

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 No.s. 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 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-phillips.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-phillips.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, 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.it/aezqd>. 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 change 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 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appcsehelpdesk@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.

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

Department/Bureau/Office: Philippine Rice Research Institute
Region: VI
Address: Candayan, Marikina, Negros Occidental

Agency Code/LACS: _____
Organization Type: GOCC
Contact Person: JASON F. JUNGCO
Position: NOT
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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
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOSITS)																								
ALCOHOL OR ACETONE BASED ANTISEPTICS																								
1	1219561-AI-B04	ALCOHOL, ETH, 500 mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
2	1219561-AI-B03	ALCOHOL, ETH, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
3	6012141-Q3-F01	CLEARBOOK, A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
4	6012141-Q3-F02	CLEARBOOK, legal size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
5	6012153-GR-F01	ERASER, plastic/rubber	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
6	6012153-GR-F01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
7	6012153-GR-F04	SIGN PEN, Fine Tip, Black	piece	24	0	0	24	1,073.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	24	44.72
8	6012153-GR-F07	SIGN PEN, Medium Tip, Black	piece	64	0	0	64	3,460.80	0	0	0	0	0.00	64	0	0	64	3,460.80	0	0	0	0.00	128	87.20
9	6012153-GR-F02	SIGN PEN, Extra Fine Tip, Blue	piece	86	0	0	86	1,409.20	0	0	0	0	0.00	50	0	0	50	1,110.00	0	0	0	0.00	136	22.80
10	6012153-GR-F05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	44.72
11	6012153-GR-F08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	87.20
12	6012153-GR-F03	SIGN PEN, Extra Fine Tip, Red	piece	12	0	0	12	264.40	0	0	0	0	0.00	12	0	0	12	264.40	0	0	0	0.00	24	22.20
13	6012153-GR-F06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	532.80
14	6012153-GR-F09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
15	6012123-WR-F01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																								
16	4812131-QO-Q03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
17	4811109-M4-F01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
BATTERIES AND CELLS AND ACCESSORIES																								
18	26111702-RT-A02	BATTERY, dry cell, size AA	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
19	26111702-RT-A01	BATTERY, dry cell, size AAA	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00
CLEANING EQUIPMENT AND SUPPLIES																								
47121813-AI-A01	AIR FRESHENER	can	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	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				
21	4711604-B6-501	BROOM (Wash Tando)	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	124.80	0.00
22	4711604-B6-701	BROOM (Wash Ting-50)	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	24.00	0.00
23	4711604-7B-C01	CLEANER, Toilet Bowl and Urinal	bottle	30	0	0	30	1,348.00	30	0	0	30	1,348.00	30	0	0	30	1,348.00	32	0	0	32	1,331.20	122	41.60	5,075.20
24	4711604-C-4701	CLEANER, Scouring Powder	plastic container	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23.92	0.00
25	4711611-C6-402	DETERGENT BAR	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	9.34	0.00
26	4711611-C6-402	DETERGENT POWDER, all purpose	packet	4	4	4	12	648.96	4	4	4	12	648.96	4	4	4	12	648.96	4	4	3	11	594.88	47	54.08	2,541.76
27	4711604-05-401	DISINFECTANT SPRAY	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	139.89	0.00
28	4711604-04-401	DUST PAN	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	44.80	0.00
29	4711604-4A-403	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	308.76	0.00
30	4711604-FC-401	PAINTING CLEANER	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	141.39	0.00
31	73101612-H5-L01	HAND SOAP, liquid, 500ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42.95	0.00
32	4711604-M6-401	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
33	4711611-M6-C01	RAGS	kilo	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	69.47	0.00
34	4711604-SC-401	SCOURING PAD	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	85.63	0.00
35	4711611-7B-404	THASSIBAG, XXL size	rol/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	150.00	0.00
36	4711611-7B-405	THASSIBAG, Large size	rol/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	59.28	0.00
37	4711611-7B-406	THASSIBAG, XL size	rol/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
38	4711612-WB-401	WASTEBASKET	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	43.68	0.00
COLOR COMPOUNDS AND DISPENSERS																										
39	1211704-54-401	INK, for stamp pad	bottle	1	0	0	1	28.79	0	0	0	0	0.00	1	0	0	1	28.79	0	0	0	0	0.00	2	28.79	57.58
CONSUMER ELECTRONICS																										
40	5218155-04-402	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,339.16	0.00
FILMS																										
41	13111203-AC-401	ACETATE	rol	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,242.84	0.00
42	13111201-CF-402	CARBON FILM, Legal size	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	351.83	0.00
FIRE FIGHTING EQUIPMENT																										
43	46101601-FE-401	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00
FLAG OR ACCESSORIES																										
