

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 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 29 August 2011 and 29 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 Virtual Store (VS) 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:**
- 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 (VS) and Downloads page of PS-DBM website (www.ps-phillips.gov.ph).
 - All information must be provided accurately.
 - Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phillips.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
 - Do not delete, add, or revise any items or rows on the PART I of this form, otherwise the form will be deemed invalid.
 - For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillips.gov.ph) and must be submitted to PS-DBM through the link: <https://shorturl.at/hos88>.
 - 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 (VS) or has incomplete signature shall be deemed invalid.
 - 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 covered by a supplemental APP-CSE.
 - For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appcsehelpdesk@ps-phillips.gov.ph, or visit the PS-DBM website (www.ps-phillips.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.

Department/Bureau/Office: ATTARIC Agency Code/UNCS: _____ Contact Person: HONEYLET S. RAMIENTO
 Region: REGION III Organization Type: _____ Position: ADMINISTRATIVE OFFICER
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT		

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)

ALCOHOL OR ACTION BASED ANTISEPTICS	ALCOHOL, Ethyl, 500 ml	1	12191601-4L-804	bottle	10	29	25	64	3,614.44	40	35	29	104	5,299.84	39	60	34	133	6,777.68	40	39	23	102	5,197.92	403	50.99
2	12191601-4L-803	ALCOHOL, Ethyl, 1 Gallon	gallon	7	5	5	17	7,873.12	11	7	3	21	9,478.56	8	6	4	18	8,124.48	8	8	3	19	8,575.84	75	451.31	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES	CLEARBOOK, A4 size	3	60121413-CB-P01	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	35.36
4	60121413-CB-P02	CLEARBOOK, Legal size	box	10	0	0	10	384.80	10	0	0	10	384.80	10	0	0	10	384.80	10	0	0	0	10	384.80	40	38.48
5	60121534-ER-P01	ERASER, plastic/rubber	piece	9	2	2	13	121.68	2	2	2	6	56.16	4	2	2	8	74.88	2	2	2	2	6	56.16	33	9.36
6	60121524-SF-G01	SIGN PEN, Extra Fine Tip, Black	piece	37	98	69	204	5,304.00	53	73	99	224	5,824.00	42	98	84	224	5,824.00	42	54	74	74	170	4,420.00	822	26.00
7	60121524-SF-G04	SIGN PEN, Fine Tip, Black	piece	92	44	34	170	7,602.40	52	34	44	130	5,813.60	82	34	34	150	6,708.00	52	34	34	34	120	5,565.40	570	44.72
8	60121524-SF-G07	SIGN PEN, Medium Tip, Black	piece	24	24	25	73	4,175.60	24	24	24	72	4,118.40	24	25	24	73	4,175.60	24	24	23	23	71	4,051.20	289	57.20
9	60121524-SF-G02	SIGN PEN, Extra Fine Tip, Blue	piece	84	74	24	182	4,732.00	24	24	74	122	3,172.00	84	24	74	182	4,732.00	24	24	74	74	122	3,172.00	608	26.00
10	60121524-SF-G05	SIGN PEN, Fine Tip, Blue	piece	34	24	74	132	5,903.04	54	44	54	152	6,797.44	44	64	34	142	6,350.24	34	54	24	24	112	5,008.64	538	44.72
11	60121524-SF-G08	SIGN PEN, Medium Tip, Blue	piece	24	24	24	72	4,118.40	24	24	24	72	4,118.40	24	24	24	72	4,118.40	24	24	24	24	72	4,118.40	288	57.20
12	60121524-SF-G03	SIGN PEN, Extra Fine Tip, Red	piece	29	29	34	92	2,392.00	28	24	29	82	2,132.00	29	24	29	82	2,132.00	29	24	24	29	82	2,132.00	338	26.00
13	60121524-SF-G06	SIGN PEN, Fine Tip, Red	piece	24	24	24	72	3,294.72	24	24	24	72	3,294.72	24	24	24	72	3,294.72	24	24	24	24	72	3,294.72	288	45.76
14	60121524-SF-G09	SIGN PEN, Medium Tip, Red	piece	29	24	24	77	4,404.40	29	24	24	77	4,404.40	29	24	24	77	4,404.40	29	24	24	24	77	4,404.40	308	57.20
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	0	0	214.24
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES		DOCUMENT CAMERA	unit	2	0	1	3	76,608.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	25,556.
