

ANNUAL PROCUREMENT PLAN - COMMOM-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) 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
- 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 CS
- 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, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for th

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**.

Department/Bureau/Office: <u>Commission on Audit Regional Of</u>	Agency Code/UACS: <u>No Code</u>	Contact Person: <u>Rowena T. Galabo</u>
Region: <u>XIII-Caraga</u>	Organization Type: <u>National Government Agency</u>	Position: <u>State Auditor III</u>
Address: <u>South Montilla Boulevard, Villa Ka</u>		E-mail : <u>coar13gsu0805@gmail.com</u>
		Telephone/Mobile Nos: <u>0917-7034988</u>

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		
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	73	17	24	114	5,454.90	74	19	22	115	5,502.75	73	17	28	118	5,646.30	67	23	21	111	5,311.35	458	47.85	21,915.30
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	12	0	3	15	4,958.25	11	1	2	14	4,627.70	12	0	3	15	4,958.25	11	1	2	14	4,627.70	58	330.55	19,171.90
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	12	1	5	18	80.46	1	1	8	10	44.70	1	0	3	4	17.88	0	0	3	3	13.41	35	4.47	156.45
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	161	4	32	197	4,373.40	53	9	24	86	1,909.20	69	4	17	90	1,998.00	46	4	19	69	1,531.80	442	22.20	9,812.40
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	65	3	25	93	2,064.60	6	2	12	20	444.00	25	2	14	41	910.20	5	2	12	19	421.80	173	22.20	3,840.60
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	69	2	3	74	1,642.80	15	2	2	19	421.80	34	5	3	42	932.40	15	2	2	19	421.80	154	22.20	3,418.80
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	1	0	0	1	16,588.00	0	0	3	3	49,764.00	0	0	0	0	0.00	0	0	0	0	0.00	4	16,588.00	66,352.00
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	66	3	8	77	1,577.73	33	6	15	54	1,106.46	61	15	20	96	1,967.04	45	16	17	78	1,598.22	305	20.49	6,249.45
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	58	2	7	67	1,228.78	32	5	2	39	715.26	55	2	7	64	1,173.76	44	3	4	51	935.34	221	18.34	4,053.14
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	33	4	11	48	3,918.72	28	7	5	40	3,265.60	28	4	14	46	3,755.44	23	13	8	44	3,592.16	178	81.64	14,531.92
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	10	0	5	15	2,043.60	8	0	5	13	1,771.12	7	0	0	7	953.68	7	5	0	12	1,634.88	47	136.24	6,403.28
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	7	0	5	12	273.36	7	0	5	12	273.36	7	0	0	7	159.46	7	5	0	12	273.36	43	22.78	979.54

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				
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	22	6	7	35	1,456.00	22	6	6	34	1,414.40	17	7	11	35	1,456.00	17	6	6	29	1,206.40	133	41.60	5,532.80	
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	5	9	4	18	149.40	4	9	4	17	141.10	4	4	4	12	99.60	9	4	4	17	141.10	64	8.30	531.20	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	20	4	4	28	1,514.24	20	4	4	28	1,514.24	19	4	4	27	1,460.16	19	4	4	27	1,460.16	110	54.08	5,948.80	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	24	7	9	40	5,595.60	18	10	5	33	4,616.37	22	2	10	34	4,756.26	23	6	10	39	5,455.71	146	139.89	20,423.94	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	7	5	0	12	331.68	5	5	0	10	276.40	6	0	0	6	165.84	10	0	0	10	276.40	38	27.64	1,050.32	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	1	0	0	1	120.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	120.12	120.12	
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	29	4	5	38	1,632.10	26	4	5	35	1,503.25	29	4	5	38	1,632.10	26	4	5	35	1,503.25	146	42.95	6,270.70	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	3	5	0	8	998.40	3	5	0	8	998.40	3	0	0	3	374.40	8	0	0	8	998.40	27	124.80	3,369.60	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	3	0	0	3	367.53	3	0	0	3	367.53	3	0	0	3	367.53	3	0	0	3	367.53	12	122.51	1,470.12	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	9	0	1	10	531.40	3	0	0	3	159.42	8	0	0	8	425.12	3	0	0	3	159.42	24	53.14	1,275.36	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	1	1	1	3	173.79	1	1	1	3	173.79	1	1	1	3	173.79	1	1	1	3	173.79	12	57.93	695.16	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	2	7	4	13	1,872.52	7	2	7	16	2,304.64	12	2	7	21	3,024.84	12	7	2	21	3,024.84	71	144.04	10,226.84	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	7	0	0	7	223.37	0	0	0	0	0.00	9	0	0	9	287.19	0	0	0	0	0.00	16	31.91	510.56	
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	12	0	1	13	375.83	0	0	5	5	144.55	3	1	1	5	144.55	0	0	1	1	28.91	24	28.91	693.84	
CONSUMER ELECTRONICS																											
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	2	0	0	2	14,678.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	7,339.16	14,678.32	
FLAG OR ACCESSORIES																											
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	4	0	0	4	1,139.36	0	10	2	12	3,418.08	3	0	0	3	854.52	0	0	0	0	0.00	19	284.84	5,411.96	
FURNITURE AND FURNISHINGS																											
43	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	400	100	500	173,705.00	0	0	0	0	0.00	0	0	0	0	0.00	500	347.41	173,705.00	
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	1	0	0	1	1,248.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,248.00	1,248.00	
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	10	10	12,480.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,248.00	12,480.00	
HEATING AND VENTILATION AND AIR CIRCULATION																											
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	1	0	0	1	856.86	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	856.86	856.86	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	12	0	0	12	33,508.80	0	0	0	0	0.00	2	0	0	2	5,584.80	0	0	0	0	0.00	14	2,792.40	39,093.60	
56	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	12	4	0	16	2,396.16	1	0	0	1	149.76	0	0	0	0	0.00	0	0	0	0	0.00	17	149.76	2,545.92	
LIGHTING AND FIXTURES AND ACCESSORIES																											
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	2	0	0	2	151.22	2	0	0	2	151.22	2	0	0	2	151.22	2	0	0	2	151.22	8	75.61	604.88	
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	20	0	0	20	4,116.40	20	0	0	20	4,116.40	20	0	0	20	4,116.40	20	0	0	20	4,116.40	80	205.82	16,465.60	
MANUFACTURING COMPONENTS AND SUPPLIES																											

