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MEMORANDUM

FOR : DIR. JOEL R. CUZ
DIRECTOR, HRAS

FROM : GRACE FALGU-BALUYAN
REGIONAL DIRECTOR

SUBJECT : APP-CSE 2024

DATE : JULY 28, 2023

In compliance with PS-DBM Advisory 2023-011 dated July 12, 2023, we are submitting herewith a copy of Annual Procurement Plan for Common-Use Supplies and Equipment (APP-CSE) for FY 2024.

For your information and perusal.

GFB/jvp/jrfma:memo.appcse.7.28

REGION 1
Certified ISO 9001:2015

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

Introduction:

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

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
2.0 All information must be provided accurately.
3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
4.0 Do not delete, add, or revise any items or rows on 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://sherturl.at/hos58>.
6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 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.

Department/Bureau/Office: DTI - REGION 1
Region: 1
Address: SAN FERNANDO CITY, LA UNION

Agency Code/UACS: T028
Organization Type: GOVERNMENT

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

Contact Person: ATTY. JENNIFER V. PERALTA
Position: OIC - CHIEF ADMINISTRATIVE OFFICER
E-mail: jenniferalta@psdb.gov.ph
Telephone/Mobile Nos: (072) 607-1556

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	144	32	30	206	10,497.76	142	32	30	204	10,395.84	142	30	30	202	10,293.92	160	20	30	200	10,192.00	812	50.96	41,379.52
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	3	9	21	33	14,894.88	4	9	4	17	7,673.12	3	2	21	26	11,735.36	6	1	1	8	3,610.88	84	451.36	37,914.24
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	0	0	0	0	0.00	0	0	1	1	35.36	0	0	0	0	0.00	0	0	0	0	0.00	1	35.36	35.36
4	60121413-CB-P02	CLEARBOOK, Legal size	box	0	0	0	0	0.00	0	0	1	1	38.48	0	0	0	0	0.00	0	0	0	0	0.00	1	38.48	38.48
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	6	5	11	102.96	0	0	0	0	0.00	0	0	5	5	46.80	0	0	60	60	561.60	76	9.36	711.36
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	55	10	22	87	2,262.00	45	10	10	65	1,690.00	49	10	10	69	1,794.00	45	10	10	65	1,690.00	286	26.00	7,436.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	60	65	62	187	8,362.64	50	65	15	130	5,813.60	54	15	50	119	5,321.68	50	15	15	80	3,577.60	516	44.72	23,075.52
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	43	49	15	107	6,120.40	23	49	3	75	4,290.00	47	3	15	65	3,718.00	47	3	3	53	3,031.60	300	57.20	17,160.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	36	0	12	48	1,248.00	20	0	0	20	520.00	28	0	0	28	728.00	20	0	0	20	520.00	116	26.00	3,016.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	43	2	37	82	3,667.04	39	2	2	43	1,922.96	43	2	37	82	3,667.04	39	2	2	43	1,922.96	250	44.72	11,180.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	20	10	12	42	2,402.40	20	10	12	42	2,402.40	30	0	12	42	2,402.40	42	0	0	42	2,402.40	168	57.20	9,609.60
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	24	0	0	24	624.00	0	0	0	0	0.00	8	0	0	8	208.00	0	0	0	0	0.00	32	26.00	832.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	33	10	14	57	2,608.32	9	10	14	33	1,510.08	25	2	14	41	1,876.16	27	2	2	31	1,418.56	162	45.76	7,413.12
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	3	0	0	3	171.60	3	0	0	3	171.60	3	0	0	3	171.60	3	0	0	3	171.60	12	57.20	686.40
15	60121124-WR-P01	WRAPPING PAPER	pack	0	0	1	1	214.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	214.24	214.24
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	1	1	18,470.40	0	0	0	0	0.00	1	0	0	1	18,470.40	0	0	0	0	0.00	2	18,470.40	36,940.80
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	39	22	29	90	1,965.60	43	10	29	82	1,790.88	49	4	29	82	1,790.88	37	14	19	70	1,528.80	324	21.84	7,076.16
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	26	16	27	69	1,363.44	25	8	27	60	1,185.60	30	2	27	59	1,165.84	20	12	17	49	968.24	237	19.76	4,683.12
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.56	0.00
CLEANING EQUIPMENT AND SUPPLIES																										