17	45111609-MM-P01	MULTIMEDIA PROJECTOR	unit	2	0	1	3	55,411.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	16,420.

Item #	Item # Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	PH									
			Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug			Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount	
BATTERIES AND CELLS AND ACCESSORIES																									
18	2611702-BF-402	BATTERY, dry cell, size AA	pack	72	46	62	180	3,931.20	54	50	57	161	3,516.24	66	53	57	176	3,993.84	51	44	54	149	3,254.16	666	21.1
19	2611702-BF-401	BATTERY, dry cell, size AAA	pack	50	22	39	111	2,193.36	28	22	36	86	1,699.36	40	25	30	95	1,877.20	28	20	30	78	1,541.28	370	19.1
20	2611702-BF-403	BATTERY, dry cell, size D	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	92.1
CLEANING EQUIPMENT AND SUPPLIES																									
21	47131812-AE-401	AIR FRESHENER	can	82	9	14	105	9,172.80	10	11	14	35	3,057.60	87	9	18	114	9,959.04	12	9	11	32	2,755.52	266	87.1
22	47131604-BR-S01	BROOM (White Tambo)	piece	14	2	2	18	2,302.56	2	2	2	6	767.52	13	2	2	17	2,174.64	2	2	2	6	767.52	47	127.1
23	47131604-BR-T01	BROOM (White Tug-ting)	piece	14	2	2	18	430.56	2	2	2	6	143.52	13	2	2	17	406.64	2	2	2	6	143.52	47	23.3
24	47131809-TR-C01	CLEANER, Toilet Bowl and Urinal	bottle	75	2	2	79	3,532.88	3	2	2	7	313.04	74	3	2	79	3,532.88	3	2	2	7	313.04	172	44.4
25	47131805-CU-401	CLEANSER, Scouring Powder	can	5	0	0	5	180.00	5	0	0	5	180.00	5	0	0	5	180.00	5	0	0	5	180.00	20	36.5
26	47131811-0E-802	DETERGENT BAR	bar	23	6	6	35	327.60	11	6	6	23	215.28	23	6	6	35	327.60	11	6	6	23	215.28	116	9.2
27	47131811-0E-F02	DETERGENT POWDER, all purpose	pouch	45	4	8	57	5,038.80	9	4	8	21	1,856.40	45	4	8	57	5,038.80	13	4	4	21	1,856.40	156	89.1
28	47131803-0S-401	DISINFECTANT SPRAY	can	25	14	15	55	8,294.00	13	14	16	43	6,484.40	25	6	16	47	7,087.60	19	12	16	47	7,087.60	192	150.1
29	47131601-CU-P01	DUST PAN	piece	16	2	2	20	936.00	2	2	2	6	288.80	15	2	2	19	889.20	2	2	2	5	234.00	50	46.4
30	47131802-FV-F03	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.1
31	47131803-FC-401	FURNITURE CLEANER	can	42	6	6	54	12,242.88	6	6	6	18	4,080.96	42	6	6	54	12,242.88	6	6	6	18	4,080.96	144	226.1
32	73101612-SH-L01	HAND SOAP, liquid	bottle	48	11	12	71	3,049.45	8	6	17	31	1,331.45	48	6	18	72	3,092.40	8	11	6	25	1,073.75	199	42.1
33	47131804-MP-801	HOP BUCKET	unit	8	0	0	8	18,304.00	2	0	0	2	4,576.00	8	0	0	8	18,304.00	2	0	0	2	4,576.00	20	2,288.1
34	47131613-MP-H02	HOPHANDLE, 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	0	134.1
35	47131619-MP-R01	HOPHEAD, made of rayon	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	114.1
