

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store 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 (UNSPC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

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 Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II 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 Virtual Store 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 Virtual Store 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 at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

Department/Bureau/Office: BUTUAN CITY WATER DISTRICT
 Region: CARAGA REGION XIII
 Address: GOV. J.A. ROSALES AVENUE, BUTUAN CITY

Agency Code/UACS: _____
 Organization Type: GOCC

Contact Person: JESUSA G. ACERO
 Position: Acting Div. Mgr.- PMMD
 E-mail: neng_acero@yahoo.com
 Telephone/Mobile Nos: (0920) 946-8728

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01	INSECTICIDE, aerosol type	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	0.00	139.36	0.00
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	151.43	0.00
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E04	ALCOHOL, Ethyl, 68%-72%, 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	0.00	66.56	0.00
4	12191601-AL-E03	ALCOHOL, ethyl, 68%-72%, 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	0.00	387.92	0.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	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	0.00	43.58	0.00
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	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	0.00	455.00	0.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	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	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01	INK, for stamp pad	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	0.00	31.52	0.00
FILMS																										
9	13111203-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	0.00	847.82	0.00
10	13111201-CF-P01	CARBON FILM, A4	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	0.00	221.00	0.00
11	13111201-CF-P02	CARBON FILM, legal	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	0.00	208.52	0.00
PAPER MATERIALS AND PRODUCTS																										

