

APP-CSE 2023 FORM  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 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 (UNSPSC) 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](http://www.ps-philgeps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency’s Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency’s CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the **Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022**, the APP-CSE for FY 2023 must be submitted on or before **30 September 2022**.

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0.00	136	0	0	136	6,507.60	100	0	0	100	4,785.00	100	0	0	100	4,785.00	336	47.85	16,077.60		
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	54	0	0	54	17,849.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	54	330.55	17,849.70		
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																												
3	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	32.91	0.00		
4	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	36.36	0.00		
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	0	0	6	6	26.82	0	0	0	0	0.00	6	0	0	6	26.82	0	0	0	0	0.00	12	4.47	53.64		
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.20	0.00		
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.20	0.00		
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.20	0.00		
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00		
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																												
10	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	23,623.60	0.00		
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00		
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																												
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	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	20.49	0.00		
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	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	18.34	0.00		
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	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	96.20	0.00		
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																												
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	22	22	1,796.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	81.64	1,796.08		
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	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	136.24	0.00		
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.78	0.00		

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue <small>(as of 28 July 2022)</small>	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		
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	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	41.60	0.00	
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	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	23.92	0.00	
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	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	8.30	0.00	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	34	0	0	34	1,838.72	0	0	0	0	0.00	30	0	0	30	1,622.40	0	0	0	0	0.00	64	54.08	3,461.12	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	36	0	0	36	5,036.04	0	0	0	0	0.00	16	0	0	16	2,238.24	0	0	0	0	0.00	52	139.89	7,274.28	
23	47131601-DU-P01	DUST PAN, rigid non-breakable 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	27.64	0.00	
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	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	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	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	120.12	0.00	
26	73101612-HS-L01	LIQUID HAND SOAP, 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	42.95	0.00	
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	8	8	998.40	0	0	0	0	0.00	8	0	0	8	998.40	0	0	0	0	0.00	16	124.80	1,996.80	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	15	0	0	15	1,837.65	15	0	0	15	1,837.65	0	0	0	0	0.00	0	0	0	0	0.00	30	122.51	3,675.30	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	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	53.14	0.00	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	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	57.93	0.00	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	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	144.04	0.00	
33	47121702-WB-P01	WASTEBASKET, 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	31.91	0.00	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	12	0	0	12	346.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	28.91	346.92	
<b>CONSUMER ELECTRONICS</b>																											
35	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	7,339.16	0.00	
<b>FACE MASK</b>																											
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	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	77.50	0.00	
<b>FILMS</b>																											
37	13111203-AC-F01	ACETATE, 50 meters	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	969.88	0.00	
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	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	221.00	0.00	
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	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	238.54	0.00	
<b>FIRE FIGHTING EQUIPMENT</b>																											
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00	
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00	
<b>FLAG OR ACCESSORIES</b>																											
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	284.84	0.00	
<b>FURNITURE AND FURNISHINGS</b>																											
43	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	347.41	0.00	
44	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	344.92	0.00	
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	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	1,248.00	0.00	
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	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	1,248.00	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	1,222.00	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	1,109.68	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	856.86	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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				
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	768.56	0.00	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
51	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	24,793.60	0.00	
52	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	42,390.40	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	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	2,792.40	0.00	
54	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	42,380.00	0.00	
55	43211503-LAP002	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00	
56	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	9	0	0	9	1,347.84	9	0	0	9	1,347.84	0	0	0	0	0.00	0	0	0	0	0.00	18	149.76	2,695.68	
57	43212102-PR-D02	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	38,100.97	0.00	
58	43212102-PR-D01	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	10,189.92	0.00	
59	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	2,636.89	0.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
60	39101628-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	
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	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	70.72	0.00	
63	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	22.55	0.00	
64	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23.76	0.00	
65	31201502-TA-E01	TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	19.45	0.00	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	20	0	0	20	1,237.60	20	0	0	20	1,237.60	0	0	0	0	0.00	0	0	0	0	0.00	40	61.88	2,475.20	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	8	0	8	969.28	8	0	0	8	969.28	0	0	0	0	0.00	0	0	0	0	0.00	16	121.16	1,938.56	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	12	0	0	12	268.32	10	0	0	10	223.60	22	22.36	491.92	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	0	0	0.00	15	0	0	15	167.70	20	0	0	20	223.60	0	0	0	0	0.00	35	11.18	391.30	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	20	0	0	20	451.40	0	0	0	0	0.00	15	0	0	15	338.55	0	0	0	0	0.00	35	22.57	789.95	
71	31151507-TW-P01	TWINE, plastic	roll	4	0	0	4	266.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	66.62	266.48	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16.64	0.00	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.82	0.00	
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	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	
75	44101807-CA-C01	CALCULATOR, Compact	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	266.24	0.00	
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	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	15	0	15	130.80	15	0	0	15	130.80	0	0	0	0	0.00	0	0	0	0	0.00	30	8.72	261.60	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	0	0	0.00	10	0	0	10	147.50	10	0	0	10	147.50	0	0	0	0	0.00	20	14.75	295.00	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	15	0	0	15	383.40	0	0	0	0	0.00	15	0	0	15	383.40	0	0	0	0	0.00	30	25.56	766.80	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	56.04	0.00	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	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	11.53	0.00	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33.43	0.00	
83	44111515-DF-B01	DATA FILE 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	77.20	0.00	
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	0	0	0	0	0.00	0	68.64	0.00	



