

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Quantity for the year	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	Q4 amount			
18					0	0.00			0	0.00							0	0.00	0.00	0.00				
19					0	0.00			0	0.00							0	0.00	0.00	0.00				
20					0	0.00			0	0.00							0	0.00	0.00	0.00				
21					0	0.00			0	0.00							0	0.00	0.00	0.00				
22					0	0.00			0	0.00							0	0.00	0.00	0.00				
23					0	0.00			0	0.00							0	0.00	0.00	0.00				
A. TOTAL																					238,812.38			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						23,881.24		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								
D. GRAND TOTAL (A + B + C)																						264,694.62		
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								
F. MONTHLY CASH REQUIREMENTS																								
G.1 Available at Procurement Service Stores							62,422.47			41,078.66												41,078.66	200,195.38	
G.2 Other Items not available at PS but regularly purchased from other sources							18,514.00			12,524.00													11,074.00	58,628.00
TOTAL MONTHLY CASH REQUIREMENTS							78,036.47			51,552.66													55,052.66	258,815.38

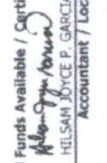
*Agency must put the monthly requirement for air tickets both local and international.

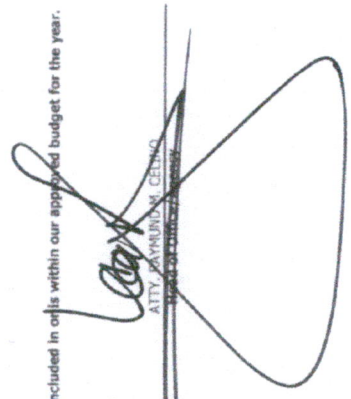
We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in our approved budget for the year.

Prepared by:

 JUNAF N. OLPIDO
 Property/Supplier Officer

Date Prepared: 26 October 2020

Certified Funds Available / Certified Appropriate Funds Available: Approved by:

 HELEN JOYCE P. GARCIA / ADONIS C. MARANAN
 Accountant / Local Budget Officer


 ATTY. RAYMOND M. CELINA
 Head of Office

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	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	Q4 amount
Consumables																					
1					0	0.00												0	0.00	0.00	
2					0	0.00												0	0.00	0.00	
3					0	0.00												0	0.00	0.00	
4					0	0.00												0	0.00	0.00	
5					0	0.00												0	0.00	0.00	
6					0	0.00												0	0.00	0.00	
7					0	0.00												0	0.00	0.00	
8					0	0.00												0	0.00	0.00	
9					0	0.00												0	0.00	0.00	
10					0	0.00												0	0.00	0.00	
11					0	0.00												0	0.00	0.00	
12					0	0.00												0	0.00	0.00	
Other Categories																					
1	DO BAG, for disaster relief, rescue operations				0	0.00												0	0.00	0.00	
2	Solar Panel				0	0.00												0	0.00	0.00	
3	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)				0	0.00												0	0.00	0.00	
4	Charge Controller and DC Inverter for Solar Panel				0	0.00												0	0.00	0.00	
5	Builer proof vest				0	0.00												0	0.00	0.00	
6	Wheels (type of vehicle)				0	0.00												0	0.00	0.00	
7	Fuel Filters				0	0.00												0	0.00	0.00	
8	Drinking Water / Fountain				0	0.00												0	0.00	0.00	
9	Auto Battery	unit			0	0.00												0	0.00	6480.00	
10	Motorcycle (for messengerial purposes of MAB 1 & SHAB 1)	unit			0	0.00												0	0.00	80000.00	
11					0	0.00												0	0.00	0.00	
12					0	0.00												0	0.00	0.00	
13					0	0.00												0	0.00	0.00	
14					0	0.00												0	0.00	0.00	
15					0	0.00												0	0.00	0.00	
16					0	0.00												0	0.00	0.00	
17					0	0.00												0	0.00	0.00	

Item #	Item # & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	Total Amount for the year			
			Jan	Feb	Mar	Q1 amount	April	May	June	Q2 amount	July	Aug	Sept	Q3 amount			Oct	Nov	Dec
Common ICT Equipment																			
15			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
1	4322104-PI-001 PRINTER, Inkjet, Neodrone		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
2	4322104-PI-001 PRINTER, Inkjet, Cobr		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
3	4322105-PP-001 Portable Printer		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
4	4321569-AT-001 Android Tablet		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
5	43222610-HS-001 Hub-switches		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
6	4322609-NR-001 Network Routers		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
7	4322640-WA-P01 Wireless Access Point		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
8	4321711-SF-001 Scanner, Flatbed		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
9	45111601-WP-P01 Wireless Printing Device / Laser Printer		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
10	8111206-MF-P01 Multi Function PRINTER		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
11	39121011-LP-S01 UNINTERUPTIBLE POWER SUPPLY (UPS)		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
12	43191501-MP-001 Mobile Phone		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
13	4321711-SC-001 Scanner, Cabinet, Double sided, feeder type		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
14	All in-1 Printer, Epson Eco Ink L3150	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
15			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
16			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
17			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
18			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
19			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
20			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
21			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
22			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
23			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
24			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
25			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
26			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
27			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
28			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
29			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
OTHER SOFTWARE																			
1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
2			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
3			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
4			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
5			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
6			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
7			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
8			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00