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				
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	7	1	4	12	848.64	0	0	3	3	212.16	2	1	4	7	495.04	2	0	3	5	353.60	27	70.72	1,909.44	
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	1	2	0	3	67.65	0	2	0	2	45.10	2	2	0	4	90.20	0	2	0	2	45.10	11	22.55	248.05	
64	31151804-SW-S01	STAPLE WIRE, standard	box	19	1	7	27	641.52	9	6	7	22	522.72	17	1	12	30	712.80	6	6	11	23	546.48	102	23.76	2,423.52	
65	31201502-TA-E01	TAPE, electrical	roll	2	2	0	4	77.80	2	2	0	4	77.80	2	2	0	4	77.80	2	2	0	4	77.80	16	19.45	311.20	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	23	2	10	35	2,165.80	3	7	15	25	1,547.00	18	14	18	50	3,094.00	13	15	17	45	2,784.60	155	61.88	9,591.40	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	18	2	7	27	3,271.32	8	4	5	17	2,059.72	14	2	5	21	2,544.36	13	2	5	20	2,423.20	85	121.16	10,298.60	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	38	2	11	51	1,140.36	10	5	6	21	469.56	23	6	9	38	849.68	10	5	8	23	514.28	133	22.36	2,973.88	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	45	5	20	70	782.60	26	13	25	64	715.52	40	14	25	79	883.22	32	23	25	80	894.40	293	11.18	3,275.74	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	21	2	6	29	654.53	9	5	5	19	428.83	18	2	3	23	519.11	15	2	6	23	519.11	94	22.57	2,121.58	
71	31151507-TW-P01	TWINE, plastic	roll	3	0	0	3	199.86	0	1	0	1	66.62	2	0	0	2	133.24	0	0	0	0	0.00	6	66.62	399.72	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	7	0	0	7	116.48	0	0	0	0	0.00	0	2	0	2	33.28	0	0	0	0	0.00	9	16.64	149.76	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
75	44101807-CA-C01	CALCULATOR, Compact	unit	15	1	2	18	4,792.32	1	2	0	3	798.72	2	1	0	3	798.72	1	0	1	2	532.48	26	266.24	6,922.24	
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	0	0	0.00	1	0	0	1	32.97	0	0	0	0	0.00	0	0	0	0	0.00	1	32.97	32.97	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	19	2	5	26	226.72	8	4	5	17	148.24	7	4	3	14	122.08	7	4	2	13	113.36	70	8.72	610.40	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	14	4	5	23	339.25	8	4	5	17	250.75	7	4	3	14	206.50	6	4	2	12	177.00	66	14.75	973.50	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	15	4	5	24	613.44	7	4	5	16	408.96	10	4	3	17	434.52	7	4	2	13	332.28	70	25.56	1,789.20	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	16	0	3	19	1,064.76	6	2	3	11	616.44	7	2	1	10	560.40	8	2	0	10	560.40	50	56.04	2,802.00	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	47	5	7	59	680.27	29	7	9	45	518.85	28	6	7	41	472.73	18	7	10	35	403.55	180	11.53	2,075.40	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	13	1	1	15	501.45	0	0	3	3	100.29	1	0	0	1	33.43	0	0	0	0	0.00	19	33.43	635.17	
83	44111515-DF-B01	DATA FILE BOX	piece	45	1	1	47	3,628.40	8	1	11	20	1,544.00	17	1	6	24	1,852.80	8	0	5	13	1,003.60	104	77.20	8,028.80	
84	44122011-DF-F01	DATA FOLDER	piece	14	3	6	23	1,578.72	1	2	6	9	617.76	4	3	6	13	892.32	1	1	7	9	617.76	54	68.64	3,706.56	
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	2	1	0	3	1,361.88	0	0	0	0	0.00	1	0	0	1	453.96	0	0	0	0	0.00	4	453.96	1,815.84	
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	8	0	1	9	6,879.60	0	0	1	1	764.40	5	0	0	5	3,822.00	0	0	1	1	764.40	16	764.40	12,230.40	
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	9	1	2	12	11,768.64	0	2	1	3	2,942.16	4	1	0	5	4,903.60	3	0	0	3	2,942.16	23	980.72	22,556.56	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	12	1	0	13	9,599.20	2	0	7	9	6,645.60	7	4	3	14	10,337.60	5	3	4	12	8,860.80	48	738.40	35,443.20	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	5	0	0	5	152.45	5	0	0	5	152.45	5	0	0	5	152.45	5	0	0	5	152.45	20	30.49	609.80	
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	8	1	3	12	5,190.24	0	0	0	0	0.00	1	2	0	3	1,297.56	1	0	0	1	432.52	16	432.52	6,920.32	
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	1	0	0	1	488.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	488.80	488.80	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	2	0	2	4	45.64	2	2	0	4	45.64	2	0	2	4	45.64	0	2	0	2	22.82	14	11.41	159.74	
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	10	1	5	16	1,514.24	3	2	1	6	567.84	7	2	4	13	1,230.32	3	2	4	9	851.76	44	94.64	4,164.16	