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue <sup>(as of 28 July 2022)</sup>	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	
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	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	888.16	0.00	
126	44121613-SR-P01	STAPLE REMOVER, plier 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	27.87	0.00	
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	6	0	0	6	436.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	72.80	436.80	
<b>PAPER MATERIALS AND PRODUCTS</b>																											
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	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	83.72	0.00	
129	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	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	882.55	0.00	
130	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	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	1,166.88	0.00	
131	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	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	1,528.80	0.00	
132	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	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	1,026.48	0.00	
133	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	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	790.40	0.00	
134	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	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	1,508.00	0.00	
135	14111609-LL-C01	LOOSELEAF COVER, 50 sets per bundle	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	794.96	0.00	
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	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	37.06	0.00	
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	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	59.28	0.00	
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	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	52.00	0.00	
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	12.04	0.00	
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	200	0	0	200	33,130.00	0	0	0	0	0.00	200	0	0	200	33,130.00	0	0	0	0	0.00	400	165.65	66,260.00	
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	0	0	0	0	0.00	100	0	0	100	18,918.00	50	0	0	50	9,459.00	0	0	0	0	0.00	150	189.18	28,377.00	
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0	50	50	6,887.00	0	0	0	0	0.00	50	0	0	50	6,887.00	0	0	0	0	0.00	100	137.74	13,774.00	
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	0	0	25	25	3,972.75	25	0	0	25	3,972.75	0	0	0	0	0.00	0	0	0	0	0.00	50	158.91	7,945.50	
144	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	21.53	0.00	
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	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	98.05	0.00	
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	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	62.40	0.00	
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	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	104.00	0.00	
148	14111818-TH-P02	THERMAL PAPER, 216mm	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	55.64	0.00	
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	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	33.80	0.00	
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	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	86.32	0.00	
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																											
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	80.85	0.00	
<b>PESTICIDES OR PEST REPELLENTS</b>																											
152	10191509-IN-A01	INSECTICIDE, 600mL	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	139.36	0.00	
<b>PRINTED PUBLICATIONS</b>																											
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	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	37.21	0.00	
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																											
1	44103109-BR-D05	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	6,947.20	0.00	
2	44103105-BR-B04	INK CARTRIDGE, BROTHER LC67B, 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	910.00	0.00	
3	44103105-BR-B05	INK CARTRIDGE, BROTHER LC67HYBK, 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	1,601.60	0.00	
4	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	
5	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	
6	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	









Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year		
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127	44103103-HX-Y54	TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00	
128	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	5,038.80	0.00	
129	44103103-HX-M54	TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00	
130	44103103-HP-B34	TONER CARTRIDGE, 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	3,744.00	0.00	
131	44103103-HP-B48	TONER CARTRIDGE, 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	4,680.00	0.00	
132	44103103-SA-B03	TONER CARTRIDGE, SAMSUNG ML-D2850B, 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	5,116.80	0.00	
133	44103103-SA-B06	TONER CARTRIDGE, 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	3,484.00	0.00	
134	44103103-SA-B07	TONER CARTRIDGE, 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	2,689.44	0.00	
135	44103103-SA-B08	TONER CARTRIDGE, 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	2,454.40	0.00	
136	44103103-SA-B09	TONER CARTRIDGE, 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	3,380.00	0.00	
137	44103103-SA-B14	TONER CARTRIDGE, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,289.52	0.00	
138	44103103-SA-B21	TONER CARTRIDGE, 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	8,304.40	0.00	
139	44103103-SA-B18	TONER CARTRIDGE, 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	3,956.16	0.00	
140	44103103-SA-B20	TONER CARTRIDGE, 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	6,442.80	0.00	
141	44103103-SA-B12	TONER CARTRIDGE, 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	7,321.14	0.00	
142	44103103-SA-B05	TONER CARTRIDGE, 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	4,533.36	0.00	
143	44103103-SA-B10	TONER CARTRIDGE, 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	4,066.40	0.00	
<b>SOFTWARE</b>																											
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	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	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	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	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	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	0.00	0.00	
10	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	0.00	0.00	
11	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	0.00	0.00	
12	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	0.00	0.00	
13	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	0.00	0.00	
14	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	0.00	0.00	
15	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	0.00	0.00	
16	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	0.00	0.00	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
		Battery AAA, Alkaline,LR03, 1.5V	piece	20			20	1,100.00				0	0.00				0	0.00				0	0.00	20	55.00	1,100.00	
		Battery AA, Alkaline,LR03, 1.5V	piece	35			35	2,100.00				0	0.00				0	0.00				0	0.00	35	60.00	2,100.00	
		Calculator, compact, electronic, LCD, desktop, 14digit	piece	12			12	7,200.00				0	0.00				0	0.00				0	0.00	12	600.00	7,200.00	
		Correction tape, wiper mini roller, 5	piece	10			10	800.00				0	0.00	10			10	800.00				0	0.00	20	80.00	1,600.00	
		Correction tape, refill, wmr, 5	piece			18	18	720.00	10			10	400.00				0	0.00				0	0.00	28	40.00	1,120.00	