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	22	29	15	66	5,765.76	11	29	15	55	4,804.80	13	6	15	34	2,970.24	16	13	5	34	2,970.24	189	87.36	16,511.04
22	47131604-BR-S01	BROOM (Walis Tambo)	piece	7	5	1	13	1,662.96	4	5	1	10	1,279.20	4	5	1	10	1,279.20	4	0	1	5	639.60	38	127.92	4,860.96
23	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	5	3	0	8	191.36	3	3	0	6	143.52	3	3	0	6	143.52	3	0	0	3	71.76	23	23.92	550.16
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	14	15	6	35	1,565.20	5	12	9	26	1,162.72	7	4	6	17	760.24	7	2	6	15	670.80	93	44.72	4,158.96
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	2	11	2	15	540.00	2	8	5	15	540.00	2	4	2	8	288.00	4	2	2	8	288.00	46	36.00	1,656.00
26	47131811-DE-B02	DETERGENT BAR	bar	6	16	4	26	243.36	4	13	7	24	224.64	4	4	4	12	112.32	7	1	4	12	112.32	74	9.36	692.64
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	13	10	7	30	2,652.00	7	7	10	24	2,121.60	7	4	7	18	1,591.20	7	4	7	18	1,591.20	90	88.40	7,956.00
28	47131803-DS-A01	DISINFECTANT SPRAY	can	19	38	6	63	9,500.40	13	29	9	51	7,690.80	19	9	6	34	5,127.20	13	9	6	28	4,222.40	176	150.80	26,540.80
29	47131601-DU-P01	DUST PAN	piece	6	5	2	13	608.40	0	0	0	0	0.00	0	0	4	4	187.20	0	0	0	0	0.00	17	46.80	795.60
30	47131802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00
31	47131830-FC-A01	FURNITURE CLEANER	can	18	32	3	53	12,016.16	13	23	3	39	8,842.08	18	0	3	21	4,761.12	14	2	3	19	4,307.68	132	226.72	29,927.04
32	73101612-HS-L01	HAND SOAP, liquid	bottle	19	19	16	54	2,319.30	14	19	16	49	2,104.55	16	13	16	45	1,932.75	16	13	16	45	1,932.75	193	42.95	8,289.35
33	47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	3	2	1	6	804.96	3	0	0	3	402.48	3	1	1	5	670.80	3	0	0	3	402.48	17	134.16	2,280.72
35	47131619-MP-R01	MOPHEAD, made of rayon	piece	3	2	3	8	912.32	3	5	3	11	1,254.44	3	0	3	6	684.24	3	0	3	6	684.24	31	114.04	3,535.24
36	47131501-RG-C01	RAGS	kilo	10	8	4	22	1,258.40	5	10	3	18	1,029.60	7	3	3	13	743.60	7	0	3	10	572.00	63	57.20	3,603.60
37	47131602-SC-N01	SCOURING PAD	pack	3	4	4	11	983.84	2	5	1	8	715.52	2	1	4	7	626.08	2	1	1	4	357.76	30	89.44	2,683.20
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	10	0	2	12	1,560.00	10	0	1	11	1,430.00	10	1	0	11	1,430.00	11	0	0	11	1,430.00	45	130.00	5,850.00
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	10	11	9	30	1,778.40	10	16	6	32	1,896.96	10	3	6	19	1,126.32	10	3	6	19	1,126.32	100	59.28	5,928.00
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	10	12	3	25	2,314.00	10	12	0	22	2,036.32	10	2	3	15	1,388.40	10	2	0	12	1,110.72	74	92.56	6,849.44
41	47121702-WB-P01	WASTEBASKET	piece	4	5	4	13	567.84	3	0	1	4	174.72	0	0	4	4	174.72	0	1	0	1	43.68	22	43.68	960.96
COLOR COMPOUNDS AND DISPERSIONS																										
42	12171703-ST-P01	INK, for stamp pad	bottle	8	5	0	13	405.60	9	3	0	12	374.40	3	0	0	3	93.60	5	1	0	6	187.20	34	31.20	1,060.80
CONSUMER ELECTRONICS																										
43	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	2	0	0	2	9,607.52	0	0	0	0	0.00	0	1	0	1	4,803.76	0	0	0	0	0.00	3	4,803.76	14,411.28
FACE MASK																										
44	42131713-SH-M06	FACE MASK	box	65	7	55	127	6,604.00	6	20	35	61	3,172.00	3	20	35	58	3,016.00	50	0	35	85	4,420.00	331	52.00	17,212.00
FILMS																										
45	13111203-AC-F01	ACETATE	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	1,048.32	0.00
46	13111201-CF-P02	CARBON FILM, Legal size	box	0	0	1	1	256.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	256.88	256.88
FIRE FIGHTING EQUIPMENT																										
47	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	6	1	7	9,791.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	1,398.80	9,791.60
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00
FLAG OR ACCESSORIES																										
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	1	0	1	284.84	0	0	0	0	0.00	0	0	0	0	0.00	1	284.84	284.84
FURNITURE AND FURNISHINGS																										
50	56101504-CH-B01	MONOBLOC CHAIR, beige	piece	5	0	0	5	1,877.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	375.44	1,877.20
51	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	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	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,380.08	0.00
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	1	0	1	1,006.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,006.72	1,006.72
57	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	1	0	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	0	0	1	1	42,390.40	0	1	0	1	42,390.40	0	0	0	0	0.00	0	0	0	0	0.00	2	42,390.40	84,780.80
60	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	6	0	11	17	51,307.36	0	0	1	1	3,018.08	0	1	0	1	3,018.08	0	0	0	0	0.00	19	3,018.08	57,343.52
61	43202010-FD-U04	FLASH DRIVE	piece	31	5	1	37	8,311.68	5	1	0	6	1,347.84	5	1	0	6	1,347.84	5	0	0	5	1,123.20	54	224.64	12,130.56
62	43211503-LAPO04	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00
63	43211503-LAPO03	LAPTOP, Lightweight	unit	0	0	1	1	46,800.00	0	1	0	1	46,800.00	0	0	0	0	0.00	0	0	0	0	0.00	2	46,800.00	93,600.00
64	43211708-MO-002	COMPUTER MOUSE, Wireless	unit	25	3	1	29	4,916.08	3	4	0	7	1,186.64	0	1	0	1	169.52	1	0	0	1	169.52	38	169.52	6,441.76
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	1	0	0	1	23,063.04	0	0	0	0	0.00	1	23,063.04	23,063.04
LIGHTING AND FIXTURES AND ACCESSORIES																										
68	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	10	0	0	10	811.20	5	0	0	5	405.60	5	0	0	5	405.60	5	0	0	5	405.60	25	81.12	2,028.00
69	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
70	31201610-GL-J01	GLUE, all-purpose	jar	6	0	0	6	424.32	4	0	0	4	282.88	8	0	0	8	565.76	4	0	0	4	282.88	22	70.72	1,555.84
71	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	1	0	5	6	135.30	1	0	0	1	22.55	2	0	0	2	45.10	1	0	0	1	22.55	10	22.55	225.50
72	31151804-SW-S01	STAPLE WIRE, standard	box	42	22	8	72	1,710.72	28	22	8	58	1,378.08	22	12	8	42	997.92	36	2	8	46	1,092.96	218	23.76	5,179.68
73	31201502-TA-E01	TAPE, electrical	roll	8	11	1	20	389.00	7	0	0	7	136.15	1	1	0	2	38.90	1	0	0	1	19.45	30	19.45	583.50
74	31201503-TA-M01	TAPE, masking, 24mm	roll	26	8	9	43	2,660.84	12	8	12	32	1,980.16	16	2	10	28	1,732.64	34	2	2	38	2,351.44	141	61.88	8,725.08
75	31201503-TA-M02	TAPE, masking, 48 mm	roll	22	4	1	27	3,271.32	11	1	11	23	2,786.68	12	1	1	14	1,696.24	11	1	1	13	1,575.08	77	121.16	9,329.32
76	31201517-TA-P01	TAPE, packaging, 48 mm	roll	27	22	8	57	1,719.12	26	7	11	44	1,327.04	29	6	9	44	1,327.04	19	1	1	21	633.36	166	30.16	5,006.56
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	46	25	22	93	1,063.92	26	25	12	63	720.72	48	3	22	73	835.12	44	3	12	59	674.96	288	11.44	3,294.72
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	25	11	4	40	956.80	13	14	1	28	669.76	15	4	1	20	478.40	16	1	1	18	430.56	106	23.92	2,535.52
79	31151507-TW-P01	TWINE, plastic	roll	6	5	2	13	919.36	4	7	0	11	777.92	1	2	0	3	212.16	2	0	0	2	141.44	29	70.72	2,050.88
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
80	41111604-RU-P02	RULER, flexible, plastic, 450mm	piece	3	0	0	3	62.40	0	0	0	0	0.00	0	1	0	1	20.80	0	0	0	0	0.00	4	20.80	83.20
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	2	1	0	3	48.00	0	0	0	0	0.00	0	1	0	1	16.00	0	0	0	0	0.00	4	16.00	64.00
82	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,104.64	0.00
83	44101807-CA-C01	CALCULATOR, Compact	unit	3	0	2	5	1,435.20	0	1	0	1	287.04	0	0	0	0	0.00	0	0	0	0	0.00	6	287.04	1,722.24
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	35	4	21	60	561.60	19	14	4	37	346.32	35	14	12	61	570.96	19	4	1	26	243.36	184	9.36	1,722.24
86	44122105-BF-C02	CLIP, backfold, 25mm	box	35	3	20	58	904.80	19	13	3	35	546.00	35	13	11	59	920.40	19	3	3	25	390.00	177	15.60	2,761.20
87	44122105-BF-C03	CLIP, backfold, 32mm	box	35	9	20	64	1,730.56	21	19	3	43	1,162.72	35	13	11	59	1,595.36	19	3	3	25	676.00	191	27.04	5,164.64
88	44122105-BF-C04	CLIP, backfold, 50mm	box	35	18	8	61	3,679.52	17	23	3	43	2,593.76	33	8	3	44	2,654.08	14	3	3	20	1,206.40	168	60.32	10,133.76
89	44121801-CT-R02	CORRECTION TAPE	piece	87	51	24	162	1,867.86	65	45	14	124	1,429.72	75	15	14	104	1,199.12	101	5	14	120	1,383.60	510	11.53	5,880.30
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	3	14	2	19	602.68	8	6	0	14	444.08	6	1	0	7	222.04	0	0	0	0	0.00	40	31.72	1,268.80
91	44111515-DF-B01	DATA FILE BOX	piece	18	5	1	24	1,852.80	15	6	0	21	1,621.20	5	1	0	6	463.20	5	0	0	5	386.00	56	77.20	4,323.20
92	44122011-DF-F01	DATA FOLDER	piece	0	1	0	1	68.64	0	1	0	1	68.64	0	1	0	1	68.64	0	1	0	1	68.64	4	68.64	274.56
93	44103202-DS-M01	DATER STAMP	piece	7	2	1	10	4,697.80	0	2	0	2	939.56	0	1	0	1	469.78	0	0	0	0	0.00	13	469.78	6,107.14
94	44121506-EN-D01	ENVELOPE, Documentary, A4	box	6	1	3	10	8,403.20	3	2	0	5	4,201.60	4	1	1	6	5,041.92	4	0	0	4	3,361.28	25	840.32	21,008.00
95	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	6	1	2	9	9,706.32	3	1	0	4	4,313.92	4	1	1	6	6,470.88	3	0	0	3	3,235.44	22	1,078.48	23,726.56
96	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	8	3	1	12	16,498.56	4	2	0	6	8,249.28	5	2	0	7	9,624.16	4	1	0	5	6,874.40	30	1,374.88	41,246.40
97	44121506-EN-X02	ENVELOPE, Expanding, Plastic	box	2	12	0	14	426.86	12	0	0	12	365.88	1	0	0	1	30.49	0	0	0	0	0.00	27	30.49	823.23

