

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

Introduction:

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

Reminders:

- 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-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
- For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) and must be submitted to PS-DBM through this link: <https://shorturl.at/hoss8>.
- 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.
- 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.
- For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [apccse.helpdesk@ps-philgeps.gov.ph](mailto:apccse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: OVERSEAS WORKERS WELFARE ADMINISTRATION  
 Region: REGION VI  
 Address: 3RD FLOOR, ROBINSONS PLACE  
CORNIERA LEDESMA STS., BLOKO

Agency Code/UACS:

Organization Type: NATIONAL GOVERNMENT AGENCY (NGA)

Contact Person:

REMON A. ALBEZA

Position:

SUPPLY OFFICER

E-mail :

remon6@owwa.gov.ph

Telephone/Mobile No:

(033) 509-1075

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					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	12191601-AL-ED4	ALCOHOL, Ethyl, 500 mL	bottle	5	5	5	15	764.40	5	5	5	15	764.40	5	5	5	15	764.40	5	5	5	15	764.40	60	50.96	3,057.60
2	12191601-AL-ED3	ALCOHOL, Ethyl, 1 Gallon	gallon	1	1	1	3	1,354.08	1	1	0	2	902.72	1	1	1	3	1,354.08	1	1	0	2	902.72	10	451.36	4,513.60
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	35.36	0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	box	0	0	2	2	76.96	0	0	2	2	76.96	0	0	2	2	76.96	0	0	0	0	0.00	6	38.48	230.88
5	60121534-ER-P01	ERASER, plastic/rubber	piece	3	3	3	9	84.24	3	3	3	9	84.24	3	3	3	9	84.24	3	3	3	9	84.24	36	9.36	336.96
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
8	60121524-SP-G07	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	60121524-SP-G02	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	26.00	0.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	12	12	686.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	57.20	686.40
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	45.76	0.00
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
15	60121124-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	214.24	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	65121537-DOO-C03	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	25,536.16	0.00
17	65111609-MH-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	2	2	36,940.80	0	0	0	0	0.00	0	0	0	0	0.00	2	18,470.40	36,940.80
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	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	0	0	0	0.00	0	21.84	0.00
19	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	0	0	0	0.00	0	19.76	0.00
20	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	0	0	0	0.00	0	92.56	0.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
21	47131812-AF-A01	AIR FRESHENER	can	1	1	1	3	262.08	1	1	1	3	262.08	1	1	1	3	262.08	1	1	1	3	262.08	12	87.36	1,048.32
22	47131604-BR-S01	BROOM (Walis Tampo)	piece	0	0	1	1	127.92	0	0	1	1	127.92	0	0	1	1	127.92	0	0	1	1	127.92	4	127.92	511.68
23	47131604-BR-T01	BROOM (Walis Ting-ting)	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	23.92	0.00
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	1	1	1	3	134.16	1	1	1	3	134.16	1	1	1	3	134.16	1	1	1	3	134.16	12	44.72	536.64
25	47131805-CL-P01	CLEANER, Scouring Powder	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	36.00	0.00
26	47131811-DOE-B02	DETERGENT BAR	bar	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.36	0.00
27	47131811-DOE-P02	DETERGENT POWDER, all purpose	pouch	1	1	1	3	265.20	1	1	1	3	265.20	1	1	1	3	265.20	1	1	1	3	265.20	12	88.40	1,060.80
28	47131803-OS-A01	DISINFECTANT SPRAY	can	1	1	1	3	452.40	1	1	1	3	452.40	1	1	1	3	452.40	1	1	1	3	452.40	12	150.80	1,809.60
29	47131601-DO-P01	DUST PAN	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	46.80	0.00
30	47131802-FW-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00

