

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

Introduction:

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

Reminders:

- 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).
- All information must be provided accurately.
- Kindly refer to the CSE catalogue on the PS-DBM website (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 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 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeq0>. Instructions on how to fill-out is included in the reminders of the form.
- 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 0918-2954426 (Smart) or 0962-8255199 (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) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: OVERSEAS WORKERS WELFARE Agency Code/UACS: \_\_\_\_\_ Contact Person: EVELYN B. CARDOZA  
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Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

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-004	ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	50.43	0.00
2	12191601-AL-003	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	20	20	7,141.80	0	0	0	0	0.00	0	0	20	20	7,141.80	0	0	10	10	3,570.90	50	307.09	17,854.50	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
3	60121413-CB-P01	CLEARBOOK, A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	35.16	0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	35.36	0.00
5	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	0	1.26	0.00
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	0	22.20	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	0	46.72	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	0	17.20	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	0	46.72	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	0	17.20	0.00
11	60121524-SP-G08	SIGN PEN, Medium 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	0	22.20	0.00
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	0	46.76	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	0	17.20	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	0	35.20	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	0	0	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																											
16	45121517-OO-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	0	21,623.00	0.00
17	45111609-MH-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	0	14,588.00	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																											
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	0	0	20	20	406.80	0	0	0	0	0.00	0	0	15	15	307.35	0	0	0	0	0.00	35	36.49	713.15	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
19	3611702-BT-A01	BATTERY, dry cell, size AAA	pack	0	0	20	20	366.80	0	0	0	0	0.00	0	0	15	15	375.10	0	0	0	0	0.00	35	12.34	641.00	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
20	47131812-AF-A01	AIR FRESHENER	can	0	0	20	20	1,746.20	0	0	0	0	0.00	0	0	20	20	1,746.20	0	0	0	0	0.00	40	87.33	3,492.40	
21	47131604-BR-S01	BROOM (Walls Tambo)	piece	0	0	3	3	374.40	0	0	0	0	0.00	0	0	3	3	374.40	0	0	0	0	0.00	6	124.86	748.80	
22	47131604-BR-T01	BROOM (Walls Ting-ting)	piece	0	0	3	3	78.00	0	0	0	0	0.00	0	0	3	3	78.00	0	0	0	0	0.00	6	26.00	156.00	
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	0	20	20	832.00	0	0	0	0	0.00	0	0	20	20	832.00	0	0	0	0	0.00	40	41.60	1,664.00	
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	0	0	20	20	478.40	0	0	0	0	0.00	0	0	20	20	478.40	0	0	0	0	0.00	40	22.92	916.80	
25	47131811-DE-002	DETERGENT BAR	piece	0	0	5	5	46.70	0	0	0	0	0.00	0	0	5	5	46.70	0	0	0	0	0.00	10	9.34	93.40	
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	0	0	50	50	2,704.00	0	0	0	0	0.00	0	0	50	50	2,704.00	0	0	0	0	0.00	100	54.08	5,408.00	
27	47131803-DS-A01	DISINFECTANT SPRAY	can	0	0	20	20	2,797.80	0	0	0	0	0.00	0	0	20	20	2,797.80	0	0	0	0	0.00	40	139.89	5,595.60	
28	47131601-DU-P01	DUST PAN	piece	0	0	4	4	187.20	0	0	0	0	0.00	0	0	4	4	187.20	0	0	0	0	0.00	8	41.80	374.40	
29	47131802-FH-P03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00	
30	47131810-FC-A01	FURNITURE CLEANER	can	0	0	15	15	2,120.85	0	0	0	0	0.00	0	0	15	15	2,120.85	0	0	0	0	0.00	30	141.38	4,241.70	
