

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter No. 2011-11 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 a loaded 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).

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

Reminders:
 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the mPhilGEPS and Downloads page of PS-DBM website (www.ps-phileps.gov.ph).
 2.0 All information must be provided for the PS-DBM website (www.ps-phileps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
 3.0 Agency details, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
 4.0 For items not included on the list of PART II, 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-phileps.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.
 5.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's 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.
 6.0 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.
 7.0 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@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: NATIONAL LABOR RELATIONS CO
 Region: RA-III
 Address: DOLORES CITY OF SAN FERNANDO
 PAMPANGA

Agency Code/UNCS: 16-004-03-0003
 Organization Type: NATIONAL GOVT OFFICE

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

Item B 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

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

ALCOHOL OR ACETOIC BASED ANTISEPTICS	Unit of Measure	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total Quantity for the year	Price	Total Amount for the year
1 1219601-4L-BM ALCOHOL, Ethyl, 500 mL	bottle	5	0	0	5	252.15	5	0	0	5	252.15	5	0	0	5	252.15	5	0	0	5	252.15	20	50.43	1,008.60
2 1219601-4L-E03 ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	357.09	0.00

PART II. ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

3 6012443-2S-FM1 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 6012443-2S-FM2 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	36.56	0.00
5 6012124-8R-FM1 ERASER, plastic/rubber	piece	1	0	0	1	8.26	3	0	0	3	24.78	3	0	0	3	24.78	3	0	0	3	24.78	10	8.26	83.60
6 6012124-8P-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 6012124-8P-Q04 SIGN PEN, Fine Tip, Black	piece	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	1	0	0	1	44.72	16	44.72	715.52
8 6012124-8P-Q07 SIGN PEN, Medium 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	57.20	0.00
9 6012124-8P-Q02 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 6012124-8P-Q03 SIGN PEN, Fine Tip, Blue	piece	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	5	0	0	5	223.60	20	44.72	894.40
11 6012124-8P-Q08 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	57.20	0.00
12 6012124-8P-Q03 SIGN PEN, Medium Tip, Blue	piece	5	0	0	5	111.00	5	0	0	5	111.00	5	0	0	5	111.00	5	0	0	5	111.00	20	45.76	444.00
13 6012124-8P-Q06 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	57.20	0.00
14 6012124-8P-Q09 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 6012124-8P-Q01 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	161.20	0.00