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		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
Cutter, heavy duty	piece	15			15	1,500.00				0	0.00				0	0.00				0	0.00	15	100.00	1,500.00
Envelope, ordinary, brown legal size	piece				0	0.00	100			100	300.00				0	0.00	120			120	360.00	220	3.00	660.00
Envelope, ordinary, brown, short	piece				0	0.00	100			100	200.00				0	0.00	120			120	240.00	220	2.00	440.00
Folder, long, white, 100/pk	box				0	0.00	2			2	800.00	2			2	800.00	2			2	800.00	6	400.00	2,400.00
Glue, All purpose, 130g	bottle	6			6	120.00				0	0.00				0	0.00				0	0.00	6	20.00	120.00
Glue, Clear, All purpose, 50ml	tube			10	10	70.00	10			10	70.00				0	0.00				0	0.00	20	7.00	140.00
Glue gun, big, heavy duty (branded)	piece	4			4	3,200.00				0	0.00				0	0.00				0	0.00	4	800.00	3,200.00
Lead, Mechanical Pencil, 0.7mm, HB, 12pcs/tube	tube	6			6	300.00	6			6	300.00				0	0.00				0	0.00	12	50.00	600.00
Magazine Box, legal, with divider	piece			6	6	2,100.00				0	0.00	6			6	2,100.00				0	0.00	12	350.00	4,200.00
Magazine Box, legal, w/o divider	piece			8	8	2,400.00				0	0.00	7			7	2,100.00				0	0.00	15	300.00	4,500.00
Marker, medium pt/ CD Marker	piece				0	0.00				0	0.00	12			12	360.00	12			12	360.00	24	30.00	720.00
Marker, permanent, black, fine	piece			26	26	1,560.00				0	0.00	10			10	600.00				0	0.00	36	60.00	2,160.00
Marker, permanent, blue, fine	piece			12	12	720.00				0	0.00	12			12	720.00				0	0.00	24	60.00	1,440.00
Paper, Copy, 8.5 x 11, short, 80 GSM	ream				0	0.00	100			100	18,000.00	50			50	9,000.00				0	0.00	150	180.00	27,000.00
Paper, Bond, 8.5 x 14, legal, 70 GSM	ream	15			15	2,775.00	15			15	2,775.00				0	0.00				0	0.00	30	185.00	5,550.00
Pen, Ball, Fine, BP-1 RT, Black	piece				0	0.00	48			48	720.00				0	0.00				0	0.00	48	15.00	720.00
Pen, Ball, Fine, BP-1 RT, Blue	piece	30			30	450.00	30			30	450.00				0	0.00				0	0.00	60	15.00	900.00
Pencil, mechanical, 0.7mm	piece		12		12	960.00				0	0.00	12			12	960.00				0	0.00	24	80.00	1,920.00
Photopaper, A4, 210 gsm, glossy	piece	50			50	750.00	20			20	300.00				0	0.00				0	0.00	70	15.00	1,050.00
Record Book, 300 pages, Smyth sewn	piece				0	0.00	15			15	5,250.00	10			10	3,500.00				0	0.00	25	350.00	8,750.00
Record Book, 500 pages, Smyth sewn	piece				0	0.00	15			15	6,000.00	10			10	4,000.00				0	0.00	25	400.00	10,000.00
Ring Binder, (1/2"x44"), plastic, black	piece				0	0.00	50			50	750.00	50			50	750.00				0	0.00	100	15.00	1,500.00
Ring Binder, (5/8" x 44"), plastic, black	piece				0	0.00	50			50	900.00	50			50	900.00				0	0.00	100	18.00	1,800.00
Ring Binder, (3/4"x44"), plastic, black	piece				0	0.00	60			60	1,500.00	60			60	1,500.00				0	0.00	120	25.00	3,000.00
Ring Binder, (1" x 44"), plastic, black	piece				0	0.00	25			25	1,250.00	25			25	1,250.00				0	0.00	50	50.00	2,500.00
Ring Binder, (1.5" x 44"), plastic, black	piece	20			20	1,700.00				0	0.00				0	0.00				0	0.00	20	85.00	1,700.00
Ring Binder, (1 1/4" x 44"), plastic, black	piece	10			10	650.00				0	0.00				0	0.00				0	0.00	10	65.00	650.00
Rubber Band, stationery, No.18	box				0	0.00				0	0.00	5			5	750.00				0	0.00	5	150.00	750.00
