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

Introduction:

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

Reminders:

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

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

Department/Bureau/Office: NATIONAL FOOD AUTHORITY
Region: NATIONAL CAPITAL REGION
Address: UNITED NATIONS AVE., PACO, MANILA

Agency Code/UACS: 350040112433
Organization Type: GOCC

Contact Person: SOCORRO MARIE C. YABUT
Position: ACTING PROCUREMENT MANAGEMENT OFFICER IV
E-mail : nfaserro.generalservices@gmail.com
Telephone/Mobile Nos: 09273571508

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	32	62	32	126	6,420.96	32	32	32	96	4,892.16	32	32	32	96	4,892.16	32	62	32	126	6,420.96	444	50.96	22,626.24
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	17	27	17	61	27,532.96	17	17	17	51	23,019.36	17	27	17	61	27,532.96	17	17	17	51	23,019.36	224	451.36	101,104.64
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	10	0	0	10	353.60	10	0	10	20	707.20	10	0	0	10	353.60	10	0	10	20	707.20	60	35.36	2,121.60
4	60121413-CB-P02	CLEARBOOK, Legal size	box	10	10	10	30	1,154.40	10	10	20	40	1,539.20	10	10	10	30	1,154.40	10	10	20	40	1,539.20	140	38.48	5,387.20
5	60121534-ER-P01	ERASER, plastic/rubber	piece	5	5	0	10	93.60	5	5	12	22	205.92	5	5	0	10	93.60	5	5	0	10	93.60	52	9.36	486.72
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	22	22	52	96	2,496.00	22	22	22	66	1,716.00	22	22	22	66	1,716.00	22	22	52	96	2,496.00	324	26.00	8,424.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	20	20	20	60	2,683.20	20	20	20	60	2,683.20	20	20	20	60	2,683.20	20	20	20	60	2,683.20	240	44.72	10,732.80
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	15	15	15	45	2,574.00	15	15	15	45	2,574.00	15	15	15	45	2,574.00	15	15	15	45	2,574.00	180	57.20	10,296.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	22	22	52	96	2,496.00	22	22	22	66	1,716.00	22	22	22	66	1,716.00	22	22	52	96	2,496.00	324	26.00	8,424.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	20	20	20	60	2,683.20	20	20	20	60	2,683.20	20	20	20	60	2,683.20	20	20	20	60	2,683.20	240	44.72	10,732.80
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	15	15	15	45	2,574.00	15	15	15	45	2,574.00	15	15	15	45	2,574.00	15	15	15	45	2,574.00	180	57.20	10,296.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	14	14	24	52	1,352.00	14	14	14	42	1,092.00	14	14	14	42	1,092.00	14	14	14	42	1,092.00	178	26.00	4,628.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	14	14	14	42	1,921.92	14	14	14	42	1,921.92	14	14	14	42	1,921.92	14	14	14	42	1,921.92	168	45.76	7,687.68
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	14	14	14	42	2,402.40	14	14	14	42	2,402.40	14	14	14	42	2,402.40	14	14	14	42	2,402.40	168	57.20	9,609.60
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	214.24	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121517-DO-C03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	25,536.16	0.00
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	1	0	0	1	18,470.40	0	0	0	0	0.00	0	0	0	0	0.00	1	18,470.40	18,470.40
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	45	35	90	170	3,712.80	45	35	50	130	2,839.20	45	35	50	130	2,839.20	45	75	50	170	3,712.80	600	21.84	13,104.00
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	20	20	60	100	1,976.00	20	20	30	70	1,383.20	20	20	30	70	1,383.20	20	50	30	100	1,976.00	340	19.76	6,718.40
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	4	0	0	4	370.24	0	0	0	0	0.00	4	0	0	4	370.24	0	0	0	0	0.00	8	92.56	740.48
CLEANING EQUIPMENT AND SUPPLIES																										