31	73101612-HS-L01	HAND SOAP, liquid, 500ml	bottle	0	0	30	30	1,288.50	0	0	0	0	0.00	0	0	30	30	1,288.50	0	0	0	0	0.00	60	42.95	2,577.00	
32	47121804-MP-001	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	1	0	1	2,288.00	0	0	0	0	0.00	1	2,288.00	2,288.00	
33	47131501-RS-C01	RAGS	kilo	0	0	20	20	1,389.40	0	0	0	0	0.00	0	0	20	20	1,389.40	0	0	0	0	0.00	40	69.47	2,778.80	
34	47131802-SC-W01	SCOURING PAD	pack	0	0	10	10	856.30	0	0	0	0	0.00	0	0	10	10	856.30	0	0	0	0	0.00	20	85.63	1,712.60	
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	0	0	25	25	3,250.00	0	0	0	0	0.00	0	0	25	25	3,250.00	0	0	0	0	0.00	50	130.00	6,500.00	
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	0	0	25	25	1,482.00	0	0	0	0	0.00	0	0	25	25	1,482.00	0	0	0	0	0.00	50	99.28	2,964.00	
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	0	0	25	25	2,314.00	0	0	0	0	0.00	0	0	25	25	2,314.00	0	0	0	0	0.00	50	92.56	4,628.00	
38	47121702-WB-P01	WASTEBASKET	piece	0	0	5	5	218.40	0	0	0	0	0.00	0	0	5	5	218.40	0	0	0	0	0.00	10	43.68	436.80	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
39	12171703-SI-P01	INK, for stamp pad	bottle	0	0	10	10	287.90	0	0	0	0	0.00	0	0	10	10	287.90	0	0	0	0	0.00	20	28.79	575.80	
<b>CONSUMER ELECTRONICS</b>																											
40	52161535-DV-002	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,139.16	0.00	
<b>FILMS</b>																											
41	13111201-AC-P01	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	1,143.84	0.00	
42	13111201-CF-P02	CARBON FILM, Legal size	box	0	0	1	1	361.83	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	361.83	361.83	
<b>FIRE FIGHTING EQUIPMENT</b>																											
43	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	20,000.00	25	1,144.00	20,000.00	
<b>FLAG OR ACCESSORIES</b>																											
44	95121905-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	294.84	0.00	
<b>FURNITURE AND FURNISHINGS</b>																											
45	55101504-CH-001	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	361.12	0.00	
46	55101504-CH-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	361.12	0.00	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
47	40101604-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	1,122.00	0.00	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.88	0.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,590.00	0.00	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	901.68	0.00	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
51	43211507-D9K003	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.80	0.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
52	43211507-D9004	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	42,390.40	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	1	3,014.98	0	0	0	0	0.00	1	3,014.98	3,014.98	
54	43202010-FD-U04	FLASH DRIVE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	10	10	1,527.40	0	0	0	0	0.00	10	152.74	1,527.40	
55	43211503-LAP004	LAPTOP COMPUTER, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00	
56	43211503-LAP003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,000.00	0.00	
57	43211708-MO-002	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	161.92	0.00	
58	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	2,616.89	0.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
59	39101629-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	75.61	0.00	
60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 10 watts	piece	0	0	20	20	4,116.40	0	0	0	0	0.00	0	0	20	20	4,116.40	0	0	0	0	0.00	40	208.82	8,232.80	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
61	31201610-GL-X02	GLUE, all-purpose	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	20	20	1,241.80	0	0	0	0	0.00	20	62.14	1,241.80	
62	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	0	0	0	0.00	0	36.40	0.00	
63	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	30	30	712.80	0	0	0	0	0.00	0	0	30	30	712.80	0	0	0	0	0.00	60	21.76	1,425.60	
64	31201502-TA-E02	TAPE, electrical	roll	0	0	10	10	194.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	19.45	194.50	
65	31201503-TA-H01	TAPE, masking, 24mm	roll	0	0	20	20	1,113.60	0	0	0	0	0.00	0	0	20	20	1,113.60	0	0	0	0	0.00	40	95.68	3,232.20	
