

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

Introduction:

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

Reminders:

- 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 mPhilGEPS and Downloads page of PS-DBM website (www.ps-philgeps.gov.ph).
- 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) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqO>. Instructions on how to fill-out is included in the reminders 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 mPhilGEPS account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their mPhilGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: BATANGAS STATE UNIVERSITY-JP  
 Region: REGION IV-A  
 Address: G. LEVITE ST. POBLACION,  
MALVAR, BATANGAS

Agency Code/UA/C: Z168  
 Organization Type: State University and College (SUC)

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

Contact Person: MR. ROLDAN RIGOR U. AGUILA  
 Position: HEAD, PROPERTY & SUPPLY OFFICE  
 E-mail: property.supply.malvar@gmail.com  
 Telephone/Mobile Nos: (043)-778-2170 Loc. 9312

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	50	0	0	50	2,521.50	50	0	0	50	2,521.50	50	0	0	50	2,521.50	50	0	0	50	2,521.50	200	50.43	10,086.00
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	357.09	0.00
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-P01	CLEARBOOK, A4 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	35.16	0.00
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.36	0.00
5	60121534-ER-P01	ERASER, plastic/rubber	piece	50	0	0	50	413.00	0	0	0	0	0.00	50	0	0	50	413.00	0	0	0	0	0.00	100	8.26	826.00
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.20	0.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	piece	120	0	0	120	6,864.00	120	0	0	120	6,864.00	120	0	0	120	6,864.00	120	0	0	120	6,864.00	480	57.20	27,456.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.20	0.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	piece	60	0	0	60	3,432.00	60	0	0	60	3,432.00	60	0	0	60	3,432.00	60	0	0	60	3,432.00	240	57.20	13,728.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.20	0.00
13	60121524-SP-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	45.76	0.00
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	piece	48	0	0	48	2,745.60	48	0	0	48	2,745.60	48	0	0	48	2,745.60	48	0	0	48	2,745.60	192	57.20	10,982.40
15	60121124-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45121517-DO-C03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,623.60	0.00
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	10	0	0	10	204.90	10	0	0	10	204.90	10	0	0	10	204.90	10	0	0	10	204.90	40	20.49	819.60
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	10	0	0	10	183.40	10	0	0	10	183.40	10	0	0	10	183.40	10	0	0	10	183.40	40	18.34	733.60
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
20	47131812-AF-A01	AIR FRESHENER	can	60	0	0	60	5,238.60	60	0	0	60	5,238.60	60	0	0	60	5,238.60	0	0	0	0	0.00	180	87.31	15,715.80