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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95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	1	0	0	1	85.20	0	0	0	0	0.00	1	0	0	1	85.20	0	0	0	0	0.00	2	85.20	170.40	
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	3	0	0	3	859.56	0	2	0	2	573.04	0	0	0	0	0.00	0	0	0	0	0.00	5	286.52	1,432.60	
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	10	0	50	60	57,158.40	8	0	3	11	10,479.04	3	0	2	5	4,763.20	2	0	0	2	1,905.28	78	952.64	74,305.92	
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	8	0	51	59	17,058.08	6	0	1	7	2,023.84	7	0	0	7	2,023.84	7	0	0	7	2,023.84	80	289.12	23,129.60	
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	36	1	52	89	29,660.14	14	2	6	22	7,331.72	17	1	4	22	7,331.72	15	1	2	18	5,998.68	151	333.26	50,322.26	
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	1	0	0	1	63.11	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	63.11	63.11	
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	2	0	0	2	83.20	0	0	0	0	0.00	2	0	0	2	83.20	0	0	0	0	0.00	4	41.60	166.40	
107	44121716-MA-F01	MARKER, Flourescent, 3 colors per set	set	11	2	6	19	696.54	3	2	5	10	366.60	5	2	6	13	476.58	6	2	2	10	366.60	52	36.66	1,906.32	
108	44121708-MP-B01	MARKER, Permanent, Black	piece	36	0	3	39	291.33	3	1	50	54	403.38	7	3	50	60	448.20	0	0	0	0	0.00	153	7.47	1,142.91	
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	19	0	3	22	164.34	0	1	50	51	380.97	2	0	50	52	388.44	0	0	0	0	0.00	125	7.47	933.75	
110	44121708-MP-B03	MARKER, Permanent, Red	piece	16	0	1	17	126.99	3	0	12	15	112.05	2	0	12	14	104.58	0	0	0	0	0.00	46	7.47	343.62	
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	14	0	0	14	135.10	0	0	12	12	115.80	0	0	12	12	115.80	0	0	0	0	0.00	38	9.65	366.70	
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	13	0	0	13	125.45	0	0	12	12	115.80	0	0	12	12	115.80	0	0	0	0	0.00	37	9.65	357.05	
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	13	0	0	13	125.45	0	0	12	12	115.80	0	0	12	12	115.80	0	0	0	0	0.00	37	9.65	357.05	
114	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box	30	0	1	31	273.42	5	1	7	13	114.66	8	0	4	12	105.84	5	1	4	10	88.20	66	8.82	582.12	
115	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	23	1	2	26	358.28	5	2	8	15	206.70	12	4	5	21	289.38	8	5	5	18	248.04	80	13.78	1,102.40	
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	24	0	12	36	748.44	4	0	13	17	353.43	7	0	13	20	415.80	4	0	1	5	103.95	78	20.79	1,621.62	
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	5	0	0	5	1,064.35	0	0	2	2	425.74	0	0	0	0	0.00	0	0	0	0	0.00	7	212.87	1,490.09	
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	12	1	0	13	1,960.40	0	0	1	1	150.80	1	0	0	1	150.80	0	0	0	0	0.00	15	150.80	2,262.00	
120	44122037-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	5	1	0	6	1,645.38	0	0	0	0	0.00	3	0	0	3	822.69	0	0	0	0	0.00	9	274.23	2,468.07	
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	8	2	3	13	1,757.60	2	2	2	6	811.20	3	2	2	7	946.40	2	2	3	7	946.40	33	135.20	4,461.60	
122	44121905-SP-F01	STAMP PAD, felt	piece	4	0	0	4	159.68	0	0	1	1	39.92	2	0	0	2	79.84	0	1	0	1	39.92	8	39.92	319.36	
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	17	0	0	17	567.29	2	0	6	8	266.96	1	0	6	7	233.59	1	0	0	1	33.37	33	33.37	1,101.21	
124	44121615-ST-S01	STAPLER, standard type	piece	18	0	1	19	2,766.40	0	0	0	0	0.00	1	2	0	3	436.80	0	0	0	0	0.00	22	145.60	3,203.20	
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	2	0	3	5	4,440.80	1	0	0	1	888.16	0	0	0	0	0.00	0	0	0	0	0.00	6	888.16	5,328.96	
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	14	1	2	17	473.79	0	0	0	0	0.00	2	0	0	2	55.74	1	0	0	1	27.87	20	27.87	557.40	
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	9	0	0	9	655.20	0	0	0	0	0.00	2	1	0	3	218.40	0	0	0	0	0.00	12	72.80	873.60	
PAPER MATERIALS AND PRODUCTS																											
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	35	2	14	51	1,890.06	13	3	10	26	963.56	18	0	13	31	1,148.86	10	1	9	20	741.20	128	37.06	4,743.68	
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	29	0	12	41	2,430.48	5	2	10	17	1,007.76	12	0	12	24	1,422.72	5	0	9	14	829.92	96	59.28	5,690.88	
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	12	1	10	23	1,196.00	5	3	8	16	832.00	12	1	10	23	1,196.00	5	1	7	13	676.00	75	52.00	3,900.00	
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	2	0	4	6	72.24	0	0	0	0	0.00	200	0	0	200	2,408.00	200	0	0	200	2,408.00	406	12.04	4,888.24	

