



APP-CSE 2022 FORM
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.
- 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: OFFICE OF THE OMBUDSMAN

Region: MINDANAO

Address: CORNER EARTH AND LIBRA STREETS, GISIS HEIGHTS
MATINA, DAVAO CITY

Agency Code/UACS:

Organization Type: CONSTITUTIONAL OFFICE

Contact Person:

Position:

E-mail:

Telephone/Mobile No.:

RODOLFO P. TORREON, JR.

ADMINISTRATIVE OFFICER III

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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	35	0	0	35	4,877.60	0	0	0	0	0.00	35	0	0	35	4,877.60	0	0	0	0	0.00	70.00	139.36		9755.20
PERFUMES OR COLOGNES OR FRAGRANCES																											
2	53131626-PS-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	135	0	0	135	5,883.30	0	0	0	0	0.00	135	0	0	135	5,883.30	0	0	0	0	0.00	270.00	43.58		11766.60
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	80	0	0	80	36,400.00	55	0	0	55	25,025.00	35	0	0	35	15,925.00	55	0	0	55	25,025.00	225.00	455.00		102375.00
7	51471505-PO-P01	POWDERED 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	60	0	0	60	1,851.20	30	0	0	30	945.60	40	0	0	40	1,260.80	0	0	0	0	0.00	130.00	31.52		4097.60
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	847.52		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	4	0	0	4	834.08	0	0	0	0	0.00	4	0	0	4	834.08	0	0	0	0	0.00	8.00	208.52		1668.16
PAPER MATERIALS AND PRODUCTS																											
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	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	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	0	0	0	0.00	0.00	1029.60		0.00

Item	Item Description	Unit of Measure	Monthly Quantity Requirements																								Total Quantity for 12 months	Price per unit (USD)	Total Amount for 12 months
			Jan	Feb	Mar	Q1	Q1 Average	April	May	June	Q2	Q2 Average	July	Aug	Sept	Q3	Q3 Average	Oct	Nov	Dec	Q4	Q4 Average	Total for 12 months						
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	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	0	0	0	0.00	0.00	906.36	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	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	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	0	0	0	0.00	0.00	794.96	0.00				
20	14111514-NP-S02 NOTE PAD, stick on, 50mm x 75mm (2" x 3") min	pad	40	0	0	40	1,482.40	20	0	0	20	741.20	20	0	0	20	741.20	0	0	0	0	0.00	80.00	37.06	2964.80				
21	14111514-NP-S04 NOTE PAD, stick on, 75mm x 100mm (3" x 4") min	pad	20	0	0	20	1,185.60	15	0	0	15	889.20	15	0	0	15	889.20	0	0	0	0	0.00	50.00	59.28	2964.00				
22	14111514-NP-S03 NOTE PAD, stick on, 3" x 3"	pad	20	0	0	20	1,081.60	10	0	0	10	540.80	10	0	0	10	540.80	0	0	0	0	0.00	40.00	54.08	2163.20				
23	14111514-NB-S01 NOTEBOOK, stenographer	piece	54	0	0	54	650.16	20	0	0	20	240.80	44	0	0	44	529.76	0	0	0	0	0.00	118.00	12.04	1420.72				
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	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	0	0	0	0.00	0.00	127.71	0.00				
26	14111507-PP-C01 PAPER, Multi-Purpose, A4, 70 gsm	reams	200	0	0	200	19,652.00	150	0	0	150	14,739.00	150	0	0	150	14,739.00	150	0	0	150	14,739.00	650.00	98.26	63869.00				
27	14111507-PP-C02 PAPER, multi-purpose, legal, 70gsm	reams	250	0	0	250	29,615.00	250	0	0	250	29,615.00	250	0	0	250	29,615.00	250	0	0	250	29,615.00	1,000.00	118.46	118460.00				
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	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	0	0	0	0.00	0.00	98.05	0.00				
30	14111818-TH-P02 Thermal Paper, 58GSM (-5%), 1/2 Core, 216mm x 30m	roll	27	0	0	27	1,502.28	0	0	0	0	0.00	27	0	0	27	1,502.28	0	0	0	0	0.00	54.00	55.64	3004.56				
31	14111531-RE-B01 RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	50	0	0	50	3,536.00	40	0	0	40	2,828.80	40	0	0	40	2,828.80	0	0	0	0	0.00	130.00	70.72	9193.60				
32	14111531-RE-B02 RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	54	0	0	54	5,503.68	30	0	0	30	3,057.60	44	0	0	44	4,484.48	0	0	0	0	0.00	128.00	101.92	13045.76				
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	0	0	0	0.00	0.00	86.84	0.00				
34	14111704-IPFT01 TISSUE, interfolded paper towel	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	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	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	30	0	0	30	1,089.00	10	0	0	10	363.00	10	0	0	10	363.00	15	0	0	15	544.50	65.00	36.30	2359.50				
37	26111702-BT-A01 BATTERY, dry Cell, size AAA	pack	30	0	0	30	591.90	10	0	0	10	197.30	10	0	0	10	197.30	15	0	0	15	295.95	65.00	19.73	1282.45				
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	0	0	0	0.00	0.00	96.20	0.00				
MANUFACTURING COMPONENTS AND SUPPLIES																													
39	31201610-GL-S01 GLUE, all purpose	jar	0	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	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	0	0	0	0.00	0.00	19.76	0.00				
41	31151804-SW-S01 STAPLE WIRE, standard	box	48	0	0	48	1,075.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	48.00	22.41	1075.68				
42	31201502-TA-E01 TAPE, electrical	roll	5	0	0	5	93.35	5	0	0	5	93.35	5	0	0	5	93.35	5	0	0	5	93.35	20.00	18.67	373.40				
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	0	0	0	0.00	0.00	54.60	0.00				
44	31201503-TA-M02 TAPE, MASKING, 48mm	roll	90	0	0	90	9,594.00	30	0	0	30	3,198.00	20	0	0	20	2,132.00	20	0	0	20	2,132.00	160.00	106.60	17056.00				
45	31201517-TA-P01 TAPE, packaging, 48mm	roll	210	0	0	210	4,695.60	100	0	0	100	2,236.00	100	0	0	100	2,236.00	100	0	0	100	2,236.00	510.00	22.36	11403.60				
46	31201512-TA-T01 TAPE, transparent, 24mm	roll	248	0	0	248	2,502.32	150	0	0	150	1,513.50	100	0	0	100	1,009.00	150	0	0	150	1,513.50	648.00	10.09	6538.32				
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	0	0	0	0.00	0.00	19.97	0.00				
48	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	0.00	58.24	0.00				
HEATING AND VENTILATION AND AIR CIRCULATION																													
49	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	0.00	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	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1369.68	0.00				