66	31201503-TA-H02	TAPE, masking, 48 mm	roll	0	0	10	10	1,211.60	0	0	0	0	0.00	0	0	10	10	1,211.60	0	0	0	0	0.00	20	125.16	2,423.20	
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	10	10	223.40	0	0	0	0	0.00	0	0	10	10	223.40	0	0	0	0	0.00	20	22.35	447.20	
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	50	50	894.00	0	0	0	0	0.00	0	0	50	50	894.00	0	0	0	0	0.00	100	17.68	1,768.00	
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	10	10	225.70	0	0	0	0	0.00	0	0	10	10	225.70	0	0	0	0	0.00	20	22.57	451.40	
70	31151507-TW-P01	TWINE, plastic	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	58.62	0.00	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
71	41111604-RU-P02	RULER, plastic, 450mm	piece	0	0	10	10	199.30	0	0	0	0	0.00	0	0	10	10	199.30	0	0	0	0	0.00	20	19.93	398.60	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	10	10	163.70	0	0	0	0	0.00	0	0	10	10	163.70	0	0	0	0	0.00	20	16.37	327.40	
73	44101602-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	9,534.72	0.00	
74	44121607-RB-P10	BINDING RING/COIL, plastic, 32 mm	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	259.89	0.00	
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	5	5	1,179.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	235.77	1,179.88	
76	44121700-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	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	30	30	280.80	0	0	0	0	0.00	0	0	30	30	280.80	0	0	0	0	0.00	60	9.36	561.60	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	30	30	468.00	0	0	0	0	0.00	0	0	30	30	468.00	0	0	0	0	0.00	60	15.60	936.00	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	30	30	998.40	0	0	0	0	0.00	0	0	30	30	998.40	0	0	0	0	0.00	60	33.28	1,996.80	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	30	30	1,809.60	0	0	0	0	0.00	0	0	30	30	1,809.60	0	0	0	0	0.00	60	60.32	3,619.20	
81	44121801-CT-R02	CORRECTION TAPE	piece	0	0	50	50	675.00	0	0	0	0	0.00	0	0	50	50	675.00	0	0	0	0	0.00	100	13.50	1,350.00	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	10	10	317.20	0	0	0	0	0.00	0	0	10	10	317.20	0	0	0	0	0.00	20	31.72	634.40	
83	44111515-DF-B01	DATA FILE BOX	piece	0	0	0	0	0.00	0	0	50	50	7,294.50	0	0	0	0	0.00	50	0	0	50	7,294.50	100	145.89	14,589.00	
84	44122011-DF-F01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	8,301.00	100	83.01	8,301.00	
85	44103202-DS-H01	DATER STAMP	piece	0	0	0	0	0.00	0	0	10	10	4,349.50	0	0	0	0	0.00	0	0	0	0	0.00	10	434.95	4,349.50	
86	44121506-EN-001	ENVELOPE, Documentary, #4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	1	1	829.92	0	0	0	0	0.00	1	829.92	829.92	
87	44121506-EN-002	ENVELOPE, Documentary, legal,	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	2	2	2,115.16	0	0	0	0	0.00	2	1,057.58	2,115.16	
88	44121506-EN-003	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	930.95	0.00	
89	44121506-EN-002	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.00	0	0	30	30	914.70	0	0	0	0	0.00	0	0	0	0	0.00	30	30.49	914.70	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
90	44121506-EN-H02	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	432.52	0.00	
91	44121504-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	613.72	0.00	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	10	10	144.80	0	0	0	0	0.00	10	14.48	144.80	
93	44122118-FA-P01	FASTENER	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	94.54	0.00	
94	44111515-FO-001	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	90.20	0.00	
95	44122018-FT-001	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13.33	0.00	
96	44122018-FT-002	FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00	
97	44122011-FO-P01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	270.40	0.00	
98	44122011-FO-P02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	291.20	0.00	
99	44122011-FO-L01	FOLDER, L-type, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	209.28	0.00	
100	44122011-FO-L02	FOLDER, L-type, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	249.08	0.00	
101	44122027-FO-P01	FOLDER, prestboard	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	952.54	0.00	
102	44122011-FO-T01	FOLDER with tab, A4	pack	0	0	2	2	799.20	0	0	0	0	0.00	0	0	2	2	799.20	0	0	0	0	0.00	4	379.80	1,518.40	
103	44122011-FO-T02	FOLDER with tab, Legal	pack	0	0	2	2	6,208.80	0	0	0	0	0.00	0	0	2	2	6,208.80	0	0	0	0	0.00	15	413.92	6,208.80	
