

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

Introduction:

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

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-dbm.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-dbm.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-dbm.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqO>. Instructions on how to fill-out is included in the reminders of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Division/Office: NATIONAL LABOR RELATIONS COMMISSION  
Region: REGIONAL ADMINISTRATION BRANCH  
Address: LEFT REALTY BUILDING 3 BULAHAN, SAN JOSE ROAD, BALWASAN, ZARAGOZA CITY, CAGAYAN

Agency Code/LIACS: 16004030009  
Organization Type: NATIONAL GOVERNMENT AGENCY

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.  
Contact Person: BUTZ KRISTEN S. BINGSON  
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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 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug				Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE		
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	1219501-AL-E04	ALCOHOL, Ethyl, 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	0.00	0	50.43	0.00
2	1219501-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	1	1	1	3	1,071.27	1	1	1	3	1,071.27	1	1	1	3	1,071.27	1	1	1	3	1,071.27	12	257.09	4,285.08
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-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	0.00	0	35.16	0.00
4	60121413-CB-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	0.00	0	36.36	0.00
5	60121534-ER-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	0.00	0	8.26	0.00
6	60121524-SP-Q01	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	0.00	0	22.20	0.00
7	60121524-SP-Q04	SIGN PEN, 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	0.00	0	44.72	0.00
8	60121524-SP-Q07	SIGN PEN, Medium Tip, Black	piece	0	12	12	24	1,372.80	0	12	12	24	1,372.80	0	12	12	24	1,372.80	12	12	0	24	1,372.80	96	57.20	5,499.20
9	60121524-SP-E02	SIGN PEN, Extra 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	0.00	0	22.20	0.00
10	60121524-SP-E05	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	0.00	0	44.72	0.00
11	60121524-SP-E09	SIGN PEN, Medium Tip, Blue	piece	0	12	0	12	686.40	0	0	0	0	0.00	0	12	0	12	686.40	0	0	0	0	0.00	24	57.20	1,372.80
12	60121524-SP-E03	SIGN PEN, Extra 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	0.00	0	22.20	0.00
13	60121524-SP-E06	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	0.00	0	45.76	0.00
14	60121524-SP-E08	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	0.00	0	57.20	0.00
15	60121124-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	164.20	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45121517-DQ-G03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,623.60	0.00
17	45113609-H4-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,586.00	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	35111702-BT-A02	BATTERY, dry cell, size AA	pack	4	0	0	4	81.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	20.49	81.96
19	35111702-BT-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	0.00	0	38.34	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
20	47131512-AF-A01	AIR FRESHENER	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	87.31	0.00
21	47131504-ER-G01	BROOM (Walls Tambob)	piece	0	0	0	0	0.00	0	2	0	2	249.60	0	0	0	0	0.00	0	0	0	0	0.00	2	124.80	249.60
22	47131504-ER-T01	BROOM (Walls Ting-ting)	piece	0	0	0	0	0.00	0	2	0	2	52.00	0	0	0	0	0.00	0	0	0	0	0.00	2	26.00	52.00
23	47131509-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	3	0	0	3	124.80	3	0	0	3	124.80	3	0	0	3	124.80	0	0	0	0	0.00	9	41.60	374.40
24	47131505-CL-F01	CLEANSER, Scouring Powder	plastic container	3	0	0	3	71.76	3	0	0	3	71.76	3	0	0	3	71.76	0	0	0	0	0.00	9	23.92	215.28
25	47131511-DE-H02	DETERGENT BAR	piece	2	0	0	2	18.68	0	0	0	0	0.00	2	0	0	2	18.68	0	0	0	0	0.00	4	9.34	37.36
26	47131511-DE-P02	DETERGENT POWDER, all purpose	pouch	2	0	0	2	108.16	2	0	0	2	108.16	2	0	0	2	108.16	2	0	0	2	108.16	8	54.08	432.64
27	47131503-DE-A01	DISINFECTANT SPRAY	can	2	0	0	2	279.78	2	0	0	2	279.78	2	0	0	2	279.78	2	0	0	2	279.78	8	139.89	1,118.12
28	47131501-DJ-F01	DUST PAN	piece	0	0	0	0	0.00	2	0	0	2	93.60	0	0	0	0	0.00	0	0	0	0	0.00	2	46.80	93.60
29	47131502-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	309.76	0.00
30	47131504-FC-P01	FURNITURE 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