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue / \$ @ 30 days (2023)	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
			amount	amount	amount	amount	amount	amount	amount	amount	amount	amount	amount	amount				amount	amount	amount	amount
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	83.72	0.00
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	882.55	0.00
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1029.60	0.00
15	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1528.80	0.00
16	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	905.35	0.00
17	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	884.00	0.00
18	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1508.00	0.00
19	14111609-LL-C01	LOOSELEAF COVER, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	794.95	0.00
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.05	0.00
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	59.28	0.00
22	14111514-NP-S03	NOTE PAD, stick on, 3" x 3"	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	54.08	0.00
23	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	12.04	0.00
24	14111507-PP-M01	PAPER, MULTICOPY, A4, 80 gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	136.66	0.00
25	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	127.71	0.00
26	14111507-PP-C01	PAPER, Multi Purpose, A4, 70 gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	98.25	0.00
27	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	118.46	0.00
28	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.12	0.00
29	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	98.05	0.00
30	14111818-TH-R02	Thermal Paper, SSSSM (-5%), 1/2 Core, 216mm x 30m	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	55.64	0.00
31	14111531-RE-R01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	70.72	0.00
32	14111531-RE-R02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	101.92	0.00
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	86.84	0.00
34	14111704-TPF01	TISSUE, interfolded paper towel	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	34.84	0.00
35	14111704-TT-P04	TOILET TISSUE PAPER, Interfolded Paper Towel	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	33.80	0.00
BATTERIES AND CELLS AND ACCESSORIES																					
36	26111702-BT-A02	BATTERY, dry Cell, size AA	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	36.30	0.00
37	26111702-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	0.00	19.73	0.00
38	26111702-BT-A03	BATTERY, dry Cell, size D	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	96.20	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																					
39	31201610-G-301	GLUE, all purpose	jar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	71.50	0.00
40	31151804-SW-H01	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	0.00	19.76	0.00
41	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	22.41	0.00
42	31201502-TA-E01	TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.67	0.00
43	31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	54.60	0.00
44	31201503-TA-M02	TAPE, MASKING, 48mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	106.60	0.00
45	31201517-TA-R01	TAPE, packaging, 48mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	22.35	0.00
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10.09	0.00
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	19.97	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price of 30 April 2021	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	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
48	31151507-TM-P01	TWINE, plastic	roll	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	58.24	0.00
49	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1109.68	0.00
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	1369.68	0.00
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	856.86	0.00
52	40101604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	674.95	0.00
MEDICAL THERMOMETERS AND ACCESSORIES																										
53	41112224-TG-T02	THERMOCUIN	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	2392.40	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
54	39101628-LT-L01	LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	205.82	0.00
55	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED)	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	82.16	0.00
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
56	41111604-RU-P02	RULER, plastic, 450mm	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	17.68	0.00
CLEANING EQUIPMENT AND SUPPLIES																										
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	90.22	0.00
58	47131604-BR-S01	BROOM, soft, bamboo	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	136.24	0.00
59	47131604-BR-T01	BROOM, stick, brooding	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	18.20	0.00
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	41.60	0.00
61	47131805-CL-F01	CLEANSER, scouring powder	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	23.92	0.00
62	47131811-DE-F02	DETERGENT BAR, 140g	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	8.30	0.00
63	47131811-DE-F03	DETERGENT POWDER, all-purpose, 1kg	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	54.08	0.00
64	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	128.96	0.00
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	24.83	0.00
66	51241552-SH-S01	SOOIMUM HYPOCHLORITE, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	131.25	0.00
67	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	102.96	0.00
68	47131802-FM-P02	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	309.76	0.00
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	120.12	0.00
70	47121804-HP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	2288.00	0.00
71	47131613-MP-P02	MOP-HANDLE, heavy duty, screw type	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	124.80	0.00
72	47131619-HP-R01	MOP-HEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	123.76	0.00
73	47131501-RG-C01	RAGS, all cotton	bundle	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	53.82	0.00
74	47131602-SC-M01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	112.32	0.00
75	47121701-TB-H04	TRASHBAG, GFP specs, black, 940mmx1016mm	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	134.68	0.00
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	27.96	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
77	43211507-DS-K001	DESKTOP FOR BASIC USERS	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	24,793.60	0.00