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
21	47131604-BR-S01	BROOM (Walis Tambo)	piece	10	0	0	10	1,248.00	10	0	0	10	1,248.00	10	0	0	10	1,248.00	10	0	0	10	1,248.00	40	124.80	4,992.00	
22	47131604-BR-T01	BROOM (Walis Ting-ting)	piece	10	0	0	10	260.00	0	0	0	0	0.00	10	0	0	10	260.00	0	0	0	0	0.00	20	26.00	520.00	
23	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	10	0	0	10	416.00	0	0	0	0	0.00	10	0	0	10	416.00	0	0	0	0	0.00	20	41.60	832.00	
24	47131805-CL-P01	CLEANSER, Scouring Powder	plastic container	10	0	0	10	239.20	0	0	0	0	0.00	10	0	0	10	239.20	0	0	0	0	0.00	20	23.92	478.40	
25	47131811-DE-B02	DETERGENT BAR	piece	10	0	0	10	93.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	9.34	93.40	
26	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	50	0	0	50	2,704.00	50	0	0	50	2,704.00	50	0	0	50	2,704.00	50	0	0	50	2,704.00	200	54.08	10,816.00	
27	47131803-DS-A01	DISINFECTANT SPRAY	can	60	0	0	60	8,393.40	60	0	0	60	8,393.40	60	0	0	60	8,393.40	0	0	0	0	0.00	180	139.89	25,180.20	
28	47131601-DU-P01	DUST PAN	piece	20	0	0	20	936.00	0	0	0	0	0.00	20	0	0	20	936.00	0	0	0	0	0.00	40	46.80	1,872.00	
29	47131802-FW-P03	FLOOR WAX, paste type, red	can	10	0	0	10	3,097.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	309.76	3,097.60	
30	47131830-FC-A01	FURNITURE CLEANER	can	60	0	0	60	8,483.40	60	0	0	60	8,483.40	60	0	0	60	8,483.40	0	0	0	0	0.00	180	141.39	25,450.20	
31	73101612-HS-L01	HAND SOAP, liquid, 500ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42.95	0.00	
32	47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00	
33	47131501-RG-C01	RAGS	kilo	10	0	0	10	694.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	69.47	694.70	
34	47131602-SC-N01	SCOURING PAD	pack	20	0	0	20	1,712.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	85.63	1,712.60	
35	47121701-TB-P04	TRASHBAG, XXL size	roll/pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	130.00	0.00	
36	47121701-TB-P05	TRASHBAG, Large size	roll/pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	59.28	0.00	
37	47121701-TB-P06	TRASHBAG, XL size	roll/pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.56	0.00	
38	47121702-WB-P01	WASTEBASKET	piece	20	0	0	20	873.60	0	0	0	0	0.00	20	0	0	20	873.60	0	0	0	0	0.00	40	43.68	1,747.20	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
39	12171703-SI-P01	INK, for stamp pad	bottle	20	0	0	20	575.80	0	0	0	0	0.00	20	0	0	20	575.80	0	0	0	0	0.00	40	28.79	1,151.60	
<b>CONSUMER ELECTRONICS</b>																											
40	52161535-DV-R02	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,339.16	0.00	
<b>FILMS</b>																											
41	13111203-AC-F01	ACETATE	roll	5	0	0	5	6,219.20	0	0	0	0	0.00	5	0	0	5	6,219.20	0	0	0	0	0.00	10	1,243.84	12,438.40	
42	13111201-CF-P02	CARBON FILM, Legal size	box	5	0	0	5	1,759.15	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	351.83	1,759.15	
<b>FIRE FIGHTING EQUIPMENT</b>																											
43	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00	
<b>FLAG OR ACCESSORIES</b>																											
44	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	4	0	0	4	1,139.36	0	0	0	0	0.00	4	0	0	4	1,139.36	0	0	0	0	0.00	8	284.84	2,278.72	
<b>FURNITURE AND FURNISHINGS</b>																											
45	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	341.12	0.00	
46	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	341.12	0.00	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0.00	
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00	
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,560.00	0.00	
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	901.68	0.00	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
51	43211507-DSK003	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0.00	
52	43211507-DSK004	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,390.40	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	4	0	0	4	12,059.84	0	0	0	0	0.00	4	0	0	4	12,059.84	0	0	0	0	0.00	8	3,014.96	24,119.68	
54	43202010-FD-U04	FLASH DRIVE	piece	20	0	0	20	3,054.80	10	0	0	10	1,527.40	20	0	0	20	3,054.80	0	0	0	0	0.00	50	152.74	7,637.00	
55	43211503-LAP004	LAPTOP COMPUTER, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00	
56	43211503-LAP003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00	
57	43211708-MO-C02	COMPUTER MOUSE, Wireless	unit	20	0	0	20	3,238.40	0	0	0	0	0.00	20	0	0	20	3,238.40	0	0	0	0	0.00	40	161.92	6,476.80	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price	Total Amount for the year		
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT	
58	4321205-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,636.89	0.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
59	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	75	0	0	75	5,670.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75	75.61	5,670.75	
60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	75	0	0	75	15,436.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75	205.82	15,436.50	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