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	
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	148	30	50	228	37,768.20	106	40	80	226	37,436.90	110	58	60	228	37,768.20	133	40	63	236	39,093.40	918	165.65	152,066.70	
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	133	39	64	236	44,646.48	83	49	97	229	43,322.22	97	57	79	233	44,078.94	120	34	80	234	44,268.12	932	189.18	176,315.76	
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	20	0	10	30	4,132.20	5	10	0	15	2,066.10	15	0	5	20	2,754.80	10	5	0	15	2,066.10	80	137.74	11,019.20	
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	5	0	10	15	2,383.65	5	10	0	15	2,383.65	5	0	5	10	1,589.10	5	5	0	10	1,589.10	50	158.91	7,945.50	
144	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	2	2	43.06	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	21.53	43.06	
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	2	0	0	2	196.10	2	0	10	12	1,176.60	12	10	10	32	3,137.60	12	10	10	32	3,137.60	78	98.05	7,647.90	
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	10	0	5	15	936.00	0	1	0	1	62.40	4	0	1	5	312.00	0	4	0	4	249.60	25	62.40	1,560.00	
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	57	0	3	60	6,240.00	14	1	0	15	1,560.00	17	0	1	18	1,872.00	14	4	0	18	1,872.00	111	104.00	11,544.00	
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	27	6	19	52	4,488.64	28	7	28	63	5,438.16	16	6	29	51	4,402.32	18	7	27	52	4,488.64	218	86.32	18,817.76	
PESTICIDES OR PEST REPELLENTS																											
152	10191509-IN-A01	INSECTICIDE, 600mL	can	24	4	9	37	5,156.32	19	7	6	32	4,459.52	22	4	8	34	4,738.24	20	7	5	32	4,459.52	135	139.36	18,813.60	
PRINTED PUBLICATIONS																											
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT	book	0	0	0	0	0.00	0	0	300	300	11,163.00	0	0	0	0	0.00	0	0	0	0	0.00	300	37.21	11,163.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	1	0	0	1	6,947.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	6,947.20	6,947.20	
8	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	17	1	4	22	5,491.20	16	1	4	21	5,241.60	16	1	4	21	5,241.60	11	1	1	13	3,244.80	77	249.60	19,219.20	
9	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	7	0	4	11	2,745.60	8	0	4	12	2,995.20	7	0	4	11	2,745.60	7	0	1	8	1,996.80	42	249.60	10,483.20	
10	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	9	0	4	13	3,244.80	9	0	4	13	3,244.80	10	0	4	14	3,494.40	7	0	1	8	1,996.80	48	249.60	11,980.80	
11	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	9	0	4	13	3,244.80	8	0	4	12	2,995.20	8	0	4	12	2,995.20	8	0	1	9	2,246.40	46	249.60	11,481.60	
37	44103105-HX-C43	INK CARTRIDGE, HP CN046AA (HP951XL), Cyan	cart	5	0	0	5	7,586.80	5	0	0	5	7,586.80	5	0	0	5	7,586.80	5	0	0	5	7,586.80	20	1,517.36	30,347.20	
38	44103105-HX-M43	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	5	0	0	5	7,586.80	5	0	0	5	7,586.80	5	0	0	5	7,586.80	5	0	0	5	7,586.80	20	1,517.36	30,347.20	
39	44103105-HX-Y43	INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	5	0	0	5	7,586.80	5	0	0	5	7,586.80	5	0	0	5	7,586.80	5	0	0	5	7,586.80	20	1,517.36	30,347.20	
63	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	1	0	0	1	77.94	1	0	0	1	77.94	1	0	0	1	77.94	0	0	0	0	0.00	3	77.94	233.82	
95	44103103-HP-B27	TONER CARTRIDGE, HP CE410A, (HP305), Black	cart	0	0	3	3	11,512.80	0	0	3	3	11,512.80	0	0	3	3	11,512.80	0	0	3	3	11,512.80	12	3,837.60	46,051.20	
96	44103103-HP-C27	TONER CARTRIDGE, HP CE411A, (HP305), Cyan	cart	0	0	3	3	18,033.60	0	0	3	3	18,033.60	0	0	3	3	18,033.60	0	0	3	3	18,033.60	12	6,011.20	72,134.40	
97	44103103-HP-Y27	TONER CARTRIDGE, HP CE412A, (HP305), Yellow	cart	0	0	3	3	16,380.00	0	0	3	3	16,380.00	0	0	3	3	16,380.00	0	0	3	3	16,380.00	12	5,460.00	65,520.00	
98	44103103-HP-M27	TONER CARTRIDGE, HP CE413A, (HP305), Magenta	cart	0	0	3	3	18,033.60	0	0	3	3	18,033.60	0	0	3	3	18,033.60	0	0	3	3	18,033.60	12	6,011.20	72,134.40	
102	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	8	1	1	10	52,468.00	4	4	1	9	47,221.20	5	4	1	10	52,468.00	1	4	1	6	31,480.80	35	5,246.80	183,638.00	
118	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	1	1	3,099.20	0	0	1	1	3,099.20	0	0	0	0	0.00	0	0	1	1	3,099.20	3	3,099.20	9,297.60	
119	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	1	1	3,660.80	0	0	1	1	3,660.80	0	0	0	0	0.00	0	0	1	1	3,660.80	3	3,660.80	10,982.40	
120	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	0	0	1	1	3,660.80	0	0	1	1	3,660.80	0	0	0	0	0.00	0	0	1	1	3,660.80	3	3,660.80	10,982.40	
121	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	1	1	3,660.80	0	0	1	1	3,660.80	0	0	0	0	0.00	0	0	1	1	3,660.80	3	3,660.80	10,982.40	

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					
SOFTWARE																										
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
Common Office Supplies																										
	Ballpoint pen, Black	piece	82	12	34	128	1,024.00	19	17	11	47	376.00	272	252	247	771	6,168.00	264	252	12	528	4,224.00	1474	8.00	11,792.00	
	Ballpoint pen, Blue	piece	62	10	27	99	792.00	57	10	7	74	592.00	62	10	5	77	616.00	57	10	5	72	576.00	322	8.00	2,576.00	
	Ballpoint pen, Red	piece	56	5	12	73	584.00	0	5	2	7	56.00	56	5	0	61	488.00	0	5	0	5	40.00	146	8.00	1,168.00	
	Binder Clip, 1-1/4", 12pc/bx	box	8	0	1	9	450.00	2	1	1	4	200.00	6	0	1	7	350.00	2	1	0	3	150.00	23	50.00	1,150.00	
	Binder Clip, 2", 12pc/bx	box	7	0	1	8	480.00	1	1	2	4	240.00	5	0	2	7	420.00	1	1	1	3	180.00	22	60.00	1,320.00	
	Bulldog Clip, 2- 1/2"	box	1	0	1	2	120.00	1	0	1	2	120.00	1	0	0	1	60.00	1	1	0	2	120.00	7	60.00	420.00	
	Bulldog Clip, 3"	box	3	1	2	6	420.00	0	3	0	3	210.00	3	0	1	4	280.00	2	1	2	5	350.00	18	70.00	1,260.00	
	Certificate Holder	piece	10	10	10	30	3,000.00	10	10	20	40	4,000.00	30	20	20	70	7,000.00	20	20	0	40	4,000.00	180	100.00	18,000.00	
	Clip, Backfold, all metal, clamping: 41mm (±1mm)	piece	7	1	1	9	495.00	5	1	1	7	385.00	5	1	1	7	385.00	5	1	1	7	385.00	30	55.00	1,650.00	
	Correction Pen	piece	14	0	17	31	2,325.00	4	6	6	16	1,200.00	12	0	8	20	1,500.00	9	1	11	21	1,575.00	88	75.00	6,600.00	
	Eraser, Liquid	piece	2	0	0	2	110.00	0	0	0	0	0.00	2	0	0	2	110.00	0	0	0	0	0.00	4	55.00	220.00	
	Receiving Rack, 3 layers	piece	8	1	0	9	6,750.00	0	0	1	1	750.00	0	0	0	0	0.00	0	0	0	0	0.00	10	750.00	7,500.00	
	Ring Binder, (7/16"x44"), plastic	piece	10	2	0	12	1,440.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	120.00	1,440.00	
	Ring Binder, (5/16"x44"), plastic	piece	10	2	0	12	960.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	80.00	960.00	
	Ring Binder, 1/4"x44"), plastic	piece	10	2	6	18	900.00	0	0	0	0	0.00	0	0	6	6	300.00	0	0	6	6	300.00	30	50.00	1,500.00	
	Ring Binder, 12.7mm x 1.12mm (1/2"x44"), plastic	piece	15	7	11	33	1,650.00	3	3	3	9	450.00	3	3	9	15	750.00	3	3	9	15	750.00	72	50.00	3,600.00	
	Ring Binder, 19mm x 1.12m(3/4"x44"), plastic	piece	80	7	11	98	7,350.00	5	5	5	15	1,125.00	5	5	11	21	1,575.00	5	5	11	21	1,575.00	155	75.00	11,625.00	
	Rubber Band, Small	bx	1	0	2	3	540.00	1	0	0	1	180.00	0	0	0	0	0.00	1	0	0	1	180.00	5	180.00	900.00	
	RULER, plastic, 24"	piece	5	0	3	8	400.00	0	0	0	0	0.00	0	0	1	1	50.00	0	0	0	0	0.00	9	50.00	450.00	
	Scissors, 12"	pair	12	0	4	16	1,920.00	0	0	0	0	0.00	6	0	0	6	720.00	6	0	0	6	720.00	28	120.00	3,360.00	
	Scissors, 6"	pair	1	0	1	2	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	60.00	120.00	
	STAPLE WIRE, for Gun Tacker 6/16"x8mm, 100pcs	box	2	0	0	2	700.00	0	0	2	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	4	350.00	1,400.00	
	Tape Dispenser, heavy duty, for 24mm	piece	6	0	0	6	1,080.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	180.00	1,080.00	
Common Janitorial Supplies																										
	Water Dipper	piece	2	0	0	2	120.00	2	0	0	2	120.00	4	0	0	4	240.00	2	0	0	2	120.00	10	60.00	600.00	
	Glass Wiper	piece	2	1	0	3	750.00	0	0	0	0	0.00	0	1	0	1	250.00	0	0	0	0	0.00	4	250.00	1,000.00	
	Grass Cutter (Scissor Type)	piece	2	0	0	2	2,000.00	0	0	0	0	0.00	1	0	0	1	1,000.00	0	0	0	0	0.00	3	1,000.00	3,000.00	
	Hand Brush	piece	4	0	0	4	280.00	0	0	0	0	0.00	4	0	0	4	280.00	0	0	0	0	0.00	8	70.00	560.00	
	Hand Soap/Gel, 1 liter	bottle	6			6	3,300.00					0	0.00	8	2	2	12	6,600.00	2	2	2	6	3,300.00	24	550.00	13,200.00
	Bathroom Soap 70gms	piece	3	0	0	3	210.00	3	0	0	3	210.00	3	0	0	3	210.00	3	0	0	3	210.00	12	70.00	840.00	