78	43211507-DS-K002	DESKTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	42,390.40	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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	
115	4411515-MF-B02	MAGAZINE FILE BOX, large	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	41.60	0.00	
116	4412176-MA-F01	MARKER, fluorescent	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	36.66	0.00	
117	44121708-MW-B01	MARKER, whiteboard, black	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13.38	0.00	
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13.38	0.00	
119	44121708-MW-B03	MARKER, whiteboard, red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13.38	0.00	
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8.98	0.00	
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8.98	0.00	
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8.98	0.00	
123	44122104-PC-S01	PAPER CLIP, vinyl/plastic coated, 38mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7.76	0.00	
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13.78	0.00	
125	44121706-FE-U01	PENCIL, lead, with eraser	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	20.79	0.00	
126	44122097-RB-P10	RING BINDER, plastic, 32mm	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	239.79	0.00	
127	44122101-RU-B01	RUBBER BAND, No. 18	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	100.05	0.00	
128	44121905-SP-F01	STAMP PAD, felt	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	34.95	0.00	
129	44121612-BL-H01	BLADE for general purpose cutter / utility knife	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	14.82	0.00	
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	33.43	0.00	
131	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.96	0.00	
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	202.67	0.00	
133	44101602-RU-F01	PUNCHER, paper, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	150.80	0.00	
134	44121618-SS-S01	SCISSORS, symmetrical	pair	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	40.56	0.00	
135	44121615-ST-S01	STAPLER, standard type	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	140.40	0.00	
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	914.22	0.00	
137	44121613-SR-F01	STAPLE REMOVER, plier type	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	24.90	0.00	
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	64.20	0.00	
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9534.72	0.00	
140	44101807-CA-C01	CALCULATOR, compact	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	346.85	0.00	
141	44101714-FX-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5642.00	0.00	
142	44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9297.60	0.00	
143	44101603-PS-M01	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5699.20	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
144	44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6947.20	0.00	
145	44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	910.00	0.00	
146	44103105-BR-B05	INK CART, BROTHER LC67H/BK, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1601.60	0.00	
147	44103109-BR-D06	Drum Cart, Brother DR-451C, high yield 30000 pages	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6760.00	0.00	
148	44103103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5080.40	0.00	
149	44103103-BR-C03	Toner Cart, Brother TN-456 C/M, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8569.60	0.00	
150	44103103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8569.60	0.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue /# of 2024	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
151	44103103-8K-103	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	8666.60	0.00
152	44103103-5A-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	5116.80	0.00
153	44103105-CA-C04	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	989.04	0.00
154	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1029.60	0.00
155	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	754.00	0.00
156	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	780.00	0.00
157	44103105-EP-817	INK CART, EPSON C13T664100 (T66411), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	249.60	0.00
158	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	249.60	0.00
159	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	249.60	0.00
160	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	249.60	0.00
161	44103105-HP-B40	INK Cartridge, HP C9397AA (HP72), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	920.40	0.00
162	44103105-HP-T40	INK Cartridge, HP C9397AA (HP72), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	950.56	0.00
163	44103105-HP-B09	INK CART, HP C9397AA (HP72), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	795.60	0.00
164	44103105-HP-T10	INK CART, HP C9397AA (HP72), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	773.76	0.00
165	44103105-HP-P48	INK Cartridge, HP C9397AA (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1996.80	0.00
166	44103105-HP-C48	INK Cartridge, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1996.80	0.00
167	44103105-HP-M48	INK Cartridge, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1996.80	0.00
168	44103105-HP-Y48	INK Cartridge, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1996.80	0.00
169	44103105-HP-G48	INK Cartridge, HP C9401A (HP72) 69ml Gray	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1996.80	0.00
170	44103105-HP-B48	INK Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	3016.00	0.00
171	44103105-HP-B17	INK CART, HP C0640MA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	769.60	0.00
172	44103105-HP-T17	INK CART, HP C0643MA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	915.20	0.00
173	44103105-HP-B35	INK CART, HP C0887AA (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	366.08	0.00
174	44103105-HP-T35	INK CART, HP C0888AA (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	366.08	0.00
175	44103105-HP-C40	INK CART, HP C0972AA (HP 920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	641.68	0.00
176	44103105-HP-M40	INK CART, HP C0973AA (HP 920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	641.68	0.00
177	44103105-HP-Y40	INK CART, HP C0974AA (HP 920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	641.68	0.00
178	44103105-HP-B40	INK CART, HP C0975AA (HP 920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1346.80	0.00
179	44103105-HP-B20	INK CART, HP C1561WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	756.08	0.00