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			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT								
4						0	0.00					0	0.00						0	0.00					0	0.00	0.00	0.00	
5						0	0.00					0	0.00							0	0.00						0	0.00	0.00
6						0	0.00					0	0.00							0	0.00						0	0.00	0.00
7						0	0.00					0	0.00							0	0.00						0	0.00	0.00
8						0	0.00					0	0.00							0	0.00						0	0.00	0.00
9						0	0.00					0	0.00							0	0.00						0	0.00	0.00
10						0	0.00					0	0.00							0	0.00						0	0.00	0.00
11						0	0.00					0	0.00							0	0.00						0	0.00	0.00
12						0	0.00					0	0.00							0	0.00						0	0.00	0.00
13						0	0.00					0	0.00							0	0.00						0	0.00	0.00
14						0	0.00					0	0.00							0	0.00						0	0.00	0.00
15						0	0.00					0	0.00							0	0.00						0	0.00	0.00
16						0	0.00					0	0.00							0	0.00						0	0.00	0.00
17						0	0.00					0	0.00							0	0.00						0	0.00	0.00
18						0	0.00					0	0.00							0	0.00						0	0.00	0.00
19						0	0.00					0	0.00							0	0.00						0	0.00	0.00
20						0	0.00					0	0.00							0	0.00						0	0.00	0.00
21						0	0.00					0	0.00							0	0.00						0	0.00	0.00
22						0	0.00					0	0.00							0	0.00						0	0.00	0.00
23						0	0.00					0	0.00							0	0.00						0	0.00	0.00
24						0	0.00					0	0.00							0	0.00						0	0.00	0.00
25						0	0.00					0	0.00							0	0.00						0	0.00	0.00
26						0	0.00					0	0.00							0	0.00						0	0.00	0.00
27						0	0.00					0	0.00							0	0.00						0	0.00	0.00
28						0	0.00					0	0.00							0	0.00						0	0.00	0.00
29						0	0.00					0	0.00							0	0.00						0	0.00	0.00
30						0	0.00					0	0.00							0	0.00						0	0.00	0.00
31						0	0.00					0	0.00							0	0.00						0	0.00	0.00
32						0	0.00					0	0.00							0	0.00						0	0.00	0.00
33						0	0.00					0	0.00							0	0.00						0	0.00	0.00
34						0	0.00					0	0.00							0	0.00						0	0.00	0.00
35						0	0.00					0	0.00							0	0.00						0	0.00	0.00
36						0	0.00					0	0.00							0	0.00						0	0.00	0.00
37						0	0.00					0	0.00							0	0.00						0	0.00	0.00
38						0	0.00					0	0.00							0	0.00						0	0.00	0.00
39						0	0.00					0	0.00							0	0.00						0	0.00	0.00
40						0	0.00					0	0.00							0	0.00						0	0.00	0.00
41						0	0.00					0	0.00							0	0.00						0	0.00	0.00
42						0	0.00					0	0.00							0	0.00						0	0.00	0.00
43						0	0.00					0	0.00							0	0.00						0	0.00	0.00
44						0	0.00					0	0.00							0	0.00						0	0.00	0.00
45						0	0.00					0	0.00							0	0.00						0	0.00	0.00
46						0	0.00					0	0.00							0	0.00						0	0.00	0.00
47						0	0.00					0	0.00							0	0.00						0	0.00	0.00
48						0	0.00					0	0.00							0	0.00						0	0.00	0.00
49						0	0.00					0	0.00							0	0.00						0	0.00	0.00
50						0	0.00					0	0.00							0	0.00						0	0.00	0.00
51						0	0.00					0	0.00							0	0.00						0	0.00	0.00
52						0	0.00					0	0.00							0	0.00						0	0.00	0.00
53						0	0.00					0	0.00							0	0.00						0	0.00	0.00
54						0	0.00					0	0.00							0	0.00						0	0.00	0.00
55						0	0.00					0	0.00							0	0.00						0	0.00	0.00
56						0	0.00					0	0.00							0	0.00						0	0.00	0.00
57						0	0.00					0	0.00							0	0.00						0	0.00	0.00
58						0	0.00					0	0.00							0	0.00						0	0.00	0.00
59						0	0.00					0	0.00							0	0.00						0	0.00	0.00
60						0	0.00					0	0.00							0	0.00						0	0.00	0.00
61						0	0.00					0	0.00							0	0.00						0	0.00	0.00
62						0	0.00					0	0.00							0	0.00						0	0.00	0.00
63						0	0.00					0	0.00							0	0.00						0	0.00	0.00
64						0	0.00					0	0.00							0	0.00						0	0.00	0.00
65						0	0.00					0	0.00							0	0.00						0	0.00	0.00
66						0	0.00					0	0.00							0	0.00						0	0.00	0.00
67						0	0.00					0	0.00							0	0.00						0	0.00	0.00
68						0	0.00					0	0.00							0	0.00						0	0.00	0.00
69						0	0.00					0	0.00							0	0.00						0	0.00	0.00
70						0	0.00					0	0.00							0	0.00						0	0.00	0.00
71						0	0.00					0	0.00							0	0.00						0	0.00	0.00
72						0	0.00					0	0.00							0	0.00						0	0.00	0.00
73						0	0.00					0	0.00							0	0.00						0	0.00	0.00
74						0	0.00					0	0.00							0	0.00						0	0.00	0.00
75						0	0.00					0	0.00							0	0.00						0	0.00	0.00
76						0	0.00					0	0.00							0	0.00						0	0.00	0.00
77						0	0.00					0	0.00							0	0.00						0	0.00	0.00
78						0	0.00					0	0.00							0	0.00						0	0.00	0.00
79						0	0.0																						