31	47131830-FC-A01	FURNITURE CLEANER	can	1	1	1	3	680.16	1	1	1	3	680.16	1	1	1	3	680.16	1	1	1	3	680.16	12	226.72	2,720.64	
32	73101612-HS-L01	HAND SOAP, liquid	bottle	3	3	3	9	386.55	3	3	3	9	386.55	3	3	3	9	386.55	3	3	3	9	386.55	36	42.95	1,546.20	
33	47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00	
34	47131613-MP-H02	MOPHANDLE, heavy duty	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	134.16	0.00	
35	47131619-MP-B01	MOPHEAD, made of rayon	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	114.04	0.00	
36	47131501-RFC-C01	RAGS	kilo	1	1	1	3	171.60	1	1	1	3	171.60	1	1	1	3	171.60	1	1	1	3	171.60	12	57.20	686.40	
37	47131602-SC-N01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	89.44	0.00	
38	47121701-TB-P04	TRASHBAG, XXL size	pack/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	130.00	0.00	
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	10	10	10	30	1,778.40	10	10	10	30	1,778.40	10	10	10	30	1,778.40	10	10	10	30	1,778.40	120	59.28	7,113.60	
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	10	10	10	30	2,776.80	10	10	8	28	2,591.68	10	10	10	30	2,776.80	10	10	8	28	2,591.68	116	92.56	10,756.96	
41	47121702-WB-P01	WASTEBASKET	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	43.68	0.00	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
42	12171703-SI-P01	INK, for stamp pad	bottle	5	5	5	15	468.00	5	5	5	15	468.00	5	5	5	15	468.00	5	5	5	15	468.00	60	31.20	1,872.00	
<b>CONSUMER ELECTRONICS</b>																											
43	56161355-DR-A01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,803.76	0.00	
<b>FACE MASK</b>																											
44	42117173-SM-M06	FACE MASK	box	5	5	5	15	780.00	5	5	5	15	780.00	5	5	5	15	780.00	5	5	5	15	780.00	60	52.00	3,120.00	
<b>FILMS</b>																											
45	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	1,048.32	0.00	
46	13111201-CF-P02	CARBON FILM, Legal size	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00	
<b>FIRE FIGHTING EQUIPMENT</b>																											
47	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	1	1	1	3	4,196.40	1	1	1	3	4,196.40	0	0	0	0	0.00	6	1,398.80	8,392.80	
48	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	5,613.25	0.00	
<b>FLAG OR ACCESSORIES</b>																											
49	56121905-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	284.84	0.00	
<b>FURNITURE AND FURNISHINGS</b>																											
50	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	375.44	0.00	
51	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	372.32	0.00	
52	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	1,348.88	0.00	
53	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	1,348.88	0.00	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
54	46101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,380.08	0.00	
55	46101604-EF-S01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00	
56	46101604-EF-S01	ELECTRIC FAN, stand type	unit	1	1	1	3	3,020.16	1	1	1	3	3,020.16	1	1	1	3	3,020.16	1	1	1	3	3,020.16	12	1,066.72	12,800.64	
57	46101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	914.16	0.00	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
58	43211507-DSK003	DESKTOP, for Basic Users	unit	0	0	1	1	24,793.60	0	0	1	1	24,793.60	0	0	0	0	0.00	0	0	0	0	0.00	2	24,793.60	49,587.20	
59	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,300.40	0.00	
60	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,018.08	0.00	
61	43202010-FD-L04	FLASH DRIVE	piece	0	0	5	5	1,123.20	0	0	5	5	1,123.20	0	0	0	0	0.00	0	0	0	0	0.00	10	224.64	2,246.40	
62	43211503-LAP004	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00	
63	43211503-LAP003	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00	
64	43211708-MD-Q02	COMPUTER MOUSE, Wireless	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	169.52	0.00	
65	43212102-PR-Q02	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33,015.84	0.00	
66	43212102-PR-Q01	PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11,014.64	0.00	
67	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,063.04	0.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
68	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	1	1	1	3	243.36	1	1	1	3	243.36	1	1	1	3	243.36	1	1	1	3	243.36	12	81.12	973.44	
69	39101628-LI-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
70	31201610-GL-J01	GLUE, all-purpose	jar	2	2	2	6	424.32	2	2	2	6	424.32	2	2	2	6	424.32	2	2	2	6	424.32	24	70.72	1,697.28	
71	31151804-SM-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	0	0	0	0.00	0	22.55	0.00	
72	31151804-SM-S01	STAPLE WIRE, standard	box	5	5	5	15	356.40	5	5	5	15	356.40	5	5	5	15	356.40	5	5	5	15	356.40	60	23.76	1,425.60	
73	31201502-TA-C01	TAPE, electrical	roll	0	0	2	2	38.90	0	0	2	2	38.90	0	0	2	2	38.90	0	0	2	2	38.90	8	19.45	155.60	
74	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	0	0	0	0.00	0	61.88	0.00	
75	31201503-TA-M02	TAPE, masking, 48 mm	roll	2	2	2	6	726.96	2	2	2	6	726.96	2	2	2	6	726.96	2	2	2	6	726.96	24	121.16	2,907.84	
76	31201517-TA-P01	TAPE, packaging, 48 mm	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	30.16	0.00	
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	2	2	2	6	68.64	2	2	2	6	68.64	2	2	2	6	68.64	2	2	2	6	68.64	24	11.44	214.56	
78	31201512-TA-T02	TAPE, transparent, 48 mm	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	23.92	0.00	
79	31151507-TW-P01	TWINE, plastic	roll	0	0	1	1	70.72	0	0	1	1	70.72	0	0	0	0	0.00	0	0	0	0	0.00	2	70.72	141.44	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											