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

16 4512127-00-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 4511009-8M-R01 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	16,588.00	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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4						
			00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT				00 AMOUNT	00 AMOUNT	00 AMOUNT	00 AMOUNT						
BATTERIES AND CELLS AND ACCESSORIES																											
18	261192-BT-A02	BATTERY, dry cell, size AA	pack	2	0	0	2	40.98	2	0	0	2	40.98	2	0	0	2	40.98	2	0	0	2	40.98	8	20.49	163.92	
19	261192-BT-A01	BATTERY, dry cell, size AAA	pack	2	0	0	2	36.68	2	0	0	2	36.68	2	0	0	2	36.68	2	0	0	2	36.68	8	18.34	146.72	
CLEANING EQUIPMENT AND SUPPLIES																											
20	4713182-MF-A01	AIR FRESHENER	can	2	0	0	2	174.62	2	0	0	2	174.62	2	0	0	2	174.62	2	0	0	2	174.62	8	87.31	698.48	
21	4713184-6R-601	BROOM (Walls/Tambo)	piece	2	0	0	2	249.60	2	0	0	2	249.60	2	0	0	2	249.60	2	0	0	2	249.60	8	124.80	998.40	
22	4713184-6R-701	BROOM (Walls/Tambo)	piece	2	0	0	2	52.00	2	0	0	2	52.00	2	0	0	2	52.00	2	0	0	2	52.00	8	26.00	208.00	
23	4713189-1B-01	CLEANER, Toilet Bowl and Urinal	bottle	2	0	0	2	83.20	2	0	0	2	83.20	2	0	0	2	83.20	2	0	0	2	83.20	8	41.60	332.80	
24	4713185-CI-01	CLEANSER, Scouring Powder	plastic container	2	0	0	2	47.84	2	0	0	2	47.84	2	0	0	2	47.84	2	0	0	2	47.84	8	23.92	191.36	
25	4713181-DE-02	DETERGENT BAR	piece	2	0	0	2	18.68	2	0	0	2	18.68	2	0	0	2	18.68	2	0	0	2	18.68	8	9.34	74.72	
26	4713181-DE-02	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	4713183-05-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	1,119.12	
28	4713180-04-A01	DUST PAN	piece	1	0	0	1	46.80	1	0	0	1	46.80	1	0	0	1	46.80	1	0	0	1	46.80	4	46.80	187.20	
29	4713182-1H-A01	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	0	0.00	0.00	
30	4713180-FC-A01	FURNITURE CLEANER	can	2	0	0	2	282.78	2	0	0	2	282.78	2	0	0	2	282.78	2	0	0	2	282.78	8	1,41.39	1,131.12	
31	730162-2H-01	HAND SOAP, liquid, 500ml	bottle	1	0	0	1	42.95	1	0	0	1	42.95	1	0	0	1	42.95	1	0	0	1	42.95	4	42.95	171.80	
32	4713184-4H-01	MOP BUCKET	unit	1	0	0	1	2,288.00	1	0	0	1	2,288.00	1	0	0	1	2,288.00	1	0	0	1	2,288.00	4	69.47	277.88	
33	4713182-6G-01	RAGS	kilo	1	0	0	1	69.47	1	0	0	1	69.47	1	0	0	1	69.47	1	0	0	1	69.47	4	85.63	342.52	
34	4713182-2C-01	SCOURING PAD	pack	1	0	0	1	85.63	1	0	0	1	85.63	1	0	0	1	85.63	1	0	0	1	85.63	4	85.63	342.52	
35	4712101-1B-A04	TRASHBAG, XXL size	roll/pack	5	0	0	5	650.00	5	0	0	5	650.00	5	0	0	5	650.00	4	0	0	4	520.00	19	130.00	2,470.00	
36	4712101-1B-A05	TRASHBAG, Large size	roll/pack	5	0	0	5	296.40	5	0	0	5	296.40	5	0	0	5	296.40	5	0	0	5	296.40	20	59.28	1,185.60	
37	4712101-1B-A06	TRASHBAG, XL size	roll/pack	2	0	0	2	185.12	2	0	0	2	185.12	2	0	0	2	185.12	2	0	0	2	185.12	8	92.56	740.48	
38	4712102-4H-A01	WASTEBASKET	piece	2	0	0	2	87.36	2	0	0	2	87.36	2	0	0	2	87.36	2	0	0	2	87.36	8	43.68	348.44	
COLOR COMPOUNDS AND DISPENSERS																											
39	1217193-5I-A01	INK, for stamp pad	bottle	2	0	0	2	57.58	2	0	0	2	57.58	2	0	0	2	57.58	2	0	0	2	57.58	8	28.79	230.32	
CONSUMER ELECTRONICS																											
40	5215155-DV-A02	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	0	0.00	0.00	
FILMS																											
41	1311203-4C-A01	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	0	0.00	0.00	
42	1311203-5F-A01	CARBON FILM, Legal size	box	2	0	0	2	703.66	2	0	0	2	703.66	2	0	0	2	703.66	2	0	0	2	703.66	8	351.83	2,814.64	
FIRE FIGHTING EQUIPMENT																											
43	4619101-FF-A01	FIRE EXTINGUISHER, dry chemical	unit	1	0	0	1	1,144.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	1,144.00	
FLAG OR ACCESSORIES																											
44	5512105-PH-A01	PHILIPPINE NATIONAL FLAG	piece	2	0	0	2	569.68	2	0	0	2	569.68	2	0	0	2	569.68	2	0	0	2	569.68	8	284.84	2,278.72	
FURNITURE AND FURNISHINGS																											
45	5610104-CH-A01	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	0	0.00	0.00	
46	5610104-CH-A01	MONOBLOC CHAIR, white	piece	5	0	0	5	1,705.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	341.12	1,705.60