44	5511285-M4-401	PHILIPPINE NATIONAL FLAG	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	284.84	0.00
FURNITURE AND FURNISHINGS																										
45	56101604-04-401	MONOBLOC CHAIR, high	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	341.12	0.00
46	56101604-04-401	MONOBLOC CHAIR, with	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	341.12	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
47	46101604-EF-C01	ELECTRIC FAN, ceiling mount, split 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	1,222.00	0.00
48	46101604-EF-601	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
49	46101604-EF-501	ELECTRIC FAN, stand 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	1,560.00	0.00
50	46101604-EF-401	ELECTRIC FAN, wall mount	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	901.68	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
51	43211507-09-001	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	24,793.40	0.00
52	43211507-09-004	DESKTOP, 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	42,390.40	0.00
53	43201627-HD-X01	EXTERNAL HARD DRIVE	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	3,014.86	0.00
54	43202010-FC-U04	FLASH DRIVE	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	332.74	0.00
55	43211503-LAP004	LAPTOP COMPUTER, 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
56	43211503-LAP003	LAPTOP COMPUTER, lightweight	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	44,800.00	0.00
57	43211508-MO-002	COMPUTER MOUSE, wireless	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	351.92	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	43212105-FR-101	PRINTER, Laser, Monochrome	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,638.80		2,638.80
LIGHTING AND FIXTURES AND ACCESSORIES																												
59	39101603-LB-101	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	75.61		75.61
60	39101603-LT-101	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	206.83		206.83
MANUFACTURING COMPONENTS AND SUPPLIES																												
61	31201610-Q-302	GLUE, all-purpose	bottle	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	62.14		62.14
62	31151805-SM-101	STAPLE WHITE, heavy duty (bride type), 23/13	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.40		36.40
63	31151805-SM-501	STAPLE WHITE, standard	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23.76		23.76
64	31201502-TA-502	TAPE, electrical	roll	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	19.45		19.45
65	31201503-TA-101	TAPE, masking, 24mm	roll	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	55.66		55.66
66	31201503-TA-102	TAPE, masking, 48 mm	roll	5	0	0	5	605.80	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	121.16		121.16
67	31201513-TA-101	TAPE, packaging, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.36		22.36
68	31201513-TA-101	TAPE, transparent, 24mm	roll	18	0	0	18	318.24	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	17.66		17.66
69	31201512-TA-102	TAPE, transparent, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.57		22.57
70	31151502-TW-101	TWINE, plastic	roll	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	66.62		66.62
MEASURING AND OBSERVING AND TESTING EQUIPMENT																												
71	41111604-RU-102	RULER, plastic, 450mm	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	15.93		15.93
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																												
72	44121612-BL-101	BLADE, for general purpose cut/utility knife	tube	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.67		14.67
73	44101602-FB-101	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,534.72		9,534.72
74	4412001-49-F10	BINDING RING/COMB, plastic, 31 mm	bundle	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	259.89		259.89
75	44101801-CA-101	CALCULATOR, Compact	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	235.77		235.77
76	44131710-CH-101	CHALK, white erasable	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.87		32.87
77	44122105-BF-011	CLIP, backfold, 19mm	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.36		9.36
78	44122105-BF-022	CLIP, backfold, 25mm	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	15.60		15.60
79	44122105-BF-033	CLIP, backfold, 32mm	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33.38		33.38
80	44122105-BF-034	CLIP, backfold, 50mm	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	60.32		60.32
81	44121801-CT-102	CORRECTION TAPE	piece	10	0	0	10	270.00	0	10	0	10	0	135.00	0	10	0	10	270.00	0	10	0	10	135.00	60	12.50		12.50
82	44121612-CU-101	CUT/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	31.72		31.72
83	44111515-CF-101	DATA FILE BOX	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	145.89		145.89
84	44120011-CF-101	DATA FOLDER	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	82.61		82.61
85	44100202-DS-101	DATA STAMP	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	434.85		434.85
86	44111506-BN-101	ENVELOPE, Documentary, A4	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	825.92		825.92
87	44111506-BN-102	ENVELOPE, Documentary, legal	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,057.86		1,057.86
88	44111506-BN-101	ENVELOPE, Expanding, kraft	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	939.95		939.95
89	44111506-BN-102	ENVELOPE, Expanding, kraft	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	30.46		30.46
90	44111506-BN-102	ENVELOPE, Expanding, plastic	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	432.32		432.32
91	44111506-BN-102	ENVELOPE, Mailings	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	512.72		512.72
92	44111506-BN-101	ENVELOPE, Mailings, with window	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.48		14.48