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	7	0	5	12	5,603.52	4	0	0	4	1,867.84	3	0	5	8	3,735.68	4	0	0	4	1,867.84	28	466.96	13,074.88	
99	44121504-EN-W02	ENVELOPE, Mailing, with window	box	0	2	0	2	1,056.64	0	2	0	2	1,056.64	0	0	0	0	0.00	0	0	0	0	0.00	4	528.32	2,113.28	
100	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	3	2	0	5	61.65	1	0	0	1	12.33	0	0	0	0	0.00	0	0	0	0	0.00	6	12.33	73.98	
101	44122118-FA-P01	FASTENER	box	68	33	9	110	10,410.40	25	27	2	54	5,110.56	34	2	10	46	4,353.44	32	2	2	36	3,407.04	246	94.64	23,281.44	
102	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	1	0	1	85.20	0	0	0	0	0.00	0	0	0	0	0.00	1	85.20	85.20	
103	44122018-FT-D01	FILE TAB DIVIDER, A4	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	22.88	0.00	
104	44122018-FT-D02	FILE TAB DIVIDER, Legal	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	26.00	0.00	
105	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	0	0	2	2	582.40	0	3	0	3	873.60	0	2	0	2	582.40	1	0	0	1	291.20	8	291.20	2,329.60	
106	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	1	1	308.88	0	1	0	1	308.88	0	1	0	1	308.88	1	0	0	1	308.88	4	308.88	1,235.52	
107	44122011-FO-L01	FOLDER, L-type, A4	pack	5	0	0	5	937.70	0	0	0	0	0.00	1	0	0	1	187.54	0	0	0	0	0.00	6	187.54	1,125.24	
108	44122011-FO-L02	FOLDER, L-type, Legal	pack	5	0	0	5	1,192.85	0	0	0	0	0.00	1	0	0	1	238.57	0	0	0	0	0.00	6	238.57	1,431.42	
109	44122027-FO-P01	FOLDER, pressboard	box	10	1	7	18	17,147.52	3	6	1	10	9,526.40	3	11	2	16	15,242.24	6	1	1	8	7,621.12	52	952.64	49,537.28	
110	44122011-FO-T03	FOLDER with tab, A4	pack	6	6	1	13	5,056.48	4	6	0	10	3,889.60	3	0	0	3	1,166.88	3	0	0	3	1,166.88	29	388.96	11,279.84	
111	44122011-FO-T04	FOLDER with tab, Legal	pack	6	3	6	15	6,411.60	3	8	1	12	5,129.28	8	0	1	9	3,846.96	4	0	0	4	1,709.76	40	427.44	17,097.60	
112	44122008-IT-T01	INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.11	0.00	
113	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	1	0	0	1	126.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	126.88	126.88	
114	44121716-MA-F01	MARKER, Fluorescent	set	15	11	0	26	1,108.64	9	5	0	14	596.96	11	5	0	16	682.24	3	0	0	3	127.92	59	42.64	2,515.76	
115	44121708-MP-B01	MARKER, Permanent, Black	piece	10	14	20	44	686.40	19	14	1	34	530.40	34	2	1	37	577.20	7	2	9	18	280.80	133	15.60	2,074.80	
116	44121708-MP-B02	MARKER, Permanent, Blue	piece	6	0	12	18	280.80	15	0	0	15	234.00	28	0	0	28	436.80	3	0	0	3	46.80	64	15.60	998.40	
117	44121708-MP-B03	MARKER, Permanent, Red	piece	6	0	12	18	280.80	3	0	0	3	46.80	16	0	0	16	249.60	3	0	0	3	46.80	40	15.60	624.00	
118	44121708-MW-B01	MARKER, Whiteboard, Black	piece	5	7	20	32	332.80	8	7	1	16	166.40	17	2	9	28	291.20	2	2	1	5	52.00	81	10.40	842.40	
119	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	1	0	19	20	208.00	6	0	0	6	62.40	13	0	8	21	218.40	0	0	0	0	0.00	47	10.40	488.80	
120	44121708-MW-B03	MARKER, Whiteboard, Red	piece	1	2	12	15	156.00	2	0	0	2	20.80	13	0	0	13	135.20	0	0	0	0	0.00	30	10.40	312.00	
121	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	62	20	15	97	907.92	37	30	5	72	673.92	52	15	5	72	673.92	25	5	5	35	327.60	276	9.36	2,583.36	
122	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	62	20	15	97	2,320.24	37	30	5	72	1,722.24	52	15	5	72	1,722.24	25	5	5	35	837.20	276	23.92	6,601.92	
123	44101603-PS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	1	0	1	2	11,398.40	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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,297.60	0.00	
125	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	7	0	2	9	374.40	4	2	0	6	249.60	6	0	0	6	249.60	4	0	0	4	166.40	25	41.60	1,040.00	
126	44121619-PS-M01	PENCIL SHARPENER	piece	5	1	0	6	1,279.20	0	1	0	1	213.20	0	1	0	1	213.20	0	0	0	0	0.00	8	213.20	1,705.60	
127	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	7	3	1	11	1,784.64	4	0	0	4	648.96	3	1	0	4	648.96	4	0	0	4	648.96	23	162.24	3,731.52	
128	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	274.23	0.00	
129	44122101-RU-B01	RUBBER BAND No. 18	box	8	0	2	10	1,653.60	5	0	1	6	992.16	4	1	1	6	992.16	3	0	1	4	661.44	26	165.36	4,299.36	
130	44121905-SP-F01	STAMP PAD, felt	piece	8	4	1	13	554.32	0	0	0	0	0.00	0	1	0	1	42.64	0	0	0	0	0.00	14	42.64	596.96	
131	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	14	17	5	36	1,497.60	18	2	1	21	873.60	6	2	1	9	374.40	6	1	1	8	332.80	74	41.60	3,078.40	
132	44121615-ST-S01	STAPLER, standard type	piece	9	6	3	18	2,620.80	6	1	0	7	1,019.20	5	1	0	6	873.60	4	0	0	4	582.40	35	145.60	5,096.00	
133	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	0	0	0	0	0.00	0	1	0	1	954.72	0	0	0	0	0.00	0	0	0	0	0.00	1	954.72	954.72	
134	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	12	0	0	12	574.08	1	0	0	1	47.84	0	0	0	0	0.00	1	0	0	1	47.84	14	47.84	669.76	
135	44121605-TD-T01	TAPE DISPENSER, table top	piece	6	0	1	7	546.00	0	1	0	1	78.00	1	1	0	2	156.00	0	0	0	0	0.00	10	78.00	780.00	
PAPER MATERIALS AND PRODUCTS																											
136	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	1	1	90.48	0	1	0	1	90.48	0	0	0	0	0.00	0	0	0	0	0.00	2	90.48	180.96	
137	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	953.68	0.00	
138	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,260.48	0.00	
139	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,652.56	0.00	
140	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,108.64	0.00	
141	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	853.84	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
142	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,629.68	0.00	
143	14111609-LL-C01	LOOSELEAF COVER	bundle	6	0	0	6	4,769.76	5	1	0	6	4,769.76	5	0	0	5	3,974.80	5	0	0	5	3,974.80	22	794.96	17,489.12	
144	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	30	8	20	58	2,292.16	15	12	2	29	1,146.08	41	2	9	52	2,055.04	7	2	2	11	434.72	150	39.52	5,928.00	
145	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	29	16	19	64	4,060.16	6	21	1	28	1,776.32	34	1	8	43	2,727.92	6	1	1	8	507.52	143	63.44	9,071.92	
146	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	28	15	18	61	3,679.52	5	20	0	25	1,508.00	33	0	7	40	2,412.80	5	0	0	5	301.60	131	60.32	7,901.92	
147	14111514-NB-S02	STENO NOTEBOOK	piece	78	30	40	148	3,540.16	40	70	30	140	3,348.80	48	40	30	118	2,822.56	42	32	32	106	2,535.52	512	23.92	12,247.04	
148	14111507-PP-M01	PAPER, MULTICOPY A4	ream	100	70	265	435	78,265.20	96	165	65	326	58,653.92	94	265	65	424	76,286.08	153	65	65	283	50,917.36	1468	179.92	264,122.56	
149	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	8	4	12	24	5,066.88	8	13	2	23	4,855.76	8	13	2	23	4,855.76	18	3	2	23	4,855.76	93	211.12	19,634.16	
150	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	40	225	190	455	74,292.40	34	355	50	439	71,679.92	30	55	50	135	22,042.80	144	5	50	199	32,492.72	1228	163.28	200,507.84	
151	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	11	11	24	46	8,515.52	9	11	19	39	7,219.68	11	6	19	36	6,664.32	19	1	19	39	7,219.68	160	185.12	29,619.20	
152	14111531-PP-R01	PAD PAPER, ruled	pad	1	1	4	6	212.16	9	4	1	14	495.04	1	4	1	6	212.16	6	1	1	8	282.88	34	35.36	1,202.24	
153	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	1	0	1	189.28	0	0	0	0	0.00	0	0	0	0	0.00	1	189.28	189.28	
154	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	8	3	8	19	1,383.20	9	5	0	14	1,019.20	11	3	3	17	1,237.60	10	0	0	10	728.00	60	72.80	4,368.00	
155	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	12	14	6	32	3,361.28	8	15	0	23	2,415.92	10	1	1	12	1,260.48	8	0	0	8	840.32	75	105.04	7,878.00	
156	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	11	31	11	53	1,543.36	14	31	5	50	1,456.00	14	5	6	25	728.00	18	6	5	29	844.48	157	29.12	4,571.84	