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Total Price for the year	Total Quantity for the year				
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount				
51	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	5	0	0	5	4,284.30	0	0	0	0	0.00	0	0	0	0	0.00	5.00	856.96	4284.30	
52	40201604-EF-W01	ELECTRIC FAN, wall mount, plastic blade	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	674.96	0.00	
MEDICAL INSTRUMENTS AND ACCESSORIES																											
53	41112224-TG-T02	THERMOGUN	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	2532.40	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	0.00	0	0	0	0	0.00	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	0.00	0	0	0	0	0.00	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	22	0	0	22	388.96	0	0	0	0	0.00	12	0	0	12	212.16	0	0	0	0	0.00	34.00	17.68	601.12	
CLEANING EQUIPMENT AND SUPPLIES																											
57	47131812-AF-A01	AIR FRESHENER, aerosol type	can	75	0	0	75	6,766.50	50	0	0	50	4,511.00	75	0	0	75	6,766.50	0	0	0	0	0.00	200.00	90.22	1804.00	
58	47131604-BR-S01	BROOM, soft, tambo	piece	28	0	0	28	3,814.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28.00	136.24	3814.72	
59	47131604-BR-T01	BROOM, stick, trip-trip	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	18.20	0.00	
60	47131829-TB-C01	CLEANER, toilet and urinal	bottle	20	0	0	20	832.00	20	0	0	20	832.00	20	0	0	20	832.00	20	0	0	20	832.00	80.00	41.60	3328.00	
61	47131805-CL-P01	CLEANSER, 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	0.00	23.92	0.00	
62	47131811-DE-B02	DETERGENT BAR, 140g	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	8.30	0.00	
63	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	180	0	0	180	9,734.40	150	0	0	150	8,112.00	150	0	0	150	8,112.00	0	0	0	0	0.00	480.00	54.08	25958.40	
64	47131803-DS-A01	DESINFECTANT SPRAY, aerosol type	can	55	0	0	55	7,092.80	55	0	0	55	7,092.80	55	0	0	55	7,092.80	55	0	0	55	7,092.80	220.00	128.96	28371.20	
65	47131601-DU-P01	DUST PAN, non-rigid plastic	piece	14	0	0	14	347.62	0	0	0	0	0.00	10	0	0	10	248.30	0	0	0	0	0.00	24.00	24.83	595.92	
66	51241552-SH-S01	SODIUM HYPOCHLORITE, 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	131.25	0.00	
67	73101812-HS-L01	LIQUID HAND SOAP, 500ml	bottle	98	0	0	98	10,090.08	0	0	0	0	0.00	50	0	0	50	5,148.00	0	0	0	0	0.00	148.00	102.96	15238.08	
68	47131802-FW-P02	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	0.00	309.76	0.00	
69	47131830-FC-A01	FURNITURE CLEANER, aerosol type	can	22	0	0	22	2,642.64	22	0	0	22	2,642.64	22	0	0	22	2,642.64	22	0	0	22	2,642.64	88.00	120.12	10570.56	
70	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	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	2288.00	0.00	
71	47131613-MP-H02	MOPHANDLE, heavy duty, screw type	piece	24	0	0	24	2,995.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24.00	124.80	2995.20	
72	47131619-MP-R01	MOPHEAD, made of rayon	piece	35	0	0	35	4,331.60	0	0	0	0	0.00	25	0	0	25	3,094.00	0	0	0	0	0.00	60.00	123.75	7425.60	
73	47131501-RG-C01	RAGS, all cotton	bundle	20	0	0	20	1,076.40	0	0	0	0	0.00	15	0	0	15	807.30	0	0	0	0	0.00	35.00	53.82	1883.70	
74	47131602-SC-M01	SCOURING PAD	pack	10	0	0	10	1,123.20	0	0	0	0	0.00	10	0	0	10	1,123.20	0	0	0	0	0.00	20.00	112.32	2246.40	
75	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1015mm	pack	112	0	0	112	15,084.16	100	0	0	100	13,468.00	100	0	0	100	13,468.00	0	0	0	0	0.00	312.00	134.68	42020.16	
76	47121702-WB-P01	WASTEBASKET, non-rigid plastic	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	27.96	0.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
77	43211507-DSK001	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	0.00	24,793.60	0.00	
78	43211507-DSK002	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	0.00	42,390.40	0.00	
79	43211503-LAP001	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	0.00	41,392.00	0.00	
80	43201827-HD-X02	EXTERNAL HARD DRIVE, 1 TB	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	2598.84	0.00	
81	43202010-PD-U01	FLASH DRIVE, 16 GB	piece	30	0	0	30	5,023.20	25	0	0	25	4,186.00	25	0	0	25	4,186.00	25	0	0	25	4,186.00	105.00	167.44	17581.20	
82	43211708-MO-C01	MOUSE, OPTICAL, USB connection 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	0.00	111.30	0.00	
83	43211708-MO-C02	MOUSE, WIRELESS, USB	unit	20	0	0	20	3,080.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	154.00	3080.00	
84	43212102-PR-C02	PRINTER, impact, dot matrix, 24 pins, 136 columns	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	38100.97	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price per unit (2022)	Total Price for the year	
				Jan	Feb	Mar	Q1	Q1 Annual	April	May	June	Q2	Q2 Annual	July	Aug	Sept	Q3	Q3 Annual	Oct	Nov	Dec	Q4	Q4 Annual				
85	43212102-PR-001	PRINTER, impact, dot matrix, 9 pins, 80 columns	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	9191.52	0.00	
86	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	0.00	724.88	0.00	
87	43212105-PR-L02	PRINTER, laser, colored	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	7899.00	0.00	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
88	44121710-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	0.00	29.64	0.00	
89	44122105-BF-CD1	CLIP, backfold, 19mm	box	10	0	0	10	87.60	10	0	0	10	87.60	10	0	0	10	87.60	10	0	0	10	87.60	40.00	8.76	350.40	
90	44122105-BF-CD2	CLIP, backfold, 25mm	box	66	0	0	66	1,004.52	10	0	0	10	152.20	10	0	0	10	152.20	10	0	0	10	152.20	96.00	15.22	1461.12	
91	44122105-BF-CD3	CLIP, backfold, 32mm	box	71	0	0	71	1,587.56	15	0	0	15	335.40	15	0	0	15	335.40	15	0	0	15	335.40	116.00	22.36	2593.76	
92	44122105-BF-CD4	CLIP, backfold, 50mm	box	70	0	0	70	3,822.00	15	0	0	15	819.00	15	0	0	15	819.00	0	0	0	0	0.00	100.00	54.60	5460.00	
93	44121801-CT-R02	CORRECTION TAPE, 8m	piece	330	0	0	330	3,854.40	250	0	0	250	2,920.00	250	0	0	250	2,920.00	250	0	0	250	2,920.00	1,080.00	11.68	12614.40	
94	44111515-DF-B01	DATA FILE BOX	piece	30	0	0	30	2,316.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	77.20	2316.00	
95	44122011-DF-F01	DATA FOLDER	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	68.64	0.00	
96	44121506-EN-001	ENVELOPE, documentary, A4	box	10	0	0	10	6,730.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	673.09	6730.90	
97	44121506-EN-002	ENVELOPE, DOCUMENTARY, for legal size document	box	35	0	0	35	32,450.60	10	0	0	10	9,271.60	20	0	0	20	18,543.20	10	0	0	10	9,271.60	75.00	927.16	69537.00	
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	35	0	0	35	25,844.00	10	0	0	10	7,384.00	20	0	0	20	14,768.00	10	0	0	10	7,384.00	75.00	738.40	55380.00	
99	44121506-EN-X02	ENVELOPE, expanding, plastic	piece	150	0	0	150	4,573.50	0	0	0	0	0.00	150	0	0	150	4,573.50	0	0	0	0	0.00	300.00	30.49	9147.00	
100	44121506-EN-M02	ENVELOPE, mailing	box	10	0	0	10	3,782.00	0	0	0	0	0.00	10	0	0	10	3,782.00	0	0	0	0	0.00	20.00	378.20	7564.00	
101	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	0.00	433.68	0.00	
102	44111912-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	0.00	10.30	0.00	
103	44122110-FA-P01	FASTENER, metal, non-sharp edges	box	160	0	0	160	13,345.60	150	0	0	150	12,511.50	150	0	0	150	12,511.50	0	0	0	0	0.00	460.00	83.41	38368.60	
104	44111515-FO-X01	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	0.00	86.04	0.00	
105	44122018-FT-001	FILE TAB DIVIDER, bristol board, for 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	0.00	11.13	0.00	
106	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	0.00	14.23	0.00	
107	44122011-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	0.00	270.40	0.00	
108	44122011-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	0.00	311.88	0.00	
109	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	0.00	171.43	0.00	
110	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	0.00	243.24	0.00	
111	44122027-FO-P01	FOLDER, pressboard	box	10	0	0	10	9,526.40	0	0	0	0	0.00	10	0	0	10	9,526.40	0	0	0	0	0.00	20.00	952.64	19052.80	
112	44122011-FO-T02	FOLDER, with tab, A4	pack	30	0	0	30	8,370.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	279.00	8370.00	
113	44122011-FO-T04	FOLDER, with tab, legal	pack	50	0	0	50	16,068.00	25	0	0	25	8,034.00	25	0	0	25	8,034.00	0	0	0	0	0.00	100.00	321.36	32136.00	
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	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	56.68	0.00	
115	44111515-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	0.00	41.60	0.00	
116	44121716-MA-F01	MARKER, fluorescent	set	30	0	0	30	1,099.80	15	0	0	15	549.90	25	0	0	25	916.50	0	0	0	0	0.00	70.00	36.66	2566.20	
117	44121708-MW-B01	MARKER, whiteboard, black	piece	10	0	0	10	133.80	0	0	0	0	0.00	10	0	0	10	133.80	0	0	0	0	0.00	20.00	13.38	267.60	
118	44121708-MW-B02	MARKER, whiteboard, blue	piece	10	0	0	10	133.80	0	0	0	0	0.00	10	0	0	10	133.80	0	0	0	0	0.00	20.00	13.38	267.60	
119	44121708-MW-B03	MARKER, whiteboard, red	piece	5	0	0	5	66.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	13.38	66.90	
120	44121708-MP-B01	MARKER, permanent, black, bullet type	piece	10	0	0	10	89.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	8.98	89.80	
121	44121708-MP-B02	MARKER, permanent, blue, bullet type	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	8.98	0.00	
122	44121708-MP-B03	MARKER, permanent, red, bullet type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.98	0.00	