93	44111912-BR-101	ERASER, flat, for blackboard/whiteboard	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	94.64		94.64
94	44122116-FR-101	PASTBINDER	box	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	90.20		90.20
95	44111515-FR-101	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.13		11.13
96	44120014-FR-101	FILE TAB DIVIDER, A4	set	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.33		14.33
97	44120014-FR-102	FILE TAB DIVIDER, legal	set	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	220.40		220.40
98	44120011-FD-101	FOLDER, Fancy with side, A4	bundle	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	291.30		291.30
99	44120011-FD-102	FOLDER, Fancy with side, legal	bundle	0	0	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					
			Monthly Quantity Requirement																							
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct				Nov	Dec	Q4	Q4 Amount	
99	4412011-FO-L01	POLDER, L-type, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	200.28	0.00	
100	4412011-FO-L02	POLDER, L-type, legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	249.08	0.00	
101	4412002-FO-F01	POLDER, preboard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	952.64	0.00	
102	4412011-FO-T01	POLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	379.60	0.00	
103	4412011-FO-T02	POLDER with tab, legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	413.92	0.00	
104	4412008-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	0.00	0	67.60	0.00	
105	4412176-W4-F01	MARXER, Flourmont	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	31.11	0.00	
106	4412176-W4-F01	MARXER, Permanent, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	8.27	0.00	
107	4412176-W4-F02	MARXER, Permanent, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	8.27	0.00	
108	4412176-W4-F03	MARXER, Permanent, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	8.27	0.00	
109	4412176-W4-F01	MARXER, Whiteboard, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	9.45	0.00	
110	4412176-W4-F02	MARXER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	9.45	0.00	
111	4412176-W4-F03	MARXER, Whiteboard, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	9.45	0.00	
112	4412104-FC-C01	PAPER CLIP, viny/plastic coated, 33mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	8.81	0.00	
113	4412104-FC-C02	PAPER CLIP, viny/plastic coated, Junco, 50mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	19.46	0.00	
114	44101603-FS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	16,718.98	0.00	
115	44101601-FT-M02	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	0.00	0	9,297.60	0.00	
116	4412176-FE-L01	PENCIL, hard/graphite, with eraser	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	44.71	0.00	
117	44121618-FS-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	0.00	0	238.08	0.00	
118	44101602-F4-L01	PUNCHER, paper, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	155.32	0.00	
119	44122101-RL-M01	RUBBER BAND No. 18	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	138.20	0.00	
120	44121905-SF-F01	STAMP PAD, Ink	piece	3	0	0	3	113.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	3	39.92	119.75	
121	44121618-SF-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	0.00	0	65.51	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	0.00	0	197.60	0.00	
123	44121615-ST-S01	STAPLER, heavy duty (binder)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	693.15	0.00	
124	44121613-SR-F02	STAPLE REMOVER, pier-type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	46.51	0.00	
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	77.58	0.00	
PAPER MATERIALS AND PRODUCTS																										
126	1411152E-CH-M01	CERTOLIN, record colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	82.72	0.00	
127	1411159K-CH-L11	COMPUTER CONTINUOUS FORM, 1 ply, 260mm x 240mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	945.36	0.00	
128	1411159K-CH-L12	COMPUTER CONTINUOUS FORM, 1 ply, 260mm x 379mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	1,977.52	0.00	
129	1411151E-WF-S02	NOTEPAD, 800x-on, 50mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	37.06	0.00	
130	1411151E-WF-S04	NOTEPAD, 800x-on, 76mm x 100mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	89.28	0.00	
131	1411151E-WF-S03	NOTEPAD, 800x-on, 76mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	82.00	0.00	
132	1411151E-WF-S02	STENO NOTEBOOK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	14.04	0.00	
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	66	11	10	87	16,400.40	52	10	10	72	15,393.60	52	10	10	72	15,393.60	303	213.90	64,781.40	18,540.16	4,359.94	31	137.74	
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	21	0	0	21	4,892.16	15	0	0	15	3,494.40	20	0	0	20	4,659.20	71	232.96	213.90	3,494.40	71	232.96	18,540.16	
135	14111507-PP-C01	PAPER, MULTIPROCE A4	ream	31	0	0	31	4,269.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	31	137.74	4,359.94	
136	14111507-PP-C02	PAPER, MULTIPROCE LEGAL	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	158.91	0.00	
137	1411151E-PP-R01	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	0.00	0	34.82	0.00	
138	14111503-PP-F01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	154.21	0.00	
139	1411151E-RE-R01	RECORD BOOK, 300 PAGES	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	92.70	0.00	
140	1411151E-RE-R02	RECORD BOOK, 500 PAGES	book	30	0	0	30	1,736.20	0	0	0	0	0.00	33	0	0	33	4,110.48	0	0	0	0.00	63	124.56	7,847.28	
141	1411170H-TT-F04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	32.80	0.00	
142	1411170H-TT-F02	TOWEL TISSUE PAPER, 2 ply	pack	10	5	5	20	1,995.60	7	4	4	15	1,497.60	6	4	4	14	1,397.76	6	4	4	14	1,397.76	63	99.86	6,299.32

