

Introduction:

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

APP-CSE 2025 FORM

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 requirement 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-phillgeps.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-phillgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqo>. Instructions on how to fill-out is included in the reminders of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954436 (Smart) or 0962-9255199 (Smart), or email apocase.helpdesk@ps-phillgeps.gov.ph, or visit the PS-DBM website (www.ps-phillgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Department of Trade and Industry
Region: Cordillera Administrative Region
Address: 3F Pine Lake View Bldg, 9 Oak St.
Silvestre Drive, Baguio City

Agency Code/UNSC: 22
Organization Type: National Government Agency

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

Contact Person: JUANITA LUCAS
Position: Regional Director
E-mail: CAR@DBM.gov.ph
Telephone/Mobile Nos: 442-5688 / 09175973067

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT			

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
1	12191601-A-B04	ALCOHOL, Ethyl, 500 mL	bottle	5	2	2	9	453.87	5	2	2	9	453.87	5	2	2	9	453.87	5	2	2	9	453.87	36	50.43	1,815.48
2	12191601-A-B03	ALCOHOL, Ethyl, 1 Gallon	gallon	7	9	2	18	6,427.62	4	8	2	14	4,999.26	7	9	2	18	6,427.62	4	8	2	14	4,999.26	64	357.09	22,853.76

PART II. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

4	60121413-QB-P02	CLEARBOOK, Legal size	piece	2	2	0	4	145.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	36.36	145.44
5	60121534-EP-P01	ERASER, plastic/rubber	piece	24	0	0	24	198.24	10	0	0	10	82.60	22	0	0	22	181.72	14	0	0	14	115.64	70	8.26	578.20
6	60121534-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	66	0	0	66	1,465.20	48	0	0	48	1,065.60	47	0	0	47	1,043.40	41	0	0	41	910.20	202	22.20	4,484.40
7	60121534-SP-G04	SIGN PEN, Fine Tip, Black	piece	80	0	23	103	4,606.16	40	0	15	55	2,459.60	72	0	23	95	4,248.40	44	0	0	44	1,597.68	297	44.72	13,281.84
8	60121534-SP-G07	SIGN PEN, Medium Tip, Black	piece	57	2	2	61	3,489.20	23	2	2	27	1,544.40	33	2	2	37	2,116.40	23	2	2	27	1,544.40	152	57.20	6,694.40
9	60121534-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	3	0	0	3	66.60	3	0	0	3	66.60	3	0	0	3	66.60	3	0	0	3	66.60	12	22.20	266.40
10	60121534-SP-G05	SIGN PEN, Fine Tip, Blue	piece	37	0	0	37	1,654.64	20	0	0	20	894.40	37	0	0	37	1,654.64	15	0	0	15	670.80	109	44.72	4,874.48
11	60121534-SP-G08	SIGN PEN, Medium Tip, Blue	piece	36	10	10	56	3,203.20	20	10	10	40	2,288.00	27	10	10	47	2,688.40	20	10	10	40	2,288.00	183	57.20	10,467.60
12	60121534-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	5	0	0	5	111.00	0	0	0	0	0.00	0	0	0	0	0.00	5	22.20	111.00
13	60121534-SP-G06	SIGN PEN, Fine Tip, Red	piece	14	0	0	14	640.64	14	0	0	14	640.64	14	0	0	14	640.64	14	0	0	14	640.64	56	45.76	2,562.56
14	60121534-SP-G09	SIGN PEN, Medium Tip, Red	piece	3	0	0	3	171.60	0	0	0	0	0.00	3	0	0	3	171.60	0	0	0	0	0.00	6	57.20	343.20
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	161.20	0.00

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

16	45121817-OC-O03	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	23,623.60	0.00
17	4511609-WM-P01	MULTIMEDIA PROJECTOR	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	16,588.00	0.00

BATTERIES AND CELLS AND ACCESSORIES

18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	65	25	12	102	2,089.88	47	25	10	82	1,680.18	50	25	10	85	1,741.65	42	25	10	77	1,577.73	346	20.49	7,088.54
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	52	25	12	89	1,632.26	32	25	10	67	1,228.78	35	25	10	70	1,438.80	27	25	10	62	1,137.08	288	18.34	5,281.92