Item & Specifications

Unit of Measure

Monthly Quantity Requirement

Jan Feb Mar Q1 Q2 Q3 Q4 Q1 Q2 Q3 Q4 Q1

Q1 AMOUNT Q2 AMOUNT Q3 AMOUNT Q4 AMOUNT Q1 AMOUNT

Total Quantity for the year

Price

Total Amount for the year

Item #	Item & Specifications	Unit of Measure	Jan	Feb	Mar	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Total Quantity for the year	Price	Total Amount for the year	
HEATING AND VENTILATION AND AIR CIRCULATION																		
47	4010504-EF-021	ELECTRIC FAN ceiling mount, orbit type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
48	4010504-EF-021	ELECTRIC FAN industrial ground type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
49	4010504-EF-501	ELECTRIC FAN stand type	unit	1	0	0	1	1,560.00	0	0	0	0	0	0	3	1,560.00	4,680.00	
50	4010504-EF-501	ELECTRIC FAN wall mount	unit	1	0	0	1	901.68	0	0	0	0	0	0	2	901.68	1,803.36	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																		
51	42211507-G59003	DESKTOP, for Basic Users	unit	1	0	0	1	24,793.60	0	0	0	0	0	0	1	24,793.60	24,793.60	
52	42211507-G59004	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
53	4220027-HD-202	EXTERNAL HARD DRIVE	unit	1	0	0	1	3,014.96	0	0	0	0	0	0	1	3,014.96	3,014.96	
54	4220020-HD-104	FLASH DRIVE	piece	5	0	0	5	763.70	2	0	0	2	0	2	11	152.74	1,680.14	
55	42211503-L4004	LAPTOP COMPUTER, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
56	42211503-L4003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
57	42211708-HC-002	COMPUTER MOUSE, Wireless	unit	5	0	0	5	809.60	0	0	0	0	0	0	5	809.60	4,048.00	
58	42212005-9R-101	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
LIGHTING AND FIXTURES AND ACCESSORIES																		
59	3910028-LF-101	LIGHT-EMITTING DIODE (LED) LIGHT, RULER, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00
60	3910028-LF-101	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	2	0	0	2	411.64	2	0	0	0	0	0	2	411.64	803.28	
MANUFACTURING COMPONENTS AND SUPPLIES																		
61	3120101-0L-202	GLUE, all-purpose	bottle	2	0	0	2	124.28	2	0	0	2	0	2	8	62.14	497.12	
62	31151804-SW-101	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
63	31151804-SW-501	STAPLE WIRE, standard	box	5	0	0	5	118.80	5	0	0	5	0	5	20	23.76	475.20	
64	3120102-7A-602	TAPE, electrical	roll	5	0	0	5	97.25	2	0	0	2	0	2	11	19.45	213.95	
65	3120103-7A-101	TAPE, masking, 24mm	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
66	3120103-7A-102	TAPE, masking, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
67	3120103-7A-101	TAPE, packaging, 48 mm	roll	3	0	0	3	67.08	3	0	0	3	0	3	12	22.36	268.32	
68	3120103-7A-101	TAPE, transparent, 24mm	roll	5	0	0	5	88.40	3	0	0	3	0	3	14	17.68	247.52	
69	3120103-7A-102	TAPE, transparent, 48 mm	roll	3	0	0	3	67.71	3	0	0	3	0	3	12	22.57	270.84	
70	3115197-7W-101	TAPE, plastic	roll	3	0	0	3	199.86	3	0	0	3	0	3	12	66.62	799.44	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																		
71	4111904-KU-102	RULER, plastic, 450mm	piece	2	0	0	2	39.86	0	0	0	0	0	0	2	19.93	79.86	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																		
72	44121612-6L-101	BLADE, for general purpose cutter/utility knife	tube	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
73	44101602-7B-101	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
74	4412037-7B-101	BINDING RING/COMB, plastic, 32 mm	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
75	44101807-CA-101	CALCULATOR, Compact	unit	2	0	0	2	471.54	2	0	0	2	0	2	8	235.77	1,886.16	
76	44121710-CH-101	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
77	44122105-9F-101	CLIP, backfold, 19mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	
78	44122105-9F-102	CLIP, backfold, 25mm	box	5	0	0	5	78.00	5	0	0	5	0	5	20	15.60	312.00	
79	44122105-9F-103	CLIP, backfold, 30mm	box	5	0	0	5	166.40	5	0	0	5	0	5	20	33.28	665.60	