104	44122008-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	67.60	0.00	
105	44121716-MA-P01	MARKER, Fluorescent	set	0	0	50	50	1,555.00	0	0	0	0	0.00	0	0	50	50	1,555.00	0	0	0	0	0.00	100	31.11	3,111.00	
106	44121708-MP-B01	MARKER, Permanent, Black	piece	0	0	100	100	827.00	0	0	0	0	0.00	0	0	100	100	827.00	0	0	0	0	0.00	200	8.27	1,654.00	
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	0	0	20	20	165.40	0	0	0	0	0.00	0	0	20	20	165.40	0	0	0	0	0.00	40	8.27	336.80	
108	44121708-MP-B03	MARKER, Permanent, Red	piece	0	0	20	20	165.40	0	0	0	0	0.00	0	0	20	20	165.40	0	0	0	0	0.00	40	8.27	336.80	
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	0	0	10	10	96.50	0	0	0	0	0.00	0	0	10	10	96.50	0	0	0	0	0.00	20	9.65	193.00	
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	0	10	10	96.50	0	0	0	0	0.00	0	0	10	10	96.50	0	0	0	0	0.00	20	9.65	193.00	
111	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	0	10	10	96.50	0	0	0	0	0.00	0	0	10	10	96.50	0	0	0	0	0.00	20	9.65	193.00	
112	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	30	30	264.60	0	0	0	0	0.00	0	0	30	30	264.60	0	0	0	0	0.00	50	8.82	441.00	
113	44122104-PC-G02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	0	0	50	50	973.00	0	0	0	0	0.00	0	0	50	50	973.00	0	0	0	0	0.00	100	15.46	1,546.00	
114	44105013-PS-H03	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,718.96	0.00	
115	44101001-PT-H02	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	9,287.80	0.00	
116	44121706-PC-L01	PENCIL, lead/graphite, with eraser	box	0	0	10	10	447.10	0	0	0	0	0.00	0	0	10	10	447.10	0	0	0	0	0.00	20	44.71	894.20	
117	44121615-PS-H01	PENCIL SHARPENER	piece	0	0	2	2	472.16	0	0	0	0	0.00	0	0	2	2	472.16	0	0	0	0	0.00	4	216.08	944.32	
118	44101002-PU-P01	PUNCHER, paper, heavy duty	piece	0	0	3	3	461.76	0	0	0	0	0.00	0	0	2	2	307.84	0	0	0	0	0.00	5	153.92	766.60	
119	44122101-RU-B01	RUBBER BAND No. 18	box	0	0	5	5	676.00	0	0	0	0	0.00	0	0	5	5	676.00	0	0	0	0	0.00	10	136.20	1,351.00	
120	44121905-SP-P01	STAMP PAD, felt	piece	0	0	10	10	396.20	0	0	0	0	0.00	0	0	15	10	399.20	0	0	0	0	0.00	40	58.52	2,628.80	
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	0	0	20	20	1,310.40	0	0	0	0	0.00	0	0	20	20	1,310.40	0	0	0	0	0.00	40	65.52	2,628.80	
122	44121615-ST-S01	STAPLER, standard type	piece	0	0	20	20	3,982.90	0	0	0	0	0.00	0	0	20	20	3,982.90	0	0	0	0	0.00	40	197.60	7,994.00	
123	44121615-ST-S02	STAPLER, heavy duty (binder)	unit	0	0	2	2	1,386.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	693.15	1,386.30	
124	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	0	0	15	15	667.65	0	0	0	0	0.00	0	0	15	15	667.65	0	0	0	0	0.00	30	44.51	1,395.30	
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	2	2	169.16	0	0	0	0	0.00	0	0	1	1	77.58	0	0	0	0	0.00	3	77.58	231.74	
<b>PAPER MATERIALS AND PRODUCTS</b>																											
126	14111525-CA-A10	CARTOLINA, assorted colors	pack	0	0	5	5	418.60	0	0	0	0	0.00	0	0	5	5	418.60	0	0	0	0	0.00	10	83.72	837.20	
127	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 250mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	945.36	0.00	
128	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,973.92	0.00	
129	14111514-HP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	0	0	50	50	1,853.00	0	0	0	0	0.00	0	0	50	50	1,853.00	0	0	0	0	0.00	100	37.06	3,706.00	
130	14111514-HP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	0	0	50	50	2,964.00	0	0	0	0	0.00	0	0	50	50	2,964.00	0	0	0	0	0.00	100	59.28	5,928.00	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	P/ce	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					
131	14111514-HP-503	NOTEPAD, stick-on, 76mm x 76mm	pad	0	0	50	50	2,600.00	0	0	0	0	0.00	0	0	50	50	2,600.00	0	0	0	0	0.00	100	52.00	5,200.00	
132	14111514-HP-502	STENO NOTEBOOK	piece	0	0	200	200	2,808.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200	14.04	2,808.00	
133	14111507-PP-101	PAPER, MULTICOPY A4	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	213.80	0.00	
134	14111507-PP-102	PAPER, MULTICOPY LEGAL	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	231.96	0.00	
135	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	0	100	0	100	13,774.00	0	100	0	100	13,774.00	0	0	100	100	13,774.00	0	0	0	0	0.00	300	157.74	47,322.00	
