

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 pre-qualified 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 entered in the form must be typed.
- 3.0 Kindly refer to the CSE Catalogue on the PS-DBM website (www.ps-phillips.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-phillips.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: Department of Science and Technology (DOST)
 Region: National Capital Region (NCR)
 Address: 4th and 5th Levels, Science Heritage Building, Science Community Complex, Gen. Santos Ave., Bicutan, Taguig City
 Agency Code/UA/C: Q015
 Organization Type: National Government Agency (NGA)
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 Telephone/Mobile Nos: 837-2071 (loc 2105) / 6927-466778

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 AMOUNT	Q1 AMOUNT	Apr	May	June	Q2 AMOUNT	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT	Q4 AMOUNT							
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
PESTICIDES OR PEST REPELLENTS																										
1	10191504-IN-A01	INSECTICIDE, aerosol type	can	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00						
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-001	LIQUID HAND SANITIZER, 500ml	bottle	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00						
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-004	ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	154	120	144	418	27,832.08	132	154	125	411	27,556.16	161	125	153	439	29,219.84	133	153	124	410	27,269.60	1,678.00	66.56	111,697.68
4	12191601-AL-003	ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	0	0	25	25	9,696.00	0	0	25	25	9,696.00	0	0	25	25	9,696.00	0	0	25	25	9,696.00	103.00	387.92	38,792.00
5	51471901-AL-001	ALCOHOL, Isopropyl, 68%-72%, 500ml (-5ml)	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	43.58	0.00
6	51471901-AL-002	ALCOHOL, Isopropyl, 68%-72%, 3.75L Item	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	455.00	0.00
7	51471505-PO-P01	POVIDONE 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	267.75	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SL-P01	INK, for stamp pad	bottle	9	2	3	14	441.28	3	5	2	10	315.20	3	2	4	9	283.68	2	3	4	9	283.68	42.00	31.52	1,322.84
FILMS																										
9	13111203-AC-P01	ACETATE	roll	1	0	0	1	847.82	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	847.82	847.82
10	13111201-CF-P01	CARBON FILM, A4	box	3	0	0	3	663.00	0	0	2	2	442.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	221.00	1,105.00
11	13111201-CF-P02	CARBON FILM, legal	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	208.50	0.00
PAPER MATERIALS AND PRODUCTS																										
12	14111205-CA-001	CARTOLINA, assorted colors	pack	1	0	4	5	418.00	0	0	7	7	586.04	0	0	4	4	334.88	0	0	4	4	334.88	20.00	83.72	1,074.40
13	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 plw, 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	862.55	0.00
14	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 plw, 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 & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity Catalogue for the year	Price Catalogue (2023)	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
15	1411506-C-122	COMPUTER CONTINUOUS FORM, 2 IN, 280 X 278mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1520.80		0.00
16	1411506-C-121	COMPUTER CONTINUOUS FORM, 2 IN, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	966.36		0.00
17	1411506-C-131	COMPUTER CONTINUOUS FORM, 3 IN, 280 X 241mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	864.10		0.00
18	1411506-C-132	COMPUTER CONTINUOUS FORM, 3 IN, 280 X 278mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1500.00		0.00
19	1411609-L-001	COOPERATIVE COVER, 8000	bundle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	794.06		0.00
20	1411515-A4H-S02	NOTE PAD, stick on, 80mm x 70mm (2" x 3") min	pad	94	46	77	219	8,115.14	50	84	50	104	6,819.04	53	49	83	214	7,930.84	54	81	46	181	6,707.86	798.60	37.06	29973.88
21	1411515-A4H-S04	NOTE PAD, stick on, 70mm x 100mm (3" x 4") min	pad	75	22	50	147	8,714.16	26	57	23	106	6,283.66	64	22	56	142	8,417.76	30	55	19	104	6,165.12	469.00	59.28	28980.72
22	1411515-A4H-S03	NOTE PAD, stick on, 3" x 3"	pad	76	15	51	142	7,679.36	21	55	21	97	5,245.76	39	19	58	136	7,354.88	24	47	16	87	4,704.96	462.00	54.08	24884.96
23	1411515-A4H-S01	NOTEBOOK, atmosphere	piece	32	6	10	49	577.92	11	6	16	33	397.32	11	12	6	29	349.16	11	7	18	36	433.44	146.50	12.04	1757.24
24	1411515-A4H-S02	PAPER, MULTICOPI, A4, 80 gsm	reams	112	96	100	308	42,091.28	117	100	94	311	42,501.26	110	96	118	324	44,277.84	97	100	94	291	39,765.06	1,234.00	136.66	18658.44
25	1411507-PF-A02	PAPER, MULTICOPI, Legal, 800mm	reams	82	65	65	212	27,074.52	70	65	67	202	25,797.42	77	65	65	207	26,435.97	67	65	74	206	26,308.26	827.00	127.71	105616.17
26	1411507-PF-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	99.36		0.00
27	1411507-PF-C02	PAPER, multi-purpose, legal, 70gsm	reams	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	118.46		0.00
28	1411515-PF-A01	PAD PAPER, ruled	pad	2	0	0	2	58.24	0	0	0	0.00	2	0	0	2	58.24	0	0	0	0	0	0.00	4.00	20.12	116.48
29	1411503-PF-A01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	99.05		0.00
30	14111816-HH-F02	Thermal Paper, SSSSN (5%), 1/2 Core, 210mm x 30m	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	55.64		0.00
31	1411515-RE-B01	RECORD BOOK, 300 PAGES, size 240mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	70.72		0.00
32	1411515-RE-B02	RECORD BOOK, 500 PAGES, size 240mm x 278mm min	book	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	101.92		0.00
33	1411726-TT-F02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	86.84		0.00
34	1411726-TT-F01	TISSUE, toilet paper towel	pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	34.84		0.00
35	1411726-TT-F04	TOILET TISSUE PAPER, Unfolded Paper Towel	pack	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	33.80		0.00
BATTERIES AND CELLS AND ACCESSORIES																										
36	2611726-BT-A02	BATTERY, dry Cell, size AA	pack	42	7	9	58	2,105.40	14	10	25	49	1,778.70	23	5	10	38	1,375.40	13	10	10	33	1,197.90	178.00	36.30	6461.40
37	2611726-BT-A01	BATTERY, dry Cell, size AAA	pack	36	10	13	59	1,164.07	15	10	21	46	907.50	23	11	13	47	927.31	13	12	10	34	696.25	187.00	19.73	3669.51
38	2611726-BT-A03	BATTERY, dry Cell, size D	pack	0	0	2	2	192.46	0	0	0	0.00	2	0	0	2	192.46	0	2	0	2	2	192.46	6.00	96.20	577.20
MANUFACTURING COMPONENTS AND SUPPLIES																										
39	31201612-GL-01	GLUE, all purpose	kg	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	71.50		0.00
40	3115180-SH-H01	STAPLE WIRE, heavy duty, binder type, 23/13	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	19.76		0.00
41	3115180-SH-S01	STAPLE WIRE, standard	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	22.41		0.00
42	31201502-TA-E01	TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	18.67		0.00
43	31201503-TA-H01	TAPE, masking, 24mm	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	94.60		0.00
44	31201503-TA-H02	TAPE, MASKING, 48mm	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	106.60		0.00
45	31201517-TA-H01	TAPE, packing, 48mm	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	22.36		0.00
46	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	10.05		0.00
47	31201512-TA-T02	TAPE, transparent, 48mm	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	10.97		0.00
48	31151502-TA-H01	TYNIE, plastic	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	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	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1109.66		0.00
50	40101604-EF-C01	ELECTRIC FAN, ceiling mount, ceiling type	unit	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0.00	1369.66		0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Catalogue Price 2021	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1 average	April	May	June	Q2	July	Aug	Sept	Q3	Q3 average	Oct	Nov	Dec	Q4	Q4 average
51	4010604-E-501	ELECTRIC FAN, stand type	unit	1	1	1	3	2,576.38	0	0	0	0	0	0	0	0	0	0	0	0	0
52	4010604-E-M01	ELECTRIC FAN, wall mount, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