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year									
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4					
			Q1 AMOUNT	Q2 AMOUNT	Q3 AMOUNT	Q4 AMOUNT																				
80	CLIP, backed, 30mm	box	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	60.32	0.00	
81	CORRECTION TAPE	piece	5	0	0	5	67.50	5	0	0	5	67.50	5	0	0	5	67.50	5	0	0	5	67.50	20	13.50	270.00	
82	CUTTER/UTILITY KNIFE, for general purpose	piece	1	0	0	1	31.72	1	0	0	1	31.72	1	0	0	1	31.72	1	0	0	1	31.72	4	31.72	126.88	
83	DATA FOLDER	piece	5	0	0	5	729.45	5	0	0	5	729.45	5	0	0	5	729.45	5	0	0	5	729.45	20	145.89	2,917.80	
84	DATA FOLDER	piece	5	0	0	5	415.05	5	0	0	5	415.05	5	0	0	5	415.05	5	0	0	5	415.05	20	83.01	1,660.20	
85	DATA FOLDER	piece	5	0	0	5	2174.75	5	0	0	5	2174.75	5	0	0	5	2174.75	5	0	0	5	2174.75	20	434.95	8,699.00	
86	DATE STAMP	box	2	0	0	2	1,659.84	2	0	0	2	1,659.84	2	0	0	2	1,659.84	2	0	0	2	1,659.84	8	829.92	6,639.36	
87	ENVELOPE, Documentary, legal	box	2	0	0	2	2,115.16	2	0	0	2	2,115.16	2	0	0	2	2,115.16	2	0	0	2	2,115.16	8	1,057.58	8,460.64	
88	ENVELOPE, Expanding, Kraft	box	2	0	0	2	1,879.90	2	0	0	2	1,879.90	2	0	0	2	1,879.90	2	0	0	2	1,879.90	8	939.95	7,519.60	
89	ENVELOPE, Expanding, Plastic	piece	5	0	0	5	152.45	5	0	0	5	152.45	5	0	0	5	152.45	5	0	0	5	152.45	19	30.49	579.31	
90	ENVELOPE, Maniling	box	5	3	13	5,622.76	3	3	9	3,892.68	3	3	9	3,892.68	3	3	9	3,892.68	3	5	13	5,622.76	44	482.52	19,930.88	
91	ENVELOPE, Maniling, with window	box	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
92	ENVELOPE, Maniling, with window	piece	5	0	0	5	72.40	5	0	0	5	72.40	5	0	0	5	72.40	5	0	0	5	72.40	20	14.48	289.60	
93	ENVELOPE, Maniling, with window	piece	5	0	0	5	473.20	5	0	0	5	473.20	5	0	0	5	473.20	5	0	0	5	473.20	20	94.64	1,892.80	
94	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
95	FILE TAB DIVIDER, A4	set	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
96	FILE TAB DIVIDER, Legal	set	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
97	FILE TAB DIVIDER, Legal	set	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
98	FOLDER, Fancy with side, A4	bundle	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
99	FOLDER, L-type, A4	pack	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
100	FOLDER, L-type, Legal	pack	5	5	15	3,726.20	5	5	15	3,726.20	5	5	15	3,726.20	5	5	15	3,726.20	5	5	15	6,227.00	70	249.08	17,435.60	
101	FOLDER, grommed	box	5	0	0	5	4,763.20	5	0	0	5	4,763.20	5	0	0	5	4,763.20	5	0	0	5	4,763.20	20	952.64	19,028.80	
102	FOLDER with tab, A4	pack	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
103	FOLDER with tab, Legal	pack	5	0	0	5	2,069.60	5	0	0	5	2,069.60	5	0	0	5	2,069.60	5	0	0	5	2,069.60	20	413.92	8,279.40	
104	INDEX TAB	box	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
105	MARKER, Fluorescent	set	5	0	0	5	155.55	5	0	0	5	155.55	5	0	0	5	155.55	5	0	0	5	155.55	20	31.11	622.20	
106	MARKER, Permanent, Black	piece	3	0	0	3	24.81	3	0	0	3	24.81	3	0	0	3	24.81	3	0	0	3	24.81	12	8.27	99.24	
107	MARKER, Permanent, Blue	piece	9	0	0	9	74.43	9	0	0	9	74.43	9	0	0	9	74.43	9	0	0	9	74.43	30	8.27	248.10	
108	MARKER, Permanent, Red	piece	3	0	0	3	24.81	3	0	0	3	24.81	3	0	0	3	24.81	3	0	0	3	24.81	18	8.27	148.86	
109	MARKER, Whiteboard, Black	piece	3	0	0	3	28.95	3	0	0	3	28.95	3	0	0	3	28.95	3	0	0	3	28.95	6	9.65	57.90	
110	MARKER, Whiteboard, Blue	piece	3	0	0	3	28.95	3	0	0	3	28.95	3	0	0	3	28.95	3	0	0	3	28.95	6	9.65	57.90	
111	MARKER, Whiteboard, Red	piece	3	0	0	3	28.95	3	0	0	3	28.95	3	0	0	3	28.95	3	0	0	3	28.95	6	9.65	57.90	
112	PAPER CLIP, vinyl/plastic coated, 13mm	box	3	0	0	3	26.46	3	0	0	3	26.46	3	0	0	3	26.46	3	0	0	3	26.46	19	8.82	167.58	
113	PAPER CLIP, vinyl/plastic coated, Jumbo, 30mm	box	3	0	0	3	58.38	3	0	0	3	58.38	3	0	0	3	58.38	3	0	0	3	58.38	19	13.46	255.74	
114	PAPER SHREDDER	unit	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
115	PAPER SHREDDER	unit	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00
116	PENCIL, ballpoint, with eraser	box	5	0	0	5	223.55	5	0	0	5	223.55	5	0	0	5	223.55	5	0	0	5	223.55	20	44.71	894.20	
117	PENCIL SHARPENER	piece	5	0	0	5	1,180.40	5	0	0	5	1,180.40	5	0	0	5	1,180.40	5	0	0	5	1,180.40	20	236.08	4,721.60	
118	RANCHER, paper, heavy duty	piece	5	0	0	5	769.60	5	0	0	5	769.60	5	0	0	5	769.60	5	0	0	5	769.60	20	153.92	3,078.40	