157	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	58	34	126	218	21,991.84	68	72	16	156	15,737.28	118	16	76	210	21,184.80	73	16	16	105	10,592.40	689	100.88	69,506.32	
PERFUMES OR COLOGNES OR FRAGRANCES																											
158	53131626-HS-S01	HAND SANITIZER	bottle	10	0	3	13	1,135.68	3	3	0	6	524.16	0	3	0	3	262.08	10	0	0	10	873.60	32	87.36	2,795.52	
PESTICIDES OR PEST REPELLENTS																											
159	10191509-IN-A01	INSECTICIDE	can	13	23	3	39	10,058.88	9	23	0	32	8,253.44	3	5	0	8	2,063.36	7	0	0	7	1,805.44	86	257.92	22,181.12	
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	2	2	2,356.64	0	0	2	2	2,356.64	0	0	2	2	2,356.64	0	0	0	0	0.00	6	1,178.32	7,069.92	
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	3	3	2,676.96	0	0	3	3	2,676.96	0	0	3	3	2,676.96	0	0	3	3	2,676.96	12	892.32	10,707.84	
6	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	5	0	2	7	1,623.30	2	2	0	4	927.60	2	2	0	4	927.60	2	0	0	2	463.80	17	231.90	3,942.30	
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	5	0	2	7	1,695.40	2	2	0	4	968.80	2	2	0	4	968.80	2	0	0	2	484.40	17	242.20	4,117.40	
8	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	5	0	2	7	1,695.40	2	2	0	4	968.80	2	2	0	4	968.80	2	0	0	2	484.40	17	242.20	4,117.40	
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	5	0	2	7	1,695.40	2	2	0	4	968.80	2	2	0	4	968.80	2	0	0	2	484.40	17	242.20	4,117.40	
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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00
29	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00
30	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	0	2	0	2	809.12	0	2	0	2	809.12	0	2	0	2	809.12	0	0	0	0	0.00	6	404.56	2,427.36
31	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	0	2	0	2	809.12	0	2	0	2	809.12	0	2	0	2	809.12	0	0	0	0	0.00	6	404.56	2,427.36
32	44103105-HP-B42	INK CARTRIDGE, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	312.00	0.00
33	44103105-HP-C33	INK CARTRIDGE, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
34	44103105-HP-M33	INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
35	44103105-HP-Y33	INK CARTRIDGE, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
36	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	0	0	3	3	1,272.96	0	3	0	3	1,272.96	0	3	0	3	1,272.96	3	0	0	3	1,272.96	12	424.32	5,091.84
37	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	3	3	1,272.96	0	3	0	3	1,272.96	0	3	0	3	1,272.96	3	0	0	3	1,272.96	12	424.32	5,091.84
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 C135015516 (#8750), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43	0.00
51	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C135015632, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94	0.00
52	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C135015531 (S015086)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48	0.00
53	44103109-BR-D06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,760.00	0.00
54	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	0.00
55	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,002.40	0.00
56	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	0.00
57	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	0.00
58	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
59	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
60	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
61	44103103-CA-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	2	2	6,198.40	0	2	0	2	6,198.40	0	2	0	2	6,198.40	2	0	0	2	6,198.40	8	3,099.20	24,793.60
63	44103103-HP-B14	TONER CARTRIDGE, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,603.60	0.00
64	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,942.00	0.00
65	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	1	0	1	3,741.92	0	0	0	0	0.00	0	0	0	0	0.00	1	3,741.92	1,741.92
66	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	1	3	5	9	29,194.48	0	3	5	8	25,941.76	0	5	0	5	16,213.60	3	0	0	3	9,728.16	25	3,242.72	81,068.00
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	8	0	8	23,029.76	0	8	0	8	23,029.76	0	0	0	0	0.00	0	0	0	0	0.00	16	2,878.72	46,059.52
87	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	8	0	0	8	41,974.40	7	0	0	7	36,727.60	6	0	0	6	31,480.80	6	0	0	6	31,480.80	27	5,246.80	141,663.60
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	30	0	30	91,041.60	0	30	0	30	91,041.60	0	0	0	0	0.00	0	0	0	0	0.00	60	3,034.72	182,083.20
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	4410103-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	4410103-HP-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	4410103-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	4410103-HP-B48	TONER CARTRIDGE, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.00	0.00
SOFTWARE																										
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
12	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	80141505-TS-001	BALLPEN	piece	80	370	320	770	7,700.00	100	350	70	520	5,200.00	110	50	300	460	4,600.00	120	50	30	220	2,200.00	1970	10.00	19,700.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	3	3	51,000.00	0	0	0	0	0.00	0	1	0	1	17,000.00	0	0	0	0	0.00	4	17,000.00	68,000.00
3	80141505-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
4	80141505-TS-004	STICKER PAPER	pack	32	21	16	69	3,450.00	25	21	16	62	3,100.00	29	15	15	59	2,950.00	25	15	15	55	2,750.00	245	50.00	12,250.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	14	8	3	25	1,250.00	13	8	1	22	1,100.00	7	2	1	10	500.00	12	2	1	15	750.00	72	50.00	3,600.00
6	80141505-TS-006	PHOTO PAPER	pack	14	6	2	22	1,100.00	6	1	2	9	450.00	9	3	0	12	600.00	11	1	0	12	600.00	55	50.00	2,750.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	11	0	3	14	1,400.00	4	0	3	7	700.00	4	3	0	7	700.00	4	3	0	7	700.00	35	100.00	3,500.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	0	3	3	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	150.00	450.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	30	35	48	113	5,650.00	335	35	30	400	20,000.00	30	30	30	90	4,500.00	35	30	30	95	4,750.00	698	50.00	34,900.00
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	3	1	4	16,000.00	0	1	5	6	24,000.00	0	1	0	1	4,000.00	1	0	0	1	4,000.00	12	4,000.00	48,000.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	21,000.00	0	0	0	0	0.00	1	21,000.00	21,000.00
12	80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	25,000.00	0	0	0	0	0.00	1	25,000.00	25,000.00
13	80141505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	85.00	0	0	0	0	0.00	1	85.00	85.00
14	80141505-TS-014	MICROPHONE	unit	3	0	0	3	1,050.00	0	0	0	0	0.00	0	1	0	1	350.00	0	0	0	0	0.00	4	350.00	1,400.00
15	80141505-TS-015	MEDAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	17	22	21	60	6,000.00	21	21	16	58	5,800.00	17	21	16	54	5,400.00	25	10	16	51	5,100.00	223	100.00	22,300.00
17	80141505-TS-017	PLASTIC FASTENER	box	5	0	5	10	800.00	8	5	0	13	1,040.00	0	5	0	5	400.00	6	0	0	6	480.00	34	80.00	2,720.00
18	80141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	1	0	1	6,000.00	1	0	0	1	6,000.00	0	0	0	0	0.00	2	6,000.00	12,000.00
19	80141505-TS-019	VELLUM BOARD PAPER	pack	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	10	10	10	30	1,500.00	120	50.00	6,000.00
20	80141505-TS-020	EXTENSION CORD	piece	8	3	1	12	2,400.00	0	0	3	3	600.00	2	0	0	2	400.00	0	0	0	0	0.00	17	200.00	3,400.00
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	1	0	0	1	350.00	0	0	0	0	0.00	0	0	0	0	0.00	1	350.00	350.00
22	80141505-TS-022	COLORLED PAPER	pack	0	0	0	0	0.00	0	1	0	1	50.00	0	0	0	0	0.00	0	0	0	0	0.00	1	50.00	50.00
23	80141505-TS-023	BOND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