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
21	47131812-AF-A01	AIR FRESHENER	can	17	17	27	61	5,328.96	17	17	12	46	4,018.56	17	17	12	46	4,018.56	17	17	27	61	5,328.96	214	87.36	18,695.04
22	47131604-BR-S01	BROOM (Walis Tambo)	piece	30	20	75	125	15,990.00	30	20	10	60	7,675.20	30	20	25	75	9,594.00	30	20	60	110	14,071.20	370	127.92	47,330.40
23	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	30	20	140	190	4,544.80	30	20	10	60	1,435.20	30	20	20	70	1,674.40	30	20	10	60	1,435.20	380	23.92	9,089.60
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	20	20	35	75	3,354.00	20	20	15	55	2,459.60	20	20	15	55	2,459.60	20	20	15	55	2,459.60	240	44.72	10,732.80
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	20	20	35	75	2,700.00	20	20	15	55	1,980.00	20	20	15	55	1,980.00	20	20	15	55	1,980.00	240	36.00	8,640.00
26	47131811-DE-B02	DETERGENT BAR	bar	10	10	5	25	234.00	10	10	5	25	234.00	10	10	5	25	234.00	10	10	5	25	234.00	100	9.36	936.00
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	32	22	52	106	9,370.40	32	22	22	76	6,718.40	32	22	22	76	6,718.40	32	22	22	76	6,718.40	334	88.40	29,525.60
28	47131803-DS-A01	DISINFECTANT SPRAY	can	32	22	34	88	13,270.40	32	22	22	76	11,460.80	32	22	22	76	11,460.80	32	22	22	76	11,460.80	316	150.80	47,652.80
29	47131601-DU-P01	DUST PAN	piece	10	0	10	20	936.00	10	0	0	10	468.00	10	0	20	30	1,404.00	10	0	0	10	468.00	70	46.80	3,276.00
30	47131802-FW-P03	FLOOR WAX, paste type, red	can	5	0	1	6	811.20	5	0	1	6	811.20	5	0	1	6	811.20	5	0	1	6	811.20	24	135.20	3,244.80
31	47131830-FC-A01	FURNITURE CLEANER	can	20	10	10	40	9,068.80	20	10	10	40	9,068.80	20	10	10	40	9,068.80	20	10	10	40	9,068.80	160	226.72	36,275.20
32	73101612-HS-L01	HAND SOAP, liquid	bottle	30	20	45	95	4,080.25	30	20	15	65	2,791.75	30	20	15	65	2,791.75	30	20	15	65	2,791.75	290	42.95	12,455.50
33	47121804-MP-B01	MOP BUCKET	unit	5	0	5	10	22,880.00	5	0	7	12	27,456.00	5	0	5	10	22,880.00	5	0	7	12	27,456.00	44	2,288.00	100,672.00
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	10	0	22	32	4,293.12	10	0	0	10	1,341.60	10	0	12	22	2,951.52	10	0	0	10	1,341.60	74	134.16	9,927.84
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	30	5	32	67	7,640.68	30	5	5	40	4,561.60	30	5	20	55	6,272.20	30	5	5	40	4,561.60	202	114.04	23,036.08
36	47131501-RG-C01	RAGS	kilo	25	15	65	105	6,006.00	25	15	15	55	3,146.00	25	15	15	55	3,146.00	25	15	15	55	3,146.00	270	57.20	15,444.00
37	47131602-SC-N01	SCOURING PAD	pack	10	5	15	30	2,683.20	10	5	15	30	2,683.20	10	5	15	30	2,683.20	10	5	15	30	2,683.20	120	89.44	10,732.80
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	15	10	70	95	12,350.00	15	10	10	35	4,550.00	15	10	10	35	4,550.00	15	10	10	35	4,550.00	200	130.00	26,000.00
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	15	10	70	95	5,631.60	15	10	10	35	2,074.80	15	10	10	35	2,074.80	15	10	10	35	2,074.80	200	59.28	11,856.00
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	15	10	10	35	3,239.60	15	10	10	35	3,239.60	15	10	10	35	3,239.60	15	10	10	35	3,239.60	140	92.56	12,958.40
41	47121702-WB-P01	WASTEBASKET	piece	5	0	5	10	436.80	5	0	5	10	436.80	5	0	25	30	1,310.40	5	0	5	10	436.80	60	43.68	2,620.80
COLOR COMPOUNDS AND DISPERSIONS																										
42	12171703-SI-P01	INK, for stamp pad	bottle	5	0	0	5	156.00	0	5	0	5	156.00	0	5	10	15	468.00	0	0	5	5	156.00	30	31.20	936.00
CONSUMER ELECTRONICS																										
43	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	1	1	4,803.76	0	0	0	0	0.00	0	0	0	0	0.00	1	4,803.76	4,803.76
FACE MASK																										
44	42131713-SM-M06	FACE MASK	box	15	5	5	25	1,300.00	15	5	5	25	1,300.00	15	5	5	25	1,300.00	15	5	5	25	1,300.00	100	52.00	5,200.00
FILMS																										
45	13111203-AC-F01	ACETATE	roll	0	0	1	1	1,048.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,048.32	1,048.32
46	13111201-CF-P02	CARBON FILM, Legal size	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	256.88	0.00
FIRE FIGHTING EQUIPMENT																										
47	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	10	0	15	25	34,970.00	0	0	32	32	44,761.60	10	0	0	10	13,988.00	0	0	0	0	0.00	67	1,398.80	93,719.60
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	5	0	15	20	112,265.00	0	0	0	0	0.00	5	0	0	5	28,066.25	0	0	0	0	0.00	25	5,613.25	140,331.25
FLAG OR ACCESSORIES																										
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	2	0	12	14	3,987.76	0	0	2	2	569.68	0	0	2	2	569.68	0	0	2	2	569.68	20	284.84	5,696.80
FURNITURE AND FURNISHINGS																										
50	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	100	0	0	100	37,544.00	0	0	40	40	15,017.60	0	0	0	0	0.00	0	0	0	0	0.00	140	375.44	52,561.60
51	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	372.32	0.00
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	5	20	25	33,722.00	0	0	0	0	0.00	0	0	0	0	0.00	25	1,348.88	33,722.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,380.08	0.00
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	1	0	0	1	1,006.72	0	0	3	3	3,020.16	0	0	0	0	0.00	0	0	0	0	0.00	4	1,006.72	4,026.88
57	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	1	1	914.16	0	0	0	0	0.00	0	0	0	0	0.00	1	914.16	914.16