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		Jan	Feb	Mar	Q1 amount	April	May	June	Q2 amount	July	Aug	Sept	Q3 amount			Oct	Nov	Dec	Q4 amount				
11					0	0.00							0	0.00						0	0.00	0.00	0.00
12					0	0.00							0	0.00						0	0.00	0.00	0.00
13					0	0.00							0	0.00						0	0.00	0.00	0.00
14					0	0.00							0	0.00						0	0.00	0.00	0.00
15					0	0.00							0	0.00						0	0.00	0.00	0.00
Cleaning Equipment and Supplies																							
1					0	0.00							0	0.00						0	0.00	0.00	0.00
2					0	0.00							0	0.00						0	0.00	0.00	0.00
3					0	0.00							0	0.00						0	0.00	0.00	0.00
4					0	0.00							0	0.00						0	0.00	0.00	0.00
5					0	0.00							0	0.00						0	0.00	0.00	0.00
6					0	0.00							0	0.00						0	0.00	0.00	0.00
7					0	0.00							0	0.00						0	0.00	0.00	0.00
8					0	0.00							0	0.00						0	0.00	0.00	0.00
9					0	0.00							0	0.00						0	0.00	0.00	0.00
10					0	0.00							0	0.00						0	0.00	0.00	0.00
11					0	0.00							0	0.00						0	0.00	0.00	0.00
12					0	0.00							0	0.00						0	0.00	0.00	0.00
13					0	0.00							0	0.00						0	0.00	0.00	0.00
14					0	0.00							0	0.00						0	0.00	0.00	0.00
15					0	0.00							0	0.00						0	0.00	0.00	0.00
Paper Materials and Products																							
1					0	0.00							0	0.00						0	0.00	0.00	0.00
2					0	0.00							0	0.00						0	0.00	0.00	0.00
3					0	0.00							0	0.00						0	0.00	0.00	0.00
4					0	0.00							0	0.00						0	0.00	0.00	0.00
5					0	0.00							0	0.00						0	0.00	0.00	0.00
6					0	0.00							0	0.00						0	0.00	0.00	0.00
7					0	0.00							0	0.00						0	0.00	0.00	0.00
8					0	0.00							0	0.00						0	0.00	0.00	0.00
9					0	0.00							0	0.00						0	0.00	0.00	0.00
10					0	0.00							0	0.00						0	0.00	0.00	0.00
11					0	0.00							0	0.00						0	0.00	0.00	0.00
12					0	0.00							0	0.00						0	0.00	0.00	0.00
13					0	0.00							0	0.00						0	0.00	0.00	0.00
14					0	0.00							0	0.00						0	0.00	0.00	0.00
15					0	0.00							0	0.00						0	0.00	0.00	0.00
Lighting and fixtures and accessories																							
1					0	0.00							0	0.00						0	0.00	0.00	0.00
2					0	0.00							0	0.00						0	0.00	0.00	0.00
3					0	0.00							0	0.00						0	0.00	0.00	0.00