Item # & Description		Unit of Measure	Monthly Quantity Requirement																								Total Quantity for this Year	Unit Price	Total Price
			Jan	Feb	Mar	Q1	Q1 Average	April	May	June	Q2	Q2 Average	July	Aug	Sept	Q3	Q3 Average	Oct	Nov	Dec	Q4	Q4 Average	Annual						
161	44103105-HP-B40 Ink Cartridge, HP C200AAA (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	0.00	773.76	0.00				
162	44103105-HP-T40 Ink Cartridge, HP C200SAA (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	0.00	950.56	0.00				
163	44103105-HP-B09 INK CART, HP C3351AA, (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	0.00	795.60	0.00				
164	44103105-HP-T10 INK CART, HP C3352AA, (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	0.00	920.40	0.00				
165	44103105-HP-P48 Ink Cartridge, HP C3397A (HP72) 69ml Photo 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	1996.80	0.00				
166	44103105-HP-C48 Ink Cartridge, HP C3398A (HP72) 69ml 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	1996.80	0.00				
167	44103105-HP-M48 Ink Cartridge, HP C3399A (HP72) 69ml 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	1996.80	0.00				
168	44103105-HP-Y48 Ink Cartridge, HP C3400A (HP72) 69ml 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	1996.80	0.00				
169	44103105-HP-G48 Ink Cartridge, HP C3401A (HP72) 69ml Gray	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	1996.80	0.00				
170	44103105-HP-B48 Ink Cartridge, HP C3403A (HP72) 130ml Matte 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	1996.80	0.00				
171	44103105-HP-B17 INK CART, HP C640WA, (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	0.00	3016.00	0.00				
172	44103105-HP-T17 INK CART, HP C643WA, (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	0.00	769.60	0.00				
173	44103105-HP-B35 INK CART, HP C687AA, (HP70), 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	915.20	0.00				
174	44103105-HP-T35 INK CART, HP C688AA, (HP70), 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	0.00	366.08	0.00				
175	44103105-HP-C40 INK CART, HP C692AA, (HP 920XL), 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	641.68	0.00				
176	44103105-HP-M40 INK CART, HP C693AA, (HP 920XL), 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	641.68	0.00				
177	44103105-HP-Y40 INK CART, HP C694AA, (HP 920XL), 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	641.68	0.00				
178	44103105-HP-B40 INK CART, HP C695AA, (HP 920XL), 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	1346.80	0.00				
179	44103105-HP-B20 INK CART, HP C6561WA, (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	0.00	756.08	0.00				
180	44103105-HP-T20 INK CART, HP C6562WA, (HP61), Tricolor	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	931.84	0.00				
181	44103105-HP-B49 Ink Cartridge, HP C6563A (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	0.00	1944.80	0.00				
182	44103105-HP-C49 Ink Cartridge, HP C6564A (HP62) 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	1539.20	0.00				
183	44103105-HP-M49 Ink Cartridge, HP C6565A (HP62) 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	1539.20	0.00				
184	44103105-HP-Y49 Ink Cartridge, HP C6566A (HP62) 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	1539.20	0.00				
185	44103105-HP-B43 INK CART, HP C6045AA, (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	0.00	1796.72	0.00				
186	44103105-HP-C43 INK CART, HP C6046AA, (HP951XL), 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	1326.00	0.00				
187	44103105-HP-M43 INK CART, HP C6047AA, (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	0.00	1326.00	0.00				
188	44103105-HP-Y43 INK CART, HP C6048AA, (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	0.00	1326.00	0.00				
189	44103105-HP-B36 INK CART, HP C692AA, (HP70), 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	366.08	0.00				
190	44103105-HP-T36 INK CART, HP C693AA, (HP70), 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	0.00	366.08	0.00				
191	44103105-HP-B33 INK CART, HP C2107AA, (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	0.00	366.08	0.00				
192	44103105-HP-T33 INK CART, HP C2108AA, (HP678), Tricolor	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	366.08	0.00				
193	44103105-HP-B42 INK CART, HP C2121A (HP685A), 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	312.00	0.00				
194	44103105-HP-C33 INK CART, HP C2122A (HP685A), 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	256.88	0.00				
195	44103105-HP-M33 INK CART, HP C2123A (HP685A), 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	256.88	0.00				
196	44103105-HP-Y33 INK CART, HP C2124A (HP685A), 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	256.88	0.00				
197	44103105-HP-T43 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	0.00	405.60	0.00				
198	44103105-HP-B43 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	0.00	405.60	0.00				
199	44103105-HP-C50 Ink Cartridge, HP L0551AA (HP955) 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	995.75	0.00				