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
		Pail, Medium	piece	5	0	0	5	1,750.00	0	0	0	0	0.00	2	0	0	2	700.00	0	0	0	0	0.00	7	350.00	2,450.00
		Rag, Cotton, Medium	piece	5	0	4	9	1,080.00	2	0	0	2	240.00	5	0	0	5	600.00	2	0	0	2	240.00	18	120.00	2,160.00
		Toilet Deodorant Cake, 50 gms, refill	piece	30	0	11	41	2,665.00	19	11	0	30	1,950.00	30	0	6	36	2,340.00	24	6	5	35	2,275.00	142	65.00	9,230.00
		Household bleaching solution	gal.	14	0	0	14	4,200.00	10	0	0	10	3,000.00	14	0	0	14	4,200.00	10	0	0	10	3,000.00	48	300.00	14,400.00
		Broom, Long with handle	piece	7	3	0	10	2,500.00	0	5	0	5	1,250.00	10	0	0	10	2,500.00	5	0	0	5	1,250.00	30	250.00	7,500.00
		Dishwashing Liquid	piece	28	0	7	35	8,750.00	17	7	3	27	6,750.00	25	3	7	35	8,750.00	23	5	10	38	9,500.00	135	250.00	33,750.00
		Dishwashing Sponge	piece	18	0	5	23	920.00	7	5	0	12	480.00	16	0	2	18	720.00	10	0	7	17	680.00	70	40.00	2,800.00
		Fabric Conditioner	piece	7	0	0	7	2,450.00	5	0	0	5	1,750.00	7	0	0	7	2,450.00	5	0	0	5	1,750.00	24	350.00	8,400.00
		Glass Cleaner	bottle	13	1	5	19	3,800.00	1	5	0	6	1,200.00	10	3	0	13	2,600.00	6	0	7	13	2,600.00	51	200.00	10,200.00
Office Equipment and Accessories																										
		Gun tacker Staple, heavy duty	piece	1	0	0	1	650.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	650.00	650.00
		CALCULATOR, Scientific	unit	2	0	0	2	3,000.00	2	0	0	2	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	1,500.00	6,000.00
Office Supplies																										
		Ring binder, 25mm x 1.12m (1"x44"), plastic	piece	25	5	17	47	2,350.00	5	5	5	15	750.00	5	5	5	15	750.00	5	5	5	15	750.00	92	50.00	4,600.00
		Ring Binder, 3/8"x44"), plastic	piece	6	10	0	16	1,600.00	0	10	0	10	1,000.00	0	10	0	10	1,000.00	0	10	0	10	1,000.00	46	100.00	4,600.00
		Ring Binder, 5/8"x44"), plastic	piece	6	10	0	16	1,600.00	0	10	0	10	1,000.00	0	10	0	10	1,000.00	0	10	0	10	1,000.00	46	100.00	4,600.00
		Ring Binder, 50mm x 1.12m(2" x 44"), plastic	piece	14	18	20	52	5,200.00	8	18	8	34	3,400.00	8	18	8	34	3,400.00	8	18	8	34	3,400.00	154	100.00	15,400.00
		Staple Wire, standard #35, 5000pc/bx	box	10	1	13	24	1,920.00	2	3	10	15	1,200.00	4	5	11	20	1,600.00	7	1	12	20	1,600.00	79	80.00	6,320.00
		Stamp, rubber	pcs	8	0	0	8	4,800.00	0	0	2	2	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	10	600.00	6,000.00
		PAPER CLAMP, 1"	piece	3	0	0	3	180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	60.00	180.00
		PAPER CLAMP, 3"	piece	14	0	0	14	1,120.00	0	0	0	0	0.00	11	0	0	11	880.00	0	0	0	0	0.00	25	80.00	2,000.00
		PAPER CLAMP, 2 1/2"	piece	13	0	0	13	910.00	0	0	0	0	0.00	10	0	0	10	700.00	0	0	0	0	0.00	23	70.00	1,610.00
		Paper, Multicopy, 80gsm,short	ream	72	0	0	72	21,600.00	7	0	0	7	2,100.00	0	0	0	0	0.00	0	0	0	0	0.00	79	300.00	23,700.00
		PVC Cover, Letter-size	bx	14	0	2	16	8,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	550.00	8,800.00
		PVC Cover, A4-size	bx	4	1	2	7	5,250.00	1	0	0	1	750.00	0	0	0	0	0.00	0	0	0	0	0.00	8	750.00	6,000.00
		Paper Fastener, plastic	box	19	2	13	34	2,040.00	10	3	6	19	1,140.00	10	0	7	17	1,020.00	5	1	5	11	660.00	81	60.00	4,860.00
		Sticky Note Pad, Side Flags	bx	33	1	13	47	3,055.00	6	2	14	22	1,430.00	9	6	7	22	1,430.00	12	2	14	28	1,820.00	119	65.00	7,735.00
		Straw Thread	roll	1	0	0	1	150.00	0	1	0	1	150.00	0	0	1	1	150.00	0	0	0	0	0.00	3	150.00	450.00
		Glue Stick	piece	5	0	1	6	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	20.00	120.00
		PVC Cover, Legal	ream	3	1	1	5	3,000.00	0	0	2	2	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	7	600.00	4,200.00
		Sign Pen, Black, 0.70mm	piece	24	0	10	34	1,360.00	18	0	5	23	920.00	9	5	5	19	760.00	1	0	11	12	480.00	88	40.00	3,520.00
		Tape, Masking, 1-1/2", 50 meters length	roll	3	0	0	3	300.00	2	0	0	2	200.00	1	2	0	3	300.00	0	0	0	0	0.00	8	100.00	800.00
		Dater, Stamp	piece	10	0	0	10	5,500.00	0	0	2	2	1,100.00	2	0	1	3	1,650.00	0	0	0	0	0.00	15	550.00	8,250.00

