

Instructions:

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 23 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 Procurement System (mPhilGPPS) 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).

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

APP-CSE 2025 FORM

- 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 mPhilGPPS and Downloads page of PS-DBM website (www.ps-phillips.gov.ph).
 - 2.0 All information must be provided accurately.
 - 2.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phillips.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
 - 3.0 Do not delete, add, or revise any items or rows on this form; otherwise the form will be deemed invalid.
 - 4.0 For items not included on the list of PART II, 1 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-phillips.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/afqeo>. Instructions on how to fill-out is included in the reminders of the form.
 - 5.0 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 mPhilGPPS 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 mPhilGPPS 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 0918-2854426 (Smart) or 0962-8255199 (Smart), or email appcse@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: Philippine Fire Research Institute Agency Code/UNSC: 35-011 Note: The APP-CSE for FY 2025 must be submitted on or before **31 May 2024**
Region: I Contact Person: ROQUELLA S. MELGARITO
Address: Acad Road, Marikina, San Mateo, Manila Organization Type: DOCC Position: Administrative Officer II
Telephone/Mobile Nos: 09977100065 E-mail: roquella.melgarito@doctr.gov.ph

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4								
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																					
ALCOHOL OR ACETONE BASED ANTISEPTICS																					
1	1231561-A-B34	ALCOHOL, Ethyl, 500 mL	bottle	0	15	0	15	756.45	0	0	0	0	0	15	756.45	0	0	0	30	50.43	1,512.90
2	1231601-A-B03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	357.09	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																					
3	6012143-CH-P01	CLEARBOOK, A4 size	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	35.16	0.00
4	6012143-CH-P02	CLEARBOOK, Legal size	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	36.36	0.00
5	6012154-ES-P01	ERASER, particle/rubber	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	8.26	0.00
6	6012154-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	22.30	0.00
7	6012154-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	10	0	10	447.20	0	0	0	0	0	0	0.00	0	0	0	10	44.72	447.20
8	6012154-SP-G07	SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	57.20	0.00
9	6012154-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	22.30	0.00
10	6012154-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	44.72	0.00
11	6012154-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	57.20	0.00
12	6012154-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	22.30	0.00
13	6012154-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	45.76	0.00
14	6012154-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	57.20	0.00
15	6012124-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																					
16	45121317-DO-C03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	23,623.60	0.00
17	45111609-PR-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	15,888.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																					
18	20111702-AT-A02	BATTERY, dry cell, size AA	pack	0	0	0	0	0.00	5	0	0	5	5	5	10.25	0	0	0	10	20.49	204.90
19	20111702-AT-A01	BATTERY, dry cell, size AAA	pack	0	0	0	0	0.00	5	0	0	5	5	5	91.70	0	0	0	10	18.24	182.40
CLEANING EQUIPMENT AND SUPPLIES																					
47111817-AF-A01	AIR FRESHENER	can	0	0	0	0	0.00	0	0	24	24	2,093.44	0	0	0	0	0	0	24	87.21	2,093.44