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	
PRESUMES OR COLOGNES OR FRAGRANCES																										
143	5313105-HS-201	HAND SANITIZER	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	85.08	0.00
PESTICIDES OR PEST REPELLENTS																										
144	1001505-HS-401	INSECTICIDE	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	139.36	0.00
PRINTED PUBLICATIONS																										
145	550105-HS-401	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (PA 9184 and its IIR)	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	4410105-BR-205	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	4410105-CA-204	INK CARTRIDGE, CANON, C-74L, 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	4410105-CA-203	INK CARTRIDGE, CANON, C-81L, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	0.00
4	4410105-CA-304	INK CARTRIDGE, CANON, PC-74L, 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	4410105-CA-303	INK CARTRIDGE, CANON, PC-81L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	0.00
6	4410105-EP-317	INK CARTRIDGE, EPSON, C1766410 (T6641), 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	231.99	0.00
7	4410105-EP-317	INK CARTRIDGE, EPSON, C1766420 (T6642), 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	242.20	0.00
8	4410105-EP-417	INK CARTRIDGE, EPSON, C1766430 (T6643), 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	242.20	0.00
9	4410105-EP-417	INK CARTRIDGE, EPSON, C1766440 (T6644), 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	242.20	0.00
10	4410105-HP-940	INK CARTRIDGE, HP, C8944A (HP94), 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	4410105-HP-740	INK CARTRIDGE, HP, C8951A (HP71), 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	4410105-HP-809	INK CARTRIDGE, HP, C8951A (HP71), 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	4410105-HP-710	INK CARTRIDGE, HP, C8952A (HP72), 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	4410105-HP-817	INK CARTRIDGE, HP, C8949A (HP80), 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	4410105-HP-717	INK CARTRIDGE, HP, C8949A (HP80), 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	4410105-HP-240	INK CARTRIDGE, HP, C8973A (HP930A), 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	4410105-HP-440	INK CARTRIDGE, HP, C8973A (HP930A), 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	4410105-HP-740	INK CARTRIDGE, HP, C8974A (HP930A), 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	4410105-HP-840	INK CARTRIDGE, HP, C8975A (HP930A), 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	1,364.28	0.00
20	4410105-HP-820	INK CARTRIDGE, HP, C8961A (HP81), 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	868.28	0.00
21	4410105-HP-720	INK CARTRIDGE, HP, C8952A (HP81), 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	4410105-HP-843	INK CARTRIDGE, HP, C8949A (HP950A), 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	1,979.80	0.00
23	4410105-HP-243	INK CARTRIDGE, HP, C8949A (HP951A), 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
24	4410105-HP-443	INK CARTRIDGE, HP, C8949A (HP951A), 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
25	4410105-HP-743	INK CARTRIDGE, HP, C8949A (HP951A), 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
26	4410105-HP-836	INK CARTRIDGE, HP, C8963A (HP79), 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
27	4410105-HP-736	INK CARTRIDGE, HP, C8963A (HP79), 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
28	4410105-HP-833	INK CARTRIDGE, HP, C2107A (HP67), 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	404.56	0.00
29	4410105-HP-733	INK CARTRIDGE, HP, C2108A (HP67), 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	404.56	0.00
30	4410105-HP-743	INK CARTRIDGE, HP, F8728A (HP68), 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	424.32	0.00
31	4410105-HP-843	INK CARTRIDGE, HP, F8V27A (HP68), 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	424.32	0.00
32	4410105-HP-250	INK CARTRIDGE, HP, U8511A (HP95), 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
33	4410105-HP-450	INK CARTRIDGE, HP, U8511A (HP95), 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
34	4410105-HP-750	INK CARTRIDGE, HP, U8511A (HP95), 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
35	4410105-HP-350	INK CARTRIDGE, HP, U8561A (HP95S), 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	1,284.80	0.00
36	4410105-HP-248	INK CARTRIDGE, HP, U8561A (HP95S), 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
37	4410105-HP-348	INK CARTRIDGE, HP, U8561A (HP95S), 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
38	4410105-HP-748	INK CARTRIDGE, HP, U8561A (HP95S), 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