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
		Ink, Permanent Marker, Black	btl	3	0	1	4	480.00	0	0	2	2	240.00	0	2	0	2	240.00	0	0	0	0	0.00	8	120.00	960.00
		MultiMark 1513 Permanent	pc	7	0	0	7	525.00	6	0	0	6	450.00	6	0	0	6	450.00	6	0	0	6	450.00	25	75.00	1,875.00
		Paper Fastener, plastic, Long	box	4	1	2	7	1,050.00	1	2	0	3	450.00	3	0	2	5	750.00	1	2	0	3	450.00	18	150.00	2,700.00
		Ribbon, nylon, manual type writer	roll	0	0	0	0	0.00	0	0	2	2	100.00	0	0	0	0	0.00	0	0	0	0	0.00	2	50.00	100.00
		Sign Pen, Black, 0.70, refill	piece	44	14	4	62	1,860.00	9	14	6	29	870.00	14	14	4	32	960.00	9	19	4	32	960.00	155	30.00	4,650.00
		Sign Pen, Blue, 0.50, refill	piece	57	12	2	71	2,130.00	2	12	9	23	690.00	7	12	2	21	630.00	2	17	2	21	630.00	136	30.00	4,080.00
		Sign Pen, Black, 0.50, refill	piece	85	13	3	101	4,040.00	17	13	10	40	1,600.00	22	13	3	38	1,520.00	17	18	3	38	1,520.00	217	40.00	8,680.00
		Sign Pen, Red, 0.70mm	piece	33	0	0	33	1,650.00	6	0	2	8	400.00	3	0	0	3	150.00	0	0	0	0	0.00	44	50.00	2,200.00
		Stamp, Phrases & Dater	piece	3	0	0	3	1,650.00	0	0	2	2	1,100.00	0	0	0	0	0.00	0	0	0	0	0.00	5	550.00	2,750.00
		SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	piece	26	0	6	32	3,200.00	0	0	0	0	0.00	0	5	0	5	500.00	0	0	0	0	0.00	37	100.00	3,700.00
		Cleaning Equipment and Supplies																								
		Spin Mop	set	7	0	5	12	22,800.00	0	5	0	5	9,500.00	5	0	5	10	19,000.00	0	5	0	5	9,500.00	32	1,900.00	60,800.00
		Car Wax Shampoo	piece	7	0	0	7	1,750.00	7	0	0	7	1,750.00	7	0	0	7	1,750.00	7	0	0	7	1,750.00	28	250.00	7,000.00
		Chamois Synthetic Washing/Cleaning Cloth, size: 43x32x0.2cm, min	piece	5	5	5	15	7,200.00	5	5	5	15	7,200.00	5	5	5	15	7,200.00	5	5	5	15	7,200.00	60	480.00	28,800.00
		Tire Black, 250 mL	piece	7	2	2	11	4,950.00	7	2	2	11	4,950.00	7	2	2	11	4,950.00	7	2	2	11	4,950.00	44	450.00	19,800.00
		Motorcar Air Freshener	piece	7	1	1	9	1,800.00	7	1	1	9	1,800.00	7	1	1	9	1,800.00	7	1	1	9	1,800.00	36	200.00	7,200.00
		Rubber Gloves, Large	piece	6	0	0	6	960.00	6	0	0	6	960.00	6	0	0	6	960.00	6	0	0	6	960.00	24	160.00	3,840.00
		Trashbag, ordinary, large	pk	8	2	1	11	1,650.00	1	1	1	3	450.00	9	1	1	11	1,650.00	1	1	1	3	450.00	28	150.00	4,200.00
		Trashbag, ordinary, XL	pk	38	24	29	91	16,380.00	24	29	24	77	13,860.00	35	24	29	88	15,840.00	24	29	24	77	13,860.00	333	180.00	59,940.00
		Cotton Duster	piece	1	0	1	2	200.00	2	0	0	2	200.00	1	0	1	2	200.00	1	0	0	1	100.00	7	100.00	700.00
		Paper Materials and Products																								
		Sticker Paper, A4-Size, 10 sheets per pack	piece	12	1	2	15	1,800.00	1	1	7	9	1,080.00	2	3	2	7	840.00	1	6	2	9	1,080.00	40	120.00	4,800.00
		Canon Board/Paper	pack	2	0	1	3	450.00	0	0	0	0	0.00	0	2	0	2	300.00	0	0	0	0	0.00	5	150.00	750.00
		Morocco Board (AAR Cover), A4	ream	3	1	2	6	4,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	700.00	4,200.00
		Morocco Board (AAR Cover), letter size	ream	13	0	2	15	9,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	650.00	9,750.00
		Multi-colored paper, Neon Colors, Long	ream	0	0	0	0	0.00	0	0	25	25	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	25	200.00	5,000.00
		Engineer's Field Book	piece	2	2	2	6	600.00	2	2	2	6	600.00	2	2	2	6	600.00	2	2	2	6	600.00	24	100.00	2,400.00
		Envelope, Mailing, white, 80 gsm(-5%)	box	0	2	1	3	1,260.00	0	0	2	2	840.00	0	0	0	0	0.00	0	0	0	0	0.00	5	420.00	2,100.00
		Photo Paper, A4, 20sheets/pk	pack	5	0	2	7	1,680.00	1	0	1	2	480.00	0	1	1	2	480.00	0	1	1	2	480.00	13	240.00	3,120.00
		Note Pad, stick on, 4"x4"	pad	12	0	3	15	750.00	2	2	8	12	600.00	5	0	3	8	400.00	2	0	3	5	250.00	40	50.00	2,000.00
		Note Pad, stick on,(2" x 2") min	pad	10	0	3	13	520.00	4	0	3	7	280.00	8	0	3	11	440.00	4	0	3	7	280.00	38	40.00	1,520.00
		Folder, Morocco, legal, 100/pk	pack	3	0	0	3	1,950.00	0	0	0	0	0.00	2	0	0	2	1,300.00	0	0	0	0	0.00	5	650.00	3,250.00
		Data Filer W/ top cover, 12"x 10"x 15-1/2"	piece	38	3	9	50	27,500.00	3	3	24	30	16,500.00	17	4	4	25	13,750.00	14	4	9	27	14,850.00	132	550.00	72,600.00