180	44103105-HP-T20	INK CART, HP C1562WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	931.84	0.00
181	44103105-HP-B49	INK Cartridge, HP C1565A (HP82) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1944.80	0.00
182	44103105-HP-C49	INK Cartridge, HP C1566A (HP82) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1539.20	0.00
183	44103105-HP-M49	INK Cartridge, HP C1567A (HP82) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1539.20	0.00
184	44103105-HP-Y49	INK Cartridge, HP C1568A (HP82) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1539.20	0.00
185	44103105-HP-B43	INK CART, HP C1569A (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1786.72	0.00
186	44103105-HP-C43	INK CART, HP C1569A (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1326.00	0.00
187	44103105-HP-M43	INK CART, HP C1569A (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1326.00	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2023)	Total Amount for the year					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
			AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT
225	44103103-HP-C23 TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2542.80	0.00
226	44103103-HP-Y23 TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2542.80	0.00
227	44103103-HP-M23 TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2542.80	0.00
228	44103103-HP-B24 TONER CART, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2916.16	0.00
229	44103103-HP-C24 TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	3072.16	0.00
230	44103103-HP-Y24 TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	3072.16	0.00
231	44103103-HP-M24 TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	3072.16	0.00
232	44103103-HP-B25 TONER CART, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	8476.00	0.00
233	44103103-HP-B26 TONER CART, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	6900.40	0.00
234	44103103-HP-C26 TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	10193.04	0.00
235	44103103-HP-Y26 TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	10193.04	0.00
236	44103103-HP-M26 TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	10193.04	0.00
237	44103103-HP-B27 TONER CART, HP CE410A, (HP905), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	4201.60	0.00
238	44103103-HP-C27 TONER CART, HP CE411A, (HP905), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	6011.20	0.00
239	44103103-HP-Y27 TONER CART, HP CE412A, (HP905), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	6011.20	0.00
240	44103103-HP-M27 TONER CART, HP CE413A, (HP905), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	6011.20	0.00
241	44103103-HP-B28 TONER CART, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	4466.80	0.00
242	44103103-HP-B28 TONER CART, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	7332.00	0.00
243	44103103-HP-B22 TONER Cartridge, HP CE117A (HP17A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	3044.08	0.00
244	44103103-HP-B33 TONER Cartridge, HP CE226A (HP26A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	5787.60	0.00
245	44103103-HP-B35 TONER Cartridge, HP CE280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	5200.00	0.00
246	44103103-HP-B51 TONER CART, HP CE280XC, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	9004.32	0.00
247	44103103-HP-B56 TONER Cartridge, HP CE281A (HP81A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	8606.00	0.00
248	44103103-HP-B57 TONER Cartridge, HP CE283A (HP83A) LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	3241.70	0.00
249	44103103-HP-B51 TONER Cartridge, HP CE283XC (HP83X) Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	4056.00	0.00
250	44103103-HP-B58 TONER Cartridge, HP CE287A (HP87) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	10051.00	0.00
251	44103103-HP-B52 TONER Cartridge, HP CE325XC (HP25X) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	13156.00	0.00
252	44103103-HP-B60 TONER Cartridge, HP CE350A Black LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2901.60	0.00
253	44103103-HP-C60 TONER Cartridge, HP CE351A Cyan LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2953.60	0.00
254	44103103-HP-B60 TONER Cartridge, HP CE352A Yellow LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2953.60	0.00
255	44103103-HP-M60 TONER Cartridge, HP CE353A Magenta LJ	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2953.60	0.00
256	44103103-HP-B61 TONER Cartridge, HP CE360A (HP908A) Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	7056.40	0.00
257	44103103-HP-C61 TONER Cartridge, HP CE361A (HP908A) Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	8846.24	0.00
258	44103103-HP-Y61 TONER Cartridge, HP CE362A (HP908A) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	8846.24	0.00
	44103103-HP-M61 TONER Cartridge, HP CE363A (HP908A) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	8846.24	0.00
	7A (HP201A) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	3429.78	0.00
	(HP201A) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	4043.83	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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				
262	44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) 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	0.00	4043.83	0.00	
263	44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) 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	0.00	4043.83	0.00	
264	44103103-HP-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	0.00	4440.80	0.00	
265	44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) 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	0.00	7441.20	0.00	
266	44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	0.00	
267	44103103-HX-CS4	Toner Cartridge, HP CF411XC (HP410XC) 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	0.00	7472.40	0.00	
268	44103103-HP-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	0.00	5616.00	0.00	
269	44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) 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	0.00	7472.40	0.00	
270	44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5616.00	0.00	
271	44103103-HX-M54	Toner Cartridge, HP CF413XC (HP410XC) 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	0.00	7472.40	0.00	
272	44103103-HP-B34	TONER CART, 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	0.00	3900.00	0.00	
273	44103103-HP-B48	TONER CART, HP Q7553A, 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	0.00	4399.20	0.00	