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		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT	
		0	0	0	0	0	0	0	0	0	0	0	0				0	0	0	0	0
Common Janitorial Supplies																					
1					0	0.00						0	0.00				0	0.00	0.00	0.00	
2				0	0.00							0	0.00				0	0.00	0.00	0.00	
3				0	0.00							0	0.00				0	0.00	0.00	0.00	
4				0	0.00							0	0.00				0	0.00	0.00	0.00	
5				0	0.00							0	0.00				0	0.00	0.00	0.00	
6				0	0.00							0	0.00				0	0.00	0.00	0.00	
7				0	0.00							0	0.00				0	0.00	0.00	0.00	
8				0	0.00							0	0.00				0	0.00	0.00	0.00	
9				0	0.00							0	0.00				0	0.00	0.00	0.00	
10				0	0.00							0	0.00				0	0.00	0.00	0.00	
11				0	0.00							0	0.00				0	0.00	0.00	0.00	
12				0	0.00							0	0.00				0	0.00	0.00	0.00	
13				0	0.00							0	0.00				0	0.00	0.00	0.00	
14				0	0.00							0	0.00				0	0.00	0.00	0.00	
15				0	0.00							0	0.00				0	0.00	0.00	0.00	
Office Equipment and Accessories																					
1				0	0.00							0	0.00				0	0.00	0.00	0.00	
2				0	0.00							0	0.00				0	0.00	0.00	0.00	
3				0	0.00							0	0.00				0	0.00	0.00	0.00	
4				0	0.00							0	0.00				0	0.00	0.00	0.00	
5				0	0.00							0	0.00				0	0.00	0.00	0.00	
6				0	0.00							0	0.00				0	0.00	0.00	0.00	
7				0	0.00							0	0.00				0	0.00	0.00	0.00	
8				0	0.00							0	0.00				0	0.00	0.00	0.00	
9				0	0.00							0	0.00				0	0.00	0.00	0.00	
10				0	0.00							0	0.00				0	0.00	0.00	0.00	
11				0	0.00							0	0.00				0	0.00	0.00	0.00	
12				0	0.00							0	0.00				0	0.00	0.00	0.00	
13				0	0.00							0	0.00				0	0.00	0.00	0.00	
14				0	0.00							0	0.00				0	0.00	0.00	0.00	
15				0	0.00							0	0.00				0	0.00	0.00	0.00	
Office Supplies																					
1	Ball pen, Pilot brand, black	piece	22	594.00	22	594.00	22	594.00	22	594.00	22	594.00	22	594.00	22	594.00	22	594.00	88.00	27.00	2376.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	BY AMOUNT
			0	0	0	0	0	0	0	0	0	0	0	0				0	0	0	0	0
Common Electrical Supplies																						
1	4010701-AC-W01 Air Conditioning Unit, Window Inverter Type		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
2	4010701-AC-S01 Air Conditioning Unit, Split Type		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
5			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
7			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
10			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
11			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
12			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
13			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
14			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
15			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Common Office Equipment																						
1	4411905-WB-W01 White Board		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
2	4411911-WB-D01 White Board, Digital		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
5			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
7			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
9			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
10			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
11			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
12			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
13			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
14			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
15			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
Common Office Supplies																						
1			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
2			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
3			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
4			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
5			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
6			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
7			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
8			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												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	Total Quantity For the year	Price Catalogue	
			0	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0			0
257	44103103-HP-856 Toner Cartridge, HP C7821A (HP81A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8606.00	0.00	
258	44103103-HP-857 Toner Cartridge, HP C7823A (HP81B) LaserJet Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3741.70	0.00	
259	44103103-HP-851 Toner Cartridge, HP C7830DC (HP830) BK, CoreJet L	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4056.00	0.00	
260	44103103-HP-858 Toner Cartridge, HP C7837A (HP87) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10051.00	0.00	
261	44103103-HP-852 Toner Cartridge, HP C7335DC (HP733) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13156.00	0.00	
262	44103103-HP-860 Toner Cartridge, HP C7350A Black LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2901.60	0.00	
263	44103103-HP-C360 Toner Cartridge, HP C7351A Cyan LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2953.60	0.90	
264	44103103-HP-Y60 Toner Cartridge, HP C7352A Yellow LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2953.60	0.00	
265	44103103-HP-M60 Toner Cartridge, HP C7353A Magenta LJ	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2953.60	0.00	
266	44103103-HP-B61 Toner Cartridge, HP C7360A (HP506A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7056.40	0.00	
267	44103103-HP-C61 Toner Cartridge, HP C7361A (HP506A) Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8646.24	0.00	
268	44103103-HP-Y61 Toner Cartridge, HP C7362A (HP506A) Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8646.24	0.00	
269	44103103-HP-M61 Toner Cartridge, HP C7363A (HP506A) Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8646.24	0.00	
270	44103103-HP-B62 Toner Cartridge, HP C7400A (HP701A) Black LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3429.78	0.00	
271	44103103-HP-C62 Toner Cartridge, HP C7401A (HP701A) Cyan LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4643.83	0.00	
272	44103103-HP-Y62 Toner Cartridge, HP C7402A (HP701A) Yellow LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4643.83	0.90	
273	44103103-HP-M62 Toner Cartridge, HP C7403A (HP701A) Magenta LaserJet	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4643.83	0.00	
274	44103103-HP-B63 Toner Cartridge, HP C7410A (HP410A) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4440.80	0.00	
275	44103103-HP-B54 Toner Cartridge, HP C7410DC (HP410DC) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7441.20	0.00	
276	44103103-HP-C54 Toner Cartridge, HP C7411A (HP410A) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5616.00	0.00	
277	44103103-HP-C54 Toner Cartridge, HP C7411DC (HP410DC) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7472.40	0.00	
278	44103103-HP-Y53 Toner Cartridge, HP C7412A (HP410A) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5616.00	0.00	
279	44103103-HP-Y54 Toner Cartridge, HP C7412DC (HP410DC) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7472.40	0.00	
280	44103103-HP-M53 Toner Cartridge, HP C7413A (HP410A) Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5616.00	0.00	
281	44103103-HP-M54 Toner Cartridge, HP C7413DC (HP410DC) Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7472.40	0.00	
282	44103103-HP-B54 TONER CART, HP Q2512A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3900.00	0.00	
283	44103103-HP-B68 TONER CART, HP Q7513A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4399.20	0.00	
284	44103103-SA-B06 TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3406.00	0.00	
285	44103103-SA-B07 TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2350.40	0.00	
286	44103103-SA-B08 TONER CART, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2454.40	0.00	
287	44103103-SA-B09 TONER CART, SAMSUNG MLT-D108L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3360.00	0.00	
288	44103103-SA-B14 TONER CART, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2875.58	0.00	
289	44103103-SA-R21 TONER CART, SAMSUNG MLT-D003E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7299.20	0.00	
290	44103103-SA-R18 TONER CART, SAMSUNG MLT-D003L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3458.00	0.00	
291	44103103-SA-R20 TONER CART, SAMSUNG MLT-D003L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6442.80	0.00	
292	44103103-SA-B12 TONER CART, SAMSUNG MLT-D003E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7321.14	0.00	
293	44103103-SA-B05 TONER CART, SAMSUNG MLT-D005L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3962.24	0.00	
294	44103103-SA-B10 TONER CART, SAMSUNG SCX-0655SA, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4066.40	0.00	
295	44103103-HP-815 TONER CART, BROTHER TN-3478 Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6370.00	0.00	
296	44103103-CA-B20 TONER CART, CANON CRG 314 II	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13396.36	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
297	45121517-00-002 DOCUMENT CAMERA	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23623.60	0.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	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	Total Quantity for the year
173	44103105-HP-809 Ink CART, HP C3513AA, (HP71), Black	cart				0	0.00				0	0.00						0	0.00	795.60	0.00
174	44103105-HP-T10 Ink CART, HP C3512AA, (HP22), Tri-color	cart				0	0.00				0	0.00						0	0.00	920.40	0.00
175	44103105-HP-C46 Ink Cartridge, HP C3577A, (HP72), 60ml Photo Black	cart				0	0.00				0	0.00						0	0.00	1996.80	0.00
176	44103105-HP-C48 Ink Cartridge, HP C358AA, (HP72), 60ml Cyan	cart				0	0.00				0	0.00						0	0.00	1996.80	0.00
177	44103105-HP-M48 Ink Cartridge, HP C359AA, (HP72), 60ml Magenta	cart				0	0.00				0	0.00						0	0.00	1996.80	0.00
178	44103105-HP-Y48 Ink Cartridge, HP C360AA, (HP72), 60ml Yellow	cart				0	0.00				0	0.00						0	0.00	1996.80	0.00
179	44103105-HP-G46 Ink Cartridge, HP C361AA, (HP72), 60ml Grey	cart				0	0.00				0	0.00						0	0.00	1996.80	0.00
180	44103105-HP-B46 Ink Cartridge, HP C362AA, (HP72), 120ml Matte Black	cart				0	0.00				0	0.00						0	0.00	3016.00	0.00
181	44103105-HP-B17 Ink CART, HP C363AA, (HP60), Black	cart				0	0.00				0	0.00						0	0.00	769.60	0.00
182	44103105-HP-T17 Ink CART, HP C363AA, (HP60), Tri-color	cart				0	0.00				0	0.00						0	0.00	515.20	0.00
183	44103105-HP-B35 Ink CART, HP C3697AA, (HP70), Black	cart				0	0.00				0	0.00						0	0.00	366.08	0.00
184	44103105-HP-T35 Ink CART, HP C3698AA, (HP70), Tri-color	cart				0	0.00				0	0.00						0	0.00	366.08	0.00
185	44103105-HP-C50 Ink CART, HP C3727AA, (HP 9206), Cyan	cart				0	0.00				0	0.00						0	0.00	641.68	0.00
186	44103105-HP-M40 Ink CART, HP C3728AA, (HP 9206), Magenta	cart				0	0.00				0	0.00						0	0.00	641.68	0.00
187	44103105-HP-Y40 Ink CART, HP C3729AA, (HP 9206), Yellow	cart				0	0.00				0	0.00						0	0.00	641.68	0.00
188	44103105-HP-B40 Ink CART, HP C3729AA, (HP 9206), Black	cart				0	0.00				0	0.00						0	0.00	1269.84	0.00
189	44103105-HP-B20 Ink CART, HP C3551AA, (HP6), Black	cart				0	0.00				0	0.00						0	0.00	656.24	0.00
190	44103105-HP-T20 Ink CART, HP C3529AA, (HP6), Tri-color	cart				0	0.00				0	0.00						0	0.00	821.60	0.00
191	44103105-HP-B49 Ink CART, HP C355AA, (HP82) Black	cart				0	0.00				0	0.00						0	0.00	1944.80	0.00
192	44103105-HP-C49 Ink CART, HP C355AA, (HP82) Cyan	cart				0	0.00				0	0.00						0	0.00	1539.20	0.00
193	44103105-HP-M49 Ink CART, HP C355AA, (HP82) Magenta	cart				0	0.00				0	0.00						0	0.00	1539.20	0.00
194	44103105-HP-Y49 Ink CART, HP C355AA, (HP82) Yellow	cart				0	0.00				0	0.00						0	0.00	1539.20	0.00
195	44103105-HP-B43 Ink CART, HP C365AA, (HP950X), Black	cart				0	0.00				0	0.00						0	0.00	1576.40	0.00
196	44103105-HP-C43 Ink CART, HP C365AA, (HP950X), Cyan	cart				0	0.00				0	0.00						0	0.00	1165.84	0.00
197	44103105-HP-M43 Ink CART, HP C365AA, (HP950X), Magenta	cart				0	0.00				0	0.00						0	0.00	1165.84	0.00
198	44103105-HP-Y43 Ink CART, HP C365AA, (HP950X), Yellow	cart				0	0.00				0	0.00						0	0.00	1165.84	0.00
199	44103105-HP-B36 Ink CART, HP C363AA, (HP70A), Black	cart				0	0.00				0	0.00						0	0.00	366.08	0.00
200	44103105-HP-T36 Ink CART, HP C363AA, (HP70A), Tri-color	cart				0	0.00				0	0.00						0	0.00	366.08	0.00
201	44103105-HP-B33 Ink CART, HP C2107AA, (HP678), Black	cart				0	0.00				0	0.00						0	0.00	366.08	0.00
202	44103105-HP-T33 Ink CART, HP C2108AA, (HP678), Tri-color	cart				0	0.00				0	0.00						0	0.00	366.08	0.00
203	44103105-HP-B42 Ink CART, HP C211A, (HP685A), Black	cart				0	0.00				0	0.00						0	0.00	366.08	0.00
204	44103105-HP-C33 Ink CART, HP C212A, (HP685A), Cyan	cart				0	0.00				0	0.00						0	0.00	249.60	0.00
205	44103105-HP-M33 Ink CART, HP C213A, (HP685A), Magenta	cart				0	0.00				0	0.00						0	0.00	249.60	0.00
206	44103105-HP-Y33 Ink CART, HP C213A, (HP685A), Yellow	cart				0	0.00				0	0.00						0	0.00	249.60	0.00
207	44103105-HP-T43 Ink Cartridge, HP R9V26AA, (HP680) Tri-color	cart				0	0.00				0	0.00						0	0.00	405.60	0.00
208	44103105-HP-B40 Ink Cartridge, HP R9V27AA, (HP680) Black	cart				0	0.00				0	0.00						0	0.00	405.60	0.00
209	44103105-HP-C50 Ink Cartridge, HP L0551AA, (HP955) Cyan Original	cart				0	0.00				0	0.00						0	0.00	995.75	0.00
210	44103105-HP-M50 Ink Cartridge, HP L0554AA, (HP955) Magenta Original	cart				0	0.00				0	0.00						0	0.00	995.75	0.00
211	44103105-HP-Y50 Ink Cartridge, HP L0557AA, (HP955) Yellow Original	cart				0	0.00				0	0.00						0	0.00	995.75	0.00
212	44103105-HP-B50 Ink Cartridge, HP L0550AA, (HP955) Black Original	cart				0	0.00				0	0.00						0	0.00	4955.60	0.00
213	44103105-HP-C46 Ink Cartridge, HP L0503AA, (HP955X), Cyan Original	cart				0	0.00				0	0.00						0	0.00	1212.64	0.00
214	44103105-HP-M46 Ink Cartridge, HP L0505AA, (HP955X), Magenta Original	cart				0	0.00				0	0.00						0	0.00	1212.64	0.00