CLEANING EQUIPMENT AND SUPPLIES

20	47118124-WF-A01	AIR FRESHENER	can	14	9	5	28	2,444.88	14	9	4	27	2,357.37	14	9	4	27	2,357.37	14	9	4	27	2,357.37	109	87.31	9,516.79
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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	
					0	0	0	0	0.00	0	0	0	0	0.00	0	0				0	0	0.00	0	0	0	0	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																												
58	4432105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0	0.00	0	0.00
59	39101828-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	6	0	0	6	453.66	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	75.61	453.66			
60	39101828-L-T-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	6	0	0	6	1,234.92	6	0	0	1,234.92	6	0	0	6	1,234.92	6	0	0	6	1,234.92	24	205.82	4,239.48			
MANUFACTURING COMPONENTS AND SUPPLIES																												
61	31201610-GL-X02	GLUE, all-purpose	bottle	30	0	0	30	1,864.20	7	0	7	434.98	10	0	0	10	621.40	7	0	0	7	434.98	54	621.4	3,355.56			
62	31151804-SH-H01	STAPLE WIRE, heavy duty (order type), 23/13	box	5	0	0	5	182.00	1	0	1	36.40	1	0	0	1	36.40	1	0	0	1	36.40	8	36.40	291.20			
63	31151804-SH-S01	STAPLE WIRE, standard	box	48	3	3	54	1,283.04	33	2	38	902.88	34	2	3	39	926.64	30	2	2	34	807.84	165	23.76	3,920.40			
64	31201502-7A-E02	TAPE, electrical	roll	5	0	0	5	97.25	4	0	4	77.80	4	0	0	4	77.80	2	0	0	2	36.90	15	19.45	291.75			
65	31201503-7A-H01	TAPE, masking, 24mm	roll	28	2	2	32	1,781.76	26	1	3	30	1,670.40	25	1	3	29	1,614.72	26	1	1	28	1,559.04	119	55.68	6,625.92		
66	31201503-7A-W02	TAPE, masking, 48 mm	roll	20	8	0	28	3,392.48	18	0	18	2,180.88	14	0	0	14	1,698.24	16	0	0	16	1,598.56	76	121.16	9,708.16			
67	31201517-7A-F01	TAPE, packaging, 48 mm	roll	26	9	0	35	782.60	19	0	21	469.56	21	0	0	21	469.56	18	2	0	20	447.20	97	22.36	2,168.92			
68	31201512-7A-T01	TAPE, transparent, 24mm	roll	57	16	7	80	1,414.40	38	14	59	1,043.12	38	14	6	58	1,022.44	31	14	6	51	901.68	248	17.68	4,384.64			
69	31201512-7A-T02	TAPE, transparent, 48 mm	roll	30	0	0	30	677.10	22	0	22	488.54	31	0	0	31	699.67	20	0	0	20	451.40	103	22.57	2,324.71			
70	31151507-TW-H01	TWINE, plastic	roll	10	0	0	10	666.20	3	0	3	199.86	6	0	0	6	399.72	3	0	0	3	199.86	22	66.62	1,465.64			
MEASURING AND OBSERVING EQUIPMENT																												
71	44111604-RU-H02	RULER, plastic, 450mm	piece	19	0	0	19	378.67	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	19	19.93	378.67			
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																												
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	13	0	0	13	212.81	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	16.37	212.81			
73	44101602-PR-H01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,534.72	0.00			
74	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	259.89	0.00			
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	231.77	0.00			
76	44121716-CH-W01	CHALK, white enamel	box	20	0	0	20	659.40	0	0	0	0.00	20	0	0	20	699.40	0	0	0	0	0.00	40	32.97	1,318.80			