36	47131901-NG-C01	RAGS	kilo	9	2	2	13	743.60	3	2	2	7	400.40	8	2	2	12	688.40	3	2	2	7	400.40	39	57.1
37	47131602-SC-N01	SCOURING PAD	pack	7	6	6	19	1,659.36	7	6	6	19	1,659.36	7	6	6	19	1,659.36	6	6	6	18	1,659.32	75	89.9
38	47131701-TR-P04	TRASHBAG, XXL size	pack/roll	16	13	10	39	5,070.00	16	10	12	38	4,940.00	16	10	10	36	4,680.00	16	10	10	36	4,680.00	149	130.1
39	47131701-TR-P05	TRASHBAG, Large size	pack/roll	6	3	0	9	533.52	6	0	2	8	474.24	6	0	0	6	356.68	6	0	0	6	356.68	29	59.9
40	47121701-TR-P05	TRASHBAG, XL size	pack/roll	31	0	0	31	2,869.36	7	0	0	7	647.92	31	0	0	31	2,869.36	7	0	0	7	647.92	76	92.1
41	47121702-MR-R01	WASTEBASKET	piece	19	10	15	44	1,921.92	10	10	10	30	1,310.40	13	10	10	33	1,441.44	10	10	10	30	1,310.40	137	43.1
COLOR COMPOUNDS AND DISPERSIONS																									
42	12171703-SF-P01	INK, for stamp pad	bottle	5	3	7	16	459.20	2	2	2	6	187.20	3	2	2	7	218.40	2	2	2	6	187.20	35	31.1
CONSUMER ELECTRONICS																									
43	52161555-0V-R01	DIGITAL VOICE RECORDER	unit	2	0	1	3	14,411.28	2	0	0	2	9,607.52	2	0	0	2	9,607.52	2	0	0	2	9,607.52	9	4,803.1
FACE MASK																									
44	42131713-SH-M05	FACE MASK	box	10	10	20	40	2,080.00	10	10	10	30	1,560.00	10	10	10	30	1,560.00	10	10	10	30	1,560.00	130	52.1
FILMS																									
45	13111203-AC-F01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,046.1
46	13111201-CF-F02	CARBON FILM, Legal size	box	1	0	0	1	256.88	0	0	0	0	0.00	1	0	0	1	256.88	0	0	0	0	0.00	2	256.1
FIRE FIGHTING EQUIPMENT																									
47	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	1,396.1
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	12	0	0	12	67,259.00	0	0	0	0	0.00	6	0	0	6	33,629.50	0	0	0	0	0.00	18	5,613.1
FLAG OR ACCESSORIES																									
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	284.1

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Pric						
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	Q4 Amount	
		Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount																
FURNITURE AND FURNISHINGS																					
50 MONOBLOC CHAIR, beige	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	375.	
51 MONOBLOC CHAIR, white	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	372.	
52 MONOBLOC TABLE, white	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,348.	
53 MONOBLOC TABLE, beige	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,348.	
HEATING AND VENTILATION AND AIR CIRCULATION																					
54 ELECTRIC FAN, ceiling mount, orbit type	unit	6	0	0	6	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	6	1,380.	
55 ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	1,109.	
