

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

Introduction:

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

Reminders:

- The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
- For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hosf8>.
- Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signatures shall be deemed invalid.
- Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is uploaded. 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.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email apccse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: NIRC-CAR
Region: CAR
Address: 17 Private Rd., Maguayay Avenue,
Sanan City

Agency Code/UACS: 1600H003403
Region: CAR
Organization Type: Government

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

Contact Person: Dennis D. Tomilag
Position: Administrative Officer I
E-mail: filcennr@gmail.com
Telephone/Mobile No: 074-443-5158/0917-8058804

Item # & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	P/ice	Total Amount for the year					
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOS)																									
ALCOHOL OR ACETONE BASED ANTISEPTICS																									
1	1239801-4L-604	ALCOHOL, Ethyl, 500 ml.	bottle	24	0	0	24	1,233.04	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	24	50.96	1,233.04	
2	1239801-4L-603	ALCOHOL, Ethyl, 1 Gallon	gallon	2	0	0	2	902.72	2	0	0	2	902.72	2	0	0	2	902.72	2	0	2	902.72	8	451.36	3,610.88
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	6012143-CB-P01	CLEARBOOK, A4 size	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	33.36	0.00	
4	6012143-CB-P02	CLEARBOOK, Legal size	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	38.46	0.00	
5	6012134-ER-P01	ERASER, plastic/rubber	piece	24	0	0	24	226.64	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	24	9.36	226.64	
6	6012134-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	26.00	0.00	
7	6012134-SP-G04	SIGN PEN, Fine Tip, Black	piece	1	0	0	1	44.72	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	44.72	44.72	
8	6012134-SP-G07	SIGN PEN, Medium Tip, Black	piece	23	0	0	23	1,315.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	23	57.20	1,315.60	
9	6012134-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	1	0	0	1	26.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	26.00	26.00	
10	6012134-SP-G05	SIGN PEN, Fine Tip, Blue	piece	1	0	0	1	44.72	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	44.72	44.72	
11	6012134-SP-G08	SIGN PEN, Medium Tip, Blue	piece	23	0	0	23	1,315.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	23	57.20	1,315.60	
12	6012134-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	26.00	0.00	
13	6012134-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	45.76	0.00	
14	6012134-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	57.20	0.00	
15	6012124-WR-P01	WRAPPING PAPER	pack	3	0	0	3	642.72	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	3	254.24	642.72	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
16	4912137-CC-C03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	25,536.54	0.00	
17	4911609-PP-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	18,470.40	0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year				
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT		
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-8T-A02	BATTERY, dry cell, size AA	pack	1	0	0	1	21.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	21.94	21.94	
19	26111702-8T-A01	BATTERY, dry cell, size AAA	pack	1	0	0	1	19.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	1	19.76	19.76	
20	26111702-8T-A03	BATTERY, dry cell, size D	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	92.56	0.00	
CLEANING EQUIPMENT AND SUPPLIES																										
21	4733882-4F-A01	AIR FRESHENER	can	3	0	0	3	262.08	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	262.08	6	87.36	524.16
22	4733894-8B-S01	BROOM (Wale Tambu)	piece	1	0	0	1	127.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	127.92	127.92
23	4733894-8B-T01	BROOM (Wale Ting-ting)	piece	1	0	0	1	23.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	23.92	23.92
24	4733829-TB-C01	CLEANSER, Toilet Bowl and Urinal	bottle	3	0	0	3	134.16	3	0	0	3	134.16	3	0	0	3	134.16	3	0	0	3	134.16	12	44.72	536.64
25	4733805-CL-P01	CLEANSER, Scouring Powder	can	6	0	0	6	236.00	6	0	0	6	236.00	6	0	0	6	236.00	6	0	0	6	236.00	24	36.00	864.00
26	4733881-DE-802	DETERGENT BAR	bar	1	0	0	1	9.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9.36	9.36
27	4733881-DE-P02	DETERGENT POWDER, all purpose	pouch	1	0	0	1	88.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	88.40	88.40
28	4733889-D6-A04	DISINFECTANT EPRAV	can	3	0	0	3	452.40	0	0	0	0	0.00	3	0	0	3	452.40	0	0	0	0	0.00	6	150.40	904.80
29	4733892-DU-P01	DUST PAN	piece	1	0	0	1	46.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	46.80	46.80
30	4733882-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.00	0.00
31	4733890-FC-A01	FURNITURE CLEANER	can	1	0	0	1	236.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	236.72	236.72
32	7302662-HS-L01	HAND SOAP, liquid	bottle	3	0	0	3	138.85	0	0	0	0	0.00	6	0	0	6	257.70	0	0	0	0	0.00	9	42.95	386.55
33	4733894-MP-A01	MOP BUCKET	unit	1	0	0	1	2,389.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,389.00	2,389.00
34	4733883-MP-H02	MOPHANDLE, heavy duty	piece	1	0	0	1	134.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	134.16	134.16
35	4733859-MP-801	MOPHEAD, made of rayon	piece	1	0	0	1	114.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	114.04	114.04
36	47331301-RG-C01	RAGS	kilo	10	0	0	10	572.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	57.20	572.00
37	4733892-SC-H01	SCOURING PAD	pack	1	0	0	1	89.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	89.44	89.44
38	47323702-TB-P04	TRASHBAG, XXL size	pack/roll	6	0	0	6	780.00	0	0	0	0	0.00	6	0	0	6	780.00	0	0	0	0	0.00	12	130.00	1,560.00
39	47323702-TB-P05	TRASHBAG, Large size	pack/roll	6	0	0	6	355.68	0	0	0	0	0.00	6	0	0	6	355.68	0	0	0	0	0.00	12	59.28	711.36
40	47323702-TB-P06	TRASHBAG, XL size	pack/roll	6	0	0	6	555.36	0	0	0	0	0.00	6	0	0	6	555.36	0	0	0	0	0.00	12	92.56	1,107.72
41	47323702-WB-P01	WASTEBASKET	piece	1	0	0	1	43.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	43.68	43.68
COLOUR POWDERS AND DISPERSIONS																										
42	730342-P02	INK, for stamp pad	bottle	3	0	0	3	93.60	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	93.60	6	32.20	187.20
CONSUMER ELECTRONICS																										
43	5246335-DV-R01	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	4,803.76	0.00
FACE MASK																										
44	42332713-5H-H06	FACE MASK	box	6	0	0	6	312.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	52.00	312.00
FILMS																										
45	13111203-AC-P01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,040.32	0.00
46	13111205-CF-P02	CARBON FILM, legal size	box	1	0	0	1	256.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	256.88	256.88
FIRE FIGHTING EQUIPMENT																										
47	4639802-PE-H01	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	1,390.80	0.00
48	4639801-PE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00
FLAG OR ACCESSORIES																										
49	5522905-PV-P01	PHILIPPINE NATIONAL FLAG	piece	1	0	0	1	294.94	0	0	0	0	0.00	1	0	0	1	294.94	0	0	0	0	0.00	2	294.94	589.88

