Box, plastic, 100lbs	m				0	0.00							4	0.00									0	0.00	4	3,200.00
TRM wire, stranded, 3.5mmsq	pc	40			40	1,400.00							0	0.00									0	0.00	40	560.00
Toilet Deodorant Cane	pc	50			50	1,750.00							50	0.00	50	1,750.00							0	0.00	100	3,500.00
Utility box	pc	8			8	480.00							0	0.00									0	0.00	8	480.00
Vespa Air Compressor 0.5 hp, belt drive with 10 mtrs hose and fitting	pcs	1			1	15,000.00							0	0.00									0	0.00	1	15,000.00
Wireless Microphone System	unit	1			1	3,500.00							0	0.00									0	0.00	1	3,500.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for this year									
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug				Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	
A. TOTAL																								P	492,494.41
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P	49,249.44
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF APPLICABLE)																								P	-
D. GRAND TOTAL (A + B + C)																								P	541,743.85
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:


  
 DEJAN R. OPELEC  
 Property / Supply Officer

Date Prepared: \_\_\_\_\_

Certified Funds Available / Certified Appropriate Funds Available:

  
 JAQUELYN F. MENDOZA  
 Accountant / Budget Officer

Approved by:

  
 JOEL B. LOPEZ, BSN, CEO V  
 Head of Office / Agency