56 ELECTRIC FAN, stand type	unit	4	0	0	4	0	0	0	4,026.88	0	0	0	0	0	0	0	0	0.00	4	1,606.	
57 ELECTRIC FAN, wall mount	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	914.	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																					
58 DESKTOP, for Basic Users	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	2479.	
59 DESKTOP, for Mid-Range Users	unit	2	0	0	2	0	0	0	84,780.90	0	0	0	0	0	0	0	0	0.00	2	42,391.	
60 EXTERNAL HARD DRIVE	unit	37	12	10	59	10	10	50	179,056.72	30	10	10	52	156,940.16	30	10	10	150,904.00	211	3,018.	
61 FLASH DRIVE	piece	45	220	340	605	165	295	345	135,907.20	165	295	345	805	180,835.20	170	245	220	142,646.40	120	274.	
62 LAPTOP, for Mid-range Users	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	42,386.	
63 LAPTOP, Lightweight	unit	2	0	0	2	0	0	0	93,600.00	0	0	0	0	0	0	0	0	0.00	2	46,800.	
64 COMPUTER MOUSE, Wireless	unit	24	13	11	48	6	6	18	8,136.96	6	6	6	20	3,996.40	6	6	6	3,051.36	104	169.	
65 PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	39,011.	
66 PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	11,014.	
67 PRINTER, Laser, Monochrome	unit	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	23,061.	
LIGHTING AND FIXTURES AND ACCESSORIES																					
68 LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	81.1.	
69 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	205.	
MANUFACTURING COMPONENTS AND SUPPLIES																					
70 GLUE, all-purpose	jar	10	6	19	35	8	2	18	2,475.30	16	15	15	46	1,980.16	15	6	12	2,333.76	8	1,555.84	
71 STAPLE WIRE, heavy duty (blinder type), 23/13	box	18	15	16	49	16	15	15	1,104.95	16	15	15	46	1,037.30	18	15	15	1,082.40	16	1,037.30	
72 STAPLE WIRE, standard	box	37	32	59	127	30	39	44	3,017.52	30	39	44	112	2,661.12	38	32	132	4,799.52	33	2,447.28	
73 TAPE, electrical	roll	6	2	2	10	0	0	0	194.50	0	0	0	0	0.00	1	0	1	19.45	0	0.00	
74 TAPE, masking, 24mm	roll	47	35	118	200	45	12	92	12,376.00	35	45	12	92	5,693.96	57	40	35	132	8,168.16	33	6,373.64
75 TAPE, masking, 48 mm	roll	46	35	60	141	45	35	111	17,083.56	31	45	35	111	13,448.76	56	40	35	131	15,871.96	29	11,389.04
76 TAPE, packaging, 48mm	roll	48	40	50	138	45	30	111	4,162.08	36	45	30	111	3,340.76	53	50	40	143	4,312.88	24	2,081.04
77 TAPE, transparent, 24mm	roll	56	35	45	136	41	35	111	1,585.84	41	35	35	111	1,269.84	5	40	35	80	915.20	39	1,189.76
78 TAPE, transparent, 48 mm	roll	41	25	50	116	41	35	111	2,774.72	41	35	35	111	2,655.12	63	30	35	128	3,061.76	39	2,484.48
79 TAPE, plastic	roll	17	10	25	52	15	20	50	3,677.44	15	20	15	50	3,556.00	27	10	15	52	3,677.44	15	2,828.80
MEASURING AND TESTING EQUIPMENT																					
80 RULER, flexible, plastic, 450mm	piece	17	0	10	27	0	0	10	561.60	10	0	0	10	208.00	10	0	0	10	208.00	10	208.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																					
81 BLADE, for general purpose cutter/utility knife	blade	0	0	8	8	0	0	0	138.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