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																								Total Quantity for this year	Price	Total Amount for this 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	Q4 Amount							
21	4713404-B-SL	BROOM (Nile Tamba)	piece	0	0	0	0	0.00	5	0	5	634.00	0	0	5	31	634.00	0	0	0	0	0.00	10	124.00	1,240.00				
22	4713404-B-TL	BROOM (Nile Ting-Ting)	piece	0	0	0	0	0.00	11	0	11	286.00	0	0	11	11	286.00	0	0	0	0	0.00	22	26.00	572.00				
23	4713409-TB-CB1	CLEANER, Toilet Bowl and Urinal	bottle	0	0	0	0	0.00	0	24	24	998.40	0	0	0	0	0	0	0	0	0	0.00	24	41.60	998.40				
24	4713405-C-R1	CLEANER, Scouring Powder	plastic container	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	23.82	0.00				
25	4713411-CE-B02	DETERGENT BAR	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	9.34	0.00				
26	4713411-CE-F02	DETERGENT POWDER, all purpose	packet	0	0	0	0	0.00	0	0	50	2,794.00	0	0	0	0	0	0	0	0	0	0.00	50	54.66	2,794.00				
27	4713400-CE-A01	DISINFECTANT SPRAY	can	0	0	0	0	0.00	0	24	24	3,337.36	0	0	0	0	0	0	0	0	0	0.00	24	139.89	3,337.36				
28	4713401-FC-F01	DUST PAN	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	46.80	0.00				
29	4713402-FW-F03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	309.76	0.00				
30	4713403-FC-A01	FURNITURE CLEANER	can	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	141.39	0.00				
31	7310412-HS-L01	HAND SOAP, liquid, 500ml	bottle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	42.95	0.00				
32	4713404-4B-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	2,388.00	0.00				
33	4713401-4C-C01	BAGS	bag	0	0	0	0	0.00	0	3	3	347.35	0	0	0	0	0	0	0	0	0	0.00	3	69.47	347.35				
34	4713402-SC-M01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	85.83	0.00				
35	4712401-TB-F04	TRAYS BAG, XXL size	roll/pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	130.00	0.00				
36	4712401-TB-F05	TRAYS BAG, Large size	roll/pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	59.26	0.00				
37	4712401-TB-F06	TRAYS BAG, XL size	roll/pack	30	0	0	30	2,776.80	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	30	92.96	2,776.80				
38	4712402-WB-F01	WASTEBASKET	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	43.68	0.00				
COLOR COMPOUNDS AND DISPENSERS																													
39	1217403-S-F01	INK, for stamp pad	bottle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	28.79	0.00				
CONSUMER ELECTRONICS																													
40	5216133-CV-B02	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	7,739.16	0.00				
FILMS																													
41	1311103-AC-F01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	1,343.84	0.00				
42	1311101-CF-F02	CARBON FILM, Large size	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	351.83	0.00				
FIRE FIGHTING EQUIPMENT																													
43	4619401-FF-F01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	1,144.00	0.00				
FLAG OR ACCESSORIES																													
44	5512405-FF-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	284.64	0.00				
FURNITURE AND FURNISHINGS																													
45	5610104-CH-B01	MONOBLLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	341.12	0.00				
46	5610104-CH-W01	MONOBLLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	341.12	0.00				
HEATING AND VENTILATION AND AIR CIRCULATION																													
47	4010404-EC-C01	ELECTRIC FAN, ceiling mount, cold type	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	1,222.00	0.00				
48	4010404-EC-C01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	1,109.88	0.00				
49	4010404-EC-S01	ELECTRIC FAN, static type	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	1,560.00	0.00				
50	4010404-EC-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	901.68	0.00				
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																													
51	4121107-C0B003	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	24,793.60	0.00				
52	4121107-C0B004	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	42,396.40	0.00				
53	4120402-FC-B02	EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	3,614.96	0.00				
54	4120401-FC-B04	FLASH DRIVE	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	152.74	0.00				
55	4121103-LA-M04	LAPTOP COMPUTER, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	42,389.00	0.00				
56	4121103-LA-M03	LAPTOP COMPUTER, lightweight	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	46,890.00	0.00				
57	4121108-MC-B02	COMPUTER MOUSE, Wireless	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	161.92	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