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	3	6	3	12	1,200.00	0	0	3	3	300.00	6	0	0	6	600.00	0	0	0	0	0.00	21	100.00	2,100.00
25	80141505-TS-025	DOOR MAT	piece	8	2	10	20	2,000.00	2	7	5	14	1,400.00	2	7	5	14	1,400.00	2	2	5	9	900.00	57	100.00	5,700.00
26	80141505-TS-026	GLUE STICK (PASTE)	piece	0	0	1	1	50.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	50.00	50.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	1	0	0	1	10.00	0	10	0	10	100.00	1	0	0	1	10.00	0	0	0	0	0.00	12	10.00	120.00
28	80141505-TS-028	DECORANT CAKE	piece	2	2	7	11	1,100.00	2	7	2	11	1,100.00	4	7	2	13	1,300.00	12	2	2	16	1,600.00	51	100.00	5,100.00
29	80141505-TS-029	DISPOSABLE GLOVES	box	2	6	1	9	1,800.00	0	0	0	0	0.00	6	1	0	7	1,400.00	1	0	0	1	200.00	17	200.00	3,400.00
30	80141505-TS-030	OFFICE CHAIR	piece	1	0	0	1	6,000.00	0	1	2	3	18,000.00	0	0	1	1	6,000.00	0	0	0	0	0.00	5	6,000.00	30,000.00
31	80141505-TS-031	MANILA PAPER	pack	0	0	1	1	50.00	0	1	0	1	50.00	0	1	0	1	50.00	0	0	0	0	0.00	3	50.00	150.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	1	1	0.00	0	0	0	0	0.00	0	1	0	1	0.00	0	0	0	0	0.00	2	0.00	0.00
33	80141505-TS-033	PADLOCK	piece	0	0	3	3	1,050.00	0	2	0	2	700.00	0	1	0	1	350.00	0	0	0	0	0.00	6	350.00	2,100.00
34	80141505-TS-034	MOBILE PHONE	unit	0	0	0	0	0.00	1	0	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,000.00	3,000.00
35	80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	1	0	0	1	950.00	0	0	0	0	0.00	0	0	0	0	0.00	1	950.00	950.00
37	80141505-TS-037	STORAGE BOX	piece	8	0	1	9	4,500.00	0	0	0	0	0.00	0	1	0	1	500.00	0	0	0	0	0.00	10	500.00	5,000.00
38	80141505-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
39	80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	1	0	1	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	18,000.00	18,000.00
40	80141505-TS-040	WATER DISPENSER	unit	0	0	1	1	4,500.00	0	0	1	1	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,500.00	9,000.00
41	80141505-TS-041	PARACETAMOL	pack	1	1	11	13	104.00	1	1	11	13	104.00	1	11	1	13	104.00	11	1	1	13	104.00	52	8.00	416.00
42	80141505-TS-042	GLUE GUN	unit	1	0	0	1	200.00	0	1	0	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	2	200.00	400.00
43	80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	3,500.00	0	0	0	0	0.00	1	3,500.00	3,500.00
44	80141505-TS-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	300.00	0	0	0	0	0.00	1	300.00	300.00
45	80141505-TS-045	POVIDONE IODINE	bottle	0	0	1	1	80.00	0	0	0	0	0.00	0	1	0	1	80.00	0	0	0	0	0.00	2	80.00	160.00
46	80141505-TS-046	KEYBOARD	unit	0	3	3	6	3,000.00	0	1	0	1	500.00	1	0	0	1	500.00	0	0	0	0	0.00	8	500.00	4,000.00
47	80141505-TS-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	2	2	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	18,000.00	36,000.00
48	80141505-TS-048	STEEL RACK	set	0	0	1	1	300.00	0	1	0	1	300.00	0	1	0	1	300.00	0	0	0	0	0.00	3	300.00	900.00
49	80141505-TS-049	LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-050	FUEL FILTERS	piece	0	0	1	1	300.00	0	1	0	1	300.00	0	1	0	1	300.00	1	0	0	1	300.00	4	300.00	1,200.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