Item #	Item Name & Specifications	Unit of Measure	Monthly Quantity Requirements																								Unit Price	Total Price	Total Price
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	Year Total						
239	44103103-HP-Y27 TONER CART, HP CE412A (HP305), 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	6011.20	0.00				
240	44103103-HP-M27 TONER CART, HP CE413A (HP305), 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	6011.20	0.00				
241	44103103-HP-B28 TONER CART, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	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	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	7332.00	0.00				
243	44103103-HP-B52 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	0.00	3044.08	0.00				
244	44103103-HP-B53 Toner Cartridge, HP CF226A (HP26A) Black LaserJet	cart	10	0	0	10	57,876.00	0	0	0	0	0.00	10	0	0	10	57,876.00	0	0	0	0	0.00	20.00	5787.60	115752.00				
245	44103103-HP-B55 Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	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	5200.00	0.00				
246	44103103-HP-B51 TONER CART, HP CF280XC, 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	9004.32	0.00				
247	44103103-HP-B56 Toner Cartridge, HP CF281A (HP81A) 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	0.00	8606.00	0.00				
248	44103103-HP-B57 Toner Cartridge, HP CF283A (HP83A) LaserJet 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	3241.70	0.00				
249	44103103-HP-B51 Toner Cartridge, HP CF283XC (HP83X) Black LJ	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	4056.00	0.00				
250	44103103-HP-B58 Toner Cartridge, HP CF287A (HP87) 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	10051.00	0.00				
251	44103103-HP-B52 Toner Cartridge, HP CF325XC (HP25X) 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	0.00	13156.00	0.00				
252	44103103-HP-B60 Toner Cartridge, HP CF350A Black LJ	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	2901.60	0.00				
253	44103103-HP-C60 Toner Cartridge, HP CF351A Cyan LJ	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	2953.60	0.00				
254	44103103-HP-Y60 Toner Cartridge, HP CF352A Yellow LJ	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	2953.60	0.00				
255	44103103-HP-M60 Toner Cartridge, HP CF353A Magenta LJ	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	2953.60	0.00				
256	44103103-HP-B61 Toner Cartridge, HP CF360A (HP508A) 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	0.00	7056.40	0.00				
257	44103103-HP-C61 Toner Cartridge, HP CF361A (HP508A) Cyan 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	0.00	8846.24	0.00				
258	44103103-HP-Y61 Toner Cartridge, HP CF362A (HP508A) 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	8846.24	0.00				
259	44103103-HP-M61 Toner Cartridge, HP CF363A (HP508A) 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	8846.24	0.00				
260	44103103-HP-B62 Toner Cartridge, HP CF400A (HP201A) 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	3429.78	0.00				
261	44103103-HP-C62 Toner Cartridge, HP CF401A (HP201A) 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	4043.83	0.00				
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-HP-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-C53 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-HP-C54 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-Y53 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-HP-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-HP-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				