Item #	Item & Specifications	Units of Measure	Monthly Quantity Requirement												Price Catalogue	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						
132	44121708-PP-802	MARKER, PERMANENT, bullet type, red				0	0.00														0	0.00	8.96	0.00		
133	44122104-PC-001	PAPER CLIP, vinyl/plastic coat, length: 120mm min				0	0.00															0	0.00	7.76	0.00	
134	44122104-PC-002	PAPER CLIP, vinyl/plastic coat, length: 50mm min				5	5	5	15	257.10	5	5	5	15	257.10	5	5	5	15	257.10	60.00	0.00	17.14	1028.40		
135	44121705-PE-101	PENCIL, blk, w/ eraser, wood case, leadless HB				0	0.00															0	0.00	20.79	0.00	
136	44122017-SE-P10	RING BINDER, plastic, 32mm, 84 rings				0	0.00															0	0.00	239.79	0.00	
137	44122101-RL-801	RUBBER BAND, 70mm min by 1.5mm length (#15)				2	2	2	6	657.00	2	2	2	6	657.00	2	2	2	6	657.00	24.00	0.00	109.50	2628.00		
138	44121905-SF-P01	STAMP PAD, FELT, bed dimension: 50mm x 100mm min				2	2	2	6	69.90	2	2	2	6	69.90	2	2	2	6	69.90	8.00	0.00	34.95	279.60		
139	44121612-BL-H01	OUTTER BLADE, for heavy duty cutter				0	0.00															0	0.00	14.82	0.00	
140	44121613-CU-H01	CUTTER KNIFE, for general purpose				0	0.00															0	0.00	33.43	0.00	
141	44103202-OS-H01	DATING AND STAMPING MACHINE, heavy duty				2	2	2	2	907.92												0	0.00	453.96	1815.84	
142	44121614-PS-H01	PENCIL SHARPENER, manual, single cutter head				0	0.00															0	0.00	202.80	0.00	
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide				2	2	2	2	263.92	2	2	2	2	263.92	2	2	2	2	263.92	8.00	0.00	131.96	1085.68		
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min				2	2	2	2	81.12	2	2	2	2	81.12	2	2	2	2	81.12	8.00	0.00	40.56	324.48		
145	44121615-ST-S01	STAPLER, STAND-ALONE TYPE, bed cap 200 staples min				2	2	2	2	353.60	2	2	2	2	353.60	2	2	2	2	353.60	8.00	0.00	176.80	1414.40		
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop				0	0.00															0	0.00	914.15	0.00	
147	44121613-SR-P01	STAPLE REMOVER, PULS-TYPE				0	0.00															0	0.00	24.90	0.00	
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 74mm width tape				2	2	2	2	128.40	2	2	2	2	128.40	2	2	2	2	128.40	8.00	0.00	64.20	513.60		
149	44101602-PE-H01	BINDING AND PUNCHING MACHINE, binding cap: 50mm				0	0.00															0	0.00	953.472	0.00	
150	44101807-CA-C01	CALCULATOR, compact, 12 digits				2	2	2	2	693.70												0	0.00	346.85	1387.40	
151	44101714-FX-H01	FACE-SHIELD MACHINE, laser thermal paper				0	0.00															0	0.00	5842.00	0.00	
152	44101601-PT-H01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4				0	0.00															0	0.00	9297.60	0.00	
153	44101603-PS-H01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)				0	0.00															0	0.00	5699.20	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
154	44101109-BR-C05	INK CART, BROTHER DR-245				0	0.00															0	0.00	6917.20	0.00	
155	44101105-BR-B04	INK CART, BROTHER LC87R, Black				0	0.00															0	0.00	910.00	0.00	
156	44101105-BR-B05	INK CART, BROTHER LC87R, Black				0	0.00															0	0.00	1001.60	0.00	
157	44101109-BR-C06	TONER CART, BROTHER DR-451CL, high yield 3000 mag				0	0.00															0	0.00	6760.00	0.00	
158	44101103-BR-B16	TONER CART, BROTHER TN-455 BLACK, high yield 6500				0	0.00															0	0.00	5860.40	0.00	
159	44101103-BR-C03	TONER CART, BROTHER TN-455 CYAN, high yield 6500				0	0.00															0	0.00	8569.60	0.00	
160	44101103-BR-H03	TONER CART, BROTHER TN-455 YELLOW, high yield 6500				0	0.00															0	0.00	8569.60	0.00	
161	44101103-BR-Y03	TONER CART, BROTHER TN-455 YELLOW, high yield 6500				0	0.00															0	0.00	8569.60	0.00	
162	44101103-SA-B03	TONER CART, SAMSUNG ML02850R, Black				0	0.00															0	0.00	5116.80	0.00	
163	44101105-CA-C04	INK CART, CANON CL 741, Col.				0	0.00															0	0.00	989.04	0.00	
164	44101105-CA-C02	INK CART, CANON CL-811, Colored				2	2	2	2	6,177.60	2	2	2	2	6,177.60	2	2	2	2	6,177.60	24.00	0.00	1029.60	24710.40		
165	44101105-CA-B04	INK CART, CANON PG-740, Black				0	0.00															0	0.00	754.00	0.00	
166	44101105-CA-B02	INK CART, CANON PG-810, Black				4	4	4	4	9,360.00	4	4	4	4	9,360.00	4	4	4	4	9,360.00	48.00	0.00	249.60	37440.00		
167	44101105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black				0	0.00															0	0.00	249.60	0.00	
168	44101105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan				0	0.00															0	0.00	249.60	0.00	
169	44101105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta				0	0.00															0	0.00	249.60	0.00	
170	44101105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow				0	0.00															0	0.00	249.60	0.00	
171	44101105-HP-B40	INK CART, HP C2904AA (HP82), Black				0	0.00															0	0.00	771.76	0.00	
172	44101105-HP-F40	INK CART, HP C2906AA (HP82), Tri-color				0	0.00															0	0.00	950.56	0.00	