77	44121105-BF-C01	CLIP, backed, 19mm	box	69	10	10	89	833.04	22	10	42	393.12	47	3	10	60	561.60	23	10	10	43	402.48	234	9.36	2,180.24			
78	44121105-BF-C02	CLIP, backed, 25mm	box	46	10	10	68	1,060.80	25	10	45	702.00	29	2	10	41	639.60	23	10	10	43	670.80	197	15.60	3,073.20			
79	44121105-BF-C03	CLIP, backed, 32mm	box	34	1	10	45	1,497.60	16	10	26	865.28	18	1	10	29	965.12	14	0	10	24	796.72	124	33.28	4,126.72			
80	44121105-BF-C04	CLIP, backed, 50mm	box	40	1	10	51	3,076.32	16	0	26	1,568.32	28	1	10	39	2,352.48	16	0	10	26	1,568.32	142	60.32	8,565.44			
81	44121801-CT-R02	CORRECTION TAPE	piece	87	19	2	108	1,458.00	64	13	79	1,066.50	73	2	2	77	1,039.50	60	2	2	64	864.00	328	13.50	4,428.00			
82	44121612-CL-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	19	0	0	19	602.68	1	0	1	31.72	5	0	0	5	158.60	10	0	0	10	317.20	35	31.72	1,110.20			
83	44111515-CP-B01	DATA FILE BOX	piece	74	0	0	74	10,795.86	20	0	20	2,917.80	20	0	0	20	2,917.80	20	0	0	20	2,917.80	134	145.89	19,549.26			
84	44122011-CP-R01	DATA FOLDER	piece	30	0	0	30	2,480.30	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	83.01	2,490.30			
85	44103022-CS-M01	DATER STAMP	piece	8	0	0	8	3,479.60	1	0	1	434.95	1	0	0	1	434.95	1	0	0	1	434.95	11	434.95	4,784.45			
86	44121806-EN-D01	ENVELOPE, Documentary, A4	box	6	0	1	7	5,809.44	5	0	5	4,148.60	3	0	0	3	2,489.76	4	0	0	4	3,319.68	19	829.92	15,768.48			
87	44121806-EN-D02	ENVELOPE, Documentary, legal,	box	7	0	1	8	8,460.64	3	1	4	4,230.32	3	0	0	3	3,177.74	4	0	0	4	4,230.32	19	1,057.58	20,094.02			
88	44121806-EN-X01	ENVELOPE, Expanding, Kraft	box	9	5	0	14	13,159.30	3	5	8	7,519.60	6	5	0	11	10,339.45	2	5	0	7	6,579.65	40	939.95	37,998.00			
89	44121806-EN-X02	ENVELOPE, Expanding, Plastic	piece	2	0	0	2	60.98	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	30.49	60.98			
90	44121806-EN-W02	ENVELOPE, Mailing	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	432.52	0.00			
91	44121804-EN-W02	ENVELOPE, Mailing, with window	box	1	0	0	1	512.72	0	0	0	0.00	1	0	0	1	512.72	0	0	0	0	0.00	2	512.72	1,025.44			
92	44111912-ER-B01	ERASER, flat, for blackboard/whiteboard	piece	20	0	0	20	288.60	5	0	5	72.40	10	0	0	10	144.80	5	0	0	5	72.40	40	14.48	579.20			
93	44122118-FA-F01	FASTENER	box	32	4	2	38	3,596.32	16	4	21	1,987.44	23	4	1	28	2,449.92	15	4	1	20	1,862.80	107	94.64	10,126.48			
94	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	4	0	0	4	360.80	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	90.20	360.80			
95	44122018-FT-D01	FILE TAB DIVIDER, A4	set	4	0	0	4	44.52	0	0	0	0.00	4	0	0	4	44.52	0	0	0	0	0.00	8	11.13	89.04			
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00			
97	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	5	0	0	5	1,352.00	0	0	0	0.00	3	0	0	3	811.20	0	0	0	0	0.00	8	270.40	2,163.20			
98	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	2	0	0	2	582.40	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	291.20	582.40			