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	44101010-4-446 INK CARTRIDGE, HP 10722A (749550), Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,817.92		
40	44101010-4-451 INK CARTRIDGE, HP 76299A (749003), Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00		
41	44101010-4-451 INK CARTRIDGE, HP 76334A (749005), Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00		
42	44101010-4-451 INK CARTRIDGE, HP 76374A (749005), Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00		
43	44101010-4-451 INK CARTRIDGE, HP 76401A (749005), Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	774.80		
44	44101110-4-405 RIBBON CARTRIDGE, EPSON CI 501S1516 (448750), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77.48		
45	44101110-4-413 RIBBON CARTRIDGE, EPSON CI 501S1512, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77.94		
46	44101110-4-407 RIBBON CARTRIDGE, EPSON CI 501S1511 (S015009)	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	818.48		
47	44101010-4-409 TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,597.20		
48	44101010-4-411 TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,007.40		
49	44101010-4-415 TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,577.44		
50	44101010-4-416 TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,564.56		
51	44101010-4-403 TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,716.80		
52	44101010-4-403 TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,716.80		
53	44101010-4-403 TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,716.80		
54	44101010-4-400 TONER CARTRIDGE, CANON CRC-324 II	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,399.36		
55	44101010-4-412 TONER CARTRIDGE, HP CM435A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,439.28		
56	44101010-4-418 TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,705.36		
57	44101010-4-421 TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,337.72		
58	44101010-4-422 TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,598.40		
59	44101010-4-423 TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,608.32		
60	44101010-4-423 TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,897.44		
61	44101010-4-423 TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,897.44		
62	44101010-4-423 TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,897.44		
63	44101010-4-428 TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,495.92		
64	44101010-4-432 TONER CARTRIDGE, HP CP121A (HP17A), Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,164.88		
65	44101010-4-433 TONER CARTRIDGE, HP CP126A (HP25A), Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,422.96		
66	44101010-4-435 TONER CARTRIDGE, HP CP261A (HP81A), Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8,558.00		
67	44101010-4-437 TONER CARTRIDGE, HP CP283A (HP83A), LaserJet Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,367.52		
68	44101010-4-438 TONER CARTRIDGE, HP CP287A (HP87), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,908.56		
69	44101010-4-440 TONER CARTRIDGE, HP CP300A, Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,356.88		
70	44101010-4-440 TONER CARTRIDGE, HP CP351A, Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,843.20		
71	44101010-4-440 TONER CARTRIDGE, HP CP352A, Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,843.20		
72	44101010-4-440 TONER CARTRIDGE, HP CP353A, Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,843.20		
73	44101010-4-441 TONER CARTRIDGE, HP CP360A (HP50A), Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,803.12		
74	44101010-4-441 TONER CARTRIDGE, HP CP361A (HP50A), Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,783.28		
75	44101010-4-441 TONER CARTRIDGE, HP CP362A (HP50A), Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,783.28		
76	44101010-4-441 TONER CARTRIDGE, HP CP363A (HP50A), Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	9,783.28		
77	44101010-4-442 TONER CARTRIDGE, HP CP400A (HP201A), Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,439.28		
78	44101010-4-442 TONER CARTRIDGE, HP CP401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,063.28		
79	44101010-4-442 TONER CARTRIDGE, HP CP402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,063.28		
80	44101010-4-442 TONER CARTRIDGE, HP CP403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,063.28		
81	44101010-4-443 TONER CARTRIDGE, HP CP410A (HP410A), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,328.48		
82	44101010-4-443 TONER CARTRIDGE, HP CP411A (HP410A), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,592.08		
83	44101010-4-443 TONER CARTRIDGE, HP CP412A (HP410A), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,592.08		