136	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	0	50	0	50	7,945.50	0	50	0	50	7,945.50	0	0	20	20	3,178.20	0	0	0	0	0.00	120	158.81	19,069.20	
137	14111531-PP-801	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	34.82	0.00	
138	14111503-PA-P01	PAPER, parchment	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	151.21	0.00	
139	14111531-RE-001	RECORD BOOK, 300 PAGES	book	0	15	0	15	1,375.50	0	0	0	0	0.00	0	0	10	10	917.00	0	0	0	0	0.00	25	91.70	2,392.50	
140	14111531-RE-002	RECORD BOOK, 500 PAGES	book	0	20	0	20	2,491.20	0	0	0	0	0.00	0	0	15	15	1,868.40	0	0	0	0	0.00	35	126.56	4,359.60	
141	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	50	0	50	1,690.00	0	0	0	0	0.00	0	0	50	50	1,690.00	0	0	0	0	0.00	100	31.80	3,380.00	
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	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	99.84	0.00	
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																											
143	53111626-HP-501	HAND SANITIZER	bottle	0	0	10	10	850.80	0	10	0	10	850.80	0	10	0	10	850.80	0	0	0	0	0.00	30	85.08	2,552.40	
<b>PESTICIDES OR PEST REPELLENTS</b>																											
144	10191909-1N-A01	INSECTICIDE	can	0	0	20	20	2,787.20	0	10	0	30	1,393.60	0	10	0	10	1,393.60	0	0	0	0	0.00	40	129.36	5,174.40	
<b>PRINTED PUBLICATIONS</b>																											
145	35101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and its IRR)	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	31.21	0.00	
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																											
1	44103105-ER-003	DRUM CARTRIDGE, BROTHER DR-3455, 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	8,917.20	0.00	
2	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00	
3	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	0.00	
4	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	0.00	
5	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, 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	892.32	0.00	
6	44103105-EP-B07	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	0	0	50	50	11,595.00	0	0	0	0	0.00	0	0	50	50	11,595.00	0	0	0	0	0.00	100	231.90	23,190.00	
7	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	0	0	25	25	6,565.00	0	0	0	0	0.00	0	0	25	25	6,565.00	0	0	0	0	0.00	50	262.20	12,114.00	
8	44103105-EP-H17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	0	25	25	6,565.00	0	0	0	0	0.00	0	0	25	25	6,565.00	0	0	0	0	0.00	50	262.20	12,114.00	
9	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	0	25	25	6,053.00	0	0	0	0	0.00	0	0	25	25	6,053.00	0	0	0	0	0.00	50	242.20	12,114.00	
10	44103105-HP-843	INK CARTRIDGE, HP C2P04AA (HP62), 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	812.80	0.00	
11	44103105-HP-743	INK CARTRIDGE, HP C2P06AA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00	
12	44103105-HP-809	INK CARTRIDGE, HP C9151AA (HP21), 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	810.00	0.00	
13	44103105-HP-715	INK CARTRIDGE, HP C9152AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	0.00	
14	44103105-HP-817	INK CARTRIDGE, HP CC640WA (HP60), 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	880.88	0.00	
15	44103105-HP-717	INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,047.28	0.00	
16	44103105-HP-840	INK CARTRIDGE, HP CD972AA (HP920X), 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	812.68	0.00	
17	44103105-HP-840	INK CARTRIDGE, HP CD973AA (HP920X), 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	812.68	0.00	
18	44103105-HP-840	INK CARTRIDGE, HP CD974AA (HP920X), 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	812.68	0.00	
19	44103105-HP-840	INK CARTRIDGE, HP CD975AA (HP920X), 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	1,541.28	0.00	
20	44103105-HP-820	INK CARTRIDGE, HP CH561WA (HP61), 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	855.28	0.00	
21	44103105-HP-720	INK CARTRIDGE, HP CH562WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,068.00	0.00	
22	44103105-HP-843	INK CARTRIDGE, HP CN045AA (HP950XL), 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	1,970.80	0.00	
23	44103105-HP-043	INK CARTRIDGE, HP CN046AA (HP950XL), 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	1,517.36	0.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