80	#4111604-RJ-P02	RULER, flexible, plastic, 450mm	piece	1	1	1	3	62.40	1	1	1	3	62.40	1	1	1	3	62.40	1	1	1	3	62.40	12	20.80	249.60	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
81	#4121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	1	1	1	3	48.00	1	1	1	3	48.00	1	1	1	3	48.00	1	1	1	3	48.00	12	16.00	192.00	
82	#4101602-PB-H01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,104.64	0.00	
83	#4101807-CA-C01	CALCULATOR, Compact	unit	0	0	1	1	287.04	0	0	1	1	287.04	0	0	1	1	287.04	0	0	1	1	287.04	4	287.04	1,148.16	
84	#4121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00	
85	#4122105-6F-C01	CLIP, backfold, 19mm	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	9.36	0.00	
86	#4122105-6F-C02	CLIP, backfold, 25mm	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	15.60	0.00	
87	#4122105-6F-C03	CLIP, backfold, 32mm	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	27.04	0.00	
88	#4122105-6F-C04	CLIP, backfold, 50mm	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	60.32	0.00	
89	#4121801-CT-R02	CORRECTION TAPE	piece	10	10	10	30	345.90	10	10	10	30	345.90	10	10	10	30	345.90	10	10	10	30	345.90	120	11.53	1,383.60	
90	#4121612-CH-H01	CUTTER/UTILITY KNIFE, for general purpose	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	31.72	0.00	
91	#4111515-DF-B01	DATA FILE BOX	piece	2	2	2	6	463.20	2	2	2	6	463.20	2	2	2	6	463.20	2	2	2	6	463.20	24	77.20	1,852.80	
92	#4122011-DF-F01	DATA FOLDER	piece	0	0	50	50	3,432.00	0	0	50	50	3,432.00	0	0	50	50	3,432.00	0	0	50	50	3,432.00	200	68.64	13,728.00	
93	#4103202-09-H01	DATER STAMP	piece	0	0	10	10	4,697.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	469.78	4,697.80	
94	#4121506-EN-V01	ENVELOPE, Documentary, 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	940.32	0.00	
95	#4121506-EN-V02	ENVELOPE, Documentary, 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	1,078.48	0.00	
96	#4121506-EN-V03	ENVELOPE, Expanding, kraft	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	1,374.88	0.00	
97	#4121506-EN-V02	ENVELOPE, Expanding, Plastic	box	5	5	5	15	457.35	5	5	5	15	457.35	5	5	5	15	457.35	5	5	5	15	457.35	60	30.49	1,829.40	
98	#4121506-EN-V02	ENVELOPE, Mailing	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	466.96	0.00	
99	#4121504-EN-W02	ENVELOPE, Mailing, with window	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	528.32	0.00	
100	#4111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	12.33	0.00	
101	#4122118-FA-F01	PASTER	box	1	1	1	3	283.92	1	1	1	3	283.92	1	1	1	3	283.92	1	1	1	3	283.92	12	94.64	1,135.68	
102	#4111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	5	5	5	15	1,278.00	5	5	5	15	1,278.00	5	5	5	15	1,278.00	5	5	5	15	1,278.00	60	85.20	5,112.00	
103	#4122018-FT-D01	FILE TAB DIVIDER, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.88	0.00	
104	#4122018-FT-D02	FILE TAB DIVIDER, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	26.00	0.00	
105	#4122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	291.20	0.00	