MEDICAL THERMOMETERS AND ACCESSORIES																					
53	4111224-TC-102	THERMOMETER	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
LIGHTING AND FIXTURES AND ACCESSORIES																					
54	3910103-A1-L-01	LINEAR TUBE, Light Emitting Diode (LED), 15 watts	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
55	3910103-A1-L-01	LIGHT BULB, Light Emitting Diode (LED)	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
MEASURING AND OBSERVING EQUIPMENT																					
56	4111604-RU-M02	RULER, plastic, 450mm	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0
CLEANING EQUIPMENT AND SUPPLIES																					
57	4713181-TC-A-01	MAT FRESHENER, aerosol type	can	11	11	10	32	2,887.24	10	11	12	33	2,977.26	12	11	10	33	2,977.26	10	11	10
58	4713160-BH-S01	BROOM, soft, lambs	piece	6	0	5	11	1,486.64	0	5	0	5	681.20	5	0	5	10	1,502.40	0	5	0
59	4713160-BH-T01	BROOM, stick, broom-type	piece	5	0	5	10	182.00	0	5	0	5	91.00	5	0	5	10	182.00	0	5	0
60	4713182-TH-C01	CLEANER, toilet and urinal	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
61	4713181-CL-M01	CLEANER, scouring powder	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
62	4713181-CL-M02	DETERGENT BAR, 14kg	piece	5	5	5	15	124.50	5	5	5	15	124.50	5	5	5	15	124.50	5	5	15
63	4713181-CL-M03	DETERGENT POWDER, all-purpose, 1kg	pack	10	10	10	30	1,622.40	10	10	10	30	1,622.40	10	10	10	30	1,622.40	10	10	30
64	4713181-CL-M01	DISINFECTANT SPRAY, aerosol type	can	34	34	31	99	12,767.24	32	31	33	96	12,380.16	33	30	31	96	12,380.16	32	31	30
65	4713160-DU-M01	DUST PAN, non-rigid plastic	piece	6	0	0	6	148.08	5	0	0	5	124.15	5	0	5	124.15	5	0	5	0
66	5124153-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	0	0	0
67	73101612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	10	0	10	20	2,039.20	0	10	0	10	1,024.60	10	0	10	20	2,039.20	0	10	0
68	4713182-FH-M02	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
69	4713182-FH-M01	FURNITURE CLEANER, aerosol type	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
70	47121804-HH-S01	WOP BUCKET, heavy duty, 7-ltr plastic	unit	0	0	0	0	0.00	0	3	0	3	6,884.00	0	0	0	0	0	0	0	0
71	47131612-HH-M02	WOP HANDLE, heavy duty, screw type	piece	0	0	0	0	0.00	0	5	0	5	624.00	5	0	5	624.00	0	5	0	5
72	47131612-HH-M01	WOP HEAD, made of nylon	piece	10	0	10	20	2,477.20	0	10	0	10	1,237.60	10	0	10	20	2,477.20	0	10	0
73	4713181-AC-C01	WAXES, all action	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
74	47131601-SC-M01	SCOURING PAD	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
75	47121701-TH-M04	TRASHBAGS, 60P pieces, black, Medium=110liters	pack	20	20	20	60	8,080.80	20	20	20	60	8,080.80	20	20	60	8,080.80	20	20	60	8,080.80
76	47121702-WH-M01	WASTEBASKET, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																					
77	43211507-D5K01	DESKTOP FOR BASIC USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
78	43211507-D5K02	DESKTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
79	43211507-L4-M02	LAPTOP FOR MID-RANGE USERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
80	43201827-HH-M02	EXTERNAL HARD DRIVE, 1TB	piece	43	2	4	49	127,293.16	0	0	7	7	18,191.88	0	4	4	10,395.36	2	0	5	7
81	43200107-FH-L01	FLASH DRIVE, 16 GB	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
82	43211706-HH-M01	MOUSE, OPTICAL, USB connection type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
83	43211706-WH-M02	MOUSE, WIRELESS, USB	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0
84	43212102-FH-M02	PRINTER, Input, dot matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 2022)	Total Quantity for the year	Total Amount for the year					
			Jan	Feb	Mar	Q1	Q1 Amount	Apr	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount
85	43212102-PH-001	PRINTER, Impact, dot matrix, 9 pins, 80 columns	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
86	43212105-PH-L01	PRINTER, laser, networked	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
87	43212105-PH-L02	PRINTER, laser, colored	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																						
88	44121710-CH-W01	CHALK, white, erasable	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
89	44121710-BP-Q01	CLIP, backfold, 19mm	121	71	75	267	2,386.92	112	79	70	261	2,386.36	124	74	75	273	2,391.48	115	79	67	261	2,386.36
90	44121710-BP-Q02	CLIP, backfold, 25mm	95	36	48	179	2,724.38	83	48	37	168	2,556.96	98	39	44	181	2,754.82	86	52	34	172	2,417.84
91	44121710-BP-Q03	CLIP, backfold, 32mm	90	35	48	173	3,662.28	80	47	36	163	3,644.68	95	38	44	177	3,597.72	83	51	33	167	3,714.12
92	44121710-BP-Q04	CLIP, backfold, 50mm	81	28	37	146	7,971.60	71	38	29	138	7,534.86	82	31	35	148	8,080.80	74	40	26	140	7,444.00
93	44121801-CT-R02	CORRECTION TAPE, Bn	58	32	28	118	1,376.24	21	47	30	98	1,144.64	37	34	26	97	1,132.96	23	42	29	94	1,097.92
94	44115151-DF-B01	DATA FILE BOX	108	52	59	219	16,906.80	70	59	54	183	14,127.60	98	57	56	211	18,289.20	74	58	58	190	14,668.00
95	44122011-DF-P01	DATA FOLDER	208	108	119	435	29,858.40	187	144	128	459	31,505.76	184	106	123	413	28,348.32	233	119	106	408	31,437.12
96	44121506-EN-Q01	ENVELOPE, documentary, A4	9	0	1	10	5,736.90	2	0	5	7	4,711.63	1	0	0	1	673.09	1	0	0	1	673.09
97	44121506-EN-Q02	ENVELOPE, DOCUMENTARY, for legal size document	5	1	0	6	5,502.96	2	0	0	2	1,854.32	1	0	0	1	927.16	1	0	0	1	927.16
98	44121506-EN-Q01	ENVELOPE, expanding, legal, legal	69	30	30	129	95,253.60	66	30	32	128	94,513.20	56	35	30	121	89,346.40	56	30	30	116	85,654.40
99	44121506-EN-Q02	ENVELOPE, expanding, plastic	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
100	44121506-EN-Q02	ENVELOPE, mailing	4	0	1	5	1,891.00	0	3	0	3	1,134.60	0	1	0	1	379.20	3	0	1	4	1,512.80
101	44121504-EN-W02	ENVELOPE, mailing, with window	2	1	1	4	1,734.72	0	2	0	2	867.36	0	0	0	0	0.00	2	1	0	3	1,301.04
102	44115152-ER-B01	ERASER, FELT, for blackboard/whiteboard	0	0	0	0	0.00	1	0	0	1	10.30	0	0	1	1	10.30	0	0	0	0	0.00
103	44122118-PA-P01	PASTERIZER, metal, round-top edges	14	3	3	20	1,665.20	2	3	1	6	500.46	6	3	3	12	1,000.92	4	1	3	8	667.28
104	44115151-FO-Q01	FILE ORGANIZER, expanding, plastic, legal	4	4	4	12	1,032.48	4	4	4	12	1,032.48	4	4	4	12	1,032.48	4	4	4	12	1,032.48
105	44122018-FT-Q01	FILE TAB DIVIDER, bullet board, for A4	123	10	12	145	1,613.85	20	12	10	42	467.46	20	10	10	40	445.20	20	10	12	42	467.46
106	44122018-FT-Q02	FILE TAB DIVIDER, legal	102	0	0	102	1,451.46	0	0	0	0	0.00	0	0	2	2	28.46	0	0	0	0	0.00
107	44122011-FO-P01	FOLDER, heavy, with slide, A4	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
108	44122011-FO-P02	FOLDER, heavy, with slide, legal	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
109	44122011-FO-L01	FOLDER, L-type, A4	9	2	2	13	2,228.59	2	8	3	13	2,228.59	4	2	2	8	1,371.44	2	4	2	8	1,371.44
110	44122011-FO-L02	FOLDER, L-type, legal	11	2	2	15	3,646.66	3	2	2	7	1,702.66	10	2	2	14	3,402.36	2	2	2	6	1,459.44
111	44122027-FO-P01	FOLDER, preboard	17	1	1	19	18,100.16	1	1	1	3	2,857.92	12	1	1	14	13,136.96	1	1	1	3	2,857.92
112	44122011-FO-T03	FOLDER, with tab, A4	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
113	44122011-FO-T04	FOLDER, with tab, legal	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
114	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
115	44115151-PP-B02	MAGAZINE FILE BOX, large	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00
116	44121716-PA-P01	MARKER, fluorescent	40	6	23	69	2,529.54	9	15	9	33	1,209.78	40	13	15	68	2,492.88	12	15	6	33	1,209.78
117	44121716-PA-W01	MARKER, whiteboard, black	15	4	5	24	321.12	2	2	7	11	147.18	10	5	2	17	227.46	2	2	2	6	80.28
118	44121708-PA-W02	MARKER, whiteboard, blue	9	4	2	15	200.70	2	2	6	10	133.80	4	2	2	8	107.64	2	2	2	6	80.28
119	44121708-PA-W03	MARKER, whiteboard, red	9	4	2	15	200.70	2	2	6	10	133.80	4	2	2	8	107.64	2	2	2	6	80.28
120	44121708-PA-P01	MARKER, permanent, black, bullet type	25	8	11	44	395.12	13	13	9	35	314.30	24	11	8	43	386.14	15	8	8	31	276.36
121	44121708-PA-P02	MARKER, permanent, blue, bullet type	18	6	12	36	322.28	6	9	11	26	233.48	17	6	10	33	296.34	6	6	10	22	197.56
122	44121708-PA-P03	MARKER, permanent, red, bullet type	14	1	1	16	143.66	4	4	2	10	85.80	13	1	1	15	134.70	2	1	1	4	35.92