Item & Specifications				Unit of Measure	Monthly Quantity Requirement																Total Quantity for the Year	Price	Total Amount for the Year			
					Q1												Q2									
					Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct				Nov	Dec	Q4
99	44122011-FO-L01	FOLDER, L-type, A4	pack	4	0	0	4	801.12	0	0	0	0	0.00	1	0	0	1	200.28	0	0	0	0	0.00	5	200.28	1,001.40
100	44122011-FO-L02	FOLDER, L-type, Legal	pack	5	0	0	5	1,245.40	2	0	0	2	498.16	2	0	0	2	498.16	2	0	0	2	498.16	11	249.08	2,739.88
101	44122027-FO-P01	FOLDER, preboard	box	25	0	0	25	23,816.00	7	0	0	7	6,666.48	9	0	0	9	8,973.76	6	0	0	6	5,715.84	47	952.64	44,774.08
102	44122011-FO-T01	FOLDER with tab, A4	pack	17	0	0	17	6,455.20	11	0	0	11	4,175.60	13	0	0	13	4,934.80	11	0	0	11	4,175.60	52	379.60	19,739.20
103	44122011-FO-T02	FOLDER with tab, Legal	pack	22	0	0	22	9,106.24	11	0	0	11	4,553.12	16	0	0	16	6,622.72	11	0	0	11	4,553.12	60	413.92	24,835.20
104	44122008-TT-T01	INDEX TAB	box	21	0	0	21	1,419.60	2	0	0	2	135.20	2	0	0	2	135.20	2	0	0	2	135.20	27	67.60	1,825.20
105	44121716-44-F01	MARKER, Fluorescent	set	34	0	0	34	1,057.74	13	0	0	13	404.43	29	0	0	29	902.19	10	0	0	10	311.10	86	31.11	2,675.46
106	44121208-WP-B01	MARKER, Permanent, Black	piece	93	6	6	105	868.35	46	6	1	53	439.31	50	11	1	62	512.74	33	6	1	40	330.80	260	8.27	2,150.20
107	44121208-WP-B02	MARKER, Permanent, Blue	piece	39	0	5	44	363.88	13	0	0	13	107.51	15	5	0	20	165.40	13	0	0	13	107.51	90	8.27	744.30
108	44121208-WP-B03	MARKER, Permanent, Red	piece	5	0	3	8	66.16	3	0	0	3	24.81	5	5	0	10	82.70	3	0	0	3	24.81	24	8.27	198.48
109	44121208-WP-B01	MARKER, Whiteboard, Black	piece	38	5	3	46	443.90	16	5	0	21	202.65	25	5	0	30	289.50	6	5	0	11	106.15	108	9.65	1,042.20
110	44121208-WP-B02	MARKER, Whiteboard, Blue	piece	11	1	1	13	125.45	4	1	1	6	57.90	6	1	1	8	77.20	4	1	1	6	57.90	33	9.65	318.45
111	44121208-WW-B03	MARKER, Whiteboard, Red	piece	5	0	0	5	48.25	3	0	0	3	28.95	5	0	0	5	48.25	3	0	0	3	28.95	16	9.65	154.40
112	44122104-FC-G01	PAPER CLIP, viny/plastic coated, 33mm	box	69	13	2	84	740.88	35	13	2	50	441.00	44	13	2	59	520.38	24	13	2	39	343.88	232	8.82	2,046.24
113	44122104-FC-X02	PAPER CLIP, viny/plastic coated, Junbo, 50mm	box	69	5	2	76	1,478.96	35	4	2	41	797.86	44	4	2	50	973.00	24	4	2	30	583.80	197	19.46	3,833.62
114	44101603-PS-W02	PAPER SHREDDER	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	10,718.96
115	44101601-PT-H02	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
116	44121206-PE-L01	PENCIL, lead/graphite, with eraser	box	10	0	0	10	447.10	7	0	0	7	312.97	8	2	0	10	447.10	7	0	0	7	312.97	34	44.71	1,520.14
117	44121619-PS-M01	PENCIL SHARPENER	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	236.08	0.00
118	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	1	0	0	1	153.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	153.92	153.92
119	44122101-RU-B01	RUBBER BAND No. 18	box	3	2	0	5	676.80	1	2	0	3	405.60	1	2	0	3	405.60	1	2	0	3	405.60	14	135.20	1,892.80
120	44121902-SP-F01	STAMP PAD, felt	piece	4	0	0	4	159.68	1	0	0	1	39.92	1	0	0	1	39.92	1	0	0	1	39.92	7	39.92	279.44