Item #	Item # & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue	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			
91	4320010-FO-101 FLASH DRIVE, 16 GB capacity	piece	2	2	2	6	1,004.64											6	0.00	12.00	167.44	2008.26	
92	43311708-HO-001 MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in pd	unit				0	0.00												0	0.00	0.00	111.30	0.00
93	43311708-HO-002 MOUSE, WIRELESS, USB	unit				0	0.00												0	0.00	0.00	154.00	0.00
94	43212102-PR-002 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00												0	0.00	0.00	38100.97	0.00
95	43212102-PR-001 PRINTER, IMPACT DOT MATRIX, 8 pins, 80 columns	unit				0	0.00												0	0.00	0.00	9191.32	0.00
96	43212106-PR-101 PRINTER, laser, monochrome	unit				0	0.00												0	0.00	0.00	729.86	0.00
97	43212106-PR-102 PRINTER, laser, colored	unit				0	0.00												0	0.00	0.00	7899.00	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																							
98	44121710-CH-101 CHALK, modest, white, diameter, length: 78mm min	box				0	0.00												0	0.00	0.00	29.64	0.00
99	44121105-BF-101 CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box				0	0.00												0	0.00	0.00	9.05	0.00
100	44121105-BF-102 CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box				0	0.00												0	0.00	0.00	15.27	0.00
101	44121105-BF-103 CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box				0	0.00												0	0.00	0.00	20.90	0.00
102	44121105-BF-104 CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box				0	0.00												0	0.00	0.00	47.84	0.00
103	44121801-CT-101 CORRECTION TAPE, film base type, UL 6in min	piece	22			22	308.44												0	0.00	44.00	14.02	616.88
104	44111515-DF-101 DATA FILE BOX, made of chipboard, with closed ends	piece				0	0.00												0	0.00	0.00	77.20	0.00
105	44122011-OF-101 DATA FOLDER, made of chipboard, digita lock	piece				0	0.00												0	0.00	0.00	68.64	0.00
106	44121506-EN-101 ENVELOPE, OCCUMENTARY, for A4 size document	box	1			1	671.09												0	0.00	0.00	671.09	1346.18
107	44121506-EN-102 ENVELOPE, EXPANDING, RECTANGULAR for legal size doc	box	1			1	927.16												0	0.00	0.00	927.16	1854.32
108	44121506-EN-103 ENVELOPE, EXPANDING, RECTANGULAR for legal size doc	box	1			1	738.40												0	0.00	0.00	738.40	1476.80
109	44121506-EN-102 ENVELOPE, EXPANDING, PLASTIC, 3.51mm thickness min	piece				0	0.00												0	0.00	0.00	39.99	0.00
110	44121506-EN-102 ENVELOPE, mailing, white, 70gsm	box	2	2	2	6	2,269.20												2	2	6	2,269.20	9076.80
111	44121504-EN-102 ENVELOPE, mailing, white, with window	box				0	0.00												0	0.00	0.00	433.68	0.00
112	44119112-ER-101 ERASER, FELT, for backboard/whiteboard	piece				0	0.00												0	0.00	0.00	10.30	0.00
113	44121118-FA-101 FASTENER, METAL, 70mm between prongs	box	4	4	4	12	1,000.92												4	4	12	1,000.92	4027.68
114	44111515-FO-101 FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00												0	0.00	0.00	86.04	0.00
115	44122018-FT-101 FILE TAB DIVIDER, Bristol board, for A4	set				0	0.00												0	0.00	0.00	11.13	0.00
116	44122018-FT-102 FILE TAB DIVIDER, Bristol board, for legal	set				0	0.00												0	0.00	0.00	14.23	0.00
117	44122011-FO-101 FOLDER, FANCY, for A4 size documents	bundle				0	0.00												0	0.00	0.00	276.40	0.00
118	44122011-FO-102 FOLDER, FANCY, for legal size documents	bundle				0	0.00												0	0.00	0.00	311.86	0.00
119	44122011-FO-101 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack				0	0.00												0	0.00	0.00	171.43	0.00
120	44122011-FO-102 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack				0	0.00												0	0.00	0.00	243.24	0.00
121	44122027-FO-101 FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	pack				0	0.00												0	0.00	0.00	962.64	0.00
122	44122011-FO-103 FOLDER, TAGBOARD, for A4 size documents	pack	1			1	279.00												1	1	279.00	279.00	1116.00
123	44122011-FO-104 FOLDER, TAGBOARD, for legal size documents	pack				0	0.00												0	0.00	0.00	321.36	0.00
124	44122008-IT-101 INDEX TAB, self adhesive, transparent	box				0	0.00												0	0.00	0.00	56.66	0.00
125	44111515-MF-102 MAGAZINE FILE BOX, LARGE SIZE, made of chipboard	piece				0	0.00												0	0.00	0.00	41.60	0.00
126	44121716-MA-101 MARKER, FLUORESCENT, 3 assorted colors per set	set	2	2	2	6	280.08												0	0.00	0.00	46.66	560.16
127	44121708-MW-101 MARKER, whiteboard, black, felt tip, bullet type	piece				0	0.00												0	0.00	0.00	13.36	0.00
128	44121708-MW-102 MARKER, whiteboard, blue, felt tip, bullet type	piece				0	0.00												0	0.00	0.00	13.36	0.00
129	44121708-MW-103 MARKER, whiteboard, red, felt tip, bullet type	piece				0	0.00												0	0.00	0.00	13.36	0.00
130	44121708-MP-101 MARKER, PERMANENT, bullet type, black	piece	5	5	5	15	134.70												5	5	15	134.70	600.00
131	44121708-MP-102 MARKER, PERMANENT, bullet type, blue	piece				0	0.00												0	0.00	0.00	8.96	0.00