Scissor	pair	10			10	500.00				0	0.00	10			10	500.00				0	0.00	20	50.00	1,000.00
Sign Pen, 0.5mm, blue	piece	36			36	900.00	24			24	600.00				0	0.00				0	0.00	60	25.00	1,500.00
Sign Pen, 0.5mm, black	piece			48	48	1,200.00				0	0.00	48			48	1,200.00				0	0.00	96	25.00	2,400.00
Sign Pen, 1.0mm, uniball gel, black	piece	12			12	1,200.00				0	0.00				0	0.00				0	0.00	12	100.00	1,200.00
Sign Pen, 1.0mm, uniball gel, blue	piece	12			12	1,200.00	12			12	1,200.00				0	0.00				0	0.00	24	100.00	2,400.00
Stamp pad, #1	piece	12			12	1,440.00				0	0.00				0	0.00				0	0.00	12	120.00	1,440.00
Stamp pad, #2	piece	12			12	2,880.00				0	0.00				0	0.00				0	0.00	12	240.00	2,880.00
Stamp Pad Ink, black, 50mL	bottle	6			6	360.00				0	0.00				0	0.00				0	0.00	6	60.00	360.00
Staple Remover, plier type, metal	piece	10			10	800.00				0	0.00	5			5	400.00				0	0.00	15	80.00	1,200.00
Sticker Paper, matte, A4	piece				0	0.00	250			250	1,500.00				0	0.00				0	0.00	250	6.00	1,500.00
Sticky Note Pad, (3" x 5") 100 sheets/pad	pad	36			36	4,500.00				0	0.00				0	0.00				0	0.00	36	125.00	4,500.00
Tape, double sided, heavy duty, 1/2	roll		12		12	168.00				0	0.00				0	0.00				0	0.00	12	14.00	168.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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				
Tape, double sided, heavy duty, 1"	roll				0	0.00	12				12	333.00				0	0.00				0	0.00	12	27.75	333.00
Tape, duct, 48mm, 50 meters length	roll	11			11	2,200.00					0	0.00				0	0.00				0	0.00	11	200.00	2,200.00
Tissue Paper, 2 ply, jumbo, 16rolls/cs, with free use of dispenser	case		30		30	54,000.00					0	0.00	30			30	54,000.00				0	0.00	60	1,800.00	108,000.00
Flash Drive, 16GB, USB 2.0, plug and play	piece			12	12	4,800.00					0	0.00	12			12	4,800.00				0	0.00	24	400.00	9,600.00
Flash Drive, 32GB, USB 3.0, plug and play	piece	12			12	7,200.00					0	0.00				0	0.00				0	0.00	12	600.00	7,200.00
Duplo DP-M420,DR42	master	6			6	31,200.00					0	0.00				0	0.00				0	0.00	6	5,200.00	31,200.00
Ink, Duplo, DP-M420, DC-14, black	cart	12			12	13,200.00					0	0.00	12			12	13,200.00				0	0.00	24	1,100.00	26,400.00
Ink, Brother MFC-32330DW, LC3619 Black	cart	12			12	30,000.00					0	0.00				0	0.00				0	0.00	12	2,500.00	30,000.00
Ink, Brother MFC-32330DW, LC3619 Cyan	cart	12			12	24,000.00					0	0.00				0	0.00				0	0.00	12	2,000.00	24,000.00
Ink, Brother MFC-32330DW, LC3619 Magenta	cart	12			12	24,000.00					0	0.00				0	0.00				0	0.00	12	2,000.00	24,000.00
Ink, Brother MFC-32330DW, LC3619 Yellow	cart	12			12	24,000.00					0	0.00				0	0.00				0	0.00	12	2,000.00	24,000.00
Mouse Pad	piece	6			6	3,000.00					0	0.00				0	0.00				0	0.00	6	500.00	3,000.00
Ribbon, Epson Printer (LQ-2180/2190)	cart	6			6	6,000.00					0	0.00				0	0.00				0	0.00	6	1,000.00	6,000.00
Ribbon, Epson Printer (LQ-310)	cart	6			6	1,800.00					0	0.00				0	0.00				0	0.00	6	300.00	1,800.00
Toner for network laser printer supplied with a minimum of 10,000 page yield per cartridge	piece	12			12	54,000.00					0	0.00				0	0.00				0	0.00	12	4,500.00	54,000.00