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
31 730614HS-L01 HAND SOAP, liquid, 500mL	bottle	0	2	0	2	85.90	0	2	0	2	85.90	0	2	0	2	85.90	0	2	0	2	85.90	8	-52.55	343.60
32 4712104-MP-B01 MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00
33 4713101-PS-C01 RAGS	kilo	1	0	0	1	69.47	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	69.47	69.47
34 4713062-9C-N01 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
25 4712101-TB-F04 TRASHBAG, XL size	roll/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	136.00	0.00
26 4712101-TB-F05 TRASHBAG, Large size	roll/pack	3	3	3	9	533.52	3	3	3	9	533.52	3	3	3	9	533.52	3	3	3	9	533.52	36	59.28	2,034.09
37 4712101-TB-F06 TRASHBAG, XL size	roll/pack	1	1	1	3	277.68	1	1	1	3	277.68	1	1	1	3	277.68	1	1	1	3	277.68	12	32.56	1,392.72
38 4712102-WB-F01 WASTEBASKET	piece	0	4	0	4	174.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	-43.68	1,747.20
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																								
59 4317103-SL-F01 INK, for stamp pad	bottle	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	26.79	0	0	0	0	0.00	1	26.79	26.79
<b>CONSUMER ELECTRONICS</b>																								
40 5216105-DV-F02 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
<b>FILMS</b>																								
41 1311103-AC-F01 ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,243.94	0.00
42 1311101-CF-F02 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	354.83	0.00
<b>FIRE FIGHTING EQUIPMENT</b>																								
43 4619101-FE-F01 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	1,544.00	0.00
<b>FLAG OR ACCESSORIES</b>																								
44 5512105-FH-F01 PHILIPPINE NATIONAL FLAG	piece	2	0	0	2	569.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	284.84	569.68
<b>FURNITURE AND FURNISHINGS</b>																								
45 3610104-CH-F01 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	341.82	0.00
46 3610104-CH-F01 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	341.82	0.00
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																								
47 4010104-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	1,222.00	0.00
48 4010104-EF-G01 ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,309.68	0.00
49 4010104-EF-S01 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	1,580.00	0.00
50 4010104-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	901.88	0.00
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																								
51 4321107-LSW003 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	24,793.89	0.00
52 4321107-DS004 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	42,290.40	0.00
53 43301027-HD-W02 EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	0	0	1	1	3,014.06	0	0	0	0	0.00	0	0	0	0	0.00	1	3,014.06	3,014.06
54 4320010-FD-L04 FLASH DRIVE	piece	0	0	0	0	0.00	0	5	0	5	763.70	0	0	0	0	0.00	0	0	0	0	0.00	5	152.34	763.70
55 4321103-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 4321103-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	46,800.00	0.00
57 4321106-HD-C02 COMPUTER MOUSE, Wireless	unit	0	0	0	0	0.00	5	0	0	5	809.60	0	0	5	5	809.60	0	0	0	0	0.00	10	161.92	1,619.20
58 4312105-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	2,636.89	0.00
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																								
59 3910108-LB-L01 LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 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	75.61	0.00
60 3910108-LT-L01 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																								
61 3120101-GL-W02 GLUE, all-purpose	bottle	0	3	0	3	186.42	0	3	0	3	186.42	0	3	0	3	186.42	0	3	0	3	186.42	12	62.14	245.68