Item #	Item & Specifications	Units of Measure	Monthly Quantity Requirement												Total Amount for the year	Price Catalogue	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			
53	39121628-LT-L01 LED LINEAR TUBC, 18 WATTS PRO SERIES	piece	4			4	827.28												4	0.00	265.82	833.26		
54	39121628-LB-L01 LIGHT BULB, Light Emitting Diode (LED), 6W	piece				0	0.00													0	0.00	82.16	0.00	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																								
55	41111604-RL-P02 RULER, plastic, 650mm (1'8"), width: 38mm min	piece	10			10	176.80																176.80	
CLEANING EQUIPMENT AND SUPPLIES																								
56	47131811-AP-A01 AIR FRESHENER, aerosol, 280ml/10oz min	can	2	2	2	6	541.32																2165.28	
57	47131604-RR-B01 BROOM, poly (tereno)	piece	2			2	272.48																1089.92	
58	47131604-RR-T01 BROOM, STICK (TNG-TNG), usable length: 760mm min	piece				0	0.00																0.00	
59	47131809-TB-C01 CLEANER, TOILET BOWL AND URINAL, 900ml/1000ml cap	bottle				0	0.00																0.00	
60	47131805-CL-P01 CLEANSER, SCOURING POWDER, 350g min/can	can				0	0.00																0.00	
61	47131811-DE-B02 DETERGENT BAR, 140 grams as package	piece				0	0.00																0.00	
62	47131811-DE-P02 DETERGENT POWDER, all purpose, 1kg	pack				0	0.00																0.00	
63	47131803-DS-A01 DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	4	4	4	12	1,547.52																6190.08	
64	47131601-DU-P01 DUST PAN, non-rigid plastic, w/ detachable handle	piece	2			2	49.66																99.32	
65	51241552-SH-S01 SODIUM HYPOCHLORITE, 3.78% liters	gallon				0	0.00																0.00	
66	75016162-HS-L01 HAND SOAP, Liquid, 500ml	bottle				0	0.00																0.00	
67	47131802-FM-P02 FLOOR WAX, PASTE, RED	can				0	0.00																0.00	
68	47131830-FC-A01 FURNITURE CLEANER, aerosol type, 300ml min per can	can	4	4	4	12	1,386.36																5545.44	
69	47131804-HP-B01 MOP BUCKET, heavy duty, hard plastic	unit	2			2	4,576.00																9152.00	
70	47131613-HP-H02 MOPHANDLE, heavy duty, aluminum, screw type	piece	2			2	391.20																782.40	
71	47131619-HP-B01 MOPHEAD, made of nylon, weight: 400 grams min	piece	2			2	247.52																495.04	
72	47131501-RG-C01 RAGS, all cotton, 31 pieces per kilogram min	bundle	2	2	2	6	322.92																1291.68	
73	47131602-SC-A01 SCOURING PAD, 5 pieces per pack	pack				0	0.00																0.00	
74	47131701-TB-P04 TRASHBAG, GPP spec, black, 940mmx1015mm	pack				0	0.00																0.00	
75	47131702-WB-P01 WASTEBASKET, non-rigid plastic	piece	4			4	111.84																447.36	
PERSONAL PROTECTIVE EQUIPMENT																								
76	46181503-CA-C01 COVERALL, non-stain, protective, medical grade	piece				0	0.00																0.00	
77	46181702-FSH-01 FACE SHIELD, direct splain protection	piece	22			22	2,746.60																2745.60	
78	46181804-OG-G01 PROTECTIVE SAFETY GOGGLES	piece				0	0.00																0.00	
79	42131602-PA-A01 Polyethylene Apron (50g)	piece				0	0.00																0.00	
80	42131702-SG-01 SURGICAL GOWN	piece				0	0.00																0.00	
81	42131711-FC-H01 HEAD COVER, disposable	piece				0	0.00																0.00	
82	42131609-FC-S01 SHOE COVER, disposable	pair				0	0.00																0.00	
83	42132203-MG-G01 NITRILE GLOVES	piece				0	0.00																0.00	
84	42132203-MG-C02 PREMIUM LATEX GLOVES	piece				0	0.00																0.00	
85	42131713-SM-H01 SURGICAL MASK, 3-ply	piece	50	50	50	150	2,106.00																8424.00	
86	46182008-KN-H01 KN95 FACE MASK	piece				0	0.00																0.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																								
87	43215007-DSK-001 MTHS DESKTOP, basic	unit				0	0.00																0.00	
88	43215007-DSK-002 MTHS DESKTOP, mid-range	unit				0	0.00																0.00	
89	43215003-LAP-001 MTHS LAPTOP, mid-range	unit				0	0.00																0.00	
90	43201827-HD-X02 EXTERNAL HARD DRIVE, 1TB, 2.5"HD, USB 3.0	piece				0	0.00																0.00	