274	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, 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	0.00	3406.00	0.00	
275	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, 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	0.00	2350.40	0.00	
276	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, 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	0.00	2454.40	0.00	
277	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, 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	0.00	3380.00	0.00	
278	44103103-SA-B14	TONER CART, Samsung MLT-D108S, 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	0.00	2875.58	0.00	
279	44103103-SA-B21	TONER CART, Samsung MLT-D203E, 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	0.00	7259.20	0.00	
280	44103103-SA-B18	TONER CART, Samsung MLT-D203L, 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	0.00	3458.00	0.00	
281	44103103-SA-B20	TONER CART, Samsung MLT-D203U, 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	0.00	6442.80	0.00	
282	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, 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	0.00	7321.14	0.00	
283	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, 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	0.00	3962.24	0.00	
284	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, 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	0.00	4066.40	0.00	
285	44103103-BR-B15	TONER CART, BROTHER TN-3478, 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	0.00	6370.00	0.00	
286	44103103-CA-B00	TONER CART, 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	0.00	13399.36	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
287	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	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	0.00	23623.60	0.00	
288	45113609-MM-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	0.00	17472.00	0.00	
FLAG OR ACCESSORIES																											
289	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	284.84	0.00	
PRINTED PUBLICATIONS																											
290	55101524-RA-H01	HANDBOOK (RA 9184), 8th edition	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.21	0.00	
FIRE FIGHTING EQUIPMENT																											
291	46191601-FE-M01	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	0.00	1144.00	0.00	
292	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	5613.25	0.00	
CONSUMER ELECTRONICS																											
293	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	6415.64	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
FURNITURE AND FURNISHINGS																											
294	56101504-CM-B01	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	0.00	303.68	0.00	
295	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	301.60	0.00	
296	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1235.52	0.00	
297	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1088.88	0.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
298	60121413-CB-P01	CLEARBOOK, 20 Transparent pockets, A4	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	0.00	37.04	0.00	
299	60121413-CB-P02	CLEARBOOK, 20 Transparent pockets, 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	0.00	38.41	0.00	
300	60121534-ER-P01	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	0.00	4.37	0.00	
301	60121524-SP-G01	SIGN PEN, 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	0.00	20.26	0.00	
302	60121524-SP-G02	SIGN PEN, 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	0.00	20.26	0.00	
303	60121524-SP-G03	SIGN PEN, 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	0.00	20.26	0.00	
304	60121124-WR-P01	WRAPPING PAPER, kraft	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	0.00	154.84	0.00	
SOFTWARE																											
1	43231513-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	0.00	0.00	0.00	
2	43231602-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	0.00	0.00	0.00	
3	43232004-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	0.00	0.00	0.00	
4	43232107-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	0.00	0.00	0.00	
5	43232202-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	0.00	0.00	0.00	
6	43232304-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	0.00	0.00	0.00	
7	43232402-SFT-007	Development 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	0.00	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)																											
Common Office Supplies																											
1		Alcohol (Isopropyl-70% solution, 500mL)	bottle	71	28	36	135	13,500.00	56	42	28	126	12,600.00	65	34	36	135	13,500.00	63	36	28	127	12,700.00	523.00	100.00	52300.00	
2		Alcohol (Isopropyl-70% solution, gallon)	gallon	4	4	4	12	6,000.00	4	4	4	12	6,000.00	4	4	4	12	6,000.00	4	4	4	12	6,000.00	48.00	500.00	24000.00	
3		Ballpen - black	pc	151	80	111	342	1,368.00	99	110	79	288	1,152.00	149	79	109	337	1,348.00	103	109	80	292	1,168.00	1,259.00	4.00	5036.00	
4		Ballpen - blue	pc	44	23	34	101	404.00	33	33	23	89	356.00	47	23	34	104	416.00	35	32	23	90	360.00	384.00	4.00	1536.00	
5		Ballpen - red	pc	43	6	36	85	340.00	12	6	6	24	96.00	43	6	6	55	220.00	42	6	6	54	216.00	218.00	4.00	872.00	
6		Battery AA	pc	46	17	16	79	1,817.00	25	19	17	61	1,403.00	26	17	27	70	1,610.00	25	20	14	59	1,357.00	269.00	23.00	6187.00	
7		Battery AAA	ream	32	13	11	56	2,072.00	16	16	13	45	1,665.00	29	12	12	53	1,961.00	16	17	10	43	1,591.00	197.00	37.00	7289.00	
8		Battery AA- Rechargeable	pcs	9	0	0	9	2,043.00	0	0	2	2	454.00	1	0	0	1	227.00	0	0	0	0	0.00	12.00	227.00	2724.00	
9		Battery AAA- Rechargeable	pcs	1	0	0	1	220.00	0	0	0	0	0.00	3	0	0	3	660.00	0	0	0	0	0.00	4.00	220.00	880.00	
10		Binder Clip, Back fold - 1" width	pcs	1	3	0	4	200.00	2	3	0	5	250.00	2	3	0	5	250.00	1	3	0	4	200.00	18.00	50.00	900.00	
11		Binder Clip, Back fold - 1/2" width	pcs	1	0	0	1	45.00	2	0	0	2	90.00	2	0	0	2	90.00	1	0	0	1	45.00	6.00	45.00	270.00	
12		Binder Clip, Back fold - 2" width	pcs	1	9	0	10	750.00	2	3	0	5	375.00	2	9	0	11	825.00	1	3	0	4	300.00	30.00	75.00	2250.00	
13		Blank Tape C 60	pcs	6	6	6	18	828.00	6	6	6	18	828.00	6	6	6	18	828.00	6	6	6	18	828.00	72.00	46.00	3312.00	
14		Bond paper - Long sub. 20	ream	25	16	15	56	9,128.00	25	16	15	56	9,128.00	27	18	16	61	9,943.00	27	18	15	60	9,780.00	233.00	163.00	37979.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Catalogue Price (as of 30 April 2023)	Total Amount for the year							
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4			
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount	Amount		