62 3115104-SW-F01 STAPLE WIRE, heavy duty (binder type), 23/13	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	36.40	0.00
63 3115104-SW-S01 STAPLE WIRE, standard	box	0	5	0	5	118.00	0	0	0	0	0.00	1	1	1	3	71.28	0	0	0	0	0.00	8	23.76	950.08
64 3120102-7A-E02 TAPE, electrical	roll	0	0	0	0	0.00	2	0	0	2	38.90	0	0	0	0	0.00	0	0	0	0	0.00	2	19.45	38.90
65 3120103-7A-M01 TAPE, masking, 24mm	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	55.66	0.00
66 3120103-7A-F02 TAPE, masking, 48 mm	roll	0	3	0	3	363.48	0	3	0	3	363.48	0	3	0	3	363.48	0	3	0	3	363.48	12	121.36	1,453.92
67 3120117-7A-F01 TAPE, packaging, 48 mm	roll	0	6	0	6	134.16	0	3	0	3	67.08	0	3	0	3	67.08	0	6	0	6	134.16	18	22.36	412.48
68 3120112-7A-T01 TAPE, transparent, 24mm	roll	6	0	0	6	106.08	0	6	0	6	106.08	0	0	0	0	0.00	0	6	0	6	106.08	18	17.68	318.24
69 3120112-7A-T02 TAPE, transparent, 48 mm	roll	0	6	0	6	135.42	0	6	0	6	135.42	0	6	0	6	135.42	0	6	0	6	135.42	24	22.57	548.68
70 3115107-TW-F01 TWINE, plastic	roll	0	0	0	2	133.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	2	133.24	4	66.62	266.48
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																								
71 4111104-RU-F02 RULER, plastic, 450mm	piece	3	0	0	3	59.79	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	119.90	59.79
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																								
72 4112102-BL-F01 BLADE, for general purpose cutter/utility knife	tube	0	0	1	1	16.37	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16.37	16.37
73 4110102-PB-F01 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	4,534.72	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 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount	Oct	Nov	Dec				Q4	Q4 amount	
74	412037-RB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	0	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	0.00
75	412037-CA-C01	CALCULATOR, Compact	unit	0	6	0	6	1,414.62	0	0	0	0	0.00	0	0	0	0	0.00	0	6	0	6	1,414.62	12	235.77	2,829.24
76	4121710-04-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00
77	412205-8F-C01	CLIP, backfold, 18mm	box	0	2	0	2	18.72	0	2	0	2	18.72	0	2	0	2	18.72	0	2	0	2	18.72	8	9.36	74.88
78	412205-8F-C02	CLIP, backfold, 25mm	box	0	2	0	2	31.20	0	2	0	2	31.20	0	2	0	2	31.20	0	2	0	2	31.20	8	15.60	124.80
79	412205-8F-C03	CLIP, backfold, 33mm	box	0	2	0	2	66.56	0	2	0	2	66.56	0	2	0	2	66.56	0	2	0	2	66.56	8	33.28	266.24
80	412205-8F-C04	CLIP, backfold, 50mm	box	0	2	0	2	120.64	0	2	0	2	120.64	0	2	0	2	120.64	0	2	0	2	120.64	8	60.32	482.56
81	4122501-CT-R02	CORRECTION TAPE	piece	12	12	12	36	486.00	12	12	12	36	486.00	12	12	12	36	486.00	12	12	12	36	486.00	144	13.50	1,944.00
82	4122512-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	1	1	31.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	31.72	31.72
83	4111515-DF-B01	DATA FILE BOX	piece	0	3	0	3	437.67	0	3	0	3	437.67	0	3	0	3	437.67	0	3	0	3	437.67	12	145.89	1,750.68
84	4112011-DF-F01	DATA FOLDER	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	83.01	0.00
85	4101002-DS-A01	DATER STAMP	piece	2	0	0	2	869.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	434.95	869.90
86	4121506-EN-D01	ENVELOPE, Documentary, A4	box	1	0	0	1	829.92	0	0	0	0	0.00	1	0	0	1	829.92	0	0	0	0	0.00	2	829.92	1,659.84
87	4121506-EN-F02	ENVELOPE, Documentary, legal	box	1	0	0	1	1,057.58	0	0	0	0	0.00	1	0	0	1	1,057.58	0	0	0	0	0.00	2	1,057.58	2,115.16
88	4121506-EN-W01	ENVELOPE, Expanding, Kraft	box	0	0	1	1	939.95	0	0	0	0	0.00	0	0	1	1	939.95	0	0	0	0	0.00	2	939.95	1,879.90
89	4121506-EN-W02	ENVELOPE, Expanding, Plastic	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	30.49	0.00
90	4121506-EN-W02	ENVELOPE, Expanding, Mailing	box	2	2	2	6	2,595.12	2	2	2	6	2,595.12	2	2	2	6	2,595.12	2	2	2	6	2,595.12	24	432.52	10,380.48