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	
FURNITURE AND FURNISHINGS																									
50 56105104-CH-001	MONOBLOC CHAIR, beige	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	375.44	0.00
51 56105104-CH-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	372.32	0.00
52 56105103-TM-501	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
53 56105103-TM-502	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,348.88	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																									
54 40105804-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,360.00	0.00
55 40105804-EF-C02	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00
56 40105804-EF-001	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	1,095.72	0.00
57 40105804-EF-W01	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	914.16	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																									
58 43211507-DSH003	DESKTOP, for Basic Users	unit	1	0	0	1	24,793.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	24,793.60	24,793.60
59 43211507-DSH004	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	42,990.40	0.00
60 43208027-HD-102	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	3,038.00	0.00
61 43202030-FD-104	FLASH DRIVE	piece	1	0	0	1	224.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	224.64	224.64
62 43211503-LAP004	LAPTOP, for Mid-range Users	unit	1	0	0	1	42,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	42,380.00	42,380.00
63 43211503-LAP003	LAPTOP, 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	46,800.00	0.00
64 43211508-MO-C02	COMPUTER MOUSE, Wireless	unit	1	0	0	1	169.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	169.52	169.52
65 43212102-PR-C02	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33,815.84	0.00
66 43212102-PR-C01	PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11,014.64	0.00
67 43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,063.04	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																									
68 39102626-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	1	0	0	1	81.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	81.12	81.12
69 39102628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 30 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	359.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																									
70 31201610-GL-X01	GLUE, all-purpose	jar	5	0	0	5	353.60	0	0	0	0	0.00	5	0	0	5	353.60	0	0	0	0	0.00	10	70.72	707.20
71 31201604-SW-W01	STAPLE WIRE, heavy duty (blinder type), 23/13	box	1	0	0	1	22.55	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	22.55	22.55
72 31201604-SW-001	STAPLE WIRE, standard	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	23.78	0.00
73 31201502-TA-E01	TAPE, electrical	roll	1	0	0	1	19.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	19.45	19.45
74 31201503-TA-H01	TAPE, masking, 24mm	roll	1	0	0	1	61.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	61.88	61.88
75 31201503-TA-H02	TAPE, masking, 40 mm	roll	1	0	0	1	121.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	121.16	121.16
76 31201513-TA-H01	TAPE, packaging, 40 mm	roll	1	0	0	1	30.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	30.16	30.16
77 31201512-TA-T01	TAPE, transparent, 24mm	roll	25	0	0	25	286.00	0	0	0	0	0.00	25	0	0	25	286.00	0	0	0	0	0.00	30	11.44	572.00
78 31201512-TA-T02	TAPE, transparent, 40 mm	roll	1	0	0	1	23.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	23.92	23.92
79 31151307-TW-P01	TWINE, plastic	roll	3	0	0	3	213.16	0	0	0	0	0.00	3	0	0	3	213.16	0	0	0	0	0.00	6	70.72	424.32
MEASURING AND OBSERVING AND TESTING EQUIPMENT																									
80 41111004-RU-H02	RULER, flexible, plastic, 450mm	piece	1	0	0	1	20.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	20.80	20.80
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
81 44126112-RL-H01	BLADE, for general purpose cutter/utility knife	tube	1	0	0	1	16.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16.00	16.00
82 44102602-PR-H01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,104.64	0.00

Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	Item #	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			
83	4420807-CA-001	CALCULATOR, Compact	unit	1	0	0	1	287.04	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	287.04	287.04												
84	4412170-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	32.97	0.00												
85	4412205-BF-C01	CLIP, back&hd, 19mm	box	10	0	0	10	93.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	9.36	93.60												
86	4412205-BF-C02	CLIP, back&hd, 25mm	box	10	0	0	10	156.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	15.60	156.00												
87	4412205-BF-C03	CLIP, back&hd, 32mm	box	5	0	0	5	135.20	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	5	27.04	135.20												
88	4412205-BF-C04	CLIP, back&hd, 50mm	box	5	0	0	5	301.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	5	60.32	301.60												
89	44121801-CT-002	CORRECTION TAPE	piece	25	0	0	25	288.25	0	0	0	0	0.00	25	0	0	25	288.25	0	0	0	0.00	50	11.53	576.50											
90	44122682-CLJ-H01	CLUTTER/UTILITY KNIFE, for general purpose	piece	1	0	0	1	31.72	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	31.72	31.72												
91	44121515-DF-001	DATA FILE BOX	piece	1	0	0	1	77.20	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	77.20	77.20												
92	44120311-DF-P01	DATA FOLDER	piece	25	0	0	25	1,758.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	25	68.64	1,758.00												
93	44120302-DS-P01	DATER STAMP	piece	1	0	0	1	469.78	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	469.78	469.78												
94	44121506-EN-001	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	840.32	0.00												
95	44126806-EN-002	ENVELOPE, Documentary, legal,	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,078.48	0.00												
96	44121506-EN-W01	ENVELOPE, Expanding, Kraft	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,574.88	0.00												
97	44121506-EN-W02	ENVELOPE, Expanding, Plastic	box	1	0	0	1	30.49	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	30.49	30.49												
98	44121506-EN-W02	ENVELOPE, Hailing	box	3	0	0	3	1,400.98	0	0	0	0	0.00	3	0	0	3	1,400.98	0	0	0	0.00	6	466.96	2,801.96											
99	44121804-EN-W02	ENVELOPE, Hailing, with window	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	538.32	0.00												
100	44119812-ER-001	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	12.33	0.00												
101	44122118-FA-P01	FASTENER	box	5	0	0	5	473.20	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	5	94.64	464.64												
102	44119315-FO-001	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	85.20	0.00												
103	44122018-FF-001	FILE TAB DIVIDER, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	22.88	0.00												
104	44122018-FF-002	FILE TAB DIVIDER, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	36.00	0.00												
105	44122011-FO-P01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	261.20	0.00												
106	44122011-FO-P02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	339.88	0.00												
107	44122011-FO-L01	FOLDER, L-type, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	187.54	0.00												
108	44122011-FO-L02	FOLDER, L-type, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	238.57	0.00												
109	44122011-FO-P01	FOLDER, pressboard	box	1	0	0	1	952.64	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	952.64	952.64												
110	44122011-FO-T03	FOLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	388.96	0.00												
111	44122011-FO-T04	FOLDER with tab, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	437.44	0.00												
112	44122008-FT-701	INDEX TAB	box	1	0	0	1	63.11	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	63.11	63.11												
113	44119315-FF-002	MAGAZINE FILE BOX, Large	piece	1	0	0	1	136.88	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	136.88	136.88												
114	44121756-MA-P01	MARKER, Fluorescent	set	10	0	0	10	426.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	10	42.64	426.40												
115	44121708-MP-001	MARKER, Permanent, Black	piece	6	0	0	6	93.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	6	15.60	93.60												
116	44121708-MP-002	MARKER, Permanent, Blue	piece	6	0	0	6	93.60	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	6	15.60	93.60												
117	44121708-MP-003	MARKER, Permanent, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	15.60	0.00												
118	44121708-MH-001	MARKER, Whiteboard, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	10.40	0.00												
119	44121708-MH-002	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	10.40	0.00												
120	44121708-MH-003	MARKER, Whiteboard, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	10.40	0.00												
121	44122204-PC-C01	PAPER CLIP, vinyl/plastic coated, 33mm	box	12	0	0	12	113.32	0	0	0	0	0.00	12	0	0	12	113.32	0	0	0.00	24	9.36	224.64												
122	44122204-PC-02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	12	0	0	12	287.04	0	0	0	0	0.00	12	0	0	12	287.04	0	0	0.00	24	23.92	574.08												