15 Bond paper - short Sub. 16	ream	6	5	3	14	3	4	2	9	1,062.00	5	6	4	15	1,770.00	6	5	2	13	1,534.00	51.00	118.00	6018.00
16 Bond paper - A4 Sub. 20	ream	51	28	23	102	48	27	27	102	18,972.00	50	23	28	101	18,786.00	48	28	28	104	19,344.00	409.00	186.00	76074.00
17 Bond paper - short colored (pink)	ream	1	0	0	1	1	0	0	1	134.00	1	0	0	1	134.00	1	0	0	1	134.00	4.00	134.00	536.00
18 Book paper- long (sub. 20)80gsm	ream	22	8	12	42	15	17	8	40	9,480.00	21	8	12	41	9,717.00	15	17	8	40	9,480.00	163.00	237.00	38631.00
19 Book paper- long (sub. 20)70gsm	ream	43	17	18	78	42	17	19	78	15,444.00	47	19	19	85	16,830.00	43	19	18	80	15,840.00	321.00	198.00	63598.00
20 Book paper- short (sub. 20)70gsm	ream	18	5	4	27	15	11	5	31	5,487.00	21	7	4	32	5,664.00	15	9	4	28	4,956.00	118.00	177.00	20886.00
21 Book paper- A4	ream	41	9	20	70	29	19	8	56	10,696.00	44	9	20	73	13,943.00	29	19	7	55	10,505.00	254.00	191.00	48514.00
22 Book paper- A3	ream	1	0	0	1	0	0	0	0	0.00	1	0	0	1	381.00	0	0	0	0	0.00	2.00	381.00	762.00
23 Bundry Cards	pack	3	0	0	3	2	0	0	2	278.00	3	0	0	3	417.00	2	0	0	2	278.00	10.00	139.00	1390.00
24 Brown Envelope- long	pc	108	15	3	126	25	3	3	31	62.00	39	33	3	75	150.00	25	3	3	31	62.00	263.00	2.00	526.00
25 Brown Envelope- short	pc	64	12	3	79	22	3	3	28	56.00	35	30	3	68	136.00	22	3	3	28	56.00	203.00	2.00	406.00
26 Calculator Ribbon	pc	1	1	3	5	1	1	0	2	52.00	1	1	1	3	78.00	1	1	0	2	52.00	12.00	26.00	312.00
27 Calculator Tape/ Adding Machine Tape	pc	2	2	2	6	1	1	1	3	45.00	2	2	2	6	90.00	2	2	1	5	75.00	20.00	15.00	300.00
28 Carbon film - long blue	box	10	1	0	11	4	2	0	6	5,445.00	4	2	0	8	3,980.00	3	1	0	4	1,980.00	29.00	495.00	14355.00
29 Clear Book- long	pc	3	0	0	3	0	0	0	0	648.00	0	0	0	3	648.00	0	0	0	0	0.00	6.00	216.00	1296.00
30 Clear Book- long (refill)	pc	0	0	0	0	0	0	0	0	0.00	0	0	0	6	576.00	0	0	0	0	0.00	6.00	96.00	576.00
31 Clipboard w/ cover long	pc	44	1	1	46	11	1	1	13	754.00	6	1	1	8	464.00	1	1	2	4	232.00	71.00	58.00	4118.00
32 Continuous paper 11x9 5, 14y sub. 20	box	9	3	4	16	6	4	3	13	11,200.00	8	4	3	15	10,500.00	7	3	4	14	9,800.00	86.00	700.00	40600.00
33 Continuous paper 11x9 5, 24y sub. 20carbonless	box	9	0	0	9	7	0	0	7	8,487.00	9	0	0	9	8,487.00	7	0	0	7	6,601.00	32.00	943.00	30176.00
34 Continuous paper 11x9 5, 30y sub. 20carbonless	box	3	0	0	3	0	0	0	3	2,334.00	3	0	0	3	2,334.00	3	0	0	3	2,334.00	12.00	778.00	9336.00
35 Continuous paper 11x14, 75, 24y sub20 carbonless	box	1	0	0	1	0	0	0	0	1,320.00	0	0	0	1	1,320.00	0	0	0	0	0.00	2.00	1320.00	2640.00
36 Columnar Book- 10 columns	pc	0	5	0	5	0	0	0	0	105.00	0	0	0	10	210.00	0	0	0	0	0.00	15.00	21.00	315.00
37 Columnar Book- 24 columns	pc	0	5	0	5	0	0	0	0	210.00	0	0	0	10	420.00	0	0	0	0	0.00	15.00	42.00	630.00
38 Correction pen	pcs	0	0	1	1	0	0	0	0	39.00	0	0	1	1	39.00	0	0	0	0	0.00	2.00	39.00	78.00
39 Correction Tape	pcs	114	55	48	217	92	64	43	199	4,123.00	102	67	52	221	4,199.00	92	60	44	196	3,724.00	833.00	19.00	15827.00
40 Cutter Blade- big	pc	9	2	0	11	2	0	1	3	165.00	4	2	2	8	120.00	0	0	0	0	0.00	22.00	15.00	330.00
41 Date/Magazine file - long	pc	40	32	2	74	5	1	1	7	8,140.00	21	2	2	25	2,750.00	11	1	11	23	2,530.00	129.00	110.00	14190.00
42 Double Sided Tape	roll	2	2	2	6	2	2	0	4	138.00	3	2	0	5	115.00	1	1	0	2	46.00	17.00	23.00	391.00
43 Duct Tape 2"	roll	0	0	0	0	2	0	0	2	0.00	3	0	0	3	264.00	0	0	0	0	0.00	5.00	88.00	440.00
44 DVD w/ Casing- Recordable	pc	1	0	0	1	0	0	0	0	26.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	26.00	26.00
45 DVD w/ Casing- Rewritable	pc	1	0	0	1	0	0	0	0	52.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	52.00	52.00
46 Elmers glue big	bottle	10	0	3	13	2	2	0	4	507.00	6	2	1	9	351.00	1	1	0	2	78.00	28.00	39.00	1092.00
47 Engineer's field book	pc	21	0	2	23	2	2	0	4	1,633.00	7	12	2	21	1,491.00	0	2	0	2	142.00	50.00	71.00	3550.00
48 Expanded envelope long	pc	21	13	3	37	3	10	3	16	592.00	11	25	3	39	624.00	3	10	4	17	272.00	109.00	16.00	1744.00
49 Expanding folder w/d tab	pc	119	191	28	338	87	30	18	135	4,056.00	102	65	31	198	2,376.00	77	41	23	141	1,692.00	812.00	12.00	9744.00
50 Expanding folder w/ tab	pc	85	0	0	85	25	0	0	25	1,360.00	25	0	0	25	400.00	35	0	0	35	560.00	170.00	16.00	2720.00
51 Fastener short plastic	box	29	4	5	38	10	8	2	20	1,178.00	12	3	4	19	589.00	11	4	2	17	527.00	94.00	31.00	2914.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year								
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4				
			AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT			
52	Fastener-Small/Plastic corrugated sides/15pcs per pack)	box	0	0	0	0	0.00	0	10	0	10	250.00	0	0	0	0.00	0	10	0	10	250.00	20.00	25.00	500.00	
53	Fastener short steel	box	8	8	8	24	960.00	11	8	8	27	1,080.00	7	6	6	760.00	9	6	6	21	840.00	91.00	40.00	3640.00	
54	Fastener -plastic 6/8"	box	20	7	6	33	3,399.00	6	5	4	15	1,545.00	6	6	6	1,884.00	6	5	4	15	1,545.00	81.00	103.00	8343.00	
55	Fingerlip Measurer	pc	12	6	5	23	598.00	6	6	5	17	442.00	6	6	5	17	442.00	7	6	5	18	468.00	75.00	26.00	1950.00
56	Folder long - white ord. 14 points	pc	264	94	94	452	2,260.00	220	89	94	393	1,965.00	184	129	94	397	1,985.00	225	94	84	403	2,015.00	1,645.00	5.00	8225.00
57	Folder- A4	pc	30	10	20	60	270.00	10	10	10	30	135.00	20	10	20	50	225.00	10	20	10	40	180.00	180.00	4.50	810.00
58	Folder- short	pc	21	10	10	41	143.50	16	10	10	36	126.00	26	10	10	46	161.00	21	10	10	41	143.50	164.00	3.50	574.00
59	Folder, plastic,sliding- long	pc	9	15	2	26	182.00	3	0	2	5	35.00	2	18	2	22	154.00	0	10	2	12	84.00	65.00	7.00	455.00
60	Folder, plastic, sliding- short	pc	3	0	2	5	30.00	3	0	2	5	30.00	2	0	2	4	24.00	0	0	2	2	12.00	16.00	6.00	96.00
61	Glue Pen	pc	3	0	0	3	30.00	0	0	0	0	0.00	3	0	0	3	30.00	0	0	0	0	0.00	6.00	10.00	60.00
62	Highlighter pen, Green/Yellow	pc	39	8	7	54	864.00	13	14	6	39	528.00	31	15	6	52	832.00	11	9	6	26	416.00	165.00	16.00	2640.00
63	Highlighter pen, Pink	pc	1	1	0	2	32.00	1	6	0	7	112.00	1	1	0	2	32.00	1	1	0	2	32.00	13.00	16.00	208.00
64	Index card 5 x 8 (100's)	pack	1	0	0	1	40.00	1	0	0	1	40.00	1	0	0	1	40.00	1	0	0	1	40.00	4.00	40.00	160.00
65	Index card 3 x 5 (100's)	pack	0	0	1	1	40.00	0	0	0	0	0.00	1	0	0	1	40.00	0	0	0	0	0.00	2.00	40.00	80.00
66	Index tab 5 sets/box	pack	5	28	0	33	2,541.00	5	3	0	8	616.00	3	3	0	6	462.00	5	0	0	5	385.00	52.00	77.00	4004.00
67	Insect Spray (500 ml)	bottle	3	0	0	3	1,020.00	0	1	0	1	340.00	2	0	1	3	1,020.00	0	0	0	0	0.00	7.00	7.00	340.00
68	Journal Card	pack	3	0	0	3	144.00	0	0	0	0	0.00	1	0	0	1	48.00	0	0	0	0	0.00	4.00	48.00	192.00
69	Logbook 300pp	pos	37	4	1	42	2,567.00	5	0	2	7	427.00	9	2	5	16	976.00	11	0	0	11	671.00	76.00	61.00	4656.00
70	Logbook 500pp	pos	20	6	0	26	1,924.00	3	1	1	5	370.00	14	1	3	18	1,332.00	6	1	0	7	518.00	56.00	74.00	4144.00