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Price Catalogue (as of 30 April 2023)	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			
123	44122104-PC-Q01	PAPER CLIP, vinyl/plastic coated, 33mm	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	7.76	0.00	
124	44122104-PC-Q02	PAPER CLIP, vinyl/plastic coated, 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	13.78	0.00	
125	44121706-PE-L01	PENCIL, lead, with eraser	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	20.79	0.00	
126	44122037-RB-P10	RING BINDER, plastic, 32mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	239.79	0.00	
127	44122101-RU-R01	RUBBER BAND, No. 18	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	100.05	0.00	
128	44121905-SP-P01	STAMP PAD, felt	piece	12	0	0	12	419.40	5	0	2	7	244.65	2	0	0	2	69.90	1	0	0	1	34.95	768.90	251.94	
129	44121612-BL-R01	BLADE, for general purpose cutter / utility knife	piece	2	1	2	5	74.10	0	6	1	7	103.74	0	2	2	4	59.28	1	0	0	1	14.82	14.82	2005.80	
130	44121612-CU-R01	CUTTER/UTILITY KNIFE, for general purpose	piece	21	0	0	21	792.03	0	20	0	20	668.60	3	0	16	19	635.17	0	0	0	0	0.00	66.00	33.43	
131	44123202-OS-R01	DATING AND STAMPING MACHINE	piece	12	0	0	12	5,447.52	0	0	0	0	0.00	1	0	0	1	453.96	0	0	0	0	0.00	13.00	453.96	5961.48
132	44121619-PS-R01	PENCIL SHARPENER, manual, single cutter head	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	202.67	0.00
133	44101602-FU-R01	PUNCHER, paper, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150.80	0.00	
134	44121619-SS-S01	SCISSORS, symmetrical	pair	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40.56	0.00	
135	44121615-ST-S01	STAPLER, standard 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	140.40	0.00	
136	44121615-ST-R01	STAPLER, heavy duty, binder 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	914.22	0.00	
137	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	24.90	0.00	
138	44121605-TD-T01	TAPE DISPENSER, table top	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	64.20	0.00	
139	44101602-PB-R01	BINDING AND PUNCHING MACHINE, 50mm binding cassette	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	9534.72	11446.05	
140	44101807-CA-C01	CALCULATOR, compact	unit	24	2	0	26	9,016.10	1	2	0	3	1,040.55	1	0	2	3	1,040.55	1	0	0	1	346.85	346.85	5642.00	
141	44101714-PS-R01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	927.60	0.00	
142	44101601-PT-R01	PAPER TEARMER / CUTTING MACHINE, table top	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	5699.20	0.00	
143	44101603-PS-R01	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5699.20	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
144	44103109-BR-C05	DRUM CART, 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	5947.20	0.00	
145	44103105-BR-R04	INK CART, BROTHER LC278R, 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	910.00	0.00	
146	44103105-BR-R05	INK CART, BROTHER LC278YBK, 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	1601.60	0.00	
147	44103109-BR-C06	Drum Cart, Brother DR-451CL, high yield 30000 pages	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	6762.00	0.00	
148	44103103-BR-R16	Toner Cart, Brother TN-456 BLACK, high yield 6500	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	5080.40	0.00	
149	44103103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	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	5589.60	0.00	
150	44103103-BR-R03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5589.60	0.00	
151	44103103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	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	5589.60	0.00	
152	44103103-SA-B03	TONER CART, 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	5116.80	0.00	
153	44103105-CA-C04	INK CART, 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	889.64	0.00	
154	44103105-CA-C02	INK CART, 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	1029.60	0.00	
155	44103105-CA-B04	INK CART, 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	754.00	0.00	
156	44103105-CA-B02	INK CART, CANON PG-810, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	780.00	0.00	
157	44103105-EP-R17	INK CART, EPSON CL31664100 (T6641), Black	Cart	1	1	1	3	748.80	1	1	1	3	748.80	1	1	1	3	748.80	1	1	1	1	3	748.80	2995.20	
158	44103105-EP-C17	INK CART, EPSON CL31664300 (T6643), Cyan	Cart	1	1	1	3	748.80	1	1	1	3	748.80	1	1	1	3	748.80	1	1	1	1	3	748.80	2995.20	
159	44103105-EP-M17	INK CART, EPSON CL31664300 (T6643), Magenta	Cart	1	1	1	3	748.80	1	1	1	3	748.80	1	1	1	3	748.80	1	1	1	1	3	748.80	2995.20	
160	44103105-EP-Y17	INK CART, EPSON CL31664400 (T6644), Yellow	Cart	1	1	1	3	748.80	1	1	1	3	748.80	1	1	1	3	748.80	1	1	1	1	3	748.80	2995.20	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 2021)	Total Quantity for the year	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			
161	44103105-HP-840	Ink Cartridge, HP C2P04AA (HP82) 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-740	Ink Cartridge, HP C2P06AA (HP82) 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-809	Ink CART, HP C2S35AA, (HP42), 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-710	Ink CART, HP C2S32AA, (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-848	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-H48	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-V48	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 Grey	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-848	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	3016.00	0.00
171	44103105-HP-817	Ink CART, HP C2S40AA, (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	760.66	0.00
172	44103105-HP-717	Ink CART, HP C2S37AA, (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	913.20	0.00
173	44103105-HP-835	Ink CART, HP C2S87AA, (HP703), 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
174	44103105-HP-735	Ink CART, HP C2S88AA, (HP703), 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 C2972AA, (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-H40	Ink CART, HP C2973AA, (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-V40	Ink CART, HP C2974AA, (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-840	Ink CART, HP C2975AA, (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-820	Ink CART, HP C2S51AA, (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-720	Ink CART, HP C2S52AA, (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	931.84	0.00
181	44103105-HP-849	Ink Cartridge, HP C1S63AA (HP82) 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	1994.80	0.00