A. TOTAL		P	2,634,131.72
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	263,413.17

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		-
D. GRAND TOTAL (A + B+ C)																						P		2,897,544.89
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								

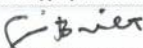
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:


ROWENA FLOR M. AGLUBAT
Property/Supply Officer


MARIET A. CULATON
Accountant / Budget Officer


GRACE VALGUE-BALUYAN
Head of Office/Agency

Date Prepared: 27-Jul-23

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

Introduction:

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

Reminders:

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

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

Department/Bureau/Office: DTI-REGION 1
Region: 1
Address: SAN FERNANDO CITY, LA UNION

Agency Code/UACS: T028
Organization Type: GOVERNMENT

Contact Person: ATTY. JENNIFER V. PERALTA
Position: OIC-CHIEF ADMINISTRATIVE OFFICER
E-mail: jenniferperalta@ps-dbm.gov.ph
Telephone/Mobile Nos: 072-6071556

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	-	Drinking Water	bottles	10	10	10	30	900.00	10	10	10	30	900.00	10	10	10	30	900.00	10	10	10	30	900.00	120	30.00	3,600.00
2	-	Epson Ink L3110 Black	bottles	5	5	5	15	4,425.00	5	5	5	15	4,425.00	5	5	5	15	4,425.00	5	5	5	15	4,425.00	60	295.00	17,700.00
3	-	Epson Ink L3110 Magenta	bottles	4	3	3	10	3,100.00	4	3	3	10	3,100.00	4	3	3	10	3,100.00	4	3	3	10	3,100.00	40	310.00	12,400.00
4	-	Epson Ink L3110 Cyan	bottles	4	3	3	10	3,100.00	4	3	3	10	3,100.00	4	3	3	10	3,100.00	4	3	3	10	3,100.00	40	310.00	12,400.00
5	-	Epson Ink L3110 Yellow	bottles	4	3	3	10	3,100.00	4	3	3	10	3,100.00	4	3	3	10	3,100.00	4	3	3	10	3,100.00	40	310.00	12,400.00
6	-	Canon Ink GI-790 Black	bottles	1	1	1	3	1,350.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	1	1	1	3	1,350.00	12	450.00	5,400.00
7	-	Canon Ink GI-790 Magenta	bottles	1	1	1	3	1,260.00	1	1	1	3	1,260.00	1	1	1	3	1,260.00	1	1	1	3	1,260.00	12	420.00	5,040.00
8	-	Canon Ink GI-790 Cyan	bottles	1	1	1	3	1,260.00	1	1	1	3	1,260.00	1	1	1	3	1,260.00	1	1	1	3	1,260.00	12	420.00	5,040.00
9	-	Canon Ink GI-790 Yellow	bottles	1	1	1	3	1,260.00	1	1	1	3	1,260.00	1	1	1	3	1,260.00	1	1	1	3	1,260.00	12	420.00	5,040.00
10	-	Face Mask, KN95 (10pcs/pack)	packs	63	63	63	189	18,900.00	63	63	63	189	18,900.00	63	63	63	189	18,900.00	63	63	63	189	18,900.00	756	100.00	75,600.00
11	-	Storage Box Organizer, banker's box	pc	10	10	10	30	3,150.00	10	10	10	30	3,150.00	10	10	10	30	3,150.00	10	10	10	30	3,150.00	120	105.00	12,600.00
12	-	Muriatic Acid	pc	2	2	2	6	2,700.00	2	2	2	6	2,700.00	2	2	2	6	2,700.00	2	2	2	6	2,700.00	24	450.00	10,800.00
13	-	Trashbag, Transparent, large	roll	4	4	4	12	960.00	4	4	4	12	960.00	4	4	4	12	960.00	4	4	4	12	960.00	48	80.00	3,840.00
14	-	Toner Cartridge, Canon Image Runner 1643i, T06	pc	1	0	0	1	13,190.00	1	0	0	1	13,190.00	1	0	0	1	13,190.00	1	0	0	1	13,190.00	4	13,190.00	52,760.00
15	-	Brother Ink, DCP-T710W (set)	set	2	0	0	2	3,600.00	2	0	0	2	3,600.00	2	0	0	2	3,600.00	2	0	0	2	3,600.00	8	1,800.00	14,400.00
16	-	Board Paper, legal (10pcs/pack)	packs	50	0	0	50	2,000.00	50	0	0	50	2,000.00	50	0	0	50	2,000.00	50	0	0	50	2,000.00	200	40.00	8,000.00
17	-	Sodium Ascorbate with Zinc Vitamins	box	21	0	0	21	17,220.00	21	0	0	21	17,220.00	21	0	0	21	17,220.00	21	0	0	21	17,220.00	84	820.00	68,880.00
18	-	Notebook Filler	pcs	100	0	0	100	2,000.00	100	0	0	100	2,000.00	100	0	0	100	2,000.00	100	0	0	100	2,000.00	400	20.00	8,000.00
19	-	LED Light Bulb, 9 watts	pcs	15	0	0	15	2,625.00	10	0	0	10	1,750.00	15	0	0	15	2,625.00	10	0	0	10	1,750.00	50	175.00	8,750.00
20	-	Printer, EPSON L3250	pcs	2	0	0	2	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	12,000.00	24,000.00
21	-	Signpen, 7.0	piece	0	30	0	30	2,250.00	0	20	0	20	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	50	75.00	3,750.00
22	-	Folder, expanding, pressboard, yellow - legal	piece	0	100	0	100	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	30.00	3,000.00
23	-	Folder, expanding, pressboard, blue - legal	piece	0	200	0	200	6,000.00	0	100	0	100	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	300	30.00	9,000.00
24	-	Folder, expanding, pressboard, green - legal	piece	0	100	0	100	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	30.00	3,000.00
25	-	Cambrick board, short	pack	0	30	0	30	1,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	45.00	1,350.00
26	-	Fabric Conditioner, 900ml	pouch	0	5	0	5	800.00	0	5	0	5	800.00	0	0	0	0	0.00	0	0	0	0	0.00	10	160.00	1,600.00
27	-	Glass Cleaner, 500ml	bottle	0	10	0	10	1,800.00	0	10	0	10	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	20	180.00	3,600.00
28	-	Ink Cartridge, EPSON 001, black, cyan magenta, yellow	set	0	5	0	5	7,500.00	0	5	0	5	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,500.00	15,000.00
29	-	Ink Cartridge, EPSON 001, black	bottle	0	6	0	6	3,000.00	0	6	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	12	500.00	6,000.00
30	-	Ink Cartridge, CANON 790, black, cyan magenta, yellow	set	0	5	0	5	0.00	0	5	0	5	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00	0.00
31	-	Ink Cartridge, CANON 790, black	bottle	0	6	0	6	3,000.00	0	6	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	12	500.00	6,000.00
32	-	Toner Cartridge, HP#79A, black	cart	0	12	0	12	42,000.00	0	12	0	12	42,000.00	0	0	0	0	0.00	0	0	0	0	0.00	24	3,500.00	84,000.00
33	-	Toner Cartridge, CANON 337, black	cart	0	2	0	2	10,200.00	0	1	0	1	5,100.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,100.00	15,300.00
34	-	Toner Cartridge, Brother 2380	cart	0	4	0	4	12,800.00	0	4	0	4	12,800.00	0	0	0	0	0.00	0	0	0	0	0.00	8	3,200.00	25,600.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
35	-	Toner Cartridge, CANON T06	cart	0	1	0	1	9,000.00	0	1	0	1	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	9,000.00	18,000.00
36	-	Flash Drive, 64GB	piece	0	20	0	20	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	500.00	10,000.00
37	-	Record Book, official, 500pp	book	0	20	0	20	4,000.00	0	20	0	20	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	200.00	8,000.00
38	-	Smart Television, 65", slim design with voice command	unit	0	1	0	1	45,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	45,000.00	45,000.00
39	-	Webcam	unit	0	1	0	1	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,500.00	2,500.00
40	-	Screw fastener, 2 inches	pcs	0	0	12	12	120.00	0	0	0	0	0.00	0	0	12	12	120.00	0	0	0	0	0.00	24	10.00	240.00
41	-	Notebook, 60 leaves	pcs	0	0	250	250	6,250.00	0	0	0	0	0.00	0	0	250	250	6,250.00	0	0	0	0	0.00	500	25.00	12,500.00
42	-	Ballpoint Pen Refill (Parker)	pcs	0	0	3	3	870.00	0	0	3	3	870.00	0	0	3	3	870.00	0	0	3	3	870.00	12	290.00	3,480.00
43	-	Universal Adaptor Socket Power Plug Adapter Power Charger Outlet Plug Converter	pcs	0	0	16	16	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	50.00	800.00
44	-	Messenger Backpack	pcs	0	0	1	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
45	-	Window glass cleaner w/pt, w/ squeezer	pcs	0	0	1	1	1,500.00	0	0	0	0	0.00	0	0	1	1	1,500.00	0	0	0	0	0.00	2	1,500.00	3,000.00
46	-	office chair back pillow	pcs	0	0	5	5	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	800.00	4,000.00
47	-	Plastic cups, medium	pack	0	0	6	6	300.00	0	0	6	6	300.00	0	0	6	6	300.00	0	0	6	6	300.00	24	50.00	1,200.00
48	-	wireless mouse	pcs	0	0	5	5	2,500.00	0	0	0	0	0.00	0	0	5	5	2,500.00	0	0	0	0	0.00	10	500.00	5,000.00
49	-	tablet case	pcs	0	0	3	3	1,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	450.00	1,350.00
50	-	wireless keyboard	pcs	0	0	1	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
51	-	USB Hub 4-Port	pcs	0	0	5	5	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	500.00	2,500.00
52	-	Trash bag, medium size	pack	0	50	0	50	1,425.00	0	50	0	50	1,425.00	0	50	0	50	1,425.00	6	0	0	6	171.00	156	28.50	4,446.00
53	-	Trash bag, small size	pack	0	10	0	10	245.00	0	5	0	5	122.50	0	5	0	5	122.50	5	0	0	5	122.50	25	24.50	612.50
54	-	Plastic bag, medium size	pack	0	5	0	5	109.00	0	5	0	5	109.00	0	2	0	2	43.60	2	0	0	2	43.60	14	21.80	305.20
55	-	Plastic bag, small size	pack	0	5	0	5	79.00	0	5	0	5	79.00	0	2	0	2	31.60	1	0	0	1	15.80	13	15.80	205.40
56	-	Plastic container with cover	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	150.00	0	0	0	0	0.00	1	150.00	150.00
57	-	Fabric conditioner	bottle	0	5	0	5	409.95	0	5	0	5	409.95	0	1	0	1	81.99	0	0	0	0	0.00	11	81.99	901.89
58	-	Floor cleaner, multipurpose	liters	0	5	0	5	475.00	5	0	0	5	475.00	0	5	0	5	475.00	1	0	0	1	95.00	16	95.00	1,520.00
59	-	Plastic brush for toilet	pc	0	2	0	2	150.00	2	0	0	2	150.00	0	1	0	1	75.00	0	0	0	0	0.00	5	75.00	375.00
60	-	Brush with handle for toilet	pc	0	2	0	2	50.00	2	0	0	2	50.00	0	1	0	1	25.00	0	0	0	0	0.00	5	25.00	125.00
61	-	Plastic pail	pc	0	0	0	0	0.00	0	1	0	1	215.30	0	0	0	0	0.00	0	0	0	0	0.00	1	215.30	215.30
62	-	Plastic drum with cover	pc	0	0	0	0	0.00	0	1	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00
63	-	Sponge	pc	0	0	30	30	772.50	0	30	0	30	772.50	0	0	0	0	0.00	15	0	0	15	386.25	75	25.75	1,931.25
64	-	Steel scrub	pc	0	0	2	2	57.78	0	2	0	2	57.78	0	2	0	2	57.78	2	0	0	2	57.78	8	28.89	231.12
65	-	Hand gloves, rubber	pair	0	0	3	3	150.00	0	3	0	3	150.00	0	3	0	3	150.00	3	0	0	3	150.00	12	50.00	600.00
66	-	Duster	pc	0	0	1	1	25.00	0	1	0	1	25.00	0	1	0	1	25.00	1	0	0	1	25.00	4	25.00	100.00
67	-	Dish organizer	unit	0	0	0	0	0.00	0	1	0	1	340.00	0	0	0	0	0.00	0	0	0	0	0.00	1	340.00	340.00
68	50201706	Coffee	pack	0	0	3	3	255.00	0	3	0	3	255.00	0	3	0	3	255.00	3	0	0	3	255.00	12	85.00	1,020.00
69	-	Paper cups	pack	0	0	2	2	100.00	0	2	0	2	100.00	0	2	0	2	100.00	5	0	0	5	250.00	11	50.00	550.00
70	-	Mineral water	box	0	0	2	2	700.00	0	2	0	2	700.00	0	2	0	2	700.00	2	0	0	2	700.00	8	350.00	2,800.00
71	-	Wet wipes	pack	0	3	0	3	225.00	0	3	0	3	225.00	0	3	0	3	225.00	5	0	0	5	375.00	14	75.00	1,050.00
72	-	Self inking stamp	pc	0	0	0	0	0.00	0	1	0	1	150.00	0	0	0	0	0.00	0	0	0	0	0.00	1	150.00	150.00
73	-	Sign pen, black, uniball, 0.1mm	pc	0	48	0	48	4,560.00	12	0	0	12	1,140.00	12	0	0	12	1,140.00	24	0	0	24	2,280.00	96	95.00	9,120.00
74	-	Sign pen, black, 0.1mm retractable	pc	0	48	0	48	4,560.00	12	0	0	12	1,140.00	12	0	0	12	1,140.00	24	0	0	24	2,280.00	96	95.00	9,120.00
75	-	Sign pen, black, 0.7mm retractable	pc	0	48	0	48	2,160.00	12	0	0	12	540.00	12	0	0	12	540.00	12	0	0	12	540.00	84	45.00	3,780.00
76	-	Signpen black, 0.7mm, ink gel	pc	0	48	0	48	2,160.00	12	0	0	12	540.00	12	0	0	12	540.00	24	0	0	24	1,080.00	96	45.00	4,320.00
77	-	Glass cleaner	bottle	0	5	0	5	475.00	5	0	0	5	475.00	5	0	0	5	475.00	3	0	0	3	285.00	18	95.00	1,710.00
78	-	Toilet deodorizer	pc	0	20	0	20	700.00	30	0	0	30	1,050.00	30	0	0	30	1,050.00	10	0	0	10	350.00	90	35.00	3,150.00
79	-	Detergent soap, liquid	pack	0	5	0	5	425.00	5	0	0	5	425.00	5	0	0	5	425.00	3	0	0	3	255.00	18	85.00	1,530.00
80	-	Facial tissue	box	0	5	0	5	450.00	5	0	0	5	450.00	5	0	0	5	450.00	3	0	0	3	270.00	18	90.00	1,620.00
81	-	Internet Hub	unit	0	0	0	0	0.00	0	1	0	1	300.00	0	0	0	0	0.00	0	0	0	0	0.00	1	300.00	300.00