61	31201610-GL-J02	GLUE, all-purpose	bottle	10	0	0	10	621.40	0	0	0	0	0.00	10	0	0	10	621.40	0	0	0	0	0.00	20	62.14	1,242.80	
62	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	10	0	0	10	364.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	36.40	364.00	
63	31151804-SW-S01	STAPLE WIRE, standard	box	50	0	0	50	1,188.00	0	0	0	0	0.00	50	0	0	50	1,188.00	0	0	0	0	0.00	100	23.76	2,376.00	
64	31201502-TA-E02	TAPE, electrical	roll	50	0	0	50	972.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	19.45	972.50	
65	31201503-TA-M01	TAPE, masking, 24mm	roll	60	0	0	60	3,340.80	0	0	0	0	0.00	60	0	0	60	3,340.80	0	0	0	0	0.00	120	55.68	6,681.60	
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	60	0	0	60	7,269.60	0	0	0	0	0.00	60	0	0	60	7,269.60	0	0	0	0	0.00	120	121.16	14,539.20	
67	31201517-TA-P01	TAPE, packaging, 48 mm	roll	60	0	0	60	1,341.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	22.36	1,341.60	
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	60	0	0	60	1,060.80	0	0	0	0	0.00	60	0	0	60	1,060.80	0	0	0	0	0.00	120	17.68	2,121.60	
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	60	0	0	60	1,354.20	0	0	0	0	0.00	60	0	0	60	1,354.20	0	0	0	0	0.00	120	22.57	2,708.40	
70	31151507-TW-P01	TWINE, plastic	roll	10	0	0	10	666.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	66.62	666.20	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
71	41111604-RU-P02	RULER, plastic, 450mm	piece	10	0	0	10	199.30	0	0	0	0	0.00	10	0	0	10	199.30	0	0	0	0	0.00	20	19.93	398.60	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	10	0	0	10	163.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	16.37	163.70	
73	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,534.72	0.00	
74	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	259.89	0.00	
75	44101807-CA-C01	CALCULATOR, Compact	unit	5	0	0	5	1,178.85	0	0	0	0	0.00	5	0	0	5	1,178.85	0	0	0	0	0.00	10	235.77	2,357.70	
76	44121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	50	0	0	50	468.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	9.36	468.00	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	50	0	0	50	780.00	0	0	0	0	0.00	50	0	0	50	780.00	0	0	0	0	0.00	100	15.60	1,560.00	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	50	0	0	50	1,664.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	33.28	1,664.00	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	50	0	0	50	3,016.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	60.32	3,016.00	
81	44121801-CT-R02	CORRECTION TAPE	piece	50	0	0	50	675.00	50	0	0	50	675.00	50	0	0	50	675.00	50	0	0	50	675.00	200	13.50	2,700.00	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	20	0	0	20	634.40	0	0	0	0	0.00	20	0	0	20	634.40	0	0	0	0	0.00	40	31.72	1,268.80	
83	44111515-DF-B01	DATA FILE BOX	piece	100	0	0	100	14,589.00	50	0	0	50	7,294.50	50	0	0	50	7,294.50	43	0	0	43	6,273.27	243	145.89	35,451.27	
84	44122011-DF-F01	DATA FOLDER	piece	100	0	0	100	8,301.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	83.01	8,301.00	
85	44103202-DS-M01	DATER STAMP	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	434.95	0.00	
86	44121506-EN-D01	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	829.92	0.00	
87	44121506-EN-D02	ENVELOPE, Documentary, legal,	box	10	0	0	10	10,575.80	0	0	0	0	0.00	5	0	0	5	5,287.90	0	0	0	0	0.00	15	1,057.58	15,863.70	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft	box	10	0	0	10	9,399.50	0	0	0	0	0.00	5	0	0	5	4,699.75	0	0	0	0	0.00	15	939.95	14,099.25	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	30.49	0.00	
90	44121506-EN-M02	ENVELOPE, Mailing	box	5	0	0	5	2,162.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	432.52	2,162.60	
91	44121504-EN-W02	ENVELOPE, Mailing, with window	box	5	0	0	5	2,563.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	512.72	2,563.60	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	50	0	0	50	724.00	0	0	0	0	0.00	50	0	0	50	724.00	0	0	0	0	0.00	100	14.48	1,448.00	
93	44122118-FA-P01	FASTENER	box	10	0	0	10	946.40	10	0	0	10	946.40	10	0	0	10	946.40	10	0	0	10	946.40	40	94.64	3,785.60	
94	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	90.20	0.00	
95	44122018-FT-D01	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.13	0.00	
96	44122018-FT-D02	FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00	
97	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	270.40	0.00	
98	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	291.20	0.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
99	44122011-FO-L01	FOLDER, L-type, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	200.28	0.00	
100	44122011-FO-L02	FOLDER, L-type, Legal	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	249.08	0.00	
101	44122027-FO-P01	FOLDER, pressboard	box	10	0	0	10	9,526.40	10	0	0	10	9,526.40	10	0	0	10	9,526.40	10	0	0	10	9,526.40	40	952.64	38,105.60	
102	44122011-FO-T01	FOLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	379.60	0.00	