Item #	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
38	44023205-HP-C90	INK CARTRIDGE, HP L0551AA (HP950), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
39	44023205-HP-H30	INK CARTRIDGE, HP L0554AA (HP950), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
40	44023205-HP-Y30	INK CARTRIDGE, HP L0557AA (HP950), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
41	44023205-HP-B30	INK CARTRIDGE, HP L0560AA (HP950), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80	0.00
42	44023205-HP-C40	INK CARTRIDGE, HP L0563AA (HP950X), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
43	44023205-HP-H40	INK CARTRIDGE, HP L0566AA (HP950X), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
44	44023205-HP-Y40	INK CARTRIDGE, HP L0569AA (HP950X), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
45	44023205-HP-B40	INK CARTRIDGE, HP L0572AA (HP950X), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
46	44023205-HP-C51	INK CARTRIDGE, HP T6L98AA (HP900), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
47	44023205-HP-H51	INK CARTRIDGE, HP T6L93AA (HP900), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
48	44023205-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP900), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
49	44023205-HP-B51	INK CARTRIDGE, HP T6M14AA (HP900), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	774.80	0.00
50	44023213-EP-806	REBON CARTRIDGE, EPSON C1360L8554 (#8790), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	75.43	0.00
51	44023212-EP-813	REBON CARTRIDGE, EPSON C1360L5032, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	77.94	0.00
52	44023212-EP-867	REBON CARTRIDGE, EPSON C1360L53531 (5015086)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	818.48	0.00
53	44023209-EP-006	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	6,760.00	0.00
54	44023203-EP-809	TONER CARTRIDGE, BROTHER TN-320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,567.20	0.00
55	44023203-EP-811	TONER CARTRIDGE, BROTHER TN-330, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,602.40	0.00
56	44023203-EP-813	TONER CARTRIDGE, BROTHER TN-3470, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	0.00
57	44023203-EP-816	TONER CARTRIDGE, BROTHER TN-456, Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	0.00
58	44023203-EP-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
59	44023203-EP-H03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
60	44023203-EP-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
61	44023203-CA-900	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	0.00
62	44023203-HP-812	TONER CARTRIDGE, HP CE435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
63	44023203-HP-814	TONER CARTRIDGE, HP CE540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,603.60	0.00
64	44023203-HP-818	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	6,942.00	0.00
65	44023203-HP-821	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,741.92	0.00
66	44023203-HP-822	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,242.72	0.00
67	44023203-HP-823	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,300.40	0.00
68	44023203-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,625.40	0.00
69	44023203-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,625.40	0.00
70	44023203-HP-H23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,625.40	0.00
71	44023203-HP-B24	TONER CARTRIDGE, HP CE200A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,192.80	0.00
72	44023203-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
73	44023203-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
74	44023203-HP-H24	TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
75	44023203-HP-B25	TONER CARTRIDGE, HP CE300A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,872.80	0.00
76	44023203-HP-B26	TONER CARTRIDGE, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	6,786.00	0.00
77	44023203-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00