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
82	-	Computer monitor	unit	0	0	0	0	0.00	0	1	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
83	-	Canon Toner T06 black	cart	0	2	0	2	29,260.00	3	0	0	3	43,890.00	2	0	0	2	29,260.00	2	0	0	2	29,260.00	9	14,630.00	131,670.00
84	-	Toner sharp, MX-237FF	unit	0	1	0	1	8,700.00	1	0	0	1	8,700.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8,700.00	17,400.00
85	-	Sharp, Drum MC312	unit	0	1	0	1	3,800.00	1	0	0	1	3,800.00	0	0	0	0	0.00	0	0	0	0	0.00	2	3,800.00	7,600.00
86	-	Sharp, MC312 developer	pc	0	1	0	1	2,900.00	1	0	0	1	2,900.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,900.00	5,800.00
87	-	USB OTG	pc	0	0	0	0	0.00	1	0	0	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,500.00	1,500.00
88	-	Ink, Epson 003 black	pc	0	8	0	8	2,360.00	5	0	0	5	1,475.00	5	0	0	5	1,475.00	5	0	0	5	1,475.00	23	295.00	6,785.00
89	-	Ink, Epson 003 magenta	pc	0	5	0	5	1,475.00	5	0	0	5	1,475.00	5	0	0	5	1,475.00	5	0	0	5	1,475.00	20	295.00	5,900.00
90	-	Ink, Epson 003 yellow	pc	0	5	0	5	1,475.00	5	0	0	5	1,475.00	5	0	0	5	1,475.00	5	0	0	5	1,475.00	20	295.00	5,900.00
91	-	Ink, Epson 003 cyan	pc	0	5	0	5	1,475.00	5	0	0	5	1,475.00	5	0	0	5	1,475.00	5	0	0	5	1,475.00	20	295.00	5,900.00
92	-	Ink, Epson 001 black	pc	0	8	0	8	3,600.00	5	0	0	5	2,250.00	6	0	0	6	2,700.00	5	0	0	5	2,250.00	24	450.00	10,800.00
93	-	Ink, Epson 001 cyan	pc	0	3	0	3	1,185.00	3	0	0	3	1,185.00	3	0	0	3	1,185.00	5	0	0	5	1,975.00	14	395.00	5,530.00
94	-	Ink, Epson 001 magenta	pc	0	3	0	3	1,185.00	3	0	0	3	1,185.00	3	0	0	3	1,185.00	5	0	0	5	1,975.00	14	395.00	5,530.00
95	-	Ink, Epson 001 yellow	pc	0	3	0	3	1,185.00	3	0	0	3	1,185.00	3	0	0	3	1,185.00	5	0	0	5	1,975.00	14	395.00	5,530.00
96	-	Ink, Canon 790 black	pc	0	3	0	3	1,350.00	2	0	0	2	900.00	2	0	0	2	900.00	5	0	0	5	2,250.00	12	450.00	5,400.00
97	-	Ink, Canon 790 cyan	pc	0	3	0	3	1,350.00	2	0	0	2	900.00	2	0	0	2	900.00	5	0	0	5	2,250.00	12	450.00	5,400.00
98	-	Ink, Canon 790 magenta	pc	0	3	0	3	1,350.00	2	0	0	2	900.00	2	0	0	2	900.00	5	0	0	5	2,250.00	12	450.00	5,400.00
99	-	Ink, Canon 790 yellow	pc	0	3	0	3	1,350.00	2	0	0	2	900.00	2	0	0	2	900.00	5	0	0	5	2,250.00	12	450.00	5,400.00
100	-	Ink, Brother BTDP60 black	pc	0	8	0	8	3,320.00	8	0	0	8	3,320.00	5	0	0	5	2,075.00	3	0	0	3	1,245.00	24	415.00	9,960.00

A. TOTAL		P	958,403.66
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	96,840.37
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	1,055,244.03
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

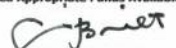
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:


 ROWENA FLORES M. AGLUBAT
 Property/Supply Officer

Date Prepared: JULY 27, 2023

Certified Funds Available / Certified Appropriate Funds Available:


 LIBRIET A. CULATON
 Accountant / Budget Officer

Approved by:


 GRACELYN QUI-BALLAYAN
 Head of Office/Agency

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

Introduction:

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

Reminders:

- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website (www.ps-phileps.gov.ph).
- 2.0 All information must be provided accurately.
- 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will insert will not be accepted. Additional rows for other items may be inserted if necessary.
- 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://shorturl.at/ho58> (Please copy the link and paste in your browser)
- 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appcse.helpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE Form.

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

Department/Bureau/Office: DTI - REGION 1

Region: 1

Address: SAN FERNANDO CITY, LA UNION

Agency Code/UACS: T028

Organization Type: GOVERNMENT

Contact Person:

Position:

E-mail:

Telephone/Mobile Nos:

ATTY. JENNIFER V. PERALTA

CHIEF ADMINISTRATIVE OFFICER

jennifer.peralta@ps-phileps.gov.ph

092-5071556

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	-	Ink, Brother BT6000 black	pc	0	8	0	8	3,320.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	23	415.00	9,545.00	
2	-	Ink, Brother BT 5000 cyan	pc	0	8	0	8	3,320.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	23	415.00	9,545.00	
3	-	Ink, Brother BT 5000 magenta	pc	0	8	0	8	3,320.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	23	415.00	9,545.00	
4	-	Ink, Brother BT 5000 yellow	pc	0	8	0	8	3,320.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	5	0	0	5	2,075.00	23	415.00	9,545.00	
5	-	LED Bulb, 23 watts	pc	0	10	0	10	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	300.00	3,000.00	
6	-	LED Bulb, 19 watts	pc	0	10	0	10	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	250.00	2,500.00	
7	-	Perculator	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	3,750.00	0	0	0	0	0.00	1	3,750.00	3,750.00	
8	-	SD card reader	pc	0	0	0	0	0.00	1	0	0	1	200.00	1	0	0	1	200.00	0	0	0	0	0.00	2	200.00	400.00	
9	-	Webcam	pc	0	0	0	0	0.00	1	0	0	1	800.00	0	0	0	0	0.00	0	0	0	0	0.00	1	800.00	800.00	
10	-	Headset	pc	0	0	0	0	0.00	1	0	0	1	350.00	0	0	0	0	0.00	0	0	0	0	0.00	1	350.00	350.00	
11	-	SATA SSD 512GB with SATA cable	pc	0	0	0	0	0.00	1	0	0	1	3,350.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,350.00	3,350.00	
12	-	Keyboard and mouse	set	0	0	0	0	0.00	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00	
13	-	Printer, bottomless	unit	0	0	0	0	0.00	1	0	0	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,000.00	4,000.00	
14	-	Elmer's glue, 130g	pc	0	1	0	1	35.00	1	0	0	1	35.00	1	0	0	1	35.00	1	0	0	1	35.00	4	35.00	140.00	
15	-	Staple wire remover, aluminum, plier type	pc	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	58.00	0	0	0	0	0.00	1	58.00	58.00	
16	-	Steel Cabinet, Vertical, 4 layers	unit	0	1	0	1	5,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,800.00	5,800.00	
17	-	Swivel chair	unit	0	0	0	0	0.00	1	0	0	1	2,800.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,800.00	2,800.00	
18	-	Zircon	gal	0	3	0	3	105.00	2	0	0	2	70.00	0	0	0	0	0.00	1	0	0	1	35.00	6	35.00	210.00	
19	-	Steel tape measure, 5m, 15ft	unit	0	0	0	0	0.00	1	0	0	1	93.26	0	0	0	0	0.00	0	0	0	0	0.00	1	93.26	93.26	
20	-	Battery, AA, rechargeable	unit	0	1	0	1	284.70	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	284.70	2	284.70	569.40	
21	-	Battery, AAA, rechargeable	unit	0	1	0	1	266.80	0	1	0	1	266.80	1	0	0	1	266.80	0	0	0	0	0.00	3	266.80	800.40	
22	-	Ink cart Epson 003 black	cart	150	0	0	150	52,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	350.00	52,500.00	
23	-	Ink cart Epson 003 cyan	cart	62	0	0	62	21,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	62	350.00	21,700.00	
24	-	Ink cart Epson 003 yellow	cart	62	0	0	62	21,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	62	350.00	21,700.00	
25	-	Ink cart Epson 003 magenta	cart	62	0	0	62	21,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	62	350.00	21,700.00	
26	-	page marker	pack	118	0	0	118	5,900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	118	50.00	5,900.00	
27	-	sponge scrub for dishwashing	pc	24	0	0	24	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	50.00	1,200.00	
28	-	Ink cart Epson 001 black	cart	3	0	0	3	1,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	350.00	1,050.00	
29	-	Ink cart Epson 001 cyan	cart	3	0	0	3	1,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	350.00	1,050.00	
30	-	Ink cart Epson 001 yellow	cart	3	0	0	3	1,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	350.00	1,050.00	
31	-	Ink cart Epson 001 magenta	cart	3	0	0	3	1,050.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	350.00	1,050.00	
32	-	soap bathroom	pc	6	0	0	6	300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	50.00	300.00	
33	-	paper letter size, short	ream	5	0	0	5	1,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	350.00	1,750.00	
34	-	Headset, with mic	pc	15	0	0	15	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	500.00	7,500.00	

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
35	-	Folder, with clear front, A4 size	pc	20	0	0	20	400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	20.00	400.00
36	-	Storage file box	pc	5	0	0	5	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	300.00	1,500.00
37	-	Folder, preboarded, legal, green, 50%box	box	2	0	0	2	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	400.00	800.00
38	-	Dishwashing Liquid	bottle	9	0	0	9	630.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	70.00	630.00
39	-	Clip Board	pc	12	0	0	12	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	100.00	1,200.00
40	-	Specialty Board Paper	pack	56	0	0	56	2,240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	56	40.00	2,240.00
41	-	Page Maker	pack	36	0	0	36	1,080.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	36	30.00	1,080.00
42	-	Coffee Maker Machine	unit	1	0	0	1	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,000.00	3,000.00
43	-	Paper cups, 50 pcs per pack	pack	12	0	0	12	840.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	70.00	840.00
44	-	Wooden stirrer, 100 pcs per pack	pack	12	0	0	12	840.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	70.00	840.00
45	-	SGON PEN, UniGel Impact (UNIBALL 1.0 Black) (For RD)	pc	4	3	3	10	1,800.00	4	3	3	10	1,800.00	4	3	3	10	1,800.00	4	3	3	10	1,800.00	40	180.00	7,200.00
46	-	SGON PEN, Green, 0.5mm	pc	3	3	4	10	300.00	3	3	3	9	270.00	3	3	3	9	270.00	3	3	3	9	270.00	37	30.00	1,110.00
47	-	Dishwashing Liquid, 250ml	bottle	2	2	2	6	780.00	2	2	2	6	780.00	2	2	2	6	780.00	2	2	2	6	780.00	24	130.00	3,120.00
48	-	USB 32GB	pc	10	0	0	10	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	600.00	6,000.00
49	-	SGON PEN 0.7 Black	pc	3	3	3	9	900.00	3	3	3	9	900.00	3	3	3	9	900.00	3	3	3	9	900.00	36	100.00	3,600.00
50	-	Pledge	can	3	0	0	3	360.00	3	0	0	3	360.00	3	0	0	3	360.00	3	0	0	3	360.00	12	120.00	1,440.00
51	-	EPSON N1100 Color Laserjet Enterprise Flow MFPN577 CF362A (S06A) Yellow	cart	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
52	-	EPSON N1100 Color Laserjet Enterprise Flow MFPN577 CF362A (S06A) Magenta	cart	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
53	-	EPSON N1100 Color Laserjet Enterprise Flow MFPN577 CF362A (S06A) Blue	cart	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
54	-	EPSON N1100 Color Laserjet Enterprise Flow MFPN577 CF362A (S06A) Black	cart	1	0	0	1	1,000.00	0	0	0	0	0.00	1	0	0	1	1,000.00	0	0	0	0	0.00	2	1,000.00	2,000.00
55	-	HP GT52 Magenta	pc	1	0	0	1	300.00	0	0	0	0	0.00	1	0	0	1	300.00	0	0	0	0	0.00	2	300.00	600.00
56	-	HP GT52 Cyan	pc	1	0	0	1	300.00	0	0	0	0	0.00	1	0	0	1	300.00	0	0	0	0	0.00	2	300.00	600.00
57	-	HP GT52 Yellow	pc	1	0	0	1	300.00	0	0	0	0	0.00	1	0	0	1	300.00	0	0	0	0	0.00	2	300.00	600.00
58	-	HP GT52 Black	pc	2	0	0	2	600.00	0	0	0	0	0.00	2	0	0	2	600.00	0	0	0	0	0.00	4	300.00	1,200.00
59	-	EPSON L565 664 Black	pc	2	0	0	2	800.00	0	0	0	0	0.00	2	0	0	2	800.00	0	0	0	0	0.00	4	400.00	1,600.00
60	-	EPSON L565 Cyan 664	pc	1	0	0	1	400.00	0	0	0	0	0.00	1	0	0	1	400.00	0	0	0	0	0.00	2	400.00	800.00
61	-	EPSON L565 Yellow 664	pc	1	0	0	1	400.00	0	0	0	0	0.00	1	0	0	1	400.00	0	0	0	0	0.00	2	400.00	800.00
62	-	EPSON L565 Magenta 664	pc	1	0	0	1	400.00	0	0	0	0	0.00	1	0	0	1	400.00	0	0	0	0	0.00	2	400.00	800.00
63	-	EPSON M1100 Black	pc	1	0	0	1	900.00	0	0	0	0	0.00	1	0	0	1	900.00	0	0	0	0	0.00	2	900.00	1,800.00
64	-	EPSON L365 664 Cyan	pc	1	0	0	1	400.00	0	0	0	0	0.00	1	0	0	1	400.00	0	0	0	0	0.00	2	400.00	800.00
65	-	EPSON L365 664 Yellow	pc	1	0	0	1	400.00	0	0	0	0	0.00	1	0	0	1	400.00	0	0	0	0	0.00	2	400.00	800.00
66	-	EPSON L365 664 Magenta	pc	1	0	0	1	400.00	0	0	0	0	0.00	1	0	0	1	400.00	0	0	0	0	0.00	2	400.00	800.00
67	-	EPSON L365 664 Black	pc	2	0	0	2	800.00	0	0	0	0	0.00	1	0	0	1	400.00	0	0	0	0	0.00	3	400.00	1,200.00
68	-	Paper, 100gsm	ream	10	0	0	10	200.00	0	0	0	0	0.00	10	0	0	10	200.00	0	0	0	0	0.00	20	20.00	400.00
69	-	Toner, Canon T06 Black	cart	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	15,000.00	15,000.00
70	-	Printer, L5290, Print, Scan and Copy	unit	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	15,000.00	15,000.00
71	-	Desk Metal Tray, 3-layer	pc	1	0	0	1	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	600.00	600.00
72	-	Adapter Plug / Socket	pc	3	0	0	3	150.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	50.00	150.00

A. TOTAL		P	289,891.04
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	28,989.11
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	318,781.17
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec			

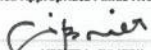
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:


ROWENA FLOR M. AGLUBAT
Property/Supply Officer

Date Prepared:July 27, 2023

Certified Funds Available / Certified Appropriate Funds Available:


LIBBET A. CULATON
Accountant / Budget Officer

Approved by:


GRACE FALGUIBALLAYAN
Head of Office/Agency