	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			
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
58	43211507-DSK003	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0.00
59	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	9	0	0	9	381,513.60	0	0	10	10	423,904.00	0	0	0	0	0.00	0	0	0	0	0.00	19	42,390.40	805,417.60
60	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	0	0	8	8	24,144.64	0	0	0	0	0.00	0	0	0	0	0.00	8	3,018.08	24,144.64
61	43202010-FD-U04	FLASH DRIVE	piece	5	0	20	25	5,616.00	5	0	10	15	3,369.60	5	0	10	15	3,369.60	5	0	10	15	3,369.60	70	224.64	15,724.80
62	43211503-LAP004	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	6	6	254,280.00	0	0	0	0	0.00	0	0	0	0	0.00	6	42,380.00	254,280.00
63	43211503-LAP003	LAPTOP, Lightweight	unit	7	0	0	7	327,600.00	0	0	4	4	187,200.00	0	0	0	0	0.00	0	0	0	0	0.00	11	46,800.00	514,800.00
64	43211708-MO-O02	COMPUTER MOUSE, Wireless	unit	0	0	0	0	0.00	0	0	24	24	4,068.48	0	0	0	0	0.00	0	0	0	0	0.00	24	169.52	4,068.48
65	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33,015.84	0.00
66	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11,014.64	0.00
67	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,063.04	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																											
68	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	30	0	20	50	4,056.00	20	0	50	70	5,678.40	20	0	0	20	1,622.40	5	0	50	55	4,461.60	195	81.12	15,818.40
69	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	30	0	20	50	10,291.00	20	0	30	50	10,291.00	20	0	0	20	4,116.40	5	0	30	35	7,203.70	155	205.82	31,902.10
MANUFACTURING COMPONENTS AND SUPPLIES																											
70	31201610-GL-J01	GLUE, all-purpose	jar	5	0	0	5	353.60	5	0	5	10	707.20	5	0	0	5	353.60	5	0	0	5	353.60	25	70.72	1,768.00
71	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	10	10	225.50	0	0	5	5	112.75	0	0	0	0	0.00	0	0	0	0	0.00	15	22.55	338.25
72	31151804-SW-S01	STAPLE WIRE, standard	box	15	10	35	60	1,425.60	15	10	5	30	712.80	15	10	15	40	950.40	15	10	5	30	712.80	160	23.76	3,801.60
73	31201502-TA-E01	TAPE, electrical	roll	5	0	11	16	311.20	5	0	5	10	194.50	5	0	5	10	194.50	5	0	5	10	194.50	46	19.45	894.70
74	31201503-TA-M01	TAPE, masking, 24mm	roll	27	12	41	80	4,950.40	27	12	17	56	3,465.28	27	12	17	56	3,465.28	27	12	17	56	3,465.28	248	61.88	15,346.24
75	31201503-TA-M02	TAPE, masking, 48 mm	roll	25	10	44	79	9,571.64	25	10	20	55	6,663.80	25	10	20	55	6,663.80	25	10	20	55	6,663.80	244	121.16	29,563.04
76	31201517-TA-P01	TAPE, packaging, 48 mm	roll	25	10	270	305	9,198.80	25	10	20	55	1,658.80	25	10	20	55	1,658.80	25	10	20	55	1,658.80	470	30.16	14,175.20
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	27	12	77	116	1,327.04	27	12	17	56	640.64	27	12	17	56	640.64	27	12	17	56	640.64	284	11.44	3,248.96
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	27	12	17	56	1,339.52	27	12	17	56	1,339.52	25	12	17	54	1,291.68	27	12	17	56	1,339.52	222	23.92	5,310.24
79	31151507-TW-P01	TWINE, plastic	roll	20	10	5	35	2,475.20	20	10	5	35	2,475.20	20	10	5	35	2,475.20	20	10	5	35	2,475.20	140	70.72	9,900.80
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
80	41111604-RU-P02	RULER, flexible, plastic, 450mm	piece	5	0	10	15	312.00	5	0	20	25	520.00	5	0	0	5	104.00	5	0	0	5	104.00	50	20.80	1,040.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	5	0	0	5	80.00	0	0	10	10	160.00	5	0	0	5	80.00	0	0	10	10	160.00	30	16.00	480.00
82	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	1	0	0	1	10,104.64	0	0	1	1	10,104.64	0	0	0	0	0.00	0	0	0	0	0.00	2	10,104.64	20,209.28
83	44101807-CA-C01	CALCULATOR, Compact	unit	5	0	0	5	1,435.20	5	0	10	15	4,305.60	5	0	0	5	1,435.20	5	0	10	15	4,305.60	40	287.04	11,481.60
84	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00
85	44122105-BF-C01	CLIP, backfold, 19mm	box	25	0	30	55	514.80	25	0	35	60	561.60	25	0	30	55	514.80	25	0	35	60	561.60	230	9.36	2,152.80
86	44122105-BF-C02	CLIP, backfold, 25mm	box	25	0	54	79	1,232.40	25	0	35	60	936.00	25	0	30	55	858.00	25	0	35	60	936.00	254	15.60	3,962.40
87	44122105-BF-C03	CLIP, backfold, 32mm	box	25	0	54	79	2,136.16	25	0	35	60	1,622.40	25	0	30	55	1,487.20	25	0	35	60	1,622.40	254	27.04	6,868.16
88	44122105-BF-C04	CLIP, backfold, 50mm	box	25	0	30	55	3,317.60	25	0	35	60	3,619.20	25	0	30	55	3,317.60	25	0	35	60	3,619.20	230	60.32	13,873.60
89	44121801-CT-R02	CORRECTION TAPE	piece	20	20	50	90	1,037.70	20	20	20	60	691.80	20	20	20	60	691.80	20	20	20	60	691.80	270	11.53	3,113.10
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	5	0	20	25	793.00	5	0	20	25	793.00	5	0	0	5	158.60	5	0	0	5	158.60	60	31.72	1,903.20
91	44111515-DF-B01	DATA FILE BOX	piece	20	0	0	20	1,544.00	20	0	50	70	5,404.00	20	0	0	20	1,544.00	20	0	50	70	5,404.00	180	77.20	13,896.00
92	44122011-DF-F01	DATA FOLDER	piece	20	0	100	120	8,236.80	20	0	30	50	3,432.00	20	0	0	20	1,372.80	20	0	30	50	3,432.00	240	68.64	16,473.60
93	44103202-DS-M01	DATER STAMP	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	469.78	0.00
94	44121506-EN-D01	ENVELOPE, Documentary, A4	box	2	1	1	4	3,361.28	2	1	1	4	3,361.28	2	1	1	4	3,361.28	2	1	1	4	3,361.28	16	840.32	13,445.12
95	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	2	1	1	4	4,313.92	2	1	1	4	4,313.92	2	1	1	4	4,313.92	2	1	1	4	4,313.92	16	1,078.48	17,255.68
96	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	5	0	1	6	8,249.28	5	0	1	6	8,249.28	5	0	1	6	8,249.28	5	0	1	6	8,249.28	24	1,374.88	32,997.12
97	44121506-EN-X02	ENVELOPE, Expanding, Plastic	box	5	0	1	6	182.94	5	0	0	5	152.45	5	0	0	5	152.45	5	0	1	6	182.94	22	30.49	670.78