Toner for 4-in-1 supplied and maintained printer with a 2500 page yield per cartridge	piece	54			54	135,000.00					0	0.00				0	0.00				0	0.00	54	2,500.00	135,000.00
Various color toner for 4-in-1 supplied and maintained printer with 28ppm or higher and 2,300 page yield or higher, BLACK	piece	36			36	144,000.00					0	0.00				0	0.00				0	0.00	36	4,000.00	144,000.00
Various color toner for 4-in-1 supplied and maintained printer with 28ppm or higher and 2,300 page yield or higher, CYAN	piece	27			27	108,000.00					0	0.00				0	0.00				0	0.00	27	4,000.00	108,000.00
Various color toner for 4-in-1 supplied and maintained printer with 28ppm or higher and 2,300 page yield or higher, MAGENTA	piece	27			27	108,000.00					0	0.00				0	0.00				0	0.00	27	4,000.00	108,000.00
Various color toner for 4-in-1 supplied and maintained printer with 28ppm or higher and 2,300 page yield or higher, YELLOW	piece	27			27	108,000.00					0	0.00				0	0.00				0	0.00	27	4,000.00	108,000.00
Toner for copier, Develop Ineo 367, TN323	piece	6			6	48,000.00	6			6	48,000.00					0	0.00				0	0.00	12	8,000.00	96,000.00
Toner for copier, Develop Ineo 283, TN217	piece	4			4	18,000.00					0	0.00				0	0.00				0	0.00	4	4,500.00	18,000.00
AAR Cover, w/ COA Logo (Blue)	piece	500			500	9,000.00	500			500	9,000.00	500				500	9,000.00	500			500	9,000.00	2000	18.00	36,000.00
AAR Cover w/ slider, w/ COA Logo (Green)	piece	250			250	5,250.00	250			250	5,250.00					0	0.00				0	0.00	500	21.00	10,500.00
Employee's Leave Card, full coat board, 7 3/4 x 10 3/4	piece	500			500	6,000.00					0	0.00	500			500	6,000.00				0	0.00	1000	12.00	12,000.00
Bulb, LED, 3w, daylight	piece				0	0.00	12				12	900.00				0	0.00				0	0.00	12	75.00	900.00
Bulb, LED, 7w, daylight	piece	24			24	2,400.00					0	0.00	24			24	2,400.00				0	0.00	48	100.00	4,800.00
Bulb, LED, 9w, daylight	piece	32			32	3,840.00					0	0.00	32			32	3,840.00				0	0.00	64	120.00	7,680.00
Bulb, LED, 12w, daylight	piece	32			32	4,800.00					0	0.00	32			32	4,800.00				0	0.00	64	150.00	9,600.00
Circuit breaker with housing, 40A	piece	5			5	4,000.00					0	0.00				0	0.00				0	0.00	5	800.00	4,000.00
Circuit breaker with housing, 60A	piece	2			2	1,600.00					0	0.00				0	0.00				0	0.00	2	800.00	1,600.00
Convenient Outlet, 4 gang	piece			12	12	1,080.00					0	0.00	12			12	1,080.00				0	0.00	24	90.00	2,160.00
Fluorescent Tube, LED, 18w	piece			90	90	27,000.00					0	0.00	90			90	27,000.00				0	0.00	180	300.00	54,000.00
Rechargeable Battery, SE6-4, for emergency light	piece	12			12	4,200.00					0	0.00				0	0.00				0	0.00	12	350.00	4,200.00
Rubber plug	piece	42			42	2,100.00					0	0.00				0	0.00				0	0.00	42	50.00	2,100.00
Tape, Electrical, big	roll		15		15	900.00					0	0.00	14			14	840.00				0	0.00	29	60.00	1,740.00
Universal adaptor plug, 3pin	piece	12			12	1,440.00					0	0.00				0	0.00				0	0.00	12	120.00	1,440.00
Wire No. 16 Duplex, 150m/roll	roll	1			1	4,000.00					0	0.00	1			1	4,000.00				0	0.00	2	4,000.00	8,000.00
AntiBac, Fabric conditioner, 900ML	bottle			17	17	2,040.00					0	0.00	15			15	1,800.00				0	0.00	32	120.00	3,840.00
Bag (Garbage,small,black) 10pcs/roll	piece	200			200	300.00	200				200	300.00				0	0.00				0	0.00	400	1.50	600.00