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Services (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

- Download the worksheet file APP-CSE 2021 FORM at www.ps-philegcs.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philegcs.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PHILEGCS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020-1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: MLBC, RAB, I & SRAB 1.
 Region: I.
 Address: ZIF, GSMA Bldg., Gov. Lupta cor. Gov. Ortega Sts. Brgy. IV, San Fernando City, 2500 La Union.
 Organization Type: _____
 Agency Account Code: _____
 Contact Person: Junier N. Ojendo
 Position: Admin. Officer I
 E-mail: jn.ojendo@psphilegcs.gov.ph
 Telephone/Mobile Nos: (072) 507-8362/163

Item #	Item # Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Prices Catalogue	Total Amount for the year			
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																				
PESTICIDES OR PEST REPELLENTS																				
1	12191509-IN-401 INSECTICIDE, aerosol type, net content: 600ml min	can	4	4	4	12	1,671.32	4	4	4	12	1,671.32	4	4	4	12	1,671.32	46.00	139.36	6689.28
PERFUMES OR COLOGNES OR FRAGRANCES																				
2	53131626-HS-S01 HAND SANITIZER, 500 ml	bottle				0	0.00				0	0.00				0	0.00			0.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																				
3	12191601-AL-601 ALCOHOL, ethyl, 68%-72%, scented, 500ml (.5ml)	bottle				0	0.00				0	0.00				0	0.00			0.00
4	12191601-AL-602 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	4			4	1,830.40	4			4	1,830.40	4			4	1,830.40	16.00	497.60	7321.60
5	51471901-AL-001 ALCOHOL, isopropyl, 68%-72%, 500ml (.5ml)	bottle	22			22	958.76	22			22	958.76	22			22	958.76	88.00	43.56	3835.94
6	51471901-AL-002 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon				0	0.00				0	0.00				0	0.00			0.00
7	51471905-PO-001 Povidone Iodine, 10 % solution, 120 ml	gallon				0	0.00				0	0.00				0	0.00			207.75
COLOR COMPOUNDS AND DISPERSIONS																				
8	12171703-SI-001 STAMP PAD INK, purple or violet, 50ml (ml.)	bottle	1	1	1	3	94.56	1	1	1	3	94.56	1	1	1	3	94.56	12.00	31.52	378.24
FILMS																				
9	13111203-AC-001 ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00				0	0.00				0	0.00			847.82
10	13111201-CF-001 CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00				0	0.00				0	0.00			221.00
11	13111201-CF-002 CARBON FILM, PE, black, size 215mm x 330mm	box				0	0.00				0	0.00				0	0.00			208.52
PAPER MATERIALS AND PRODUCTS																				
12	14111505-CF-002 CARBON FILM, scented colors	pack				0	0.00				0	0.00				0	0.00			63.72
13	14111506-CF-111 CONTINUOUS FORM, 1 PLY, 280 x 247mm	box				0	0.00				0	0.00				0	0.00			862.35
14	14111506-CF-112 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00			1035.80
15	14111506-CF-122 CONTINUOUS FORM, 2 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00			1528.80