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	65.52	0.00
122	44121615-ST-S01	STAPLER, standard type	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	197.60	0.00
123	44121615-ST-B01	STAPLER, heavy duty (bride)	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	693.15	0.00
124	44121613-SR-F02	STAPLE REMOVER, pier-type	piece	1	0	0	1	46.51	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	46.51	46.51
125	44121605-TD-T01	TABE DISPENSER, table top	piece	4	0	0	4	310.32	0	0	0	0	0.00	2	0	0	2	155.16	0	0	0	0	0.00	6	77.58	465.48
PAPER MATERIALS AND PRODUCTS																										
CARBOLINA, assorted colors																										
126	14111525-CA-M01	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	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	2	83.72	167.44
127	14111506-CA-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	945.36	0.00
128	14111506-CA-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,973.92	0.00
129	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	76	1	1	78	2,890.68	38	1	1	40	1,482.40	60	7	1	68	2,520.08	57	1	1	59	2,186.54	245	37.06	9,079.70
130	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	90	6	0	96	3,319.68	31	2	0	33	1,956.24	50	0	0	50	2,964.00	36	0	0	36	2,134.08	175	59.28	10,374.00
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	77	0	0	77	4,004.00	35	0	0	35	1,820.00	62	0	0	62	3,224.00	48	0	0	48	2,496.00	222	52.00	11,544.00
132	14111514-NB-S02	STENO NOTEBOOK	piece	19	0	0	19	266.76	2	30	0	32	449.28	10	0	0	50	702.00	0	0	0	0	0.00	101	14.04	1,418.04
133	14111507-PA-M01	PAPER, MULTICOPIY A4	ream	182	33	35	250	53,450.00	149	33	35	217	46,394.60	169	33	35	237	50,670.60	146	27	30	203	49,401.40	907	213.80	193,916.60
134	14111507-PA-M02	PAPER, MULTICOPIY LEGAL	ream	95	15	10	120	27,955.20	75	15	10	100	23,296.00	85	15	10	110	25,626.60	78	15	10	103	23,994.88	433	232.96	100,973.68
135	14111507-PA-C01	PAPER, MULTICOPIY A4	ream	132	42	32	206	28,374.44	53	42	32	127	17,492.98	84	42	32	158	21,762.92	61	40	30	131	18,073.84	622	137.74	85,674.28
136	14111507-PA-C02	PAPER, MULTICOPIY LEGAL	ream	68	19	5	92	14,619.72	14	19	14	47	7,464.77	35	19	14	68	10,805.88	24	19	14	57	9,057.87	264	158.91	41,952.34
137	14111531-PP-B01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	34.82	0.00
138	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	154.21	0.00
139	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	22	1	1	24	2,200.80	1	1	1	3	273.10	4	1	1	6	550.20	1	1	1	3	273.10	36	91.70	3,301.20
140	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	1	1	1	3	373.68	1	1	1	3	373.68	1	1	1	3	373.68	1	1	1	3	373.68	12	124.56	1,494.72
141	14111204-TT-F04	TISSUE, INTERFOLDED PAPER TOWEL	pack	50	50	50	150	5,070.00	50	50	50	150	5,070.00	50	50	50	150	5,070.00	50	50	50	150	5,070.00	600	33.80	20,280.00
142	14111204-TT-F02	TOILET TISSUE PAPER, 2 ply	pack	36	26	26	88	8,785.92	36	26	26	88	8,785.92	36	26	26	88	8,785.92	29	26	26	81	8,087.04	345	99.84	34,444.80