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Contract Price (P1000)	Total Amount for the year (P1000)	
				Jan	Feb	Mar	Q1	Q1 average	April	May	June	Q2	Q2 average	July	Aug	Sept	Q3	Q3 average	Oct	Nov	Dec	Q4	Q4 average				
278	44103103-SA-B14	TONER CART, Samsung MLT-D10BS, 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-D655SA, 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	45111609-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 AND ACCESSORIES																											
289	55121905-PH-P01	PHILIPPINE NATIONAL FLAG	piece	2	0	0	2	569.68	0	0	0	0	0.00	2	0	0	2	569.68	0	0	0	0	0.00	4.00	284.84	1139.36	
PUBLISHED 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-H01	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	
FURNITURE AND FURNISHINGS																											
294	56101504-CH-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-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	0.00	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	1068.88	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	30	0	0	30	131.10	15	0	0	15	85.55	15	0	0	15	85.55	0	0	0	0	0.00	60.00	4.37	262.20	
301	60121524-SP-G01	SIGN PEN, black	piece	385	0	0	385	7,800.10	190	0	0	190	3,039.00	190	0	0	190	3,039.00	0	0	0	0	0.00	685.00	20.26	13878.10	
302	60121524-SP-G02	SIGN PEN, blue	piece	385	0	0	385	7,800.10	190	0	0	190	2,026.00	190	0	0	190	2,026.00	0	0	0	0	0.00	585.00	20.26	11852.10	
303	60121524-SP-G03	SIGN PEN, red	piece	190	0	0	190	3,849.40	0	0	0	0	0.00	150	0	0	150	3,039.00	0	0	0	0	0.00	340.00	20.26	6668.40	
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																											
305	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	
306	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	
307	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	