71	Mailing Envelope- ord. long	pc	12	500	0	512	1,024.00	12	0	0	12	24.00	12	0	0	12	24.00	12	0	0	12	24.00	548.00	2.00	1096.00
72	Magic Tape	pc	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	206.00	0	0	0	0	0.00	1.00	206.00	206.00
73	Masking Tape 1"	roll	15	3	3	21	315.00	7	2	2	11	165.00	13	6	3	22	330.00	7	3	3	13	195.00	67.00	15.00	1005.00
74	Masking Tape 2"	roll	0	1	0	1	27.00	0	0	0	0	0.00	0	1	0	1	27.00	0	0	0	0	0.00	2.00	27.00	94.00
75	Mighty bond	pc	5	0	0	5	285.00	6	0	0	6	342.00	2	0	0	2	114.00	5	0	0	5	285.00	18.00	57.00	1026.00
76	Mimicographing paper long colored(pink)	ream	6	0	0	6	774.00	2	0	1	3	387.00	3	0	1	4	516.00	3	0	0	3	387.00	16.00	129.00	2064.00
77	Mimicographing paper long colored(yellow)	ream	6	0	0	6	774.00	2	0	1	3	387.00	3	0	1	4	516.00	3	0	0	3	387.00	16.00	129.00	2064.00
78	Newsprint- long	ream	8	1	1	10	1,180.00	4	0	0	4	472.00	5	3	1	9	1,062.00	4	1	0	5	590.00	28.00	118.00	3304.00
79	Newsprint- short	ream	1	3	1	5	515.00	1	0	0	1	103.00	0	1	3	4	412.00	1	1	0	2	206.00	12.00	103.00	1236.00
80	Packaging tape 2"	bottle	7	5	0	12	396.00	3	1	3	7	231.00	3	5	0	8	264.00	2	3	0	5	165.00	32.00	33.00	1056.00
81	Padding glue - big	bottle	2	0	0	2	268.00	1	0	1	2	268.00	1	0	0	1	194.00	0	0	0	0	0.00	5.00	134.00	670.00
82	Paper clamp - big (black)- back fold	pc	4	1	2	7	70.00	1	4	1	6	60.00	4	1	2	7	70.00	1	4	1	6	60.00	26.00	10.00	260.00
83	Paper clamp - big (silver)	pc	40	17	9	66	594.00	15	13	14	42	378.00	32	21	9	62	558.00	11	13	8	32	288.00	202.00	9.00	1818.00
84	Paper clamp - medium (black)- back fold	pc	14	24	0	38	114.00	1	0	0	1	3.00	10	0	0	10	30.00	8	0	0	8	24.00	57.00	3.00	171.00
85	Paper clamp - small (black)- back fold	pc	4	0	4	8	24.00	0	4	0	4	12.00	4	0	4	8	24.00	0	4	0	4	12.00	24.00	3.00	72.00
86	Paper clamp - medium (silver)	pc	28	0	0	28	84.00	0	6	0	6	18.00	8	0	0	8	24.00	6	0	0	6	18.00	48.00	3.00	144.00
87	Paper clamp - small (silver)	pc	31	8	7	46	138.00	5	10	5	20	60.00	7	32	7	46	138.00	5	5	5	15	45.00	127.00	3.00	381.00
88	Paper Clip- big (plastic coated)	box	25	32	14	71	1,491.00	11	19	1	31	651.00	23	6	14	43	903.00	10	13	1	24	504.00	169.00	21.00	3549.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 20-Apr-2022)	Total Amount for the year									
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4					
			AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				AMOUNT	AMOUNT	AMOUNT	AMOUNT	AMOUNT				
89	Paper Clip- small (plastic coated)	box	23	31	6	60	600.00	11	11	3	25	250.00	17	9	6	32	320.00	9	9	3	21	210.00	138.00	10.00	1380.00	
90	Paste - Big	bottle	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	52.00	0	0	0	0	0	0.00	1.00	52.00	52.00
91	Pencil #2	pc	21	11	13	45	225.00	13	11	10	34	170.00	22	9	13	44	220.00	10	8	11	29	145.00	157.00	5.00	760.00	
92	Pencil lead 0.5	tube	1	0	0	1	21.00	0	0	0	0	0.00	1	0	0	1	21.00	0	0	0	0	0	0.00	2.00	21.00	42.00
93	Pencil lead 0.7	tube	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	26.00	0	0	0	0	0	0.00	1.00	26.00	26.00
94	Pencil pen (broad) black/refillable	pc	23	11	10	44	1,594.00	15	12	10	37	1,332.00	15	11	10	36	1,296.00	16	10	10	36	1,296.00	153.00	36.00	5598.00	
95	Pencil pen (broad) blue/refillable	pc	1	1	0	2	84.00	0	0	0	0	0.00	1	1	0	2	84.00	0	0	0	0	0	0.00	4.00	42.00	168.00
96	Pencil pen (fine) black/refillable	pc	3	0	0	3	108.00	1	0	0	1	36.00	0	0	0	0	0.00	0	0	0	0	0	0.00	4.00	36.00	144.00
97	Pencil pen blk	bottle	5	0	1	6	456.00	0	1	0	1	76.00	1	0	1	2	152.00	0	1	0	1	1	76.00	10.00	76.00	760.00
98	Photo Paper long	pack	12	0	0	12	36.00	0	14	0	14	42.00	12	1	12	25	75.00	1	0	0	1	1	3.00	52.00	3.00	156.00
99	post-it-sticker 1" x 2"	pad	30	4	10	44	836.00	17	13	4	34	646.00	27	4	10	41	779.00	18	10	4	32	608.00	151.00	19.00	2869.00	
100	post-it-sticker 2" x 2", yellow	pad	29	15	16	60	1,560.00	20	21	10	51	1,326.00	26	15	16	57	1,482.00	23	18	10	51	1,326.00	219.00	26.00	5694.00	
101	Push Pin	box	8	0	0	8	248.00	1	0	0	1	31.00	6	0	0	6	186.00	0	0	0	0	0	0.00	15.00	31.00	465.00
102	PVC plastic cover short	pcs	0	8	0	8	56.00	0	8	0	8	56.00	0	8	0	8	56.00	0	8	0	8	8	56.00	32.00	7.00	224.00
103	PVC plastic cover long	pc	50	10	10	70	490.00	23	10	10	43	301.00	47	10	10	67	469.00	30	10	10	50	350.00	230.00	7.00	1610.00	
104	PVC plastic cover A4	pc	60	10	10	80	480.00	10	10	10	30	180.00	60	10	10	80	480.00	10	10	10	30	180.00	220.00	6.00	1320.00	
105	Ring binder 1/2"	pc	12	5	5	22	198.00	9	10	3	22	198.00	12	8	5	25	225.00	9	10	3	22	198.00	91.00	9.00	819.00	
106	Ring binder 3/4"	pc	10	3	5	18	342.00	13	10	3	26	494.00	9	8	5	22	418.00	13	5	3	21	399.00	87.00	19.00	1633.00	
107	Ring binder 1"	pc	6	5	5	16	496.00	4	10	3	17	527.00	7	8	5	20	620.00	4	10	3	17	527.00	70.00	31.00	2170.00	
108	Ring binder 1 1/2"	pc	0	0	0	0	0.00	0	5	0	5	220.00	0	0	0	0	0.00	0	0	0	0	0	0.00	5.00	44.00	220.00
109	Ring binder 4"	pc	1	1	0	2	120.00	0	0	0	0	0.00	1	1	0	2	120.00	0	0	0	0	0	0.00	4.00	60.00	240.00
110	Rubber band- small	box	13	9	8	30	690.00	9	8	9	26	598.00	11	9	8	28	644.00	8	8	8	24	552.00	108.00	23.00	2484.00	
111	Rubber band- big	box	3	2	0	5	590.00	0	0	0	0	0.00	3	1	0	4	472.00	0	0	1	1	1	118.00	10.00	118.00	1180.00
112	Rubber eraser - steadler	pc	10	0	0	10	210.00	2	0	0	2	42.00	5	0	0	5	105.00	4	0	0	4	84.00	21.00	21.00	441.00	
113	Rubberized Gloves	pc	10	0	0	10	360.00	5	0	0	5	180.00	5	0	0	5	180.00	5	0	0	5	180.00	25.00	36.00	900.00	
114	Scotch Tape 1"	roll	42	19	20	81	1,701.00	23	19	9	51	1,071.00	38	18	22	78	1,638.00	22	23	9	54	1,134.00	264.00	21.00	5544.00	
115	Sign pen - My Gel - black 0.7	pc	2	1	2	5	105.00	1	2	1	4	84.00	2	1	2	5	105.00	1	1	2	4	84.00	18.00	21.00	378.00	
116	Sign pen - My Gel - blue 0.7	pc	1	1	1	3	63.00	1	1	1	3	63.00	1	1	1	3	63.00	1	1	1	3	63.00	12.00	21.00	252.00	
117	Sign pen - My Gel - black 0.5	pc	125	44	39	208	4,366.00	89	64	39	192	4,032.00	87	44	55	186	3,906.00	85	40	30	155	3,255.00	741.00	21.00	15561.00	
118	Sign pen - My Gel - blue 0.5	pc	68	8	16	92	1,932.00	37	16	8	61	1,281.00	74	8	16	98	2,058.00	35	16	3	54	1,134.00	305.00	21.00	6405.00	
119	Sign pen - My Gel - green 0.5	pc	6	6	6	18	378.00	6	6	6	18	378.00	6	6	6	18	378.00	6	6	6	18	378.00	72.00	21.00	1512.00	
120	Sign pen - My Gel - violet 0.5	pc	1	0	0	1	21.00	1	0	0	1	21.00	1	2	0	3	63.00	1	0	0	1	1	21.00	6.00	21.00	126.00
121	Sign pen - My Gel - red 0.5	pc	27	2	2	31	651.00	10	2	2	14	294.00	27	2	2	31	651.00	10	2	2	14	294.00	90.00	21.00	1890.00	
122	Sign pen - Refill - black 0.5	pc	47	1	0	48	768.00	0	0	1	1	16.00	0	0	0	0	0.00	4	0	0	4	64.00	53.00	16.00	848.00	
123	Sign pen - Refill - blue 0.5	pc	2	4	0	6	96.00	4	0	4	8	128.00	0	4	0	4	64.00	7	0	4	11	176.00	29.00	16.00	464.00	
124	Specialty paper-A4, 120gsm	pc	3	1	1	5	220.00	2	1	1	4	176.00	2	1	1	4	176.00	1	1	1	3	132.00	16.00	44.00	704.00	