106	#4122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	308.88	0.00	
107	#4122011-FO-L01	FOLDER, L-type, A4	pack	4	4	4	12	2,250.48	4	4	4	12	2,250.48	4	4	4	12	2,250.48	4	4	4	12	2,250.48	48	187.54	9,001.92	
108	#4122011-FO-L02	FOLDER, L-type, Legal	pack	4	4	4	12	2,862.84	4	4	4	12	2,862.84	4	4	4	12	2,862.84	4	4	4	12	2,862.84	48	238.57	11,451.36	
109	#4122027-FO-P01	FOLDER, pressboard	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	952.64	0.00	
110	#4122011-FO-T03	FOLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	388.96	0.00	
111	#4122011-FO-T04	FOLDER with tab, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	427.44	0.00	
112	#4122008-IT-T01	INDEX TAB	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	63.11	0.00	
113	#4111515-MF-B02	MAGAZINE FILE BOX, Large	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	126.88	0.00	
114	#4121716-MA-F01	MARKER, Fluorescent	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42.64	0.00	
115	#4121708-MP-B01	MARKER, Permanent, 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	15.60	0.00	
116	#4121708-MP-B02	MARKER, Permanent, 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	15.60	0.00	
117	#4121708-MP-B03	MARKER, Permanent, 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	15.60	0.00	
118	#4121708-MW-B01	MARKER, Whiteboard, 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	10.40	0.00	
119	#4121708-MW-B02	MARKER, Whiteboard, Blue	piece	5	5	5	15	156.00	5	5	5	15	156.00	5	5	5	15	156.00	5	5	5	15	156.00	60	10.40	624.00	
120	#4121708-MW-B03	MARKER, Whiteboard, 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	10.40	0.00	
121	#4122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	3	3	3	9	84.24	3	3	3	9	84.24	3	3	3	9	84.24	3	3	3	9	84.24	36	9.36	336.96	
122	#4122104-PC-G02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	5	5	5	15	358.80	5	5	5	15	358.80	5	5	5	15	358.80	5	5	5	15	358.80	60	23.92	1,435.20	
123	#4101603-PS-H02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,699.20	0.00	
124	#4101601-PT-H01	PAPER TRIMMER/CUTTING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,297.60	0.00	
125	#4121706-PE-L01	PENCIL, lead/graphite, with eraser	box	2	2	2	6	249.60	2	2	2	6	249.60	2	2	2	6	249.60	2	2	2	6	249.60	24	41.60	998.40	
126	#4121619-PS-H01	PENCIL SHARPENER	piece	0	0	0	0	0.00	0	0	3	3	639.60	0	0	0	0	0.00	0	0	0	0	0.00	3	213.20	639.60	
127	#4101602-PU-F01	PUNCHER, paper, heavy duty	piece	0	0	3	3	486.72	0	0	3	3	486.72	0	0	3	3	486.72	0	0	0	0	0.00	9	162.24	1,461.18	
128	#4122027-RB-F10	BINDING RING/COMB, plastic, 32 mm	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	274.23	0.00	
129	#4122101-RU-B01	RUBBER BAND No. 18	box	0	0	1	1	165.36	0	0	1	1	165.36	0	0	1	1	165.36	0	0	1	1	165.36	4	165.36	661.44	
130	#4121905-SP-F01	STAMP PAD, felt	piece	0	0	5	5	213.20	0	0	5	5	213.20	0	0	5	5	213.20	0	0	5	5	213.20	20	42.64	852.80	
131	#4121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair																								