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							
119	4412101-8U-001 RUBBER BAND No. 18	box	3	0	0	3	405.60	3	0	0	3	405.60	3	0	0	3	405.60	0	0	0	0	0	0	0	0	0	0	9	135.20	1,216.80		
120	4412105-SR-001 STAMP PAD, 6x1	piece	5	0	0	5	199.60	5	0	0	5	199.60	5	0	0	5	199.60	0	0	0	0	0	0	0	0	0	0	0	20	399.20	799.40	
121	4412108-SR-001 SCISSORS, symmetrical/asymmetrical	pair	3	0	0	3	196.56	3	0	0	3	196.56	3	0	0	3	196.56	3	0	0	0	0	0	0	0	0	0	0	12	65.52	786.24	
122	4412103-SF-001 STAPLER, standard type	piece	3	0	0	3	592.80	3	0	0	3	592.80	3	0	0	3	592.80	3	0	0	0	0	0	0	0	0	0	0	12	197.60	2,371.20	
123	4412105-SF-001 STAPLER, heavy duty (brady)	unit	3	0	0	3	2,079.45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	693.15	2,079.45	
124	4412103-SR-002 STAPLE REMOVER, pier-type	piece	5	0	0	5	232.55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	46.51	232.55	
125	4412105-TD-001 TAPE DISPENSER, 3/4" x 1"	piece	4	0	0	4	310.32	4	0	0	4	310.32	4	0	0	4	310.32	4	0	0	0	0	0	0	0	0	0	0	0	16	77.58	1,241.28
PAPER MATERIALS AND PRODUCTS																																
126	1411505-CA-001 CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
127	1411506-CF-011 COMPUTER CONTINUOUS FORM, 1, ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
128	2411506-CF-012 COMPUTER CONTINUOUS FORM, 1, ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
129	1411504-HR-002 NOTEPAD, 6x6-in., 50mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
130	1411504-HR-004 NOTEPAD, 6x6-in., 76mm x 102mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
131	1411504-HR-003 NOTEPAD, 6x6-in., 76mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
132	1411504-HR-002 STENO NOTEBOOK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
133	1411507-RR-001 PAPER, MULTICOPI A4	ream	30	50	50	130	27,794.00	10	50	50	110	23,518.00	10	50	50	80	17,104.00	5	50	44	99	21,166.20	419	213.80	89,582.20							
134	1411507-RR-002 PAPER, MULTICOPI LEGAL	ream	5	40	40	85	19,801.60	10	40	40	90	20,966.40	10	10	20	60	13,977.60	10	20	20	50	11,646.00	285	232.96	66,393.60							
135	1411507-RR-001 PAPER, MULTICOPI A4	ream	10	30	30	70	9,641.80	10	30	30	70	9,641.80	10	30	30	70	9,641.80	20	30	30	80	11,010.20	290	137.74	39,944.60							
136	1411507-RR-002 PAPER, MULTICOPI LEGAL	ream	5	20	20	45	7,150.95	10	20	20	50	7,945.50	10	20	20	50	7,945.50	10	20	10	40	6,396.40	185	158.91	29,398.35							
137	1411501-RR-001 PAD PAPER, ruled	pad	5	8	8	21	731.22	5	8	8	21	731.22	5	8	8	21	731.22	5	8	8	21	731.22	84	34.82	2,924.88							
138	1411502-RR-001 PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
139	1411501-RR-001 PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
140	1411501-RR-002 RECORD BOOK, 300 PAGES	book	5	0	0	5	458.50	5	0	0	5	458.50	5	0	0	5	458.50	5	0	0	0	0	0	0	0	0	0	0	0	20	917.00	1,834.00
141	1411501-RR-004 RECORD BOOK, 500 PAGES	book	5	0	0	5	622.80	5	0	0	5	622.80	5	0	0	5	622.80	5	0	0	0	0	0	0	0	0	0	0	0	20	124.56	2,491.20
142	1411501-RR-002 TISSUE, INTERFOLDED PAPER TOWEL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
143	1411501-RR-002 TOILET TISSUE PAPER, 2, ply	pack	5	0	0	5	499.20	2	0	0	2	199.68	2	0	0	2	199.68	2	0	0	0	0	0	0	0	0	0	0	0	11	99.84	1,098.24
PERFUMES OR COLOGNES OR FRAGRANCES																																
143	3111038-PR-001 HAND SANITIZER	bottle	2	0	0	2	170.16	1	0	0	1	85.08	2	0	0	2	170.16	1	0	0	0	1	85.08	6	85.08	510.48						
PESTICIDES OR PEST REPELLENTS																																
144	1015159-9H-001 INSECTICIDE	can	1	1	1	3	418.08	1	1	1	3	418.08	1	1	1	3	418.08	1	1	1	3	418.08	12	139.26	1,672.32							
PRINTED PUBLICATIONS																																
145	5510154-8A-001 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9194 and its IRR)	book	2	0	0	2	74.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	2	37.21	74.42	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																																
1	4410309-RR-005 DRAIN CARTRIDGE, BROTHER DR-3465, 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	0	0	0	0	0	0	0	0	0	0.00
2	4410305-CA-004 INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
3	4410305-CA-002 INK CARTRIDGE, CANON CL-911, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
4	4410305-CA-004 INK CARTRIDGE, CANON PG-740, 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	0	0	0	0	0	0	0	0	0	0.00
5	4410305-CA-002 INK CARTRIDGE, CANON PG-910, 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	0	0	0	0	0	0	0	0	0	0.00
6	4410305-PR-017 INK CARTRIDGE, EPSON C1304100 (T6641), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4									