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		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
Bag (Garbage,medium,black) 10pcs/roll	piece	200			200	600.00	150			150	450.00				0	0.00				0	0.00	350	3.00	1,050.00
Bag (Garbage, plastic, black, XL) 10pcs/roll	piece	500			500	2,500.00	500			500	2,500.00	300			300	1,500.00				0	0.00	1300	5.00	6,500.00
Bleach	gallon	24			24	3,600.00				0	0.00				0	0.00				0	0.00	24	150.00	3,600.00
Broom, soft (tambo)	piece			15	15	2,400.00				0	0.00	14			14	2,240.00				0	0.00	29	160.00	4,640.00
Broom, Stick (tingting)	piece			12	12	480.00				0	0.00				0	0.00				0	0.00	12	40.00	480.00
Broom, Stick (tingting) w/ handle	piece	5			5	600.00				0	0.00	5			5	600.00				0	0.00	10	120.00	1,200.00
Cleaner, Tile & Bowl, concentrate	gallon	24			24	4,320.00	24			24	4,320.00				0	0.00				0	0.00	48	180.00	8,640.00
Cleaner, all purpose, concentrate	gallon	18			18	3,600.00	18			18	3,600.00				0	0.00				0	0.00	36	200.00	7,200.00
Crystallizer 5liters/gallon	gallon			12	12	48,000.00				0	0.00				0	0.00				0	0.00	12	4,000.00	48,000.00
Disinfectant, Liquid, 1 ltr	bottle	12			12	1,200.00				0	0.00				0	0.00				0	0.00	12	100.00	1,200.00
Dishwashing Liquid, 1 liter	bottle	10			10	750.00				0	0.00				0	0.00				0	0.00	10	75.00	750.00
Dust pan (plastic, big)	piece	7			7	525.00	7			7	525.00				0	0.00				0	0.00	14	75.00	1,050.00
Floor Shine, non-buffable	gallon				0	0.00	18			18	16,200.00				0	0.00	15			15	13,500.00	33	900.00	29,700.00
Insecticide, 618ml/can, water based	can			21	21	10,500.00				0	0.00	21			21	10,500.00				0	0.00	42	500.00	21,000.00
Mop Head, 400g, Cotton	piece	11			11	1,925.00	11			11	1,925.00				0	0.00				0	0.00	22	175.00	3,850.00
Pad, Cleaner, 16" Green	pad	10			10	6,000.00	10			10	6,000.00				0	0.00				0	0.00	20	600.00	12,000.00
Pad, Stripping, 16" Black	pad			25	25	20,000.00				0	0.00	25			25	20,000.00				0	0.00	50	800.00	40,000.00
Pad, Buffing, 16" Red	pad			10	10	5,000.00				0	0.00	8			8	4,000.00				0	0.00	18	500.00	9,000.00
Rag, Cotton, round	piece				0	0.00	250			250	625.00	100			100	250.00				0	0.00	350	2.50	875.00
Soap, Hand Liquid	gallon	10			10	2,000.00	8			8	1,600.00				0	0.00				0	0.00	18	200.00	3,600.00
Steel wool	box			25	25	3,750.00				0	0.00				0	0.00				0	0.00	25	150.00	3,750.00
Sosa, 500ml	bottle	6			6	720.00				0	0.00				0	0.00				0	0.00	6	120.00	720.00
Toilet Deodorant Cake, 50gms	piece	12			12	480.00	12			12	480.00				0	0.00				0	0.00	24	40.00	960.00
Angle valve 1/2 x 1/2	piece	18			18	4,500.00				0	0.00	18			18	4,500.00				0	0.00	36	250.00	9,000.00
Faucet, gooseneck	piece	12			12	8,400.00				0	0.00	12			12	8,400.00				0	0.00	24	700.00	16,800.00
Faucet, brass	piece	12			12	3,600.00				0	0.00				0	0.00				0	0.00	12	300.00	3,600.00
Flexible Hose, Solid Brass, 1/2" x 1/2" x 12"	piece	12			12	3,000.00				0	0.00				0	0.00				0	0.00	12	250.00	3,000.00
Flexible Hose, Water Closet, 7/8" x 1/2" x 16"	piece	6			6	1,800.00				0	0.00				0	0.00				0	0.00	6	300.00	1,800.00
Rubber Flapper	piece				0	0.00	22			22	2,200.00				0	0.00	22			22	2,200.00	44	100.00	4,400.00
Tank Fittings, all in one, 1/2	set	32			32	44,800.00				0	0.00				0	0.00				0	0.00	32	1,400.00	44,800.00
Tank Fittings, all in one, 7/8	set	22			22	30,800.00				0	0.00				0	0.00				0	0.00	22	1,400.00	30,800.00
Tape, Teflon, 1/2	roll	6			6	240.00				0	0.00				0	0.00				0	0.00	6	40.00	240.00
Tape, Teflon, 3/4	roll	6			6	360.00				0	0.00				0	0.00				0	0.00	6	60.00	360.00
Urinal flush valve, botton type	piece	12			12	7,200.00				0	0.00				0	0.00				0	0.00	12	600.00	7,200.00
Door lock with key (toilet/bath), chrome type	piece	12			12	4,800.00				0	0.00	12			12	4,800.00				0	0.00	24	400.00	9,600.00
Door lock with key, chrome type	piece	12			12	7,200.00				0	0.00	12			12	7,200.00				0	0.00	24	600.00	14,400.00
Wastebasket, plastic, durable	piece	12			12	960.00				0	0.00	12			12	960.00				0	0.00	24	80.00	1,920.00
Freon, R22, 13.6kl capacity	tank	4			4	24,000.00				0	0.00	4			4	24,000.00				0	0.00	8	6,000.00	48,000.00
Shower curtain	piece	12			12	3,600.00				0	0.00	12			12	3,600.00				0	0.00	24	300.00	7,200.00
Capacitor, fan motor, 3uf 450V	piece	12			12	1,440.00				0	0.00	12			0	0.00				0	0.00	12	120.00	1,440.00