	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			
98	44121506-EN-M02	ENVELOPE, Mailing	box	1	0	2	3	1,400.88	1	0	1	2	933.92	1	0	1	2	933.92	1	0	1	2	933.92	9	466.96	4,202.64
99	44121504-EN-W02	ENVELOPE, Mailing, with window	box	1	0	1	2	1,056.64	1	0	1	2	1,056.64	1	0	1	2	1,056.64	1	0	1	2	1,056.64	8	528.32	4,226.56
100	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	5	0	5	10	123.30	5	0	10	15	184.95	5	0	0	5	61.65	5	0	0	5	61.65	35	12.33	431.55
101	44122118-FA-P01	FASTENER	box	20	0	40	60	5,678.40	20	0	20	40	3,785.60	20	0	20	40	3,785.60	20	0	20	40	3,785.60	180	94.64	17,035.20
102	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	10	0	0	10	852.00	10	0	10	20	1,704.00	10	0	0	10	852.00	10	0	10	20	1,704.00	60	85.20	5,112.00
103	44122018-FT-D01	FILE TAB DIVIDER, A4	pack	10	0	20	30	686.40	10	0	5	15	343.20	10	0	0	10	228.80	10	0	5	15	343.20	70	22.88	1,601.60
104	44122018-FT-D02	FILE TAB DIVIDER, Legal	pack	10	0	20	30	780.00	10	0	5	15	390.00	10	0	0	10	260.00	10	0	5	15	390.00	70	26.00	1,820.00
105	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	5	0	1	6	1,747.20	5	0	1	6	1,747.20	5	0	1	6	1,747.20	5	0	1	6	1,747.20	24	291.20	6,988.80
106	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	5	0	1	6	1,853.28	5	0	1	6	1,853.28	5	0	1	6	1,853.28	5	0	1	6	1,853.28	24	308.88	7,413.12
107	44122011-FO-L01	FOLDER, L-type, A4	pack	10	0	1	11	2,062.94	10	0	1	11	2,062.94	10	0	1	11	2,062.94	10	0	1	11	2,062.94	44	187.54	8,251.76
108	44122011-FO-L02	FOLDER, L-type, Legal	pack	10	0	1	11	2,624.27	10	0	1	11	2,624.27	10	0	1	11	2,624.27	10	0	1	11	2,624.27	44	238.57	10,497.08
109	44122027-FO-P01	FOLDER, pressboard	box	5	0	4	9	8,573.76	5	0	3	8	7,621.12	5	0	3	8	7,621.12	5	0	3	8	7,621.12	33	952.64	31,437.12
110	44122011-FO-T03	FOLDER with tab, A4	pack	10	0	11	21	8,168.16	10	0	9	19	7,390.24	10	0	9	19	7,390.24	10	0	9	19	7,390.24	78	388.96	30,338.88
111	44122011-FO-T04	FOLDER with tab, Legal	pack	10	0	13	23	9,831.12	10	0	9	19	8,121.36	10	0	9	19	8,121.36	10	0	9	19	8,121.36	80	427.44	34,195.20
112	44122008-IT-T01	INDEX TAB	box	0	0	0	0	0.00	0	0	5	5	315.55	0	0	0	0	0.00	0	0	5	5	315.55	10	63.11	631.10
113	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	5	0	10	15	1,903.20	5	0	10	15	1,903.20	5	0	10	15	1,903.20	5	0	10	15	1,903.20	60	126.88	7,612.80
114	44121716-MA-F01	MARKER, Flourescent	set	10	0	20	30	1,279.20	10	0	10	20	852.80	10	0	10	20	852.80	10	0	10	20	852.80	90	42.64	3,837.60
115	44121708-MP-B01	MARKER, Permanent, Black	piece	10	0	32	42	655.20	10	0	12	22	343.20	10	0	12	22	343.20	10	0	12	22	343.20	108	15.60	1,684.80
116	44121708-MP-B02	MARKER, Permanent, Blue	piece	10	0	32	42	655.20	10	0	12	22	343.20	10	0	12	22	343.20	10	0	12	22	343.20	108	15.60	1,684.80
117	44121708-MP-B03	MARKER, Permanent, Red	piece	10	0	6	16	249.60	10	0	6	16	249.60	10	0	6	16	249.60	10	0	6	16	249.60	64	15.60	998.40
118	44121708-MW-B01	MARKER, Whiteboard, Black	piece	10	0	12	22	228.80	10	0	12	22	228.80	10	0	12	22	228.80	10	0	12	22	228.80	88	10.40	915.20
119	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	10	0	12	22	228.80	10	0	12	22	228.80	10	0	12	22	228.80	10	0	12	22	228.80	88	10.40	915.20
120	44121708-MW-B03	MARKER, Whiteboard, Red	piece	10	0	6	16	166.40	10	0	6	16	166.40	10	0	6	16	166.40	10	0	6	16	166.40	64	10.40	665.60
121	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box	10	5	50	65	608.40	10	5	20	35	327.60	10	5	20	35	327.60	10	5	20	35	327.60	170	9.36	1,591.20
122	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	10	5	20	35	837.20	10	5	20	35	837.20	10	5	20	35	837.20	10	5	20	35	837.20	140	23.92	3,348.80
123	44101603-PS-M02	PAPER SHREDDER	unit	0	0	1	1	5,699.20	0	0	1	1	5,699.20	0	0	0	0	0.00	0	0	0	0	0.00	2	5,699.20	11,398.40
124	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE	unit	1	0	0	1	9,297.60	0	0	1	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	2	9,297.60	18,595.20
125	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	5	0	5	10	416.00	5	0	5	10	416.00	5	0	5	10	416.00	5	0	5	10	416.00	40	41.60	1,664.00
126	44121619-PS-M01	PENCIL SHARPENER	piece	2	0	0	2	426.40	2	0	10	12	2,558.40	2	0	0	2	426.40	2	0	0	2	426.40	18	213.20	3,837.60
127	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	5	0	10	15	2,433.60	5	0	15	20	3,244.80	5	0	5	10	1,622.40	5	0	5	10	1,622.40	55	162.24	8,923.20
128	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	piece	5	0	0	5	1,371.15	5	0	0	5	1,371.15	5	0	0	5	1,371.15	5	0	0	5	1,371.15	20	274.23	5,484.60
129	44122101-RU-B01	RUBBER BAND No. 18	box	5	0	0	5	826.80	5	0	5	10	1,653.60	5	0	0	5	826.80	5	0	5	10	1,653.60	30	165.36	4,960.80
130	44121905-SP-F01	STAMP PAD, felt	piece	5	0	0	5	213.20	5	0	0	5	213.20	5	0	0	5	213.20	5	0	0	5	213.20	20	42.64	852.80
131	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	5	0	17	22	915.20	5	0	25	30	1,248.00	5	0	5	10	416.00	5	0	5	10	416.00	72	41.60	2,995.20
132	44121615-ST-S01	STAPLER, standard type	piece	5	0	5	10	1,456.00	5	0	20	25	3,640.00	5	0	0	5	728.00	5	0	0	5	728.00	45	145.60	6,552.00
133	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	5	0	1	6	5,728.32	5	0	1	6	5,728.32	5	0	0	5	4,773.60	5	0	0	5	4,773.60	22	954.72	21,003.84
134	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	10	0	10	20	956.80	10	0	20	30	1,435.20	10	0	0	10	478.40	10	0	0	10	478.40	70	47.84	3,348.80
135	44121605-TD-T01	TAPE DISPENSER, table top	piece	5	0	0	5	390.00	5	0	10	15	1,170.00	5	0	0	5	390.00	5	0	0	5	390.00	30	78.00	2,340.00
PAPER MATERIALS AND PRODUCTS																											
136	14111525-CA-A01	CARTOLINA, assorted colors	pack	10	0	0	10	904.80	10	0	0	10	904.80	10	0	0	10	904.80	10	0	0	10	904.80	40	90.48	3,619.20
137	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	3	3	6	12	11,444.16	3	3	6	12	11,444.16	3	3	6	12	11,444.16	3	3	6	12	11,444.16	48	953.68	45,775.64
138	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	1	1	4	6	7,562.88	1	1	4	6	7,562.88	1	1	4	6	7,562.88	1	1	4	6	7,562.88	24	1,260.48	30,251.52
139	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	box	0	0	3	3	4,957.68	0	0	3	3	4,957.68	0	0	3	3	4,957.68	0	0	3	3	4,957.68	12	1,652.56	19,830.72
140	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	0	0	3	3	3,325.92	0	0	3	3	3,325.92	0	0	3	3	3,325.92	0	0	3	3	3,325.92	12	1,108.64	13,303.68
141	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	2	2	15	19	16,222.96	2	2	5	9	7,684.56	2	2	5	9	7,684.56	2	2	5	9	7,684.56	46	853.84	39,276.64