Item & Specifications		Unit of Measure	Monthly Monthly Requirement																Total Quantity for the year	Price	Total Amount for the year					
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct				Nov	Dec	Q4	Q4 AVERAGE	
78	44023303-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,579.04	0.00
79	44023303-HP-M26	TONER CARTRIDGE, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,503.60	0.00
80	44023303-HP-B27	TONER CARTRIDGE, HP CE404A (HP2005), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,837.60	0.00
81	44023303-HP-C27	TONER CARTRIDGE, HP CE411A (HP2005), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,400.00	0.00
82	44023303-HP-Y27	TONER CARTRIDGE, HP CE412A (HP2005), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,400.00	0.00
83	44023303-HP-M27	TONER CARTRIDGE, HP CE413A (HP2005), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,011.28	0.00
84	44023303-HP-B28	TONER CARTRIDGE, HP CE500A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,000.80	0.00
85	44023303-HP-B28	TONER CARTRIDGE, HP CE500X, Black, High cap	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,332.00	0.00
86	44023303-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,878.72	0.00
87	44023303-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,246.80	0.00
88	44023303-HP-B55	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.40	0.00
89	44023303-HP-B51	TONER CARTRIDGE, HP CF280XC	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,359.32	0.00
90	44023303-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,800.00	0.00
91	44023303-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,534.72	0.00
92	44023303-HP-B51	TONER CARTRIDGE, HP CF283XC (HP83XC), Black Contract L	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,796.00	0.00
93	44023303-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,828.00	0.00
94	44023303-HP-B52	TONER CARTRIDGE, HP CF292XC (HP292XC), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,728.00	0.00
95	44023303-HP-B60	TONER CARTRIDGE, HP CF300A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,574.00	0.00
96	44023303-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00
97	44023303-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00
98	44023303-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00
99	44023303-HP-B61	TONER CARTRIDGE, HP CF360A (HP360A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,030.40	0.00
100	44023303-HP-C61	TONER CARTRIDGE, HP CF361A (HP361A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
101	44023303-HP-Y61	TONER CARTRIDGE, HP CF362A (HP362A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
102	44023303-HP-M61	TONER CARTRIDGE, HP CF363A (HP363A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
103	44023303-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
104	44023303-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
105	44023303-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
106	44023303-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
107	44023303-HP-B63	TONER CARTRIDGE, HP CF404A (HP404A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,860.00	0.00
108	44023303-HP-B54	TONER CARTRIDGE, HP CF410C (HP410C), 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	6,940.40	0.00
109	44023303-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00
110	44023303-HP-C34	TONER CARTRIDGE, HP CF412C (HP412C), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.00	0.00
111	44023303-HP-Y63	TONER CARTRIDGE, HP CF412A (HP412A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.00	0.00
112	44023303-HP-Y34	TONER CARTRIDGE, HP CF412C (HP412C), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00
113	44023303-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.00	0.00
114	44023303-HP-M54	TONER CARTRIDGE, HP CF413C (HP410C), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00
115	44023303-HP-B34	TONER CARTRIDGE, HP C8612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,744.00	0.00
116	44023303-HP-B46	TONER CARTRIDGE, HP C7533A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.00	0.00
SOFTWARE																										