24	44103105-HP-143	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
25	44103105-HP-143	INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
26	44103105-HP-836	INK CARTRIDGE, HP CN692AA (HP704), 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	419.12	0.00
27	44103105-HP-136	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	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	419.12	0.00
28	44103105-HP-833	INK CARTRIDGE, HP CZ107AA (HP678), 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	464.56	0.00
29	44103105-HP-133	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	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	464.56	0.00
30	44103105-HP-143	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	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	424.32	0.00
31	44103105-HP-843	INK CARTRIDGE, HP F6V27AA (HP680), 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	424.32	0.00
32	44103105-HP-C30	INK CARTRIDGE, HP L0551AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
33	44103105-HP-H60	INK CARTRIDGE, HP L0554AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
34	44103105-HP-Y50	INK CARTRIDGE, HP L0557AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
35	44103105-HP-850	INK CARTRIDGE, HP L0560AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,319.52	0.00
36	44103105-HP-C48	INK CARTRIDGE, HP L0563AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,319.52	0.00
37	44103105-HP-H48	INK CARTRIDGE, HP L0566AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,319.52	0.00
38	44103105-HP-Y48	INK CARTRIDGE, HP L0569AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,319.52	0.00
39	44103105-HP-848	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
40	44103105-HP-C31	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	498.00	0.00
41	44103105-HP-H41	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	498.00	0.00
42	44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	498.00	0.00
43	44103105-HP-851	INK CARTRIDGE, HP T6M04AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	714.80	0.00
44	44103112-EP-805	RIBBON CARTRIDGE, EPSON C135015516 (#8750), Black	cart	0	0	5	5	387.18	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	71.43	387.15
45	44103112-EP-813	RIBBON CARTRIDGE, EPSON C135015632, 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	71.84	0.00
46	44103112-EP-807	RIBBON CARTRIDGE, EPSON C135015531 (S015096)	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	828.48	0.00
47	44103103-BA-809	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,187.20	0.00
48	44103103-BA-811	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,093.40	0.00
49	44103103-BA-815	TONER CARTRIDGE, BROTHER TN-347B, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,175.44	0.00
50	44103103-BA-816	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,164.56	0.00
51	44103103-BA-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,714.80	0.00
52	44103103-BA-H03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,714.80	0.00
53	44103103-BA-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,714.80	0.00
54	44103103-CA-800	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,199.36	0.00
55	44103103-HP-812	TONER CARTRIDGE, HP C9435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,136.28	0.00
56	44103103-HP-818	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,105.36	0.00
57	44103103-HP-821	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,152.72	0.00
58	44103103-HP-827	TONER CARTRIDGE, HP CE285A (HP95A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,198.40	0.00
59	44103103-HP-823	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
60	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
61	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
62	44103103-HP-H23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,495.92	0.00
63	44103103-HP-828	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,194.88	0.00
64	44103103-HP-852	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,822.96	0.00
65	44103103-HP-853	TONER CARTRIDGE, HP CF226A (HP25A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,822.96	0.00