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			
		Data Filer W/ top cover, 5"x 11"x 15-1/2"	piece	16	1	11	28	7,840.00	1	1	1	3	840.00	16	1	1	18	5,040.00	1	1	6	8	2,240.00	57	280.00	15,960.00
		Data Filer without cover, 5"x 11"x 15-1/2"	piece	1	0	1	2	400.00	0	1	0	1	200.00	1	0	1	2	400.00	0	1	0	1	200.00	6	200.00	1,200.00
		Mega Storage Box, 30L capacity min.	piece	12	0	0	12	8,160.00	0	0	5	5	3,400.00	2	0	0	2	1,360.00	0	0	0	0	0.00	19	680.00	12,920.00
		Lighting and fixtures and accessories																								
		LED bulb 18 watts, Daylight	piece	10	0	0	10	3,500.00	10	0	0	10	3,500.00	10	0	0	10	3,500.00	10	0	0	10	3,500.00	40	350.00	14,000.00
		LED LINEAR TUBE, 36watts	piece	24	0	0	24	5,040.00	15	0	2	17	3,570.00	15	0	0	15	3,150.00	15	0	0	15	3,150.00	71	210.00	14,910.00
		Bulb, PL-S 11 watts	piece	5	0	0	5	500.00	5	0	0	5	500.00	5	0	0	5	500.00	5	0	0	5	500.00	20	100.00	2,000.00
		PAR 38 Bulb,blue	piece	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	350.00	700.00
		PAR 38 Bulb, green	piece	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	350.00	700.00
		PAR 38 Bulb, red	piece	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	350.00	700.00
		PAR 38 Bulb, white	piece	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	350.00	700.00
		PAR 38 Bulb, yellow	piece	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	350.00	700.00
		Starter, 4- 40 watts	piece	7	5	0	12	600.00	5	5	0	10	500.00	7	5	0	12	600.00	5	5	0	10	500.00	44	50.00	2,200.00
		Electrical equipment and components and supplies																								
		Extension Wire, 4 gang, 5meters	piece	24	1	1	26	22,100.00	0	0	12	12	10,200.00	4	0	0	4	3,400.00	0	0	0	0	0.00	42	850.00	35,700.00
		Battery, Rechargable, AA, 2pcs/pack	pack	2	0	0	2	1,400.00	0	0	0	0	0.00	0	0	2	2	1,400.00	0	0	0	0	0.00	4	700.00	2,800.00
		Extension Wire, 3 International Compatible Sockets and 2 USB Ports, 5 meter	pc	8	0	0	8	6,400.00	0	0	0	0	0.00	0	0	2	2	1,600.00	0	0	0	0	0.00	10	800.00	8,000.00
		BATTERY, dry cell, AA, Alkaline, 2 pieces per blister pack	pk	17	0	0	17	3,060.00	0	0	12	12	2,160.00	3	12	2	17	3,060.00	12	0	12	24	4,320.00	70	180.00	12,600.00
		BATTERY, dry cell, AAA, Alkaline, 2 pieces per blister pack	pk	17	0	0	17	3,570.00	0	0	12	12	2,520.00	3	12	2	17	3,570.00	12	0	12	24	5,040.00	70	210.00	14,700.00
		Computer Supplies																								
		DVD Rewritable, Speed: 4x min., 4.7GB capacity min	piece	5	0	15	20	2,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	110.00	2,200.00
		Flash Drive, 32GB, USB 2.0, plug & play	piece	30	2	2	34	23,800.00	2	0	0	2	1,400.00	9	0	0	9	6,300.00	2	0	0	2	1,400.00	47	700.00	32,900.00
		Flash Drive, 64GB, USB 3.0, plug & play	piece	13	8	2	23	28,750.00	1	0	0	1	1,250.00	0	1	0	1	1,250.00	0	0	0	0	0.00	25	1,250.00	31,250.00
		Mouse Pad	piece	11	3	4	18	684.00	1	0	0	1	38.00	0	0	0	0	0.00	0	0	0	0	0.00	19	38.00	722.00
		MAINTENANCE DRUM, EPSON T6711	piece	1	0	0	1	1,700.00	1	0	0	1	1,700.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,700.00	3,400.00
		Toner, Brother, DCP-L2540DW, TN660	piece	1	0	0	1	3,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	3,800.00	3,800.00
		Toner Cartridge, Brother, TN 2360	piece	12	0	0	12	45,600.00	5	0	0	5	19,000.00	6	0	0	6	22,800.00	5	0	0	5	19,000.00	28	3,800.00	106,400.00
		Toner, Fuji Xerox, DC52320	piece	0	0	1	1	3,800.00	0	0	1	1	3,800.00	0	0	1	1	3,800.00	0	0	1	1	3,800.00	4	3,800.00	15,200.00
		Common ICT Equipment																								
		UNINTERRUPTIBLE POWER SUPPLY (UPS)	unit	10	0	0	10	40,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	4,000.00	40,000.00
		UPS, 1000VA, 220V	unit	12	2	0	14	56,000.00	4	0	0	4	16,000.00	2	0	1	3	12,000.00	0	0	0	0	0.00	21	4,000.00	84,000.00
		Consumables																								
		Drum, Brother, DR-2335	piece	3	0	0	3	18,600.00	0	0	2	2	12,400.00	0	0	0	0	0.00	2	0	0	2	12,400.00	7	6,200.00	43,400.00