			Q1 AMOUNT			Q2 AMOUNT			Q3 AMOUNT			Q4 AMOUNT																		
7	440305-EP-C17 INK CARTRIDGE, EPSON C131664000 (T6642), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	242.20	0.00	
8	440305-EP-M17 INK CARTRIDGE, EPSON C131664300 (T6643), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	242.20	0.00
9	440305-EP-Y17 INK CARTRIDGE, EPSON C131664600 (T6644), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	242.20	0.00
10	440305-EP-900 INK CARTRIDGE, HP C1296AA (HP82), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	852.80	0.00
11	440305-EP-790 INK CARTRIDGE, HP C1296AA (HP82), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,048.32	0.00
12	440305-EP-809 INK CARTRIDGE, HP C1296AA (HP82), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	910.00	0.00
13	440305-HP-10 INK CARTRIDGE, HP G3535AA (HP22), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,653.52	0.00
14	440305-HP-12 INK CARTRIDGE, HP C0440WA (HP6), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	880.98	0.00
15	440305-HP-17 INK CARTRIDGE, HP C0440WA (HP6), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,047.28	0.00
16	440305-HP-C90 INK CARTRIDGE, HP C0972AA (HP920X), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	823.68	0.00
17	440305-HP-H40 INK CARTRIDGE, HP C0972AA (HP920X), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	823.68	0.00
18	440305-HP-V90 INK CARTRIDGE, HP C0972AA (HP920X), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,541.28	0.00
19	440305-HP-890 INK CARTRIDGE, HP C0975AA (HP920X), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	865.28	0.00
20	440305-HP-820 INK CARTRIDGE, HP C0975AA (HP920X), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,066.00	0.00
21	440305-HP-T20 INK CARTRIDGE, HP C0975AA (HP920X), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,570.80	0.00
22	440305-HP-843 INK CARTRIDGE, HP C0975AA (HP920X), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,517.36	0.00
23	440305-HP-C43 INK CARTRIDGE, HP C0975AA (HP920X), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,517.36	0.00
24	440305-HP-H43 INK CARTRIDGE, HP C0975AA (HP920X), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,517.36	0.00
25	440305-HP-V43 INK CARTRIDGE, HP C0975AA (HP920X), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,517.36	0.00
26	440305-HP-808 INK CARTRIDGE, HP C0975AA (HP920X), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	419.12	0.00
27	440305-HP-798 INK CARTRIDGE, HP C0975AA (HP920X), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	404.56	0.00
28	440305-HP-833 INK CARTRIDGE, HP C2107AA (HP678), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	404.56	0.00
29	440305-HP-733 INK CARTRIDGE, HP C2108AA (HP678), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	424.32	0.00
30	440305-HP-V43 INK CARTRIDGE, HP F0V25AA (HP980), Tri-color	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	424.32	0.00
31	440305-HP-H43 INK CARTRIDGE, HP F0V27AA (HP980), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	982.80	0.00
32	440305-HP-C20 INK CARTRIDGE, HP U0S51AA (HP955), Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	982.80	0.00
33	440305-HP-V20 INK CARTRIDGE, HP U0S54AA (HP955), Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	982.80	0.00
34	440305-HP-V20 INK CARTRIDGE, HP U0S57AA (HP955), Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	982.80	0.00
35	440305-HP-950 INK CARTRIDGE, HP U0S64AA (HP955), Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,294.80	0.00
36	440305-HP-C08 INK CARTRIDGE, HP U0S63AA (HP955X), Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,338.52	0.00
37	440305-HP-H08 INK CARTRIDGE, HP U0S64AA (HP955X), Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,338.52	0.00
38	440305-HP-V08 INK CARTRIDGE, HP U0S66AA (HP955X), Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,339.52	0.00
39	440305-HP-848 INK CARTRIDGE, HP U0S72AA (HP955), Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,817.92	0.00
40	440305-HP-C51 INK CARTRIDGE, HP T6L90AA (HP995), Cyan Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00	0.00
41	440305-HP-V51 INK CARTRIDGE, HP T6L90AA (HP995), Magenta Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00	0.00
42	440305-HP-Y51 INK CARTRIDGE, HP T6L97AA (HP995), Yellow Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00	0.00
43	440305-HP-881 INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	774.80	0.00
44	440312-EP-895 RIBBON CARTRIDGE, EPSON C130U1516 (#875), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77.48	0.00