91	4121506-EN-W02	ENVELOPE, Mailing, with window	box	0	0	1	1	512.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	512.72	512.72
92	4111912-ER-E01	ERASER, felt, for blackboard/whiteboard	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	14.48	0.00
93	4122119-FA-P01	FASTENER	box	0	5	0	5	473.20	0	5	0	5	473.20	0	5	0	5	473.20	0	5	0	5	473.20	20	94.64	1,892.20
94	4111515-FS-W01	FILE ORGANIZER, expanding, plastic, legal	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	90.20	0.00
95	4122018-FT-D01	FILE TAB DIVIDER, A4	set	0	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	0.00
96	4122018-FT-C02	FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00
97	4122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	270.40	0.00
98	4122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	291.20	0.00
99	4122011-FO-L01	FOLDER, 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	0.00	0	200.28	0.00
100	4122011-FO-L02	FOLDER, 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	0.00	0	249.08	0.00
101	4122027-FO-P01	FOLDER, pressboard	box	0	2	0	2	1,905.28	0	2	0	2	1,905.28	0	2	0	2	1,905.28	0	2	0	2	1,905.28	8	952.64	7,621.12
102	4122011-FO-T01	FOLDER 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	0.00	0	379.60	0.00
103	4122011-FO-T02	FOLDER with tab, Legal	pack	0	2	0	2	827.84	0	2	0	2	827.84	0	2	0	2	827.84	0	2	0	2	827.84	8	413.92	3,311.36
104	4122008-11-T01	INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	67.60	0.00
105	4121716-MH-F01	MARKER, Fluorescent	set	0	3	0	3	93.33	0	3	0	3	93.33	0	3	0	3	93.33	0	3	0	3	93.33	12	31.11	373.32
106	4121708-MP-E01	MARKER, Permanent, Black	piece	12	0	0	12	99.24	0	3	0	3	24.81	0	3	0	3	24.81	0	3	0	3	24.81	21	8.27	173.67
107	4121708-MP-E02	MARKER, Permanent, Blue	piece	3	0	0	3	24.81	0	2	0	2	16.54	0	2	0	2	16.54	0	2	0	2	16.54	9	8.27	74.43
108	4121708-MP-E03	MARKER, Permanent, Red	piece	3	0	0	3	24.81	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	8.27	24.81
109	4121708-MW-E01	MARKER, Whiteboard, Black	piece	12	0	0	12	113.00	0	3	0	3	28.95	0	3	0	3	28.95	0	3	0	3	28.95	21	9.65	202.65
110	4121708-MW-E02	MARKER, Whiteboard, Blue	piece	3	0	0	3	28.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	9.65	28.95
111	4121708-MW-E03	MARKER, Whiteboard, Red	piece	3	0	0	3	28.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	9.65	28.95
112	4122104-PC-C01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	5	5	44.10	0	0	5	5	44.10	0	0	5	5	44.10	0	0	5	5	44.10	20	8.82	176.40
113	4122104-PC-C02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	0	0	5	5	97.30	0	0	5	5	97.30	0	0	5	5	97.30	0	0	5	5	97.30	20	19.46	389.20
114	4130603-PS-A02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,718.96	0.00
115	4130601-PT-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	0.00	0	9,297.60	0.00
116	4121706-PE-L01	PENCIL, lead/graphite, with eraser	box	2	0	0	2	89.42	0	2	0	2	89.42	0	2	0	2	89.42	0	2	0	2	89.42	8	44.71	357.68
117	4121519-PS-M01	PENCIL SHARPENER	piece	0	1	0	1	236.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	236.08	2	236.08	472.16
118	4130502-FU-F01	PUNCHER, paper, heavy duty	piece	0	0	2	2	307.84	0	0	2	2	307.84	0	0	2	2	307.84	0	2	0	2	307.84	8	153.92	1,231.36
119	4122101-RU-E01	RUBBER BAND No. 18	box	0	3	0	3	405.60	0	2	0	2	270.40	0	2	0	2	270.40	0	2	0	2	270.40	9	135.20	1,216.00
120	4121505-SH-F01	STAMP PAD, felt	piece	3	0	0	3	119.76	0	0	0	0	0.00	3	0	0	3	119.76	0	0	0	0	0.00	6	39.92	239.52
121	4121518-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	0	3	0	3	196.56	0	3	0	3	196.56	0	3	0	3	196.56	0	3	0	3	196.56	9	65.52	589.68
122	4121515-ST-S01	STAPLER, standard type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	197.60	0.00
123	4121515-ST-E01	STAPLER, heavy duty (binder)	unit	0	2	0	2	1,386.30	0	2	0	2	1,386.30	0	0	0	0	0.00	0	0	0	0	0.00			