182	44103105-HP-C49	Ink Cartridge, HP C1S64AA (HP82) 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-H49	Ink Cartridge, HP C1S65AA (HP82) 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-V49	Ink Cartridge, HP C1S66AA (HP82) 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-843	Ink CART, HP C1S45AA, (HP550XL), 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 C1S46AA, (HP550XL), 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-H43	Ink CART, HP C1S47AA, (HP550XL), 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-V43	Ink CART, HP C1S48AA, (HP550XL), 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-836	Ink CART, HP C1S62AA, (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
190	44103105-HP-736	Ink CART, HP C1S63AA, (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	366.08	0.00
191	44103105-HP-833	Ink CART, HP C2107AA, (HP67), 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-733	Ink CART, HP C2108AA, (HP67), 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
193	44103105-HP-842	Ink CART, HP C2121AA (HP65A), 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 C2122AA (HP65A), 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-H43	Ink CART, HP C2123AA (HP65A), 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-V33	Ink CART, HP C2124AA (HP65A), 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-743	Ink Cartridge, HP F6V28AA (HP68U) 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	463.60	0.00
198	44103105-HP-843	Ink Cartridge, HP F6V27AA (HP68U) 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	463.60	0.00
199	44103105-HP-C30	Ink Cartridge, HP L0S51AA (HP95S) 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 & Specifications			Unit of Measure	Monthly Quantity Requirement												Total Quantity Catalogue (as of 31.03.2022)	Price (€)	Total Amount for the year									
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	
200	44103103-H-450	INK Cartridge, HP L2554A (HP950), Magenta	CMT	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	993.75	0.00
201	44103103-H-450	INK Cartridge, HP L2557A (HP950), Yellow	CMT	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	993.75	0.00
202	44103103-H-450	INK Cartridge, HP L2564A (HP950), Black	CMT	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	495.80	0.00
203	44103103-H-450	INK Cartridge, HP L2564A (HP950), Cyan	CMT	7	6	6	19	23,040.16	6	6	6	18	21,827.52	6	6	6	18	21,827.52	6	7	7	20	24,252.80	75.00	1212.64	90548.00	
204	44103103-H-450	INK Cartridge, HP L2564A (HP950), Magenta	CMT	7	6	6	19	23,040.16	6	6	6	18	21,827.52	6	6	6	18	21,827.52	6	7	7	20	24,252.80	75.00	1212.64	90548.00	
205	44103103-H-450	INK Cartridge, HP L2564A (HP950), Yellow	CMT	7	6	6	19	23,040.16	6	6	6	18	21,827.52	6	6	6	18	21,827.52	6	7	7	20	24,252.80	75.00	1212.64	90548.00	
206	44103103-H-450	INK Cartridge, HP L2574A (HP950), Black	CMT	12	10	11	33	54,250.92	10	10	10	30	46,327.20	11	10	10	31	50,971.44	10	12	11	33	54,250.92	122.00	1644.24	20818.40	
207	44103103-H-451	INK Cartridge, HP T6489A (HP950), Cyan	CMT	0	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	453.62	0.00	
208	44103103-H-451	INK Cartridge, HP T6437A (HP950), Magenta	CMT	0	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	453.62	0.00	
209	44103103-H-451	INK Cartridge, HP T6437A (HP950), Yellow	CMT	0	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	453.62	0.00	
210	44103103-H-451	INK Cartridge, HP T6437A (HP950), Black	CMT	0	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	741.28	0.00	
211	44103112-H-405	RIBBON CART, EPSON C13015516 (H750), Black	CMT	0	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	77.43	0.00	
212	44103112-H-407	RIBBON CART, EPSON C13015511 (H750B), Black	CMT	0	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	736.32	0.00	
213	44103112-H-413	RIBBON CART, EPSON C13015512, Black	CMT	0	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	77.94	0.00	
214	44103103-H-803	TONER CART, BROTHER TN-3025, Black	CMT	0	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	2665.28	0.00	
215	44103103-H-804	TONER CART, BROTHER TN-3120, Black	CMT	0	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	1892.80	0.00	
216	44103103-H-805	TONER CART, BROTHER TN-3150, Black	CMT	0	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	2665.28	0.00	
217	44103103-H-809	TONER CART, BROTHER TN-3120, Black	CMT	0	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	3567.20	0.00	
218	44103103-H-811	TONER CART, BROTHER TN-3150, Black	CMT	0	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	5002.40	0.00	
219	44103103-H-812	TONER CART, HP CE313A, Black	CMT	0	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	3390.00	0.00	
220	44103103-H-814	TONER CART, HP CE314A, Black	CMT	0	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	3337.36	0.00	
221	44103103-H-818	TONER CART, HP CE255A, Black	CMT	0	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	7231.00	0.00	
222	44103103-H-821	TONER CART, HP CE278A, Black	CMT	0	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	3982.00	0.00	
223	44103103-H-822	TONER CART, HP CE285A (HP950), Black	CMT	0	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	3412.00	0.00	
224	44103103-H-823	TONER CART, HP CE310A, Black	CMT	0	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	2614.56	0.00	
225	44103103-H-823	TONER CART, HP CE311A, Cyan	CMT	0	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	2542.80	0.00	
226	44103103-H-823	TONER CART, HP CE312A, Yellow	CMT	0	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	2542.80	0.00	
227	44103103-H-823	TONER CART, HP CE313A, Magenta	CMT	0	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	2542.80	0.00	
228	44103103-H-824	TONER CART, HP CE314A, Black	CMT	0	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	2915.16	0.00	
229	44103103-H-824	TONER CART, HP CE311A, Cyan	CMT	0	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	3072.16	0.00	
230	44103103-H-824	TONER CART, HP CE312A, Yellow	CMT	0	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	3072.16	0.00	
231	44103103-H-824	TONER CART, HP CE313A, Magenta	CMT	0	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	3072.16	0.00	
232	44103103-H-825	TONER CART, HP CE314A, Black	CMT	1	1	1	3	25,428.00	1	1	1	3	25,428.00	1	1	1	3	25,428.00	1	1	1	3	25,428.00	12.00	8476.00	101712.00	
233	44103103-H-825	TONER CART, HP CE311A, Cyan	CMT	0	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	5902.40	0.00	
234	44103103-H-825	TONER CART, HP CE312A, Yellow	CMT	0	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	5902.40	0.00	
235	44103103-H-825	TONER CART, HP CE313A, Magenta	CMT	0	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	10193.64	0.00	
236	44103103-H-826	TONER CART, HP CE314A, Black	CMT	0	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	10193.64	0.00	
237	44103103-H-827	TONER CART, HP CE310A (HP950), Black	CMT	0	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	4201.60	0.00	
238	44103103-H-827	TONER CART, HP CE311A (HP950), Cyan	CMT	0	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	