58	Q212105-FR-021	PRINTER, Laser, Monochrome	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,636.89	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
89	79101028-4R-031	LIGHT-EMITTING DIODE (LED) LIGHT BALL B, 7 watts	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	75.61	0.00
90	79101028-1T-031	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	295.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
61	11201010-Q-032	GLUE, all-purpose	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	62.14	0.00
62	11151064-SH-001	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	36.46	0.00
63	11151064-SH-001	STAPLE WIRE, standard	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23.76	0.00
64	11201002-TA-032	TAPE, electrical	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19.45	0.00
65	11201003-TA-001	TAPE, masking, 24mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	55.68	0.00
66	11201003-TA-002	TAPE, masking, 48 mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	121.16	0.00
67	11201017-TA-011	TAPE, packaging, 48 mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22.36	0.00
68	11201012-TA-011	TAPE, transparent, 24mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17.68	0.00
69	11201012-TA-012	TAPE, transparent, 48 mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	22.67	0.00
70	11151007-TW-001	TWINE, plastic	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	66.82	0.00
MEASURING AND OBSERVING EQUIPMENT																										
71	41111004-RU-012	RULER, plastic, 450mm	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	19.93	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
72	44121012-BL-001	BLADE, for general purpose utility knife	tube	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16.37	0.00
73	44101002-FR-001	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,534.72	0.00
74	44120037-BR-010	BINDING RINGCODE, plastic, 32 mm	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	759.89	0.00
75	44101007-CK-011	CALCULATOR, Compact	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	235.77	0.00
76	44121710-CH-001	CHALK, white erasable	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32.67	0.00
77	44121005-BF-011	CLIP, bookbind, 19mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9.38	0.00
78	44121005-BF-012	CLIP, bookbind, 25mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15.66	0.00
79	44121005-BF-013	CLIP, bookbind, 32mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13.28	0.00
80	44121005-BF-014	CLIP, bookbind, 50mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	60.22	0.00
81	44121001-CT-002	CORRECTION TAPE	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13.50	0.00
82	44121012-CU-001	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31.72	0.00
83	44111015-DF-001	DATA FILE BOX	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	145.89	0.00
84	44121011-DF-011	DATA FOLDER	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	82.61	1,610.20
85	44101002-DS-001	DATER STRAP	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	434.95	0.00
86	44121006-EN-001	ENVELOPE, Documentary, A4	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	829.92	0.00
87	44121006-EN-002	ENVELOPE, Documentary, legal	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,057.58	0.00
88	44121006-EN-001	ENVELOPE, Expanding, Kraft	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	599.95	0.00
89	44121006-EN-002	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30.49	0.00
90	44121006-EN-002	ENVELOPE, Mailing	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	432.52	0.00
91	44121004-EN-002	ENVELOPE, Mailing, with window	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	512.72	0.00
92	44111012-ER-001	ERASER, blk, for blackboard/whiteboard	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14.48	0.00
93	44121116-FR-001	FASTENER	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	94.64	0.00
94	44111015-FR-001	FILE ORGANIZER, expanding plastic, legal	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	90.20	0.00
95	44121018-FR-001	FILE TAB DIVIDER, A4	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11.12	0.00
96	44121018-FR-002	FILE TAB DIVIDER, legal	set	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14.22	0.00
97	44121011-FR-011	FOUNDER, fancy with edge, A4	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	270.40	0.00
98	44121011-FR-012	FOUNDER, fancy with edge, legal	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	291.20	0.00