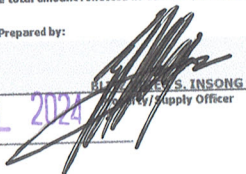
	Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
34	441031054P-Y20	INK CARTRIDGE, HP L0557AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
35	441031054P-B20	INK CARTRIDGE, HP L0560AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80	0.00
36	441031054P-C4R	INK CARTRIDGE, HP L0563AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,309.52	0.00
37	441031054P-M4B	INK CARTRIDGE, HP L0566AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,309.52	0.00
38	441031054P-Y4B	INK CARTRIDGE, HP L0569AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,309.52	0.00
39	441031054P-B4B	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
40	441031054P-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
41	441031054P-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
42	441031054P-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
43	441031054P-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80	0.00
44	441031124P-R05	RIBBON CARTRIDGE, EPSON C135015516 (#6750), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43	0.00
45	441031124P-R13	RIBBON CARTRIDGE, EPSON C135015632, Black	cart	5	0	0	5	389.70	0	5	0	5	389.70	0	3	0	3	233.82	0	3	0	3	233.82	16	77.94	1,247.04
46	441031124P-R07	RIBBON CARTRIDGE, EPSON C135015531 (5015006)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48	0.00
47	441031034R-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	0.00
48	441031034R-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,062.40	0.00
49	441031034R-B15	TONER CARTRIDGE, BROTHER TN-3470, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	0.00
50	441031034P-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	0.00
51	441031034R-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
52	441031034R-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
53	441031034R-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
54	441031034A-R00	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	0.00
55	441031034P-B12	TONER CARTRIDGE, HP CB435A, 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	3,439.28	0.00
56	441031034P-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,705.36	0.00
57	441031034P-B21	TONER CARTRIDGE, HP CE278A, 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	4,152.72	0.00
58	441031034P-B22	TONER CARTRIDGE, HP CE285A (HPB5A), 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	3,598.40	0.00
59	441031034P-B23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,608.32	0.00
60	441031034P-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
61	441031034P-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
62	441031034P-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
63	441031034P-B28	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,495.92	0.00
64	441031034P-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	3,194.88	0.00
65	441031034P-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	5,822.96	0.00
66	441031034P-B59	TONER CARTRIDGE, HP CF281A (HPB1A), 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	8,638.00	0.00
67	441031034P-B57	TONER CARTRIDGE, HP CF283A (HPB3A), 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	3,367.52	0.00
68	441031034P-B58	TONER CARTRIDGE, HP CF287A (HPB7), 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	10,908.56	0.00
69	441031034P-B60	TONER CARTRIDGE, HP CF350A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,856.88	0.00
70	441031034P-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	2,943.20	0.00
71	441031034P-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	2,943.20	0.00
72	441031034P-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	2,943.20	0.00
73	441031034P-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,803.12	0.00
74	441031034P-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	0.00
75	441031034P-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	0.00
76	441031034P-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	0.00
77	441031034P-B62	TONER CARTRIDGE, HP CF400A (HP281A), 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	3,439.28	0.00
78	441031034P-C62	TONER CARTRIDGE, HP CF401A (HP281A), 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	4,063.28	0.00
79	441031034P-Y62	TONER CARTRIDGE, HP CF402A (HP281A), 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	4,063.28	0.00
80	441031034P-M62	TONER CARTRIDGE, HP CF403A (HP281A), 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	4,063.28	0.00
81	441031034P-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,526.48	0.00
82	441031034P-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	5,592.08	0.00
83	441031034P-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,592.08	0.00
84	441031034P-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	5,592.08	0.00
85	441031034P-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,155.84	0.00
86	441031034P-B48	TONER CARTRIDGE, HP Q2553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.00	0.00
SOFTWARE																										
1	42231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