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity of this year	Price Catalogue (as of 2022)	Total Amount for this year			
			Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec
239	44101013-H-VZ7 TOWER CART, HP CE412A, (HP305), yellow	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	6011.20	0.00
240	44101013-H-MZ7 TOWER CART, HP CE412A, (HP305), Magenta	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	6011.20	0.00
241	44101013-H-BZ8 TOWER CART, HP CE505A, Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	4466.80	0.00
242	44101013-H-BZ8 TOWER CART, HP CE505A, Black, high cap	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	7332.00	0.00
243	44101013-H-BZ2 Tower Cartridge, HP CE517A, (HP12A) Black Laser Jet	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3044.98	0.00
244	44101013-H-BZ3 Tower Cartridge, HP CE728A, (HP25A) Black LaserJet	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	5795.80	0.00
245	44101013-H-BZ5 Tower Cartridge, HP CE758A, LaserJet Pro HP412A/412S	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	5200.00	0.00
246	44101013-H-BZ1 TOWER CART, HP CE780C, Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	9004.32	0.00
247	44101013-H-BZ6 Tower Cartridge, HP CE781A, (HP81A) Black LaserJet	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	8606.00	0.00
248	44101013-H-BZ7 Tower Cartridge, HP CE783A, (HP83A) LaserJet Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3241.20	0.00
249	44101013-H-BZ1 Tower Cartridge, HP CE783C, (HP83C) Black U	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	4036.00	0.00
250	44101013-H-BZ9 Tower Cartridge, HP CE783A, (HP87) Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	110611.00	0.00
251	44101013-H-BZ2 Tower Cartridge, HP CE783C, (HP83C) Black LaserJet	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	11156.50	0.00
252	44101013-H-BZ0 Tower Cartridge, HP CE783A, Black U	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2901.60	0.00
253	44101013-H-CZ0 Tower Cartridge, HP CE783A, Cyan U	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2951.60	0.00
254	44101013-H-VZ0 Tower Cartridge, HP CE783A, Yellow U	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2951.60	0.00
255	44101013-H-MZ0 Tower Cartridge, HP CE783A, Magenta U	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2951.60	0.00
256	44101013-H-BZ1 Tower Cartridge, HP CE783A, (HP83A) Black LaserJet	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	7056.40	0.00
257	44101013-H-CZ1 Tower Cartridge, HP CE783A, (HP83A) Cyan LaserJet	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	8946.24	0.00
258	44101013-H-VZ1 Tower Cartridge, HP CE783A, (HP83A) Yellow	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	8946.24	0.00
259	44101013-H-MZ1 Tower Cartridge, HP CE783A, (HP83A) Magenta	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	8946.24	0.00
260	44101013-H-BZ2 Tower Cartridge, HP CE781A, (HP21A) Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3429.28	0.00
261	44101013-H-CZ2 Tower Cartridge, HP CE781A, (HP21A) Cyan	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	4643.83	0.00
262	44101013-H-VZ2 Tower Cartridge, HP CE782A, (HP22A) Yellow	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	4643.83	0.00
263	44101013-H-MZ2 Tower Cartridge, HP CE782A, (HP22A) Magenta	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	4643.83	0.00
264	44101013-H-BZ3 Tower Cartridge, HP CE781A, (HP21A) Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	4440.80	0.00
265	44101013-H-CZ3 Tower Cartridge, HP CE781A, (HP21A) Cyan	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	7441.20	0.00
266	44101013-H-VZ3 Tower Cartridge, HP CE781A, (HP21A) Yellow	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	5816.80	0.00
267	44101013-H-MZ4 Tower Cartridge, HP CE781C, (HP21C) Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	7472.40	0.00
268	44101013-H-BZ3 Tower Cartridge, HP CE781A, (HP21A) Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	5616.00	0.00
269	44101013-H-VZ4 Tower Cartridge, HP CE781C, (HP21C) Yellow	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	7472.40	0.00
270	44101013-H-MZ3 Tower Cartridge, HP CE781C, (HP21C) Magenta	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	5616.00	0.00
271	44101013-H-BZ4 Tower Cartridge, HP CE781C, (HP21C) magenta	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	7472.40	0.00
272	44101013-H-MZ4 TOWER CART, HP CE412A, Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3960.00	0.00
273	44101013-H-BZ6 TOWER CART, HP CE755A, Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	4395.20	0.00
274	44101013-H-BZ6 TOWER CART, SAMSUNG MLT-D101S, Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3460.00	0.00
275	44101013-H-BZ7 TOWER CART, SAMSUNG MLT-D101S, Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2316.40	0.00
276	44101013-H-BZ8 TOWER CART, SAMSUNG MLT-D101S, Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	2454.40	0.00
277	44101013-H-BZ9 TOWER CART, SAMSUNG MLT-D101S, Black	CMT	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0.00	3396.00	0.00