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	4410102-HP-948	INK CARTRIDGE, HP L0872A (HP955X), Black Original	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	1,812.32	0.00
40	4410102-HP-C51	INK CARTRIDGE, HP T489AA (HP905), Cyan Original	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	488.00	0.00
41	4410102-HP-M51	INK CARTRIDGE, HP T6193AA (HP905), Magenta Original	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	488.00	0.00
42	4410102-HP-V51	INK CARTRIDGE, HP T6197AA (HP905), Yellow Original	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	488.00	0.00
43	4410102-HP-851	INK CARTRIDGE, HP T0401AA (HP905), Black Original	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	774.80	0.00
44	4410112-EP-105	RIBBON CARTRIDGE, EPSON C13015516 (EP301), Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	77.48	0.00
45	4410112-EP-413	RIBBON CARTRIDGE, EPSON C13015612 (EP301), Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	77.94	0.00
46	4410112-EP-307	RIBBON CARTRIDGE, EPSON C13015511 (EP300)	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	818.08	0.00
47	4410102-HP-809	TONER CARTRIDGE, BROTHER TN-3320, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3,867.20	0.00
48	4410102-HP-811	TONER CARTRIDGE, BROTHER TN-3350, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	5,902.40	0.00
49	4410102-HP-815	TONER CARTRIDGE, BROTHER TN-347A, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	5,575.44	0.00
50	4410102-HP-816	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	4,564.50	0.00
51	4410102-HP-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	7,716.80	0.00
52	4410102-HP-A03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	7,716.80	0.00
53	4410102-HP-V03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	7,716.80	0.00
54	4410102-CA-800	TONER CARTRIDGE, CANON GIG-314 II	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	13,398.36	0.00
55	4410102-HP-812	TONER CARTRIDGE, HP CE315A, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3,435.28	0.00
56	4410102-HP-818	TONER CARTRIDGE, HP CE315A, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	7,705.38	0.00
57	4410102-HP-821	TONER CARTRIDGE, HP CE318A, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	4,183.72	0.00
58	4410102-HP-822	TONER CARTRIDGE, HP CE315A (HP85A), Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3,598.40	0.00
59	4410102-HP-823	TONER CARTRIDGE, HP CE310A, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,608.32	0.00
60	4410102-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,897.44	0.00
61	4410102-HP-V23	TONER CARTRIDGE, HP CE312A, Yellow	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,897.44	0.00
62	4410102-HP-V23	TONER CARTRIDGE, HP CE313A, Magenta	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,897.44	0.00
63	4410102-HP-828	TONER CARTRIDGE, HP CE315A, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	4,491.82	0.00
64	4410102-HP-852	TONER CARTRIDGE, HP CF312A (HP17A), Black LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3,564.88	0.00
65	4410102-HP-853	TONER CARTRIDGE, HP CF326A (HP26A), Black LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	5,822.96	0.00
66	4410102-HP-856	TONER CARTRIDGE, HP CF311A (HP81A), Black LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	6,658.00	0.00
67	4410102-HP-857	TONER CARTRIDGE, HP CF315A (HP83A), LaserJet Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3,367.52	0.00
68	4410102-HP-858	TONER CARTRIDGE, HP CF327A (HP87), Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	10,008.50	0.00
69	4410102-HP-860	TONER CARTRIDGE, HP CF310A, Black LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,898.88	0.00
70	4410102-HP-C50	TONER CARTRIDGE, HP CF311A, Cyan LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,843.20	0.00
71	4410102-HP-V60	TONER CARTRIDGE, HP CF312A, Yellow LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,843.20	0.00
72	4410102-HP-V60	TONER CARTRIDGE, HP CF313A, Magenta LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	2,843.20	0.00
73	4410102-HP-861	TONER CARTRIDGE, HP CF310A (HP500A), Black LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	7,803.12	0.00
74	4410102-HP-C51	TONER CARTRIDGE, HP CF311A (HP500A), Cyan LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	9,783.28	0.00
75	4410102-HP-V61	TONER CARTRIDGE, HP CF312A (HP500A), Yellow LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	9,783.28	0.00
76	4410102-HP-862	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	9,783.28	0.00
77	4410102-HP-C52	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	3,409.28	0.00
78	4410102-HP-V62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	4,063.28	0.00
79	4410102-HP-V62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	4,063.28	0.00
80	4410102-HP-863	TONER CARTRIDGE, HP CF411A (HP410A), Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	4,063.28	0.00
81	4410102-HP-863	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	4,128.48	0.00
82	4410102-HP-C53	TONER CARTRIDGE, HP CF411A (HP410A), Magenta	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	5,092.08	0.00
83	4410102-HP-V63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	CRT	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	5,092.08	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 amount					
25	8011305-15-425	DOOR MAT	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
26	8011305-15-426	GLUE STICK (NATF)	piece	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
27	8011305-15-427	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00
28	8011305-15-428	DEODORANT CREAM	piece	0	0	0	0	0	0.00	50	0	0	0	60	0.00	0	0	60	0.00	0	0	0.00	120	0.00
29	8011305-15-429	DISPOSABLE GLOVES	box	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
30	8011305-15-430	OFFICE CHAIR	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
31	8011305-15-431	WALL PAPER	pack	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
32	8011305-15-432	AUTOMATIC BATTERIES	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
33	8011305-15-433	PADLOCK	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
34	8011305-15-434	MOBILE PHONE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
35	8011305-15-435	COMPACT DISC	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
36	8011305-15-436	AMPLIFIER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
37	8011305-15-437	STORAGE BOX	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
38	8011305-15-438	PLASTIC ENVELOPE	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
39	8011305-15-439	DOCUMENT SCANNER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
40	8011305-15-440	WATER DISPENSER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
41	8011305-15-441	PACKET/MCL	pack	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
42	8011305-15-442	GLUE GUN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
43	8011305-15-443	INKJET PRINTER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
44	8011305-15-444	SPEAKERS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
45	8011305-15-445	PODVOLNE EXORNE	booths	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
46	8011305-15-446	RETRORARD	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
47	8011305-15-447	DSLR CAMERA	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
48	8011305-15-448	STEEL RACK	set	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
49	8011305-15-449	LAUNDRYING MACHINE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
50	8011305-15-450	FUEL FILTERS	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
51	8011305-15-451	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
52	8011305-15-452	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
53	8011305-15-453	CAR (Sedan or Hatchback)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
46	8011305-15-454	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
47	8011305-15-455	SPECIALTY UTILITY VEHICLE (SUV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
48	8011305-15-456	PASSENGER VAN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
49	8011305-15-457	VAN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
50	8011305-15-458	TRAILER/VEHICLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
51	8011305-15-459	PICK-UP TRUCK	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
52	8011305-15-460	AUTOTRUCK/VEHICLE (ATV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
53	8011305-15-461	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
50	8011305-15-462	ASSEMBLED PASSENGER JEEP/OWNER-TYPE VEHICLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
51	8011305-15-463	MOTORCYCLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
52	8011305-15-464	BUS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00
53	8011305-15-465	MINI BUS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0.00

A. TOTAL																	44,983.44
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																	4,498.34