38	#4103105-HP-C50	INK CARTRIDGE, HP L0551AA (HP955), Cyan Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
39	#4103105-HP-M50	INK CARTRIDGE, HP L0554AA (HP955), Magenta Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
40	#4103105-HP-Y50	INK CARTRIDGE, HP L0557AA (HP955), Yellow Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
41	#4103105-HP-B50	INK CARTRIDGE, HP L0560AA (HP955), Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80	0.00
42	#4103105-HP-C48	INK CARTRIDGE, HP L0563AA (HP955XL), Cyan Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
43	#4103105-HP-M48	INK CARTRIDGE, HP L0566AA (HP955XL), Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
44	#4103105-HP-Y48	INK CARTRIDGE, HP L0569AA (HP955XL), Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
45	#4103105-HP-B48	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
46	#4103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
47	#4103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
48	#4103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
49	#4103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80	0.00
50	#4103112-EP-R05	RIBBON CARTRIDGE, EPSON C13S015S16 (#8750), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43	0.00
51	#4103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94	0.00
52	#4103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015S31 (S015086)	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48	0.00
53	#4103109-8R-C06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,760.00	0.00
54	#4103103-8R-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	0.00
55	#4103103-8R-e11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,002.40	0.00
56	#4103103-8R-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	0.00
57	#4103103-8R-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,584.56	0.00
58	#4103103-8R-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
59	#4103103-8R-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
60	#4103103-8R-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
61	#4103103-CA-800	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	0.00
62	#4103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
63	#4103103-HP-B14	TONER CARTRIDGE, HP CB540A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,603.60	0.00
64	#4103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,942.00	0.00
65	#4103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,741.92	0.00
66	#4103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,242.72	0.00
67	#4103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,350.40	0.00
68	#4103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
69	#4103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
70	#4103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
71	#4103103-HP-B24	TONER CARTRIDGE, HP CE320A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,192.80	0.00
72	#4103103-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
73	#4103103-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
74	#4103103-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
75	#4103103-HP-B25	TONER CARTRIDGE, HP CE390A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,872.80	0.00
76	#4103103-HP-B26	TONER CARTRIDGE, HP CE400A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,786.00	0.00
77	#4103103-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
78	#4103103-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,193.04	0.00
79	#4103103-HP-M26	TONER CARTRIDGE, HP CE403A, Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
80	#4103103-HP-B27	TONER CARTRIDGE, HP CE410A, (HP305), Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,837.60	0.00
81	#4103103-HP-C27	TONER CARTRIDGE, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
82	#4103103-HP-Y27	TONER CARTRIDGE, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
83	#4103103-HP-M27	TONER CARTRIDGE, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,011.20	0.00
84	#4103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,050.80	0.00
85	#4103103-HP-B28	TONER CARTRIDGE, HP CE505X, Black, high cap	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,332.00	0.00
86	#4103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,878.72	0.00
87	#4103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,246.80	0.00
88	#4103103-HP-B55	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.40	0.00
89	#4103103-HP-B51	TONER CARTRIDGE, HP CF280XC	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,139.52	0.00
90	#4103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,800.00	0.00
91	#4103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,034.72	0.00
92	#4103103-HP-B51	TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L	cart	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,796.00	0.00
93	#4103103-HP-B58	TONER CAR																									