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				
4 80141505-TS-004	STICKER PAPER	pack	0	0	0	0	0.00	50	0	0	50	2,150.00	0	0	0	0	0.00	0	0	0	0	0.00	50	43.00	2,150.00
5 80141505-TS-005	DOUBLE SIDED TAPE	roll	0	0	0	0	0.00	50	0	0	50	1,750.00	0	0	0	0	0.00	5	0	0	0	0.00	50	35.00	1,750.00
6 80141505-TS-006	PHOTO PAPER	pack	0	0	0	0	0.00	30	0	0	30	1,400.00	50	0	0	50	3,500.00	0	0	0	0	0.00	70	70.00	4,900.00
7 80141505-TS-007	BLEACHING SOLUTION	bottle	0	20	0	20	900.00	0	20	0	20	900.00	0	20	0	20	900.00	0	20	0	20	900.00	80	45.00	3,600.00
8 80141505-TS-008	CERTIFICATE FRAME	piece	0	0	50	50	4,000.00	0	50	0	50	4,000.00	0	0	0	0	0.00	30	0	0	30	2,400.00	130	80.00	10,400.00
9 80141505-TS-009	CERTIFICATE HOLDER	piece	0	0	100	100	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	150.00	15,000.00
10 80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	7	0	0	7	12,600.00	5	0	0	5	6,000.00	0	0	0	0	0.00	12	1,800.00	21,600.00
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	0.00	0	0.00	0.00
12 80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	1	0	0	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	15,000.00	15,000.00
13 80141505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14 80141505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	1	0	1	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	8,000.00	8,000.00
15 80141505-TS-015	MEDAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16 80141505-TS-016	DISHWASHING LIQUID	bottle	10	10	10	30	3,000.00	10	10	10	30	3,000.00	10	10	10	30	3,000.00	10	10	10	30	3,000.00	120	100.00	12,000.00
17 80141505-TS-017	PLASTIC FASTENER	box	0	0	20	20	800.00	0	0	0	0	0.00	0	0	20	20	800.00	0	0	0	0	0.00	0	0.00	0.00
18 80141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
19 80141505-TS-019	VELLUM BOARD PAPER	pack	0	0	20	20	0.00	0	0	0	0	0.00	0	0	20	20	0.00	0	0	0	0	0.00	3	1,500.00	4,500.00
20 80141505-TS-020	EXTENSION CORD	piece	0	0	0	0	0.00	3	0	0	3	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
21 80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
22 80141505-TS-022	COLOR PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
23 80141505-TS-023	BOND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
24 80141505-TS-024	PUSH PIN	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
25 80141505-TS-025	DOOR MAT	piece	0	25	0	25	2,000.00	0	0	0	0	0.00	0	0	20	20	2,000.00	0	0	0	0	0.00	40	100.00	4,000.00
26 80141505-TS-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
27 80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	100	0	100	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	100	10.00	1,000.00
28 80141505-TS-028	DEODORANT CAKE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
29 80141505-TS-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
30 80141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
31 80141505-TS-031	HANGLA PAPER	pack	0	0	50	50	400.00	0	0	0	0	0.00	0	0	30	30	240.00	0	0	0	0	0.00	80	8.00	640.00
32 80141505-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	2	0	0	2	18,000.00	0	0	0	0	0.00	2	0	0	2	18,000.00	4	8,000.00	32,000.00
33 80141505-TS-033	PADLOCK	piece	0	0	0	0	0.00	0	6	0	6	900.00	0	0	0	0	0.00	0	0	0	0	0.00	6	150.00	900.00
34 80141505-TS-034	MOBILE PHONE	unit	0	6	0	6	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	6,000.00	36,000.00
35 80141505-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36 80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37 80141505-TS-037	STORAGE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
38 80141505-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
39 80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,000.00	15,000.00
40 80141505-TS-040	WATER DISPENSER	unit	0	0	0	0	0.00	3	0	0	3	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,000.00	15,000.00
41 80141505-TS-041	PARACETAMOL	pack	30	0	0	30	180.00	30	0	0	30	180.00	30	0	0	30	180.00	30	0	0	30	180.00	120	6.00	720.00
42 80141505-TS-042	GLUE GUN	unit	0	0	0	0	0.00	0	3	0	3	750.00	0	0	0	0	0.00	0	0	0	0	0.00	3	250.00	750.00
43 80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
44 80141505-TS-044	SPICERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
45 80141505-TS-045	POVIDONE IODINE	bottle	3	0	0	3	150.00	3	0	0	3	150.00	3	0	0	3	150.00	3	0	0	3	150.00	12	50.00	600.00



Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
46 8041505-T5-046	KEYBOARD	unit	0	20	0	20	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	780.00	14,000.00
47 8041505-T5-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48 8041505-T5-048	STEEL RACK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49 8041505-T5-049	LAMINATING MACHINE	unit	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
50 8041505-T5-050	FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51 8041505-T5-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52 8041505-T5-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53 8041505-T5-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46 8041505-T5-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47 8041505-T5-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48 8041505-T5-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49 8041505-T5-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50 8041505-T5-058	TRIS-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51 8041505-T5-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52 8041505-T5-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53 8041505-T5-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50 8041505-T5-062	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51 8041505-T5-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52 8041505-T5-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53 8041505-T5-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00


A. TOTAL		P	566,467.38
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	56,646.74
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	623,114.12
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:

  
EVELYN E. CARDOZA  
OWVO III  
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
ALMA C. DIZON  
PO V  
Accountant / Budget Officer

Approved by:

  
R. RODRIGUEZ V. REYES  
Reg. Director  
Head of Office/Agency

Date Prepared: \_\_\_\_\_