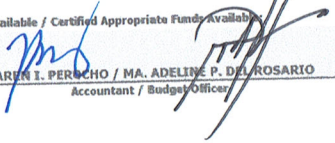
Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
			0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00							
2	4823602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
3	4823004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
4	4823210-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
5	4823202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
6	4823204-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
7	4823402-SFT-007	Developer software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
8	4823205-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
9	4823203-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
10	4823301-SFT-010	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
11	4823270-SFT-011	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
12	4823202-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
13	4823205-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
14	4823304-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
15	4823305-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
16	4823405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																													
1	8041505-TS-001	BALLPEN	piece	24	12	12	48	624.00	24	12	12	48	624.00	24	12	12	48	624.00	24	12	12	48	624.00	192	13.00	2,496.00			
2	8041505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
3	8041505-TS-003	LINENPRINTING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	100.00	600.00			
4	8041505-TS-004	STICKER PAPER	roll	0	2	0	2	200.00	0	2	0	2	200.00	0	2	0	2	200.00	0	0	0	0	0.00	8	100.00	800.00			
5	8041505-TS-005	DOUBLE-SIDED TAPE	roll	0	3	0	3	200.00	0	3	0	3	200.00	2	0	0	2	200.00	0	0	0	0	0.00	6	100.00	600.00			
6	8041505-TS-006	PHOTO PAPER	pack	0	2	0	2	200.00	0	2	0	2	200.00	0	2	0	2	200.00	0	0	0	0	0.00	4	100.00	400.00			
7	8041505-TS-007	BLENDING SOLUTION	bottle	0	0	2	2	200.00	0	0	0	0	0.00	2	0	0	2	200.00	0	0	0	0	0.00	4	100.00	400.00			
8	8041505-TS-008	CERTIFICATE FRAME	piece	3	0	0	3	300.00	3	0	0	3	300.00	3	0	0	3	300.00	3	0	0	3	300.00	12	100.00	1,200.00			
9	8041505-TS-009	CERTIFICATE HOLDER	piece	3	0	0	3	300.00	3	0	0	3	300.00	3	0	0	3	300.00	3	0	0	3	300.00	12	100.00	1,200.00			
10	8041505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	2	0	0	2	5,000.00	0	1	0	1	2,500.00	0	1	0	1	2,500.00	0	1	0	1	2,500.00	5	2,500.00	12,500.00			
11	8041505-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
12	8041505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
13	8041505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
14	8041505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
15	8041505-TS-015	HEAD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
16	8041505-TS-016	DESHAWASH LIQUID	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			
17	8041505-TS-017	PLASTIC FASTENER	box	0	0	0	0	0.00	1	0	0	1	8,000.00	0	0	0	0	0.00	1	0	0	1	8,000.00	2	8,000.00	16,000.00			
18	8041505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
19	8041505-TS-019	YELLOW 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	4	500.00	2,000.00			
20	8041505-TS-020	EXTENSION CORD	piece	0	2	0	2	1,000.00	0	2	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
21	8041505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
22	8041505-TS-022	COLOR 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			
23	8041505-TS-023	BOND PAPER	reel	0	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			
24	8041505-TS-024	RUBBER	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	4	100.00	400.00			
25	8041505-TS-025	DOOR HINT	piece	0	2	0	2	200.00	0	2	0	2	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
26	8041505-TS-026	GLUE STIC (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	8041505-TS-027	GLUE STIC (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	8041505-TS-028	DEODORANT CAYE	piece	0	0	2	2	200.00	0	0	2	2	200.00	0	0	2	2	200.00	0	2	0	2	200.00	8	100.00	800.00			
29	8041505-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	8041505-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	8041505-TS-031	MIRALIA PAPER	pack	2	0	2	4	200.00	0	2	0	2	100.00	0	2	0	2	100.00	0	2	0	2	100.00	10	50.00	500.00			
32	8041505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	1	0	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00	8,000.00			
33	8041505-TS-033	PADLOCK	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	8041505-TS-034	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00			
35	8041505-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	8041505-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	8041505-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	8041505-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	8041505-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			