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																					
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Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year									
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount				
39	44103105-HP-B46	INK CARTRIDGE, HP U5723AA (HP9550X), Black Original	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92		0.00	
40	44103105-HP-C51	INK CARTRIDGE, HP T6389AA (HP9905), Cyan Original	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00		0.00	
41	44103105-HP-M51	INK CARTRIDGE, HP T6393AA (HP9905), Magenta Original	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00		0.00	
42	44103105-HP-V51	INK CARTRIDGE, HP T6397AA (HP9905), Yellow Original	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00		0.00	
43	44103105-HP-B51	INK CARTRIDGE, HP T6401AA (HP9905), Black Original	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80		0.00	
44	44103112-EP-M05	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43		0.00	
45	44103112-EP-M13	RIBBON CARTRIDGE, EPSON C13S015632, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94		0.00	
46	44103112-EP-M07	RIBBON CARTRIDGE, EPSON C13S015531 (S015096)	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48		0.00	
47	44103103-HP-B09	TONER CARTRIDGE, BROTHER TN-330, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20		0.00	
48	44103103-HP-B11	TONER CARTRIDGE, BROTHER TN-330, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	5,007.40		0.00	
49	44103103-HP-B15	TONER CARTRIDGE, BROTHER TN-347S, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	5,375.44		0.00	
50	44103103-HP-B16	TONER CARTRIDGE, BROTHER TN-465 Black, High Yield	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56		0.00	
51	44103103-HP-C03	TONER CARTRIDGE, BROTHER TN-465 Cyan, High Yield	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80		0.00	
52	44103103-HP-M03	TONER CARTRIDGE, BROTHER TN-465 Magenta, High Yield	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80		0.00	
53	44103103-HP-V03	TONER CARTRIDGE, BROTHER TN-465 Yellow, High Yield	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80		0.00	
54	44103103-CA-B00	TONER CARTRIDGE, CANON CRG-324 II	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36		0.00	
55	44103103-HP-B12	TONER CARTRIDGE, HP CE435A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,439.28		0.00	
56	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,705.36		0.00	
57	44103103-HP-B21	TONER CARTRIDGE, HP CE279A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	4,152.72		0.00	
58	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP985A), Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,998.40		0.00	
59	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,608.32		0.00	
60	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44		0.00	
61	44103103-HP-V23	TONER CARTRIDGE, HP CE312A, Yellow	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44		0.00	
62	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44		0.00	
63	44103103-HP-B28	TONER CARTRIDGE, HP CE305A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	4,495.92		0.00	
64	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	3,194.88		0.00	
65	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	Cart	3	0	0	3	17,468.88	1	0	1	11,645.92	0	1	0	1	5,922.96	1	0	1	2	11,645.92	8	5,922.96	46,583.68	
66	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	Cart	1	0	0	1	8,658.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8,658.00	4	8,658.00	34,632.00
67	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,367.52		0.00	
68	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	10,900.56		0.00	
69	44103103-HP-B60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,856.88		0.00	
70	44103103-HP-C60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20		0.00	
71	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Yellow LaserJet	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20		0.00	
72	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20		0.00	
73	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	Cart	2	0	0	2	15,606.24	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3	7,803.12	23,409.36		
74	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	Cart	2	0	0	2	15,566.56	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3	9,783.28	29,349.84		
75	44103103-HP-V61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	Cart	2	0	0	2	15,566.56	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3	9,783.28	29,349.84		
76	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	Cart	2	0	0	2	15,566.56	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	3	9,783.28	29,349.84		
77	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,439.28	29,349.84		
78	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,063.28	0.00		
79	44103103-HP-M62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,063.28	0.00		
80	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,063.28	0.00		
81	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,328.48	0.00		
82	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,392.08	0.00		
83	44103103-HP-V63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	Cart	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,392.08	0.00		