	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			
142	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	box	0	0	3	3	4,889.04	0	0	3	3	4,889.04	0	0	3	3	4,889.04	0	0	3	3	4,889.04	12	1,629.68	19,556.16
143	14111609-LL-C01	LOOSELEAF COVER	bundle	5	0	5	10	7,949.60	5	0	3	8	6,359.68	5	0	3	8	6,359.68	5	0	3	8	6,359.68	34	794.96	27,028.64
144	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	2	2	19	23	908.96	2	2	14	18	711.36	2	2	14	18	711.36	2	2	14	18	711.36	77	39.52	3,043.04
145	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	2	2	19	23	1,459.12	2	2	14	18	1,141.92	2	2	14	18	1,141.92	2	2	14	18	1,141.92	77	63.44	4,884.88
146	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	2	2	19	23	1,387.36	2	2	14	18	1,085.76	2	2	14	18	1,085.76	2	2	14	18	1,085.76	77	60.32	4,644.64
147	14111514-NB-S02	STENO NOTEBOOK	piece	0	0	12	12	287.04	0	0	12	12	287.04	0	0	12	12	287.04	0	0	12	12	287.04	48	23.92	1,148.16
148	14111507-PP-M01	PAPER, MULTICOPY A4	ream	50	50	60	160	28,787.20	50	50	60	160	28,787.20	50	50	60	160	28,787.20	50	50	60	160	28,787.20	640	179.92	115,148.80
149	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	35	35	40	110	23,223.20	35	35	40	110	23,223.20	35	35	40	110	23,223.20	35	35	40	110	23,223.20	440	211.12	92,892.80
150	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	50	50	180	280	45,718.40	50	50	60	160	26,124.80	50	50	60	160	26,124.80	50	50	60	160	26,124.80	760	163.28	124,092.80
151	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	35	35	120	190	35,172.80	35	35	40	110	20,363.20	35	35	40	110	20,363.20	35	35	40	110	20,363.20	520	185.12	96,262.40
152	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	10	10	353.60	0	0	0	0	0.00	0	0	0	0	0.00	10	35.36	353.60
153	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	189.28	0.00
154	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	5	0	45	50	3,640.00	5	0	5	10	728.00	5	0	25	30	2,184.00	5	0	5	10	728.00	100	72.80	7,280.00
155	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	5	0	35	40	4,201.60	5	0	5	10	1,050.40	5	0	25	30	3,151.20	5	0	5	10	1,050.40	90	105.04	9,453.60
156	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	10	10	20	40	1,164.80	10	10	20	40	1,164.80	10	10	20	40	1,164.80	10	10	20	40	1,164.80	160	29.12	4,659.20
157	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	22	22	12	56	5,649.28	22	22	12	56	5,649.28	22	22	12	56	5,649.28	22	22	12	56	5,649.28	224	100.88	22,597.12
PERFUMES OR COLOGNES OR FRAGRANCES																											
158	53131626-HS-S01	HAND SANITIZER	bottle	20	20	70	110	9,609.60	20	20	20	60	5,241.60	20	20	20	60	5,241.60	20	20	20	60	5,241.60	290	87.36	25,334.40
PESTICIDES OR PEST REPELLENTS																											
159	10191509-IN-A01	INSECTICIDE	can	25	25	45	95	24,502.40	25	25	25	75	19,344.00	25	25	25	75	19,344.00	25	25	25	75	19,344.00	320	257.92	82,534.40
PRINTED PUBLICATIONS																											
160	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.21	0.00
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,947.20	0.00
2	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00
3	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	0.00
4	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	0.00
5	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	0.00
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	5	0	7	12	2,782.80	5	0	7	12	2,782.80	5	0	7	12	2,782.80	5	0	7	12	2,782.80	48	231.90	11,131.20
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	5	0	7	12	2,906.40	5	0	7	12	2,906.40	5	0	7	12	2,906.40	5	0	7	12	2,906.40	48	242.20	11,625.60
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	5	0	7	12	2,906.40	5	0	7	12	2,906.40	5	0	7	12	2,906.40	5	0	7	12	2,906.40	48	242.20	11,625.60
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	5	0	7	12	2,906.40	5	0	7	12	2,906.40	5	0	7	12	2,906.40	5	0	7	12	2,906.40	48	242.20	11,625.60
10	44103105-HP-B40	INK CARTRIDGE, HP C2P04AA (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	852.80	0.00
11	44103105-HP-T40	INK CARTRIDGE, HP C2P06AA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00
12	44103105-HP-B09	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	910.00	0.00
13	44103105-HP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	0.00
14	44103105-HP-B17	INK CARTRIDGE, HP CC640WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	880.88	0.00
15	44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,047.28	0.00
16	44103105-HX-C40	INK CARTRIDGE, HP CD972AA (HP920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00
17	44103105-HX-M40	INK CARTRIDGE, HP CD973AA (HP920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00
18	44103105-HX-Y40	INK CARTRIDGE, HP CD974AA (HP920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00
19	44103105-HX-B40	INK CARTRIDGE, HP CD975AA (HP920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,541.28	0.00
20	44103105-HP-B20	INK CARTRIDGE, HP CH561WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	865.28	0.00
21	44103105-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,066.00	0.00
22	44103105-HP-B49	INK CARTRIDGE, HP CH565A (HP82), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	935.00	0.00