103	44122011-FO-T02	FOLDER with tab, Legal	pack	10	0	0	10	4,139.20	10	0	0	10	4,139.20	10	0	0	10	4,139.20	10	0	0	10	4,139.20	40	413.92	16,556.80	
104	44122008-IT-T01	INDEX TAB	box	50	0	0	50	3,380.00	0	0	0	0	0.00	50	0	0	50	3,380.00	0	0	0	0	0.00	100	67.60	6,760.00	
105	44121716-MA-F01	MARKER, Fluorescent	set	25	0	0	25	777.75	25	0	0	25	777.75	25	0	0	25	777.75	0	0	0	0	0.00	75	31.11	2,333.25	
106	44121708-MP-B01	MARKER, Permanent, Black	piece	48	0	0	48	396.96	0	0	0	0	0.00	48	0	0	48	396.96	0	0	0	0	0.00	96	8.27	793.92	
107	44121708-MP-B02	MARKER, Permanent, Blue	piece	48	0	0	48	396.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	48	8.27	396.96	
108	44121708-MP-B03	MARKER, Permanent, Red	piece	24	0	0	24	198.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	8.27	198.48	
109	44121708-MW-B01	MARKER, Whiteboard, Black	piece	120	0	0	120	1,158.00	120	0	0	120	1,158.00	120	0	0	120	1,158.00	60	0	0	60	579.00	420	9.65	4,053.00	
110	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.65	0.00	
111	44121708-MW-B03	MARKER, Whiteboard, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9.65	0.00	
112	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	25	0	0	25	220.50	25	0	0	25	220.50	25	0	0	25	220.50	0	0	0	0	0.00	75	8.82	661.50	
113	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	25	0	0	25	486.50	25	0	0	25	486.50	25	0	0	25	486.50	0	0	0	0	0.00	75	19.46	1,459.50	
114	44101603-PS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,718.96	0.00	
115	44101601-PT-M02	PAPER TRIMMER/CUTTING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,297.60	0.00	
116	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	10	0	0	10	447.10	10	0	0	10	447.10	10	0	0	10	447.10	0	0	0	0	0.00	30	44.71	1,341.30	
117	44121619-PS-M01	PENCIL SHARPENER	piece	5	0	0	5	1,180.40	0	0	0	0	0.00	5	0	0	5	1,180.40	0	0	0	0	0.00	10	236.08	2,360.80	
118	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	10	0	0	10	1,539.20	0	0	0	0	0.00	10	0	0	10	1,539.20	0	0	0	0	0.00	20	153.92	3,078.40	
119	44122101-RU-B01	RUBBER BAND No. 18	box	5	0	0	5	676.00	0	0	0	0	0.00	5	0	0	5	676.00	0	0	0	0	0.00	10	135.20	1,352.00	
120	44121905-SP-F01	STAMP PAD, felt	piece	10	0	0	10	399.20	0	0	0	0	0.00	10	0	0	10	399.20	0	0	0	0	0.00	20	39.92	798.40	
121	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	20	0	0	20	1,310.40	10	0	0	10	655.20	20	0	0	20	1,310.40	0	0	0	0	0.00	50	65.52	3,276.00	
122	44121615-ST-S01	STAPLER, standard type	piece	10	0	0	10	1,976.00	10	0	0	10	1,976.00	10	0	0	10	1,976.00	0	0	0	0	0.00	30	197.60	5,928.00	
123	44121615-ST-B01	STAPLER, heavy duty (binder)	unit	2	0	0	2	1,386.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	693.15	1,386.30	
124	44121613-SR-P02	STAPLE REMOVER, plier-type	piece	25	0	0	25	1,162.75	0	0	0	0	0.00	25	0	0	25	1,162.75	0	0	0	0	0.00	50	46.51	2,325.50	
125	44121605-TD-T01	TAPE DISPENSER, table top	piece	10	0	0	10	775.80	0	0	0	0	0.00	10	0	0	10	775.80	0	0	0	0	0.00	20	77.58	1,551.60	
<b>PAPER MATERIALS AND PRODUCTS</b>																											
126	14111525-CA-A01	CARTOLINA, assorted colors	pack	5	0	0	5	418.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	83.72	418.60	
127	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	945.36	0.00	
128	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,973.92	0.00	
129	14111514-NP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.06	0.00	
130	14111514-NP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	20	0	0	20	1,185.60	20	0	0	20	1,185.60	20	0	0	20	1,185.60	0	0	0	0	0.00	60	59.28	3,556.80	
131	14111514-NP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	52.00	0.00	
132	14111514-NB-S02	STENO NOTEBOOK	piece	20	0	0	20	280.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	14.04	280.80	
133	14111507-PP-M01	PAPER, MULTICOPY A4	ream	50	0	0	50	10,690.00	50	0	0	50	10,690.00	50	0	0	50	10,690.00	50	0	0	50	10,690.00	200	213.80	42,760.00	
134	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	150	0	0	150	34,944.00	150	0	0	150	34,944.00	150	0	0	150	34,944.00	150	0	0	150	34,944.00	600	232.96	139,776.00	
135	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	50	0	0	50	6,887.00	50	0	0	50	6,887.00	50	0	0	50	6,887.00	50	0	0	50	6,887.00	200	137.74	27,548.00	
136	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	200	0	0	200	31,782.00	100	0	0	100	15,891.00	100	0	0	100	15,891.00	100	0	0	100	15,891.00	500	158.91	79,455.00	
137	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	34.82	0.00	
138	14111503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	154.21	0.00	
139	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	20	0	0	20	1,834.00	20	0	0	20	1,834.00	20	0	0	20	1,834.00	0	0	0	0	0.00	60	91.70	5,502.00	
140	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	20	0	0	20	2,491.20	20	0	0	20	2,491.20	20	0	0	20	2,491.20	0	0	0	0	0.00	60	124.56	7,473.60	
141	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33.80	0.00	
142	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	60	0	0	60	5,990.40	60	0	0	60	5,990.40	60	0	0	60	5,990.40	60	0	0	60	5,990.40	240	99.84	23,961.60	