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			
		INK CART, EPSON L3110,003 BLACK	piece	50	6	2	58	31,900.00	30	6	2	38	20,900.00	42	6	2	50	27,500.00	30	6	2	38	20,900.00	184	550.00	101,200.00
		INK CART, EPSON L3110,003 CYAN	piece	29	5	0	34	18,700.00	17	4	1	22	12,100.00	23	5	0	28	15,400.00	17	4	1	22	12,100.00	106	550.00	58,300.00
		INK CART, EPSON L3110,003 YELLOW	piece	29	5	0	34	18,700.00	17	4	1	22	12,100.00	23	5	0	28	15,400.00	17	4	1	22	12,100.00	106	550.00	58,300.00
		INK CART, EPSON L3110,003 MAGENTA	piece	29	5	0	34	18,700.00	17	4	1	22	12,100.00	23	5	0	28	15,400.00	17	4	1	22	12,100.00	106	550.00	58,300.00
		INK CART, EPSON, L4160, 001, Black	piece	3	0	2	5	2,750.00	3	0	0	3	1,650.00	3	2	0	5	2,750.00	3	0	0	3	1,650.00	16	550.00	8,800.00
		INK CART, EPSON, L4160, 001, Cyan	piece	3	0	2	5	2,750.00	3	0	0	3	1,650.00	3	2	0	5	2,750.00	3	0	0	3	1,650.00	16	550.00	8,800.00
		INK CART, EPSON, L4160, 001, Yellow	piece	3	0	2	5	2,750.00	3	0	0	3	1,650.00	3	2	0	5	2,750.00	3	0	0	3	1,650.00	16	550.00	8,800.00
		INK CART, EPSON, L4160, 001, Magenta	piece	3	0	2	5	2,750.00	3	0	0	3	1,650.00	3	2	0	5	2,750.00	3	0	0	3	1,650.00	16	550.00	8,800.00
		INK CART, EPSON BK774, BLACK	piece	15	3	13	31	46,500.00	11	3	3	17	25,500.00	12	3	3	18	27,000.00	11	3	3	17	25,500.00	83	1,500.00	124,500.00
		Ink Cart, BROTHER BT 5000M	cart	5	0	0	5	4,000.00	3	1	0	4	3,200.00	4	0	1	5	4,000.00	3	0	0	3	2,400.00	17	800.00	13,600.00
		Ink Cart, BROTHER BT 5000C	cart	5	0	0	5	4,000.00	3	1	0	4	3,200.00	4	0	1	5	4,000.00	3	0	0	3	2,400.00	17	800.00	13,600.00
		Ink Cart, BROTHER BT 5000Y	cart	5	0	0	5	4,000.00	3	1	0	4	3,200.00	4	0	1	5	4,000.00	3	0	0	3	2,400.00	17	800.00	13,600.00
		Ink Cart, BROTHER BT D60 BK	cart	6	0	0	6	4,080.00	3	1	0	4	2,720.00	5	0	1	6	4,080.00	3	0	0	3	2,040.00	19	680.00	12,920.00
		Ink, Continous, Brother BTD60, Black	btl	1	0	0	1	680.00	1	0	0	1	680.00	1	0	0	1	680.00	1	0	0	1	680.00	4	680.00	2,720.00
	Other Categories																									
		Training Kit/Bag (various color), including printing	piece	0	0	0	0	0.00	0	0	800	800	144,000.00	0	0	0	0	0.00	0	0	0	0	0.00	800	180.00	144,000.00
		Training Manual - CMCS	piece	0	0	0	0	0.00	0	0	180	180	27,000.00	0	0	0	0	0.00	0	0	0	0	0.00	180	150.00	27,000.00
		Training Manual - GAM	piece	0	0	0	0	0.00	0	0	300	300	90,000.00	0	0	0	0	0.00	0	0	0	0	0.00	300	300.00	90,000.00
		Training Manual - LARGE	piece	0	0	0	0	0.00	0	0	120	120	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	120	300.00	36,000.00
		Training Manual - PPSAS	piece	0	0	0	0	0.00	0	0	120	120	36,000.00	0	0	0	0	0.00	0	0	0	0	0.00	120	300.00	36,000.00
		Training Manual - PSMS	piece	0	0	0	0	0.00	0	0	300	300	90,000.00	0	0	0	0	0.00	0	0	0	0	0.00	300	300.00	90,000.00
		Purified Drinking Water	btl	650	0	0	650	19,500.00	650	0	0	650	19,500.00	650	0	0	650	19,500.00	650	0	0	650	19,500.00	2600	30.00	78,000.00
		Self Inking Customized Received Stamp	piece	6	0	0	6	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	500.00	3,000.00
		Self Inking Name Stamp	piece	13	0	6	19	9,500.00	0	0	0	0	0.00	0	6	0	6	3,000.00	0	0	0	0	0.00	25	500.00	12,500.00
		Stainless Steel Desk Organizer	piece	7	0	0	7	6,160.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	880.00	6,160.00
		Stapler, big, with remover, Heavy Duty	piece	9	0	0	9	2,520.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	280.00	2,520.00
		Stapler, long reach, 12"	piece	2	0	0	2	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,500.00	5,000.00
		Stapler, Standard Type, heavy duty	piece	6	0	1	7	1,960.00	0	0	2	2	560.00	0	0	0	0	0.00	0	0	0	0	0.00	9	280.00	2,520.00
A. TOTAL																								P	4,052,144.05	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P	405,214.41	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue <i>(as of 28 July 2022)</i>	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				
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P		-
D. GRAND TOTAL (A + B + C)																							P		4,457,358.46
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																									


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

Prepared by:


 ROWENA T. GALABO
 Property / Supply Officer

Date Prepared: July 7, 2023

Certified Funds Available / Certified Appropriate Funds Available:


 DAFFODILIE M. GLARAGA / LOURDES CAROLYN GRACE P. ANGOT
 Accountant / Budget Officer

Approved by:


 MERIT T. PEÑARANDA
 Head of Office / Agency