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
			AMOUNT															AMOUNT			
80	440103-HP-N62 TONER CARTRIDGE, HP CF410A (HP410A), Magenta User Jet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	4,063.28	0.00	
81	440103-HP-B63 TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	4,328.48	0.00	
82	440103-HP-C63 TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	5,592.08	0.00	
83	440103-HP-Y63 TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	5,592.08	0.00	
84	440103-HP-M63 TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	5,592.08	0.00	
85	440103-HP-B34 TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	4,135.84	0.00	
86	440103-HP-948 TONER CARTRIDGE, HP Q7523A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	4,680.00	0.00	
SOFTWARE																					
1	4321313-SFT-001 Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
2	4321302-SFT-002 Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
3	4322004-SFT-003 Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
4	4322107-SFT-004 Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
5	4322202-SFT-005 Content management software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
6	4322204-SFT-006 Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
7	4322202-SFT-007 Development software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
8	4322205-SFT-008 Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
9	4322203-SFT-009 Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
10	4322201-SFT-010 Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
11	4322201-SFT-010 Network application software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
12	4322202-SFT-011 Network management software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
13	4322205-SFT-012 Networking software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
14	4322204-SFT-013 Operating environment software	license	1	0	0	0	15,500.00	0	0	0	0	0	0	0	0	0	0	1	15,500.00	15,500.00	
15	4322205-SFT-014 Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	
16	4322205-SFT-015 Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	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	8014305-75-001 BALLPEN	pieces	0	0	0	0	0.00	20	0	0	0	10	0	0	0	0	10	50.00	30	5.00	150.00
2	8014305-75-002 MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
3	8014305-75-003 LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
4	8014305-75-004 STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
5	8014305-75-005 DOUBLE SIDED TAPE	roll	0	0	0	0	0.00	5	0	0	0	6	0	0	0	0	0	150.00	6	25.00	150.00
6	8014305-75-006 PHOTO PAPER	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
7	8014305-75-007 BLEACHING SOLUTION	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
8	8014305-75-008 CERTIFICATE FRAME	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
9	8014305-75-009 CERTIFICATE HOLDER	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
10	8014305-75-010 UNINTERMITTENT POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
11	8014305-75-011 AIR CONDITIONING UNIT	unit	1	0	0	0	25,000.00	0	0	0	0	0	0	0	0	0	0	0.00	1	25,000.00	25,000.00