Item & Specifications			Unit of Measure	Monthly Quantity Requirements																				Total Quantity for the year									
				Jan	Feb	Mar	Q1	Q1 average	April	May	June	Q2	Q2 average	July	Aug	Sept	Q3	Q3 average	Oct	Nov	Dec	Q4	Q4 average										
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	0.00	0.00	0.00	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	0.00	0.00	0.00	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	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	43232505-SFT-008	Educational or reference 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	43232603-SFT-009	Industry 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	43232701-SFT-010	Network applications 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	43232802-SFT-011	Network 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	43232905-SFT-012	Networking 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	43233004-SFT-013	Operating environment 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	43233205-SFT-014	Security and protection 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	43233405-SFT-015	Utility and device driver 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	43233501-SFT-016	Information exchange 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	0.00	0.00	0.00	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)																																	
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
2	40101701-AC-S01	Air Conditioning Unit, Split Type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3	44111905-WB-N01	White Board					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4	44111911-WB-D01	White Board, Digital					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	52161505-TV-S01	SMART Television					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6	52161520-MC-M01	Microphone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7	52161512-SF-K01	Speakers					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8	32101514-AM-P01	Amplifier					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
9	52161517-EQ-E01	Equalizer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
10	46171615-HD-C01	HD Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11	45121504-DS-C01	DSLR Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12	45121516-VH-C01	HD Video Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
13	45121506-VC-C01	Video Conference Equipment					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
14	39112102-LB-B01	LED bulb					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15	43212104-P1-M01	PRINTER, Inkjet, Monochrome					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
16	43212104-P1-C01	PRINTER, Inkjet, Color					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	43212105-PP-001	Portable Printer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	43211509-AT-001	Android Tablet					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
19	43222610-HS-001	Hub/Switches					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20	43222609-NR-001	Network Routers					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
21	43222640-WA-P01	Wireless Access Point					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
22	43211711-SF-001	Scanner, Flatbed					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
23	45111601-WP-P01	Wireless Pointing Device / Laser Pointer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
24	81112306-MF-P01	Multi Function PRINTER					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Item # Specifications			Unit of Measure	Monthly Quantity Requirements																								Total Quantity Per Year	Total Cost Per Year	Total Cost Per Item
				Jan	Feb	Mar	Q1	Q1 Average	April	May	June	Q2	Q2 Average	July	Aug	Sept	Q3	Q3 Average	Oct	Nov	Dec	Q4	Q4 Average							
15	39121011-UP-501	UNINTERRUPTIBLE POWER SUPPLY (UPS)				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
16	43191501-4HP-001	Mobile Phone				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
17	43211711-SC-001	Scanner, Colored, Double sided, feeder type				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
18	53121601-GB-001	GO BAG, for disaster relief, rescue operations				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
19	60104701-SP-001	Solar Panel				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
20	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
21	26111607-CC-501	Charge Controller and DC Inverter for Solar Panel				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
22	46181502-BF-V01	Bullet proof vest				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
23	25172502-WW-001	Wheels, _____ (type of vehicle)				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
24	40161513-FF-001	Fuel Filters				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
25	48101710-DW-F01	Drinking Water/ Fountain				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
26	26111729-AB-001	Auto Battery				0	0.00				0	0.00				0	0.00				0	0.00			0.00	0.00	0.00			
27		STAPLER, Standard type, No. 10	piece	32	0	0	32	1,900.80	0	0	0	0	0.00	20	0	0	20	1,188.00	0	0	0	0	0.00	52.00	59.40		3088.80			
28		ENVELOPE, EXPANDING, Kraftboard - Legal (Assd. Colors)	box	5	0	0	5	5,826.15	5	0	0	5	5,826.15	5	0	0	5	5,826.15	0	0	0	0	0.00	15.00	1165.23		17478.45			
29		STAPLE WIRE, No. 10	box	120	0	0	120	1,230.00	75	0	0	75	768.75	75	0	0	75	768.75	0	0	0	0	0.00	270.00	10.25		2767.50			
30		STAPLE WIRE REMOVER, TWIN JAWS	piece	14	0	0	14	584.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	41.76		584.64			
31		STAPLE WIRE, STANDARD, (.26/5), Bronze	box	75	0	0	75	1,653.75	75	0	0	75	1,653.75	75	0	0	75	1,653.75	0	0	0	0	0.00	225.00	22.05		4961.25			
32		SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	piece	50	0	0	50	4,692.00	25	0	0	25	2,346.00	25	0	0	25	2,346.00	0	0	0	0	0.00	100.00	93.84		9384.00			
33		SIGN PEN, BLUE, liquid/gel ink, 1.0mm needle tip	piece	50	0	0	50	3,772.50	25	0	0	25	1,886.25	25	0	0	25	1,886.25	0	0	0	0	0.00	100.00	75.45		7545.00			
34		SIGN PEN, BLACK, liquid/gel ink, 0.7mm needle tip	piece	50	0	0	50	3,160.00	50	0	0	50	3,160.00	50	0	0	50	3,160.00	50	0	0	50	3,160.00	200.00	63.20		12640.00			
35		SIGN PEN, BLUE, liquid/gel ink, 0.7mm needle tip	piece	50	0	0	50	3,160.00	50	0	0	50	3,160.00	50	0	0	50	3,160.00	50	0	0	50	3,160.00	200.00	63.20		12640.00			
36		TAPE, Adhesive, Double-Sided	roll	30	0	0	30	1,962.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30.00	65.43		1962.90			
37		FINGER TIP MOISTENER	piece	50	0	0	50	1,429.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50.00	28.59		1429.50			
38		PRINTER INKS; (Black) Brother, LC 539 XL-BK	bottle	12	0	0	12	9,360.00	0	0	0	0	0.00	12	0	0	12	9,360.00	0	0	0	0	0.00	24.00	780.00		18720.00			
39		PRINTER INKS; (Cyan) Brother, LC 535 XL-C	bottle	8	0	0	8	6,240.00	0	0	0	0	0.00	8	0	0	8	6,240.00	0	0	0	0	0.00	16.00	780.00		12480.00			
40		PRINTER INKS; (Magenta) Brother, LC 535 XL-M	bottle	8	0	0	8	6,240.00	0	0	0	0	0.00	8	0	0	8	6,240.00	0	0	0	0	0.00	16.00	780.00		12480.00			
41		PRINTER INKS; (Yellow) Brother, LC 535 XL-Y	bottle	8	0	0	8	6,240.00	0	0	0	0	0.00	8	0	0	8	6,240.00	0	0	0	0	0.00	16.00	780.00		12480.00			
42		PRINTER INKS; HP no. 46 (black)	bottle	6	0	0	6	7,920.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	1320.00		7920.00			
43		PRINTER INKS; HP no. 46 (color)	bottle	6	0	0	6	7,920.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	1320.00		7920.00			
44		PRINTER INKS; (black) Canon, CANON ink PG-40	bottle	3	0	0	3	4,680.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	1560.00		4680.00			
45		PRINTER INKS; (color) Canon, CANON ink CL-41	bottle	3	0	0	3	6,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	2100.00		6300.00			
46		Bleach	gallon	70	0	0	70	12,499.20	45	0	0	45	8,035.20	45	0	0	45	8,035.20	45	0	0	45	8,035.20	205.00	178.56		36604.80			
47		Dishwashing Liquid	bottle	200	0	0	200	16,852.00	100	0	0	100	8,426.00	100	0	0	100	8,426.00	100	0	0	100	8,426.00	500.00	84.26		42130.00			
48		BAG, Sando (LARGE)	pack	50	0	0	50	7,986.00	50	0	0	50	7,986.00	50	0	0	50	7,986.00	50	0	0	50	7,986.00	200.00	159.72		31944.00			