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			
23	44103105-HP-C49	INK CARTRIDGE, HP CH566A (HP82), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	740.00	0.00
24	44103105-HX-B43	INK CARTRIDGE, HP CN045AA (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,970.80	0.00
25	44103105-HX-C43	INK CARTRIDGE, HP CN046AA (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
26	44103105-HX-M43	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
27	44103105-HX-Y43	INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
28	44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	10	10	25	45	18,860.40	10	10	10	30	12,573.60	10	10	10	30	12,573.60	10	10	10	30	12,573.60	135	419.12	56,581.20
29	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	10	10	20	40	16,764.80	10	10	10	30	12,573.60	10	10	10	30	12,573.60	10	10	10	30	12,573.60	130	419.12	54,485.60
30	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	15	15	15	45	18,205.20	15	15	15	45	18,205.20	15	15	15	45	18,205.20	15	15	15	45	18,205.20	180	404.56	72,820.80
31	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	15	15	15	45	18,205.20	15	15	15	45	18,205.20	15	15	15	45	18,205.20	15	15	15	45	18,205.20	180	404.56	72,820.80
32	44103105-HP-B42	INK CARTRIDGE, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	312.00	0.00
33	44103105-HP-C33	INK CARTRIDGE, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
34	44103105-HP-M33	INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
35	44103105-HP-Y33	INK CARTRIDGE, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
36	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	35	25	35	95	40,310.40	35	25	35	95	40,310.40	35	25	35	95	40,310.40	35	25	35	95	40,310.40	380	424.32	161,241.60
37	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	35	25	35	95	40,310.40	35	25	35	95	40,310.40	35	25	35	95	40,310.40	35	25	35	95	40,310.40	380	424.32	161,241.60
38	44103105-HP-C50	INK CARTRIDGE, HP L0S51AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
39	44103105-HP-M50	INK CARTRIDGE, HP L0S54AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
40	44103105-HP-Y50	INK CARTRIDGE, HP L0S57AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
41	44103105-HP-B50	INK CARTRIDGE, HP L0S60AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80	0.00
42	44103105-HX-C48	INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
43	44103105-HX-M48	INK CARTRIDGE, HP L0S66AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
44	44103105-HX-Y48	INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
45	44103105-HX-B48	INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
46	44103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
47	44103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
48	44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
49	44103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80	0.00
50	44103112-EP-R05	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black	cart	5	0	5	10	774.30	5	0	8	13	1,006.59	5	0	5	10	774.30	5	0	8	13	1,006.59	46	77.43	3,561.78
51	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	0	10	10	779.40	0	0	3	3	233.82	0	0	0	0	0.00	0	0	3	3	233.82	16	77.94	1,247.04
52	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	10	5	5	20	16,369.60	10	5	3	18	14,732.64	10	5	0	15	12,277.20	10	5	3	18	14,732.64	71	818.48	58,112.08
53	44103109-BR-D06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,760.00	0.00
54	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	0.00
55	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,002.40	0.00
56	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	5	0	0	5	27,877.20	5	0	0	5	27,877.20	5	0	0	5	27,877.20	5	0	0	5	27,877.20	20	5,575.44	111,508.80
57	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	0.00
58	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
59	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
60	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
61	44103103-CA-B00	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	0.00
62	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
63	44103103-HP-B14	TONER CARTRIDGE, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,603.60	0.00
64	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,942.00	0.00
65	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,741.92	0.00
66	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,242.72	0.00
67	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,350.40	0.00