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity Catalogue (2024)	Total Amount for the year					
			Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount			Oct	Nov	Dec	Q4 Amount	
278	44103103-SK-B14 TOWER CART, Samsung ML7-D1655, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	2875.58	0.00	
279	44103103-SK-B21 TOWER CART, Samsung ML7-D109E, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	7259.20	0.00	
280	44103103-SK-B18 TOWER CART, Samsung ML7-D202L, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3458.00	0.00	
281	44103103-SK-B20 TOWER CART, Samsung ML7-D203L, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	6442.80	0.00	
282	44103103-SK-B12 TOWER CART, SAMSUNG ML7-D105E, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	7321.14	0.00	
283	44103103-SK-B25 TOWER CART, SAMSUNG ML7-D203L, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3982.24	0.00	
284	44103103-SK-B10 TOWER CART, SAMSUNG SCX-D655SA, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	4066.40	0.00	
285	44103103-BK-B15 TOWER CART, BROTHER TN-347E, Black	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	6370.00	0.00	
286	44103103-CA-B10 TOWER CART, CANON CRG 324 II	CRT	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	11359.26	0.00	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																					
287	45121217-DO-C12 DOCUMENT CAMERA, 8 MP	unit	2	0	0	2	47,247.20	0	0	0	0	0	0.00	0	0	0	0	0.00	23623.60	47247.20	
288	45111009-MH-P01 MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	17497.00	0.00	
FLAG OR ACCESSORIES																					
289	55121005-MH-K11 PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	284.04	0.00	
PRINTED PUBLICATIONS																					
290	55101524-MA-K11 HANDBOOK (PA 9184), 8th edition	book	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	37.21	0.00	
FIRE FIGHTING EQUIPMENT																					
291	46151601-FE-KM1 FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	1144.00	0.00	
292	46151601-FE-K61 FIRE EXTINGUISHER, pure HFC	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	563.25	0.00	
CONSUMER ELECTRONICS																					
293	51161035-ON-K01 DIGITAL VOICE RECORDER	unit	6	4	1	11	76,577.04	0	0	0	0	0	0.00	0	0	1	1	6,415.64	0	12,831.28	6415.64
FURNITURE AND FURNISHINGS																					
294	56101014-CH-B11 MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	303.68	0.00	
295	56101014-CH-KW1 MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	303.60	0.00	
296	56101019-TM-S01 MONOBLOC TABLE, white	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	1235.22	0.00	
297	56101019-TM-S02 MONOBLOC TABLE, beige	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	1088.88	0.00	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																					
298	60121413-CE-K11 CLABROCK, 20 Tenonport potting, A4	piece	36	17	20	73	2,703.52	17	20	32	59	2,485.36	24	17	20	61	2,239.44	26	20	2,232.40	9371.12
299	60121413-CE-K12 CLABROCK, 20 Tenonport potting, Logal	piece	230	12	15	257	9,871.37	22	15	18	55	2,112.55	18	13	14	45	1,728.45	26	15	2,304.60	4171.00
300	60121514-ER-K11 BRASSER, plantoir/rubber	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0.00	4.37
301	60121514-SP-K01 SIGN PEN, black	piece	73	21	19	113	2,289.36	31	24	26	81	1,641.06	39	23	18	80	1,620.80	25	21	3,443.20	6669.44
302	60121514-SP-K02 SIGN PEN, blue	piece	189	51	75	315	6,381.50	63	81	53	197	3,991.22	93	53	77	223	4,517.06	65	73	3,910.18	9781.26
303	60121514-SP-K03 SIGN PEN, red	piece	20	5	5	30	627.80	10	7	5	22	445.72	16	5	5	26	526.76	10	6	425.46	2015.74
304	60121214-MH-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	0.00	154.84
SOFTWARE																					
1	43215113-SFT-K01 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	0.00	0.00
2	43216024-SFT-K02 Precision 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	0.00	0.00
3	43220204-SFT-K03 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	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 30-Apr-2022)	Total Amount for the year
				Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT			
4	43232107-SPT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
5	43232102-SPT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
6	43232104-SPT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
7	43232102-SPT-007	Development software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
8	43232105-SPT-008	Educational or references software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
9	43232103-SPT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
10	43232701-SPT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
11	43232802-SPT-011	Network management software	license	1	0	0	1	120,000.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	120,000.00	120,000.00
12	43232905-SPT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
13	43233004-SPT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
14	43233205-SPT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	0.00
15	43233405-SPT-015	Utility and device driver software	license	0	0	4	4	300,000.00	0	0	8	600,000.00	0	0	0	0.00	0	0	0	0.00	12,000	750,000.00
16	43233501-SPT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	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-001	Air Conditioning Unit, Window Mount Type					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
2	40101701-AC-001	Air Conditioning Unit, Split Type					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
3	44111905-WB-A01	White Board					0	0.00			0	0.00			0	0.00			0	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
5	52161005-TV-001	SMART Television					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
6	52161020-MC-001	Microphone					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
7	52161012-SP-001	Speakers					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
8	52101015-AM-001	Amplifier					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
9	52161017-EQ-001	Equalizer					0	0.00			0	0.00			0	0.00			0	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
11	45121004-DS-C01	DSLR Camera					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
12	45121016-VH-C01	HD Video Camera					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
13	45121006-VC-C01	Video Conference Equipment					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
14	39132102-LB-B01	LED bulb					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
15	43232104-PI-M01	PRINTER, Inkjet, Monochrome					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
16	43232104-PI-C01	PRINTER, Inkjet, Color					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
17	43232105-PP-001	Portable Printer					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
18	43211009-AI-001	Android Tablet		3		3	180,000.00			3	180,000.00				0	0.00	3		3	180,000.00	9,000	540,000.00
19	43222610-PS-001	Hybrid Servers					0	0.00			0	0.00			0	0.00			0	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
21	43222640-WA-001	Wireless Access Point					0	0.00			0	0.00			0	0.00			0	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
23	45111601-WP-001	Wireless Printing Device / Laser Printer					0	0.00			0	0.00			0	0.00			0	0.00	0.00	0.00
24	81122006-MF-P01	Multi Function PRINTER		4		4	240,000.00				0	0.00			0	0.00			0	0.00	60,000.00	240,000.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity Catalogue (as of 31.12.2023)	Total Amount for the year												
			Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount			Oct	Nov	Dec	Q4 Amount								
25	3912101-LP-S01 UNINTERMITTIBLE POWER SUPPLY (UPS)		6	3		9	22,500.00			4		4	10,000.00					0	0.00					0	0.00	13.00	2500.00	32500.00
26	43191501-WP-Q01 Mobile Phone					0	0.00											0	0.00					0	0.00	0.00	0.00	0.00
27	43211711-SC-Q01 Scanner, Client, Double sided, feeder type		1			1	100,000.00					0	0.00					0	0.00					0	0.00	1.00	160000.00	160000.00
28	53121601-GB-Q01 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
29	60101701-SF-Q01 Solar Panel					0	0.00					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
30	46161604-LV-L01 Life Vial / Life Jacket (for emergency purposes / emergency preparations / for disaster relief / rescue operations)					0	0.00					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
31	26111607-CC-S01 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
32	46181501-WP-Q01 Bullet proof vest					0	0.00					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
33	26172501-WV-Q01 Vehicle, _____ (Type of vehicle)					0	0.00					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
34	43161513-FH-Q01 Head Phones					0	0.00					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
35	48101715-DM-F01 Drinking Water/ Fountain					0	0.00					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
36	26111726-WB-Q01 Lead Battery					0	0.00					0	0.00					0	0.00					0	0.00	0.00	0.00	0.00
	Notes: Prod 1 x 2 "Prod 1"	pad	53	27	37	117	22,815.00	29	41	25	95	18,525.00	49	25	39	113	22,075.00	29	35	27	91	17,745.00				416.00	195.00	81120.00
	Prod 1 Sign HERE	pack	91	43	65	199	31,940.00	49	81	46	176	28,160.00	73	43	69	185	29,680.00	51	65	43	159	25,940.00				719.00	160.00	115900.00
	Prod 1, Page Marker	pad	42	15	20	77	18,865.00	15	25	35	75	18,375.00	20	20	21	61	14,945.00	19	20	30	69	16,955.00				282.00	245.00	69980.00
	EXTERNAL HAND DRIVE 218	unit	25	9	2	36	180,000.00	3			3	15,000.00	3		2	5	25,000.00			2	2	10,000.00				46.00	5600.00	230000.00
	Bluetooth Wireless Mouse	unit	17	2		19	28,500.00	1			1	1,500.00	1		1	1,500.00			0	0.00	21.00					31500.00	1500.00	31500.00
	PAPER, Manila Paper	roll	1	2	4	7	56.00	7			7	56.00	2		4	5	48.00			6	6	46.00				26.00	8.00	208.00
	Wireless Telephone	unit				0	0.00				0	0.00	1		1	1,250.00			0	0.00	1.00					1250.00	1250.00	
	Power Bank	unit	26		2	26	42,000.00				3	3	4,500.00			1	1,500.00			0	0.00	32.00				46000.00	1500.00	46000.00
	Paper, Photo Glossy M	volume	9	5	6	20	2,000.00	5	8	5	18	1,800.00	8	6	5	19	1,900.00	5	5	5	15	1,500.00				72.00	100.00	7200.00
	STORAGE BOX, Plastic Transparent 13 x 16 x 12 inch	box				0	0.00		100		100	100,000.00				0	0.00			0	0.00						100000.00	100000.00
	INK CAR, PCL-36, Black	cartridge	7	2	2	11	11,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00				28.00	1000.00	28000.00
	INK CAR, CL-36, Color	cartridge	5	2	2	9	10,800.00	2	2	2	6	7,200.00	2	2	2	6	7,200.00	2	2	2	6	7,200.00				27.00	1200.00	27000.00
	Multi-Color Copy 80gsm 8.5 x 13 inch (LEGAL SIZE) Pink, Yellow, Blue, Green	volume	12	12	12	36	14,400.00	12	12	12	36	14,400.00	12	12	12	36	14,400.00	12	12	12	36	14,400.00				144.00	400.00	57600.00
	PGS-2700XL Black	cartridge	7	2	2	11	12,100.00	7	2	2	11	12,100.00	7	2	2	11	12,100.00	7	2	2	11	12,100.00				44.00	1100.00	44000.00
	PGS-2700XL Magenta	cartridge	5	2	2	9	9,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00				27.00	1000.00	27000.00
	PGS-2700XL Yellow	cartridge	5	2	2	9	9,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00				27.00	1000.00	27000.00
	PGS-2700XL Cyan	cartridge	5	2	2	9	9,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00	2	2	2	6	6,000.00				27.00	1000.00	27000.00
	STICKER PAPER	box	1			1	2,000.00				0	0.00	2		2	4,000.00			0	0.00	3.00					2000.00	6000.00	6000.00
	ORGANIZER, Modular type	box	1			1	1,000.00				0	0.00	4		4	4,000.00			0	0.00	5.00					1000.00	5000.00	5000.00
	Seal of disinfectant for shoe mat (AAA Neutral Anolyte Sanitizer)	gallon	6			6	6,000.00				0	0.00				0	0.00			0	0.00					6000.00	1000.00	6000.00