100	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8,814.00	0.00	
101	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	8,814.00	0.00
102	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	8,814.00	0.00
103	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	3,099.20	0.00
104	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	3,660.80	0.00
105	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	3,660.80	0.00
106	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	3,660.80	0.00
107	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	3,900.00	0.00
108	44103103-HP-B64	TONER CARTRIDGE, HP CF410XC (HP410XC), Black	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	6,848.40	0.00
109	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	5,038.80	0.00
110	44103103-HP-C64	TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	8,522.00	0.00
111	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	5,038.80	0.00
112	44103103-HP-Y64	TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	8,522.80	0.00
113	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	5,038.80	0.00
114	44103103-HP-M64	TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	8,522.80	0.00
115	44103103-HP-B64	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	3,744.00	0.00
116	44103103-HP-B68	TONER CARTRIDGE, HP Q7553A, Black	cart	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	4,680.00	0.00

**SOFTWARE**

1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
5	43232202-SFT-005	Content management software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
7	43232402-SFT-007	Development software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
12	43232802-SFT-011	Network management software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
13	43232905-SFT-012	Networking software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
14	43233004-SFT-013	Operating environment software	license	0	0	6	6	25,800.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	6	4,300.00	25,800.00
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0.00	0.00
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	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	80141505-TS-001	BALLPEN	piece	50	50	50	150	1,050.00	50	50	50	150	1,050.00	50	50	50	150	1,050.00	50	50	33	133	931.00	583	7.00	4,081.00	
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	3	3	42,000.00	0	0	3	3	42,000.00	0	0	0	0	0	0.00	6	14,000.00	84,000.00
3	80141505-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
4	80141505-TS-004	STICKER 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	0.00	0	0.00	0.00
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	1	1	1	3	78.00	1	1	1	3	78.00	1	1	1	3	78.00	1	1	1	3	78.00	12	26.00	312.00	
6	80141505-TS-006	PHOTO PAPER	pack	0	0	3	3	537.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	3	179.00	537.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	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	0	0.00	0.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	5	5	5	15	525.00	5	5	5	15	525.00	5	5	5	15	525.00	5	5	5	15	525.00	60	35.00	2,100.00	
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
12	80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
13	80141505-TS-013	WHITE BOARD	piece	0	0	2	2	2,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	2	1,100.00	2,200.00
14	80141505-TS-014	MICROPHONE	unit	0	0	2	2	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	2	1,000.00	2,000.00
15	80141505-TS-015	MEDICAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	1	1	1	3	228.00	1	1	1	3	228.00	1	1	1	3	228.00</									

28	80141505-TS-028	DEODORANT CAKE	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
29	80141505-TS-029	DISPOSABLE GLOVES	box	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
30	80141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
31	80141505-TS-031	MANILA PAPER	pack	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	3	3	30,000.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	10,000.00	30,000.00
33	80141505-TS-033	PAWLOCK	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
34	80141505-TS-034	MOBILE PHONE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
35	80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37	80141505-TS-037	STORAGE BOX	piece	0	0	2	2	2,600.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2	1,300.00	2,600.00
38	80141505-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
39	80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
40	80141505-TS-040	WATER DISPENSER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
41	80141505-TS-041	PARACETAMOL	pack	10	10	10	30	150.00	10	10	10	30	150.00	10	10	10	30	150.00	10	10	10	30	600.00
42	80141505-TS-042	GELIE GUN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
43	80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
44	80141505-TS-044	SPEAKERS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
45	80141505-TS-045	POVIDONE IODINE	bottle	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-046	KEYBOARD	unit	0	0	5	5	3,000.00	0	0	0	0	0	0	0.00	0	0	5	5	3,000.00	0	0	6,000.00
47	80141505-TS-047	DSLR CAMERA	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-048	STEEL RACK	set	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-049	LAMINATING MACHINE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-050	FUEL FILTERS	piece	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-057	VAN	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-058	TR-WHEEL VEHICLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-064	BUS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-065	MINI BUS	unit	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

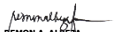
<b>A. TOTAL</b>																								<b>P</b>	<b>499,996.28</b>		
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																									<b>P</b>	<b>49,999.63</b>	
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																									<b>P</b>	<b>-</b>	
<b>D. GRAND TOTAL (A + B+ C)</b>																									<b>P</b>	<b>549,995.91</b>	
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>																										<b>P</b>	<b>FIVE HUNDRED THOUSAND PESOS ONLY</b>


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:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

  
 REMON A. ALBERA  
 Property/Supply Officer

  
 BERNADETH M. ROXAS  
 Accountant / Budget Officer

  
 LEA M. AGUIRRE  
 Head of Office/Agency

Date Prepared: 19-07-23