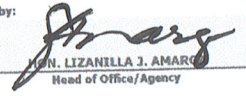
Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
40 80141505-TS-040 WATER DISPENSER	unit	0	0	0	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 80141505-TS-041 PARACETAMOL	pack	2	0	0	2	200.00	2	0	0	2	200.00	2	0	0	2	200.00	2	0	0	2	200.00	8	100.00	800.00
42 80141505-TS-042 GULLE 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 80141505-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 80141505-TS-044 SPREADERS	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 80141505-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 80141505-TS-046 KEYBOARD	unit	0	0	3	3	2,100.00	0	0	3	3	2,100.00	0	2	0	2	1,400.00	0	2	0	2	1,400.00	10	700.00	7,000.00
47 80141505-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 80141505-TS-048 STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49 80141505-TS-049 LAMINATING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
50 80141505-TS-050 FUEL FILTERS	piece	0	0	0	0	0.00	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51 80141505-TS-051 AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52 80141505-TS-052 AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53 80141505-TS-053 CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46 80141505-TS-054 MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47 80141505-TS-055 SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48 80141505-TS-056 PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49 80141505-TS-057 VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50 80141505-TS-058 TRI-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51 80141505-TS-059 PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52 80141505-TS-060 ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53 80141505-TS-061 ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50 80141505-TS-062 ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51 80141505-TS-063 MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52 80141505-TS-064 BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53 80141505-TS-065 MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

A. TOTAL																								212,389.28	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									21,238.93
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																									235,628.21
D. GRAND TOTAL (A + B + C)																									
E. APPROVED BUDGET BY THE AGENCY HEAD																									

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:   
**W. INSONG**  
 Supply Officer  
 Date Prepared: **29 JUL 2024**

Certified Funds Available / Certified Appropriate Funds Available  
  
**KAREN I. PERACHO / MA. ADELINA P. DEL ROSARIO**  
 Accountant / Budget Officer

Approved by:   
**M. LIZANILLA J. AMARO**  
 Head of Office/Agency