		Item B Specifications										Unit of Measure	Monthly Quantity Requirement												Price Catalogue / or Total Amount for the year 2022	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						
	COFFEE MAKER	1				5,000.00					0.00	1			1	5,000.00				0	0.00	2.00	5000.00	10000.00			
	USB ON-THE-GO (OTG) Type C					0.00					0.00	12			12	12,000.00				0	0.00	12.00	1000.00	48000.00			
	External Hard Drive 4TB			1		12,000.00		1			1	12,000.00		1	1	12,000.00		1		1	12,000.00	4.00	12000.00	48000.00			
	DESKTOP COMPUTER		3			320,000.00					0.00	3			3	240,000.00				0	0.00	7.00	80000.00	560000.00			
	LAPTOP COMPUTER		4	1	1	600,000.00	1	1	1	3	300,000.00	1	1	1	3	300,000.00	1	1	1	3	300,000.00	15.00	100000.00	1500000.00			
	LAPTOP BATTERY				1	5,000.00					0.00	1			1	5,000.00				0	0.00	2.00	5000.00	10000.00			
	LAPTOP ADAPTER		4	2	6	21,000.00					0.00				0.00					0	0.00	6.00	3500.00	21000.00			
	Depreciation Expense			1	1	666,000.50	1	1	1	3	666,000.50	1	1	1	3	666,000.50	1	1	1	3	666,000.50	12.00	222667.50	2672010.00			
	Air Fare (Local)		1	1	3	539,250.25	1	1	1	3	539,250.25	1	1	1	3	539,250.25	1	1	1	3	539,250.25	12.00	1797001.00	2157001.00			
	VEHICLE			3		0.00					0.00				0.00					0	0.00	3.00	9700000.00	97000000.00			
	Local Travel Expense		1	1	3	281,100.00	1	1	1	3	281,100.00	1	1	1	3	281,100.00	1	1	1	3	281,100.00	12.00	93700.00	1124400.00			
	Foreign Travel Expense		1	1	3	547,500.00	1	1	1	3	547,500.00	1	1	1	3	547,500.00	1	1	1	3	547,500.00	12.00	2190000.00	21900000.00			
	Air Fare (foreign)		1	1	3	568,750.00	1	1	1	3	568,750.00	1	1	1	3	568,750.00	1	1	1	3	568,750.00	12.00	189561.33	2190000.00			
	Consultancy Services		1	1	3	*****	1	1	1	3	1,058,250.00	1	1	1	3	*****	1	1	1	3	*****	12.00	355081.33	4261000.00			
	Rent/Licensing Expense		1	1	3	30,000.00	1	1	1	3	30,000.00	1	1	1	3	30,000.00	1	1	1	3	30,000.00	12.00	10000.00	120000.00			
	Hotel Accommodation		1	1	3	273,000.25	1	1	1	3	273,000.25	1	1	1	3	273,000.25	1	1	1	3	273,000.25	12.00	91000.08	10192001.00			
	COMMUNICATION EXPENSE		1	1	3	379,709.25	1	1	1	3	379,709.25	1	1	1	3	379,709.25	1	1	1	3	379,709.25	12.00	1265695.75	1516837.00			
	OTHER PROFESSIONAL EXPENSE		1	1	3	534,000.00	1	1	1	3	534,000.00	1	1	1	3	534,000.00	1	1	1	3	534,000.00	12.00	178000.00	2136000.00			
	OTHER SUPPLIES AND MATERIALS		1	1	3	82,500.50	1	1	1	3	82,500.50	1	1	1	3	82,500.50	1	1	1	3	82,500.50	12.00	27500.17	330002.00			
	Repair and Maintenance - Information and Communication Technology Equipment			1		150,000.00					0.00				0.00												