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for this year	Price	Total Amount for this year																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																			
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			Jan	Feb	Mar	Q1 amount	April	May	June	Q2 amount	July	Aug	Sept	Q3 amount	Oct	Nov	Dec	Q4 amount																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
84	44103103-HP-M83	TONER CARTRIDGE, HP Q241 3A (12x40A), Magenta	CRT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

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	amount							
25	80141505-15-025	BOOK MAT	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00		
26	80141505-15-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
27	80141505-15-027	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	0	0	0	0.00	0	0.00	
28	80141505-15-028	DEODORANT CREAM	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
29	80141505-15-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
30	80141505-15-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
31	80141505-15-031	MANILA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
32	80141505-15-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
33	80141505-15-033	PADLOCK	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
34	80141505-15-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
35	80141505-15-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
36	80141505-15-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
37	80141505-15-037	STORAGE BOX	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
38	80141505-15-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
39	80141505-15-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
40	80141505-15-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
41	80141505-15-041	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
42	80141505-15-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
43	80141505-15-043	INCKET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
44	80141505-15-044	SPRINKERS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
45	80141505-15-045	POVONE DOORNE	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
46	80141505-15-046	RETRACTOR	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
47	80141505-15-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
48	80141505-15-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
49	80141505-15-049	LANDING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
50	80141505-15-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
51	80141505-15-051	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	0	0	0	0.00	0	0.00	
52	80141505-15-052	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	0	0	0	0.00	0	0.00	
53	80141505-15-053	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	0	0	0	0.00	0	0.00	
54	80141505-15-054	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	0	0	0	0.00	0	0.00	
55	80141505-15-055	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	0	0	0	0.00	0	0.00	
56	80141505-15-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
57	80141505-15-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
58	80141505-15-058	TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
59	80141505-15-059	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	0	0	0	0.00	0	0.00	
60	80141505-15-060	AUTOMOTIVE VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
61	80141505-15-061	ASSIGNED OWNER-TYPE JEP	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
62	80141505-15-062	ASSIGNED PASSENGER-BEYOND-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
63	80141505-15-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
64	80141505-15-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
65	80141505-15-065	HOME BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00	

A. TOTAL		123,203.32
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		12,320.33

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			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																		P		
D. GRAND TOTAL (A + B + C)																		P		123,328.31
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 ~~commodity-use supplies, materials, and equipment~~ has been included in or is within our approved budget for the year.

Prepared by:



Property/Supply Officer

~~Certified Funds Available~~ / Certified Appropriate Funds Available:



ACCOUNTANT, JONATHAN LIBRODO
Accountant, Budget Officer

Approved by:



LEO T. STABLES
Head of Office/Agency

Date Prepared: 07/09/2024