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year			
				Q1												Q2		Q3					Q4		
				Jan	Feb	Mar	Q1	Amount	April	May	June	Q2	Amount	July	Aug	Sept	Q3	Amount	Oct				Nov	Dec	Q4
84	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	5,592.08	0.00	
85	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	4,155.84	0.00	
86	44103103-HP-B46	TONER CARTRIDGE, HP Q7553A, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	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	0	0.00	0	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	0	0.00	0	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	0	0.00	0	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	0	0.00	0	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	0	0.00	0	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	0	0.00	0	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	0	0.00	0	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	0	0.00	0	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	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	
10	43233501-SFT-010	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	
11	43233701-SFT-011	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	
12	43233804-SFT-012	Network management software	license	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	
13	43233905-SFT-013	Networking software	license	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	
14	43233904-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	
15	43233905-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	
16	43233905-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00	

PART II. OTHER ITEMS NOT AVAILABLE AT PS-D8M BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Notes: Please indicate price of items)

1	80141505-TS-001	BALLPEN	piece	190	123	32	345	3,450.00	191	153	12	356	3,560.00	196	123	52	331	3,310.00	133	123	12	268	2,680.00	1300	10.00	13,000.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
3	80141505-TS-003	LAMINATING FILM	pack	5	1	0	6	6,000.00	2	1	0	3	3,000.00	5	1	0	6	6,000.00	0	1	0	1	1,000.00	16	1,000.00	
4	80141505-TS-004	STICKER PAPER	pack	21	12	0	33	2,805.00	8	12	0	20	1,700.00	8	12	0	20	1,700.00	1	12	0	13	1,105.00	86	85.00	
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	28	12	0	40	1,600.00	13	12	0	25	1,000.00	28	12	0	40	1,600.00	21	12	0	33	1,320.00	138	40.00	
6	80141505-TS-006	PHOTO PAPER	pack	30	6	0	36	1,800.00	10	6	0	16	800.00	16	6	0	22	1,100.00	0	6	0	6	300.00	80	50.00	
7	80141505-TS-007	BLEACHING SOLUTION	bottle	2	12	0	14	1,050.00	2	12	0	14	1,050.00	2	12	0	14	1,050.00	2	12	0	14	1,050.00	56	75.00	
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	0	5	0	5	750.00	0	0	0	0	0.00	0	0	0	0	0.00	5	150.00	
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	12	0	12	720.00	10	32	0	42	2,520.00	20	12	0	32	1,920.00	20	12	0	32	1,920.00	118	60.00	
10	80141505-TS-010	UNINTERUPTIBLE POWER SUPPLY	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	
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
12	80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
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	
14	80141505-TS-014	MICROPHONE	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	
15	80141505-TS-015	MEDICAL	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	
16	80141505-TS-016	DISINFECTING LIQUID	bottle	4	15	4	24	1,800.00	1	13	1	15	1,125.00	1	13	1	15	1,125.00	1	13	1	15	1,125.00	69	75.00	
17	80141505-TS-017	PLASTIC FASTENER	box	4	0	0	4	200.00	4	0	0	4	200.00	4	0	0	4	200.00	4	0	0	4	200.00	16	50.00	
18	80141505-TS-018	STEEL FILING CABINET	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	
19	80141505-TS-019	VELLUM BOARD PAPER	pack	10	0	0	10	1,000.00	10	0	0	10	1,000.00	10	0	0	10	1,000.00	10	0	0	10	1,000.00	40	100.00	
20	80141505-TS-020	EXTENSION CORD	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	
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
22	80141505-TS-022	COLORLED PAPER	pack	2	0	0	2	50.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	25.00	
23	80141505-TS-023	BOND PAPER	ream	20	10	10	40	8,000.00	20	10	10	40	8,000.00	30	10	10	50	10,000.00	30	10	10	50	10,000.00	180	200.00	
24	80141505-TS-024	PUSH PIN	pack	1	0	0	1	50.00	1	0	0	1	50.00	11	0	0	11	550.00	11	0	0	11	550.00	24	50.00	
1,200.00																										

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year			
				Q1												Q2									
				Jan	Feb	Mar	Q1	Amount	April	May	June	Q2	Amount	July	Aug	Sept	Q3	Amount	Oct				Nov	Dec	Q4
25	80141505-TS-025	DOOR MAT	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
26	80141505-TS-026	GLUE STICK (PASTE)	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
28	80141505-TS-028	DECORANT CAKE	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
29	80141505-TS-029	DISPOSABLE GLOVES	box	3	0	0	3	150.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	3	50.00	150.00
30	80141505-TS-030	OFFICE CHAIR	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
31	80141505-TS-031	MANILA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
32	80141505-TS-032	AUTOMOTIVE BATTERIES	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
33	80141505-TS-033	PADLOCK	pieces	1	0	0	1	300.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	300.00	300.00
34	80141505-TS-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
35	80141505-TS-035	COMPACT DISC	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
37	80141505-TS-037	STORAGE BOX	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
38	80141505-TS-038	PLASTIC ENVELOPE	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
39	80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
40	80141505-TS-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
41	80141505-TS-041	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
42	80141505-TS-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
43	80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
44	80141505-TS-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
45	80141505-TS-045	POVIDONE IODINE	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
46	80141505-TS-046	KEYBOARD	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
47	80141505-TS-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
48	80141505-TS-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
49	80141505-TS-049	LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
50	80141505-TS-050	FUEL FILTERS	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
49	80141505-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
50	80141505-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
50	80141505-TS-062	ASSEMBLED PASSENGER-JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
51	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
52	80141505-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
53	80141505-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
A. TOTAL																								1,309,151.43	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								130,915.14	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Prices	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		1,440,066.57
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:


 JERALD P. CAMILO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 ROSE ANNE B. CAMERO / SHEILA ROSER/JOELIN SONGGADAN
 Accountant / Budget Officer

Approved by:


 JULIETTE B. OCAS
 Head of Office/Agency

Date Prepared: 24-Jul-24