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity Catalogue (as of 31st Dec 2021)	Price	Total Amount for the year							
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug				Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4
	BAG, Customized Iron Bag	lot			150	150	7,500.00			150	150	7,500.00			150	150	7,500.00	150		150	7,500.00	860.00	3000.00	
	MEDICINE	lot	1				2,000.00	1				2,000.00	1				2,000.00	1		1	2,000.00	4.00	8000.00	
	CRAD, Calfing Card	lot	16	14	14	44	36,800.00	14	14	17	45	31,500.00	14	18	14	46	32,200.00	14	14	14	42	29,400.00	177.00	123500.00
	SD CARD	piece	2			2	2,400.00				0	0.00				0	0.00				0	0.00	2.00	2400.00
	USB Cable Extension	piece	2	3		5	6,000.00				0	0.00	3			3	3,600.00				0	0.00	8.00	1280.00
	Fuel Consumption	lot	1			1	850,000.00				0	0.00				0	0.00				0	0.00	1.00	850000.00
	Repair and Maintenance - Motor Vehicles	lot	1			1	650,000.00				0	0.00				0	0.00				0	0.00	1.00	650000.00
	RACK, Storage Rack Steel	rack	2			2	20,000.00				0	0.00				0	0.00				0	0.00	2.00	10000.00
	CHAIR	piece				0	0.00			12	12	96,000.00				0	0.00				0	0.00	12.00	96000.00
	TABLE	piece	1			1	15,000.00				0	0.00				0	0.00				0	0.00	1.00	15000.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity Catalogue (2021) for the year	Price for the year	Total Amount for the year
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount	Oct	Nov	Dec	Q4 Amount			
	MODULAR OFFICE PARTITION	1			850,000.00				0				0				0	850000.00	850000.00	
A. TOTAL																			43,816,974.69	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																			4,381,697.47	
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)																			-	
D. GRAND TOTAL (A + B + C)																			48,198,672.16	
E. APPROVED BUDGET BY THE AGENCY HEAD																				

In Figures and Words:

In Figures and Words:

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

Prepared by:

LEOD MARTIN B. PRESADO
Property/Supply Officer

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

FRANISMA G. DALAN / ISIDRO V. QUEBURN, JR.
Accountant / Budget Officer

DE ENRIQUE C. PANGAST
Head of Office/ Agency

Date Prepared: August 26, 2021