	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			
68	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
69	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
70	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
71	44103103-HP-B24	TONER CARTRIDGE, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,192.80	0.00
72	44103103-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
73	44103103-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
74	44103103-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
75	44103103-HP-B25	TONER CARTRIDGE, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,872.80	0.00
76	44103103-HP-B26	TONER CARTRIDGE, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,786.00	0.00
77	44103103-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
78	44103103-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,193.04	0.00
79	44103103-HP-M26	TONER CARTRIDGE, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
80	44103103-HP-B27	TONER CARTRIDGE, HP CE410A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,837.60	0.00
81	44103103-HP-C27	TONER CARTRIDGE, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
82	44103103-HP-Y27	TONER CARTRIDGE, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
83	44103103-HP-M27	TONER CARTRIDGE, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,011.20	0.00
84	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,050.80	0.00
85	44103103-HX-B28	TONER CARTRIDGE, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,332.00	0.00
86	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,878.72	0.00
87	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,246.80	0.00
88	44103103-HP-B55	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,690.40	0.00
89	44103103-HP-B51	TONER CARTRIDGE, HP CF280XC	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,359.52	0.00
90	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,800.00	0.00
91	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,034.72	0.00
92	44103103-HX-B51	TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,796.00	0.00
93	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,828.00	0.00
94	44103103-HX-B52	TONER CARTRIDGE, HP CF325XC (HP25X), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,728.00	0.00
95	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, Black Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,574.00	0.00
96	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00
97	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00
98	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00
99	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,030.40	0.00
100	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
101	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
102	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
103	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
104	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
105	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
106	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
107	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,900.00	0.00
108	44103103-HX-B54	TONER CARTRIDGE, HP CF410XC (HP410XC), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,848.40	0.00
109	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00
110	44103103-HX-C54	TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.00	0.00
111	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.00	0.00
112	44103103-HX-Y54	TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00

	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			
113	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00
114	44103103-HX-M54	TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00
115	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,744.00	0.00
116	44103103-HP-B48	TONER CARTRIDGE, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.00	0.00
SOFTWARE																										
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
6	43232304-SFT-006	Data management and query software	license	5	0	0	5	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	0.00	0.00
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
12	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	80141505-TS-001	BALLPEN	piece	30	25	125	180	702.00	30	25	25	80	312.00	30	25	25	80	312.00	30	25	25	80	312.00	420	3.90	1,638.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	4	4	53,980.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	13,495.00	53,980.00
3	80141505-TS-003	LAMINATING FILM	pack	10	10	30	50	9,950.00	10	10	20	40	7,960.00	10	10	20	40	7,960.00	10	10	20	40	7,960.00	170	199.00	33,830.00
4	80141505-TS-004	STICKER PAPER	pack	0	0	520	520	32,240.00	0	0	20	20	1,240.00	0	0	20	20	1,240.00	0	0	20	20	1,240.00	580	62.00	35,960.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	10	10	50	70	5,390.00	10	10	30	50	3,850.00	10	10	30	50	3,850.00	10	10	30	50	3,850.00	220	77.00	16,940.00
6	80141505-TS-006	PHOTO PAPER	pack	20	20	60	100	20,000.00	0	0	50	50	10,000.00	0	0	50	50	10,000.00	0	0	50	50	10,000.00	250	200.00	50,000.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	13	13	20	46	6,060.50	13	13	8	34	4,479.50	13	13	8	34	4,479.50	13	13	8	34	4,479.50	148	131.75	19,499.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	10	0	0	10	1,190.00	0	0	50	50	5,950.00	10	0	50	60	7,140.00	0	0	50	50	5,950.00	170	119.00	20,230.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	10	0	0	10	370.00	10	0	50	60	2,220.00	10	0	0	10	370.00	10	0	50	60	2,220.00	140	37.00	5,180.00
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	30	30	148,500.00	0	0	0	0	0.00	0	0	0	0	0.00	30	4,950.00	148,500.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	3	3	115,485.00	0	0	8	8	307,960.00	0	0	0	0	0.00	0	0	0	0	0.00	11	38,495.00	423,445.00
12	80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	1	1	22,998.00	0	0	0	0	0.00	0	0	0	0	0.00	1	22,998.00	22,998.00
13	80141505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14	80141505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	7	7	46,893.00	0	0	0	0	0.00	0	0	0	0	0.00	7	6,699.00	46,893.00
15	80141505-TS-015	MEDAL	piece	0	0	20	20	3,300.00	0	0	20	20	3,300.00	0	0	20	20	3,300.00	0	0	20	20	3,300.00	80	165.00	13,200.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	14	19	31	64	9,280.00	14	19	19	52	7,540.00	14	19	19	52	7,540.00	14	19	19	52	7,540.00	220	145.00	31,900.00
17	80141505-TS-017	PLASTIC FASTENER	box	10	5	5	20	790.00	10	5	5	20	790.00	10	5	5	20	790.00	10	5	5	20	790.00	80	39.50	3,160.00
18	80141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	10	10	105,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	10,500.00	105,000.00
19	80141505-TS-019	VELLUM BOARD PAPER	pack	0	0	150	150	4,500.00	0	0	50	50	1,500.00	0	0	50	50	1,500.00	0	0	50	50	1,500.00	300	30.00	9,000.00
20	80141505-TS-020	EXTENSION CORD	piece	5	0	0	5	3,905.00	0	0	14	14	10,934.00	5	0	0	5	3,905.00	0	0	0	0	0.00	24	781.00	18,744.00
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	770.00	0.00
22	80141505-TS-022	COLORED PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
23	80141505-TS-023	BOND PAPER	ream	20	30	20	70	11,595.50	20	30	20	70	11,595.50	20	30	20	70	11,595.50	20	30	20	70	11,595.50	280	165.65	46,382.00