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			
12	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00		
13	WHITE BOARD	piece	1	0	0	1	300.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	1	300.00	
14	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0.00
15	80141505-75-045	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	0
16	80141505-75-046	bottle	2	0	0	2	220.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	2	440.00	
17	80141505-75-047	box	1	0	0	1	200.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	200.00	
18	80141505-75-048	piece	1	0	0	1	5,000.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	5,000.00	
19	80141505-75-049	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
20	80141505-75-050	piece	1	0	0	1	400.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	400.00	
21	80141505-75-051	gallon	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
22	80141505-75-052	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
23	80141505-75-053	ream	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
24	80141505-75-054	pack	1	0	0	1	80.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	80.00	
25	80141505-75-055	piece	10	0	0	10	250.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	10	2,500.00	
26	80141505-75-056	piece	10	0	0	10	50.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	10	500.00	
27	80141505-75-057	pack	1	0	0	1	5.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	5.00	
28	80141505-75-058	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
29	80141505-75-059	box	1	0	0	1	150.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	150.00	
30	80141505-75-060	piece	1	0	0	1	2,000.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	2,000.00	
31	80141505-75-061	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
32	80141505-75-062	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
33	80141505-75-063	piece	1	0	0	1	500.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	500.00	
34	80141505-75-064	unit	1	0	0	1	1,000.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	1,000.00	
35	80141505-75-065	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
36	80141505-75-066	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
37	80141505-75-067	pieces	1	0	0	1	500.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	500.00	
38	80141505-75-068	piece	1	0	0	1	2.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	2.00	
39	80141505-75-069	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
40	80141505-75-070	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
41	80141505-75-071	pack	10	0	0	10	500.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	10	5,000.00	
42	80141505-75-072	unit	2	0	0	2	600.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	2	3,000.00	
43	80141505-75-073	unit	1	0	0	1	3,500.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	3,500.00	
44	80141505-75-074	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
45	80141505-75-075	bottle	1	0	0	1	60.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	60.00	
46	80141505-75-076	unit	1	0	0	1	500.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	500.00	
47	80141505-75-077	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
48	80141505-75-078	unit	1	0	0	1	2,000.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	2,000.00	
49	80141505-75-079	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	
50	80141505-75-080	piece	1	0	0	1	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	1	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
51. 80141505-75-031 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. 80141505-75-032 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. 80141505-75-033 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. 80141505-75-034 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. 80141505-75-035 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. 80141505-75-036 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. 80141505-75-037 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. 80141505-75-038 TR3 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. 80141505-75-039 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. 80141505-75-040 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. 80141505-75-061 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. 80141505-75-062 ASSEMBLED PASSENGER RECREATION-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. 80141505-75-063 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. 80141505-75-064 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. 80141505-75-065 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																								486,485.79
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								48,648.58
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)																								-
D. GRAND TOTAL (A + B + C)																								535,134.36
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:  FE OLABU
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  JONALYN V. DIMATULAC-SHERRO
Accountant / Budget Officer

Approved by:  ATTY. ANDERSON V. ANTONIO
Head of Office/Agency

Date Prepared: _____