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Capacitor, compressor, 45uf 450V	piece	8			8	2,560.00				0	0.00				0	0.00				0	0.00	8	320.00	2,560.00
Capacitor, compressor, 60uf 450V	piece	12			12	4,200.00				0	0.00				0	0.00				0	0.00	12	350.00	4,200.00
Magnetic contactor, 40A, single pole	piece	5			5	2,500.00				0	0.00				0	0.00				0	0.00	5	500.00	2,500.00
Silver rod, small	piece	15			15	450.00	15			15	450.00				0	0.00				0	0.00	30	30.00	900.00
Marine plywood, 1/4	sheet	3			3	1,650.00				0	0.00				0	0.00				0	0.00	3	550.00	1,650.00
Marine plywood, 1/2	sheet	3			3	3,000.00				0	0.00				0	0.00				0	0.00	3	1,000.00	3,000.00
Marine plywood, 3/4	sheet	3			3	4,500.00				0	0.00				0	0.00				0	0.00	3	1,500.00	4,500.00
Marine plywood, 1	sheet	3			3	5,250.00				0	0.00				0	0.00				0	0.00	3	1,750.00	5,250.00
S4S good lumber, 1x2x8	length	10			10	2,000.00	10			10	2,000.00				0	0.00				0	0.00	20	200.00	4,000.00
S4S good lumber, 2x2x8	length	10			10	3,000.00	10			10	3,000.00				0	0.00				0	0.00	20	300.00	6,000.00
Paint roller, baby, cloth type, blade only	piece	10			10	350.00				0	0.00				0	0.00				0	0.00	10	35.00	350.00
Paint roller, baby, cloth type, with handle	piece	5			5	225.00				0	0.00				0	0.00				0	0.00	5	45.00	225.00
Paint brush 2"	piece	3			3	120.00				0	0.00				0	0.00				0	0.00	3	40.00	120.00
Paint brush 4"	piece	3			3	360.00				0	0.00				0	0.00				0	0.00	3	120.00	360.00
Sandpaper #100, 24" x 1m	meter	3			3	960.00				0	0.00				0	0.00				0	0.00	3	320.00	960.00
Sandpaper #120	pad	30			30	750.00				0	0.00	30			30	750.00				0	0.00	60	25.00	1,500.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

<b>A. TOTAL</b>		<b>P</b>	<b>2,003,545.53</b>
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>		<b>P</b>	<b>200,354.55</b>
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>		<b>P</b>	<b>-</b>
<b>D. GRAND TOTAL (A + B+ C)</b>		<b>P</b>	<b>2,203,900.08</b>
<b>E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:</b>			

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

Prepared by:

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:

MARISSA A. GUTIERREZ  
Property/Supply Officer

MARIA CRISTY D. CRISPINO / ROWENA R. DUMAS  
Accountant / Budget Officer

MARILOU M. RIZARRI  
Head of Office/Agency

Date Prepared: September 5, 2022

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (28 of July 2022)	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>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																								
<b>In Figures and Words:</b>																								

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

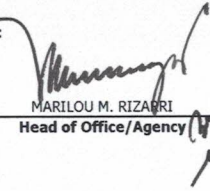
Prepared by:

  
 MARISSA A. GUTIERREZ  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 MARIA CRISTY D. CRISPINO / ROWENA R. DUMAS  
 Accountant / Budget Officer

Approved by:

  
 MARILOU M. RIZARI  
 Head of Office/Agency

Date Prepared: September 5, 2022