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
24	80141505-TS-024	PUSH PIN	pack	2	0	2	4	212.00	2	0	12	14	742.00	2	0	2	4	212.00	2	0	12	14	742.00	36	53.00	1,908.00
25	80141505-TS-025	DOOR MAT	piece	15	5	65	85	13,600.00	15	5	15	35	5,600.00	15	5	15	35	5,600.00	15	5	15	35	5,600.00	190	160.00	30,400.00
26	80141505-TS-026	GLUE STICK (PASTE)	piece	0	10	25	35	3,885.00	0	10	25	35	3,885.00	10	0	20	30	3,330.00	0	0	25	25	2,775.00	125	111.00	13,875.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	10	0	15	25	1,476.00	10	0	15	25	1,476.00	10	0	15	25	1,476.00	10	0	15	25	1,476.00	100	59.04	5,904.00
28	80141505-TS-028	DEODORANT CAKE	piece	35	25	25	85	5,525.00	35	25	25	85	5,525.00	35	25	25	85	5,525.00	35	25	25	85	5,525.00	340	65.00	22,100.00
29	80141505-TS-029	DISPOSABLE GLOVES	box	15	10	10	35	1,400.00	5	10	10	25	1,000.00	5	10	10	25	1,000.00	5	5	5	15	600.00	100	40.00	4,000.00
30	80141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	10	10	54,950.00	0	0	0	0	0.00	0	0	0	0	0.00	10	5,495.00	54,950.00
31	80141505-TS-031	MANILA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	4	4	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	6,000.00	24,000.00
33	80141505-TS-033	PADLOCK	piece	5	0	0	5	9,250.00	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	9,250.00	10	1,850.00	18,500.00
34	80141505-TS-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
35	80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37	80141505-TS-037	STORAGE BOX	piece	10	0	30	40	8,260.00	0	0	0	0	0.00	10	10	0	20	4,130.00	0	0	0	0	0.00	60	206.50	12,390.00
38	80141505-TS-038	PLASTIC ENVELOPE	piece	5	0	5	10	170.00	0	10	0	10	170.00	0	0	20	20	340.00	0	0	0	0	0.00	40	17.00	680.00
39	80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	2	2	64,990.00	0	0	0	0	0.00	0	0	0	0	0.00	2	32,495.00	64,990.00
40	80141505-TS-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	14	14	161,000.00	0	0	0	0	0.00	0	0	0	0	0.00	14	11,500.00	161,000.00
41	80141505-TS-041	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
42	80141505-TS-042	GLUE GUN	unit	5	0	8	13	1,534.00	5	0	8	13	1,534.00	0	0	8	8	944.00	0	0	8	8	944.00	42	118.00	4,956.00
43	80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	2	2	26,990.00	0	0	0	0	0.00	0	0	0	0	0.00	2	13,495.00	26,990.00
44	80141505-TS-044	SPEAKERS	unit	0	0	4	4	0.00	0	0	4	4	0.00	0	0	4	4	0.00	0	0	4	4	0.00	16	0.00	0.00
45	80141505-TS-045	POVIDONE IODINE	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-046	KEYBOARD	unit	0	0	20	20	0.00	0	0	20	20	0.00	0	0	20	20	0.00	0	0	20	20	0.00	80	0.00	0.00
47	80141505-TS-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	39,598.00	0.00
48	80141505-TS-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-049	LAMINATING MACHINE	unit	1	0	0	1	6,995.00	0	0	0	0	0.00	0	0	1	1	6,995.00	0	0	0	0	0.00	2	6,995.00	13,990.00
50	80141505-TS-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	4	4	2,720.00	0	0	0	0	0.00	0	0	0	0	0.00	4	680.00	2,720.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
A. TOTAL																								₱		**6,387,805.87**

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			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						₱		638,780.59
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						₱		-
D. GRAND TOTAL (A + B+ C)																						₱		7,026,586.46
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	SEVEN MILLION TWENTY SIX THOUSAND FIVE HUNDRED EIGHTY SIX PESOS AND 46/100 ONLY																					₱		7,026,586.46

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:

SOCORRO MARIE C. YABUT
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

ERLENE B. CARANGIAN
Accountant / Budget Officer

Approved by:

MARIA LEWINA A. TOLENTINO
Head of Office/Agency

Date Prepared: 28-Jul-23