125	Specialty paper-long, 120gsm	packs	4	4	1	9	243.00	8	3	1	12	324.00	3	3	3	9	243.00	7	1	1	9	243.00	39.00	27.00	1053.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 20 April 2022)	Total Amount for the year							
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4			
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount	Amount		
126	Specialty paper-short, 120gsm	packs	6	0	0	6	132.00	0	0	0	0	0	0	0	0	0	0	0	0	6	6.00	22.00	132.00	
127	Specialty board-A4 180gsm	packs	1	1	1	3	174.00	1	1	1	3	174.00	1	1	1	3	174.00	1	1	1	3	12.00	58.00	696.00
128	Stamp pad 4" x 5"	pc	3	1	0	4	124.00	0	0	0	0	0.00	2	0	1	3	99.00	0	0	0	0	7.00	31.00	217.00
129	Stamp pad ink green small	bottle	1	1	1	3	111.00	1	1	1	3	111.00	1	1	1	3	111.00	1	1	1	3	12.00	37.00	444.00
130	Stamp pad ink purple small	bottle	5	1	0	6	222.00	0	0	0	0	0.00	3	1	0	4	146.00	0	0	0	0	10.00	37.00	370.00
131	Stamp pad ink - big	pc	5	1	0	6	198.00	1	1	0	2	66.00	0	0	2	2	66.00	0	0	0	0	10.00	33.00	330.00
132	Staple wire # 10	box	2	3	0	5	50.00	0	3	0	3	30.00	1	3	2	6	60.00	0	0	0	0	14.00	10.00	140.00
133	Staple wire # 35	box	26	10	16	52	1,404.00	17	15	12	44	1,198.00	22	13	19	54	1,458.00	14	20	9	43	193.00	27.00	5211.00
134	Stero Notebook 60lys	pc	1	0	0	1	17.00	1	0	0	1	17.00	1	0	0	1	17.00	1	0	0	1	4.00	17.00	68.00
135	Stero Notebook 200lys	pc	1	0	0	1	185.00	0	0	0	0	0.00	1	0	0	1	185.00	0	0	0	0	2.00	185.00	370.00
136	Slider paper long	pc	83	30	10	123	615.00	20	24	18	62	310.00	31	10	18	59	295.00	20	22	10	52	295.00	5.00	1480.00
137	Storage Box	pc	6	20	7	33	11,451.00	6	5	7	18	6,246.00	6	15	7	28	9,716.00	6	5	7	18	97.00	347.00	3869.00
138	Typewriter ribbon - electric	pc	1	0	1	2	46.00	0	0	0	0	0.00	1	1	1	3	69.00	0	0	0	0	5.00	23.00	115.00
139	Typewriter eraser - electric	pc	1	0	0	1	137.00	0	1	0	1	137.00	0	0	0	0	0.00	0	1	0	1	3.00	137.00	411.00
140	Thermal Paper POS (type: 80mm/200mm) 55 gsm	pc	30	40	30	100	6,500.00	40	30	40	110	7,150.00	30	40	30	100	6,500.00	40	40	40	120	430.00	65.00	27950.00
141	Whiteboard marker blue	pc	2	1	2	5	300.00	0	3	0	3	180.00	1	1	1	3	180.00	0	2	0	2	13.00	60.00	780.00
142	Whiteboard marker black	pc	5	1	2	8	112.00	1	4	0	5	70.00	2	2	2	6	84.00	1	3	0	4	23.00	14.00	322.00
143	Whiteboard marker red	pc	2	0	1	3	90.00	1	2	0	3	90.00	1	1	1	3	90.00	0	1	0	1	10.00	30.00	300.00
144	Whiteboard marker refill ink	pc	1	0	0	1	67.00	0	0	0	0	0.00	0	1	0	1	67.00	0	0	0	0	2.00	67.00	134.00
145	Whiteboard Eraser	pc	2	0	0	2	22.00	0	0	0	0	0.00	1	0	0	1	11.00	0	0	0	0	3.00	11.00	33.00
146	Whitenore milneo long	pack	37	31	31	99	16,830.00	32	31	31	94	15,980.00	33	31	31	95	16,150.00	37	31	31	99	387.00	170.00	65790.00
147	Whitenore milneo short	pack	7	6	6	19	2,660.00	6	6	6	18	2,520.00	7	6	6	19	2,660.00	6	6	7	19	75.00	140.00	10500.00
148	Yellow Pad	pad	5	0	0	5	105.00	0	2	0	2	42.00	0	0	0	0	0.00	0	0	0	0	7.00	21.00	147.00
149	Brother Printer Ink LC563 - Black	pc	2	1	1	4	4,940.00	1	1	1	3	3,630.00	2	1	1	4	4,940.00	1	1	1	3	14.00	1210.00	16940.00
150	Brother Printer Ink LC563 - Cyan	pc	1	1	1	3	1,650.00	1	1	1	3	1,650.00	1	1	1	3	1,650.00	1	1	1	3	12.00	550.00	6600.00
151	Brother Printer Ink LC563 - Magenta	pc	1	1	1	3	1,650.00	1	1	1	3	1,650.00	1	1	1	3	1,650.00	1	1	1	3	12.00	550.00	6600.00
152	Brother Printer Ink LC563 - Yellow	pc	1	1	1	3	1,650.00	1	1	1	3	1,650.00	1	1	1	3	1,650.00	1	1	1	3	12.00	550.00	6600.00
153	Printer Ribbon w/ Cartridge(DFX 5000)	pc	10	0	0	10	21,450.00	8	0	0	8	17,160.00	10	0	0	10	21,450.00	8	0	0	8	36.00	2145.00	77220.00
154	Printer Ribbon w/ Cartridge- EPSON FX 2175	cart	9	0	0	9	4,230.00	6	0	0	6	2,820.00	9	0	0	9	4,230.00	6	0	0	6	30.00	470.00	14100.00
155	Printer Ink- EPSON L6170 - BLACK	pc	1	0	1	2	1,156.00	0	1	0	1	578.00	1	0	1	2	1,156.00	0	1	0	1	6.00	578.00	3468.00
156	Epson L6170 Ink-Cyan	pc	1	0	1	2	810.00	0	1	0	1	405.00	1	0	1	2	810.00	0	1	0	1	6.00	405.00	2430.00
157	Epson L6170 Ink-Magenta	pc	1	0	1	2	760.00	0	1	0	1	380.00	1	0	1	2	760.00	0	1	0	1	6.00	380.00	2280.00
158	Epson L6170 Ink-Yellow	pc	1	0	1	2	760.00	0	1	0	1	380.00	1	0	1	2	760.00	0	1	0	1	6.00	380.00	2280.00
159	HP Ink/ toner #10	pc	0	0	1	1	1,980.00	0	0	0	0	0.00	1	0	0	1	1,980.00	0	0	0	0	2.00	1980.00	3960.00
160	HP Ink/ toner #11- Cyan	pc	0	0	0	0	0.00	0	1	0	1	3,740.00	0	0	0	0	0.00	1	0	0	1	2.00	3740.00	7480.00
161	HP Ink/ toner #11- Magenta	pc	0	0	0	0	0.00	0	1	0	1	3,740.00	0	0	0	0	0.00	1	0	0	1	2.00	3740.00	7480.00
162	HP Ink/ toner #11- Yellow	pc	0	0	0	0	0.00	0	1	0	1	3,740.00	0	0	0	0	0.00	1	0	0	1	2.00	3740.00	7480.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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				
163	HP Ink # 704- black	pcs	2	0	0	2	1,100.00	1	0	0	1	550.00	0	0	0	0	0.00	2	0	0	2	1,100.00	5.00	550.00	2750.00
164	HP Ink # 704- colored	pcs	1	0	0	1	560.00	0	0	0	0	0.00	1	0	0	1	560.00	0	0	0	0	0.00	2.00	560.00	1120.00
165	HP Ink # 74- black	pcs	1	0	1	2	2,420.00	0	1	0	1	1,210.00	1	0	1	2	2,420.00	0	1	0	1	1,210.00	6.00	1210.00	7260.00
166	HP Ink # 75- tricolor	pcs	1	0	1	2	3,058.00	0	1	0	1	1,529.00	1	0	1	2	3,058.00	0	1	0	1	1,529.00	6.00	1529.00	9174.00
167	Canon 811- tri color	pcs	1	0	0	1	1,122.00	0	0	0	0	0.00	1	0	0	1	1,122.00	0	0	0	0	0.00	2.00	1122.00	2244.00
168	Canon 810- black	pcs	2	0	0	2	2,618.00	0	0	0	0	0.00	2	0	0	2	2,618.00	0	0	0	0	0.00	4.00	1309.00	5236.00
169	Printer Ribbon w/ Cartridge - LX 310t	cart	10	9	9	28	4,200.00	9	9	9	27	4,050.00	9	9	9	27	4,050.00	9	9	10	28	4,200.00	110.00	150.00	16500.00
170	Risograph Ink CV 3230	unit	4	1	0	5	7,350.00	3	0	1	4	5,880.00	3	1	1	5	7,350.00	2	0	1	3	4,410.00	17.00	1470.00	24990.00
171	Risograph Master KS CV 3230	pc	4	1	0	5	15,290.00	2	0	1	3	9,174.00	3	1	0	4	12,232.00	2	0	1	3	9,174.00	15.00	3058.00	45870.00
172	Developer INEO 287	pc	1	0	0	1	3,850.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	3850.00	3850.00
173	Toner- INEO 287	pc	2	1	0	3	24,750.00	2	0	1	3	24,750.00	2	1	1	4	33,000.00	1	0	1	2	16,500.00	12.00	8250.00	99000.00
174	Toner- INEO 4020	pc	0	0	0	0	0.00	1	0	0	1	12,980.00	0	0	1	1	12,980.00	0	0	0	0	0.00	2.00	12980.00	25960.00
177	Toner - Fuji Xerox	pc	2	0	0	2	7,360.00	0	0	0	0	0.00	2	0	0	2	7,360.00	2	0	0	2	7,360.00	6.00	3680.00	22080.00
178	Toner (OKI Photocopier)	pc	1	0	0	1	3,680.00	0	1	0	1	3,680.00	0	0	0	0	0.00	1	0	0	1	3,680.00	3.00	3680.00	11040.00

A. TOTAL		P	1,281,474.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	128,147.40
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	1,409,621.40
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			

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

Prepared by:

ROY R. ABIERA
Property/Supply Officer

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

GRACE G. ESPAÑA
Accountant / Budget Officer

ENGR. ANSELMO SANG TIAN
Head of Office/Agency

Date Prepared: August 24, 2021