Item #	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
1	432333-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
2	4323602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
3	4323304-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
4	4323257-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
5	4323303-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
6	4323204-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
7	4323262-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
8	4323205-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
9	4323300-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
10	433301-SFT-010	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
12	4323262-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
13	4323265-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
14	4323304-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
15	4323325-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
16	4323265-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	

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

1	80143305-TS-001	BALLPEN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4.40	0.00
2	80143305-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
3	80143305-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	4.40	0.00
4	80143305-TS-004	STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
5	80143305-TS-005	DOUBLE SIDED TAPE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
6	80143305-TS-006	PHOTO PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
7	80143305-TS-007	BLEACHING SOLUTION	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
8	80143305-TS-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
9	80143305-TS-009	CERTIFICATE HOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
10	80143305-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
11	80143305-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
12	80143305-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
13	80143305-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14	80143305-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
15	80143305-TS-015	MEDAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16	80143305-TS-016	DESHWASHING LIQUID	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
17	80143305-TS-017	PLASTIC FASTENER	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
18	80143305-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
19	80143305-TS-019	VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
20	80143305-TS-020	EXTENSION CORD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
21	80143305-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
22	80143305-TS-022	COLORED PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
23	80143305-TS-023	BOND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT	
24	80141305-TS-024	FISH PEN	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
25	80141305-TS-025	DOOR MAT	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
26	80141305-TS-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
27	80141305-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
28	80141305-TS-028	DEODORANT CAME	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
29	80141305-TS-029	DISPOSABLE GLOVES	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	0.00	0.00
30	80141305-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
31	80141305-TS-031	HANDLA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
32	80141305-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
33	80141305-TS-033	RADLOCK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
34	80141305-TS-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
35	80141305-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	80141305-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37	80141305-TS-037	STORAGE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
38	80141305-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
39	80141305-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
40	80141305-TS-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
41	80141305-TS-041	PARACETAMOL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
42	80141305-TS-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
43	80141305-TS-043	INKJET 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	0.00
44	80141305-TS-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
45	80141305-TS-045	POVIDONE IODINE	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141305-TS-046	KEYBOARD	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141305-TS-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141305-TS-048	STEEL RACK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141305-TS-049	LAPODATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141305-TS-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141305-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141305-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141305-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
54	80141305-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141305-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141305-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141305-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141305-TS-058	TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141305-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141305-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141305-TS-061	ASSEMBLED OWNER-TYPE_KEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141305-TS-062	ASSEMBLED PASSENGER, RESPREY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141305-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1 HOLIDAY	April	May	June	Q2	Q2 HOLIDAY	July	Aug	Sept	Q3	Q3 HOLIDAY	Oct				Nov	Dec	Q4	Q4 HOLIDAY
52	8044305-T5-064 BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	8044305-T5-065 MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
A. TOTAL																						P		133,746.38	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		13,374.64	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																						P		-	
D. GRAND TOTAL (A + B + C)																						P		147,120.99	
E. APPROVED BUDGET BY THE AGENCY HEAD																						P			
In _____ 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:

[Signature]
 DENNIS D. TORRES
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

[Signature]
 ATHANASIA VICENTE
 Accountant / Budget Officer

Approved by:

[Signature]
 JAYRILIND R. CERRON
 Head of Office/Agency

Date Prepared: July 19, 2023 _____