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year		Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 Average	April	May	June	Q2	Q2 Average	July	Aug	Sept	Q3	Q3 Average	Oct	Nov	Dec				Q4	Q4 Average
19		TOILET DEODORANT CAKE	piece	224	0	0	224	12,102.72	150	0	0	150	8,104.50	150	0	0	150	8,104.50	0	0	0	0	0.00	524.00	54.03	28311.72
20		HAND TOWEL	piece	20	0	0	20	1,221.00	0	0	0	0	0.00	20	0	0	20	1,221.00	0	0	0	0	0.00	40.00	61.05	2442.00
21		SPONGE, w/ Scouring Pad	piece	118	0	0	118	7,074.10	100	0	0	100	5,995.00	118	0	0	118	7,074.10	100	0	0	100	5,995.00	436.00	59.95	26138.20
22		SPRAY, Glass Cleaner	bottle	30	0	0	30	5,196.00	0	0	0	0	0.00	30	0	0	30	5,196.00	0	0	0	0	0.00	60.00	173.20	10392.00
23		FABRIC CONDITIONER	gallon	50	0	0	50	29,947.50	0	0	0	0	0.00	50	0	0	50	29,947.50	0	0	0	0	0.00	100.00	598.95	59895.00
24		HAND SANITIZER, Gel, 4 Liters per Gallon	gallon	11	0	0	11	16,820.54	11	0	0	11	16,820.54	11	0	0	11	16,820.54	11	0	0	11	16,820.54	44.00	1529.14	67282.16
25		BRUSH, Toilet	piece	10	0	0	10	308.00	0	0	0	0	0.00	10	0	0	10	308.00	0	0	0	0	0.00	20.00	30.80	616.00
26		Dishwashing Paste	piece	18	0	0	18	2,160.00	0	0	0	0	0.00	18	0	0	18	2,160.00	0	0	0	0	0.00	36.00	120.00	4320.00
27		PAPER CLIP, metallic, length: 32mm min	box	78	0	0	78	564.72	40	0	0	40	289.60	40	0	0	40	289.60	40	0	0	40	289.60	198.00	7.24	1433.52
28		PAPER CLIP, metallic, length: 48mm min	box	96	0	0	96	1,478.40	50	0	0	50	770.00	50	0	0	50	770.00	50	0	0	50	770.00	246.00	15.40	3788.40
29		RUBBER BAND, Jumbo	box	30	0	0	30	4,907.40	20	0	0	20	3,271.60	20	0	0	20	3,271.60	0	0	0	0	0.00	70.00	163.58	11450.60
70		STAMP PAD INK, black	bottle	54	0	0	54	3,920.40	25	0	0	25	1,815.00	35	0	0	35	2,541.00	0	0	0	0	0.00	114.00	72.60	8276.40
71		STAMP PAD INK, red	bottle	15	0	0	15	1,089.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	72.60	1089.00
72		INK, Numbering Machine	bottle	20	0	0	20	2,182.00	0	0	0	0	0.00	20	0	0	20	2,182.00	0	0	0	0	0.00	40.00	109.10	4364.00
73		DATER, Big, Self-Inking	piece	10	0	0	10	7,598.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	799.87	7998.70
74		DATER, Small, Self-Inking	piece	20	0	0	20	6,158.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	307.9	6158.00
75		MARKER, PERMANENT, broad type, black	piece	100	0	0	100	988.00	50	0	0	50	494.00	50	0	0	50	494.00	0	0	0	0	0.00	200.00	9.88	1976.00
76		MARKER, PERMANENT, broad type, blue	piece	70	0	0	70	691.60	30	0	0	30	296.40	30	0	0	30	296.40	0	0	0	0	0.00	130.00	9.88	1284.40
77		MARKER, PERMANENT, broad type, red	piece	60	0	0	60	592.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60.00	9.88	592.80
78		PEN, Ballpoint (BLACK)	piece	200	0	0	200	2,904.00	100	0	0	100	1,452.00	200	0	0	200	2,904.00	0	0	0	0	0.00	500.00	14.52	7260.00
79		PEN, Ballpoint (BLUE)	piece	200	0	0	200	2,904.00	100	0	0	100	1,452.00	200	0	0	200	2,904.00	0	0	0	0	0.00	500.00	14.52	7260.00
80		PEN, Ballpoint (RED)	piece	75	0	0	75	1,089.00	0	0	0	0	0.00	75	0	0	75	1,089.00	0	0	0	0	0.00	150.00	14.52	2178.00
81		PUSH PINS	box	10	0	0	10	272.30	0	0	0	0	0.00	10	0	0	10	272.30	0	0	0	0	0.00	20.00	27.23	544.60
82		FILE BOX, for Documents Filing	box	50	0	0	50	3,300.00	50	0	0	50	3,300.00	50	0	0	50	3,300.00	50	0	0	50	3,300.00	200.00	66.00	13200.00
83		INK REFILL, Epson Printer, L120 (Black)	bottle	10	0	0	10	3,298.10	0	0	0	0	0.00	10	0	0	10	3,298.10	10	0	0	10	3,298.10	30.00	329.81	9894.30
84		INK REFILL, Epson Printer, L120 (Cyan)	bottle	10	0	0	10	4,165.00	0	0	0	0	0.00	10	0	0	10	4,165.00	10	0	0	10	4,165.00	30.00	416.50	12495.00
85		INK REFILL, Epson Printer, L120 (Yellow)	bottle	10	0	0	10	4,170.00	0	0	0	0	0.00	10	0	0	10	4,170.00	10	0	0	10	4,170.00	30.00	417.00	12510.00
86		INK REFILL, Epson Printer, L120 (Magenta)	bottle	10	0	0	10	4,170.00	0	0	0	0	0.00	10	0	0	10	4,170.00	10	0	0	10	4,170.00	30.00	417.00	12510.00
87		PAPER, Multi-Purpose, 70/80 gms - A4	ream	600	0	0	600	165,114.00	400	0	0	400	110,076.00	500	0	0	500	137,595.00	400	0	0	400	110,076.00	1,900.00	275.19	522861.00
88		PAPER, Multi-Purpose, 70/80 gsm - Legal	ream	1100	0	0	1100	338,206.00	1000	0	0	1000	307,460.00	1080	0	0	1080	332,056.80	1000	0	0	1000	307,460.00	4,180.00	307.46	1285182.80
89		PAPER, Multi-Purpose (COPY) Legal, 70 gsm (GREEN)	ream	10	0	0	10	3,194.40	10	0	0	10	3,194.40	10	0	0	10	3,194.40	10	0	0	10	3,194.40	40.00	319.44	12777.60
90		PAPER, Multi-Purpose (COPY) Legal, 70 gsm (PINK)	ream	15	0	0	15	4,791.60	15	0	0	15	4,791.60	15	0	0	15	4,791.60	15	0	0	15	4,791.60	60.00	319.44	19166.40
91		PAPER, Multi-Purpose (COPY) Legal, 70 gsm (YELLOW)	ream	15	0	0	15	4,791.60	15	0	0	15	4,791.60	15	0	0	15	4,791.60	15	0	0	15	4,791.60	60.00	319.44	19166.40
92		PAPER, Multi-Purpose (COPY) A4, 70 gsm (BLUE)	ream	10	0	0	10	2,751.90	10	0	0	10	2,751.90	10	0	0	10	2,751.90	10	0	0	10	2,751.90	40.00	275.19	11007.60