Item & Specifications			Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price	Total Amount for the year			
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT
39	44103105-HX-B48	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
40	44103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
41	44103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
42	44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
43	44103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80	0.00
44	44103112-EP-R05	RIBBON CARTRIDGE, EPSON C135015516 (#8750), 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	77.43	0.00
45	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C135015632, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94	0.00
46	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C135015531 (S015086)	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	818.48	0.00
47	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	0.00
48	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,002.40	0.00
49	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	0.00
50	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	0.00
51	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
52	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
53	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
54	44103103-CA-B00	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	0.00
55	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,439.28	0.00
56	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,705.36	0.00
57	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,152.72	0.00
58	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,598.40	0.00
59	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,608.32	0.00
60	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
61	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
62	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,897.44	0.00
63	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,495.92	0.00
64	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,194.88	0.00
65	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,822.96	0.00
66	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,658.00	0.00
67	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,367.52	0.00
68	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,908.56	0.00
69	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,856.88	0.00
70	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20	0.00
71	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20	0.00
72	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,943.20	0.00
73	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,803.12	0.00
74	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	0.00
75	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	0.00
76	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,783.28	0.00
77	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,439.28	0.00
78	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,063.28	0.00
79	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,063.28	0.00
80	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,063.28	0.00
81	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,328.48	0.00
82	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,592.08	0.00
83	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,592.08	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price	Total Amount for the year				
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT	
84	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,592.08	0.00	
85	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,155.84	0.00	
86	44103103-HP-B48	TONER CARTRIDGE, HP Q7553A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.00	0.00	
<b>SOFTWARE</b>																											
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
12	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
14	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	80141505-TS-001	BALLPEN	piece	3	0	0	3	45.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	15.00	45.00	
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
3	80141505-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
4	80141505-TS-004	STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
6	80141505-TS-006	PHOTO PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
7	80141505-TS-007	BLEACHING SOLUTION	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
12	80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
13	80141505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
14	80141505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
15	80141505-TS-015	MEDAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
16	80141505-TS-016	DISHWASHING LIQUID	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
17	80141505-TS-017	PLASTIC FASTENER	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
18	80141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
19	80141505-TS-019	VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
20	80141505-TS-020	EXTENSION CORD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
22	80141505-TS-022	COLOR PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
23	80141505-TS-023	BOND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
24	80141505-TS-024	PUSH PIN	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	



Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	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					
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																				P		
D. GRAND TOTAL (A + B + C)																				P		1,043,329.77
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		ONE MILLION FORTY THREE THOUSAND EIGHT HUNDRED SEVEN PESOS																P1,043,807.00				

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:

*[Signature]*  
 MR. ROLDAN NEGOR U. AGUILA  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

*[Signature]*  
 MR. JUNE ANGELO C. VERGARA / ENGR. JOVITO P. VERMANTE  
 Accountant / Budget Officer

Approved by:

*[Signature]*  
 MR. AMADO C. GEQUINTO  
 Head of Office/Agency

Date Prepared: 09-02-24