Item # & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Cataloged (as of 10 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			
13		PAPER, Thermal, POS (for Queuing Machine)	roll	5	0	0	5	423.50	0	0	0	0	0.00	5	0	0	5	423.50	0	0	0	0	0.00	10.00	84.70	847.00
14		FOLDER, PRESSBOARD, Legal (Assorted Colors)	box	5	0	0	5	3,932.50	5	0	0	5	3,932.50	5	0	0	5	3,932.50	5	0	0	5	3,932.50	20.00	786.50	15730.00
15		FOLDER, TAGBOARD, Legal (Assorted Colors)	box	5	0	0	5	1,606.80	5	0	0	5	1,606.80	5	0	0	5	1,606.80	5	0	0	5	1,606.80	20.00	321.36	6427.20
16		DIGITAL VERSATILE DISK (DVD), Recordable	piece	35	0	0	35	2,406.25	30	0	0	30	2,062.50	30	0	0	30	2,062.50	30	0	0	30	2,062.50	125.00	68.75	8593.75
17		KEYBOARD, PC	unit	10	0	0	10	4,658.50	0	0	0	0	0.00	10	0	0	10	4,658.50	0	0	0	0	0.00	20.00	465.85	9317.00
18		ADHESIVE, Bonding Agent	piece	10	0	0	10	712.10	0	0	0	0	0.00	10	0	0	10	712.10	0	0	0	0	0.00	20.00	71.21	1424.20
19		PASTE, Glue Pen	piece	216	0	0	216	2,373.84	200	0	0	200	2,198.00	200	0	0	200	2,198.00	0	0	0	0	0.00	516.00	10.99	5769.84
20		TONER CARTRIDGE, Canon 319	cartridge	16	0	0	16	50,477.60	10	0	0	10	31,548.50	16	0	0	16	50,477.60	10	0	0	10	31,548.50	52.00	3154.85	164052.20
21		TONER, HP 4014, CC364A - HP 64A	cartridge	5	0	0	5	41,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	8360.00	41800.00
22		TONER REFILL, Q2612A	cartridge	40	0	0	40	32,780.00	40	0	0	40	32,780.00	40	0	0	40	32,780.00	40	0	0	40	32,780.00	160.00	819.50	131120.00
23		TONER REFILL, CM35A/C285A	cartridge	40	0	0	40	32,780.00	40	0	0	40	32,780.00	40	0	0	40	32,780.00	40	0	0	40	32,780.00	160.00	819.50	131120.00
24		POWDERED JUICES, 175 grams (Assorted Flavors)	pack	100	0	0	100	10,395.00	100	0	0	100	10,395.00	100	0	0	100	10,395.00	100	0	0	100	10,395.00	400.00	103.95	41580.00
25		POWDERED JUICES, 400 grams (Assorted Flavors)	pack	100	0	0	100	20,598.00	100	0	0	100	20,598.00	100	0	0	100	20,598.00	100	0	0	100	20,598.00	400.00	205.98	82392.00
26		POWDERED ICED TEA, 400 grams (Assorted Flavors)	pack	100	0	0	100	12,741.00	100	0	0	100	12,741.00	100	0	0	100	12,741.00	100	0	0	100	12,741.00	400.00	127.41	50964.00
27		INK REFILL, Brother BT-D60BK (Black)	bottle	10	0	0	10	2,147.80	0	0	0	0	0.00	10	0	0	10	2,147.80	0	0	0	0	0.00	20.00	214.78	4295.60
28		INK REFILL, Brother BT-5000C (Cyan)	bottle	10	0	0	10	2,035.00	0	0	0	0	0.00	10	0	0	10	2,035.00	0	0	0	0	0.00	20.00	203.50	4070.00
29		INK REFILL, Brother BT-5000Y (Yellow)	bottle	10	0	0	10	2,035.00	0	0	0	0	0.00	10	0	0	10	2,035.00	0	0	0	0	0.00	20.00	203.50	4070.00
30		INK REFILL, Brother BT-5000M (Magenta)	bottle	10	0	0	10	2,035.00	0	0	0	0	0.00	10	0	0	10	2,035.00	0	0	0	0	0.00	20.00	203.50	4070.00
31		BROTHER GX-8250 R/B/BN	roll	3	0	0	3	9,342.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	3114.00	9342.00
32		BROTHER GX-8250 ERASER TAPE	roll	4	0	0	4	1,632.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	408.00	1632.00
33		SURGICAL MASK	piece	2500	0	0	2500	35,100.00	2500	0	0	2500	35,100.00	2500	0	0	2500	35,100.00	2500	0	0	2500	35,100.00	10,000.00	14.04	140400.00
34		CONSTRUCTION ADHESIVE	piece	2	0	0	2	153.00	2	0	0	2	153.00	2	0	0	2	153.00	2	0	0	2	153.00	8.00	76.50	512.00
TOTAL																								P	4,355,601.91	
ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P	435,560.19	
ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If applicable)																								P		
GRAND TOTAL (A + B + C)																								P	4,791,162.10	
APPROVED BUDGET BY THE AGENCY HEAD																										
in Figures and Words:																										

I 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:

RODOLFO P. TORRISON, JR.
Property/Supply Officer

Date Prepared:

Aug 16, 2021

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

WECMARK RYAN LAYSON
Accountant / Budget Officer

SAMUEL R. MARTINEZ
Head of Office/Agency

Approval Except:
Fabric Conditioner
DVD Recordable
Keyboard PC
Powdered Juices
Powdered Iced Tea