82 BINDING AND PUNCHING MACHINE	unit	0	0	1	1	0	0	0	10,104.64	0	0	0	0	0.00	0	0	0	0	0.00	0	10,104.

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price											
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4							
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount			Amount	Amount	Amount	Amount	Amount						
83	44101807-CA-001	CALCULATOR, Compact	unit	3	0	3	6	1,222.24	2	0	2	574.08	2	0	2	574.08	2	574.08	12	287.7							
84	44121710-CH-001	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0.00	0	32.9							
85	44121805-BF-C01	CLIP, backfold, 19mm	box	24	22	31	77	720.72	12	22	16	468.00	22	22	17	61	570.96	12	365.04	227	9.36						
86	44121805-BF-C02	CLIP, backfold, 25mm	box	34	22	41	97	1,519.20	22	22	26	70	1,099.00	32	22	81	1,269.60	22	1,076.40	317	15.6						
87	44121805-BF-C03	CLIP, backfold, 32mm	box	46	22	31	99	2,676.96	22	22	26	70	1,692.80	46	22	27	95	2,566.80	22	1,666.76	333	27.0					
88	44121805-BF-C04	CLIP, backfold, 50mm	box	46	20	31	97	5,661.04	22	22	26	70	4,222.40	46	22	26	94	5,670.08	21	3,961.12	377	63.3					
89	44121801-CF-A02	CORRECTION TAPE	piece	71	46	50	167	1,925.51	45	32	35	112	1,291.36	76	44	35	155	1,789.15	45	30	25	100	534	11.5			
90	44121612-CU-001	CUTTER/UTILITY KNIFE, for general purpose	piece	10	16	7	33	1,046.76	12	2	2	16	507.52	2	6	2	10	317.20	2	2	2	6	60	4,633.00	355	77.2	
91	44111515-DF-001	DATA FILE BOX	piece	35	50	40	125	9,650.00	30	30	30	90	6,946.00	40	20	20	80	6,176.00	20	20	20	60	60	4,118.40	400	66.6	
92	44122011-DF-001	DATA FOLDER	piece	40	50	60	150	10,286.00	30	20	20	70	4,804.60	50	40	30	120	8,236.80	20	20	20	60	60	4,118.40	400	66.6	
93	44103202-DS-001	DATE STAMP	piece	8	0	1	9	4,228.02	2	0	0	2	939.56	2	0	0	2	939.56	2	0	0	2	2	939.56	15	469.7	
94	44121506-EN-001	ENVELOPE, Documentary, A4	box	2	0	0	2	1,660.64	1	0	0	1	840.32	1	0	0	1	840.32	1	0	0	1	1	840.32	5	84.0	
95	44121506-EN-002	ENVELOPE, Documentary, legal	box	2	1	2	5	5,392.40	1	1	0	2	2,156.96	1	1	0	2	2,156.96	1	1	0	2	2	2,156.96	11	1,078	
96	44121506-EN-001	ENVELOPE, Expanding, Kraft	box	4	13	8	25	34,372.00	10	11	7	28	38,496.64	10	5	5	20	27,497.60	8	5	3	16	16	21,998.08	89	1,274	
97	44121506-EN-002	ENVELOPE, Expanding, Plastic	box	212	2	51	265	8,079.85	52	2	1	55	1,676.95	52	52	76	180	5,488.20	77	77	0	77	77	2,347.73	577	30.4	
98	44121506-EN-002	ENVELOPE, Mailing	box	3	0	0	3	1,400.86	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	3	465.6
99	44121504-EN-002	ENVELOPE, Mailing, with window	box	3	0	0	3	1,594.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	3	538.3
100	44111912-ER-001	ERASER, felt, for blackboard/whiteboard	piece	14	0	1	15	194.95	0	0	0	0	0.00	2	0	0	2	24.66	0	0	0	0	0	0	0.00	17	12.3
101	44122118-FA-001	FASTENER	box	41	3	7	51	4,626.64	27	2	5	34	3,217.76	32	2	5	39	3,690.96	27	2	5	34	34	3,217.76	158	94.6	
102	44111515-FO-001	FILE ORGANIZER, expanding, plastic, legal	piece	35	10	0	45	3,834.00	25	10	0	35	2,962.00	25	0	0	25	2,130.00	25	0	0	25	25	2,130.00	130	65.2	
103	44122018-FT-001	FILE TAB DIVIDER, A4	pack	3	0	0	23	526.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	23	22.8
104	44122018-FT-002	FILE TAB DIVIDER, Legal	pack	0	0	0	10	260.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	10	26.0
105	44122011-FO-001	FOLDER, Fancy, with slide, A4	bundle	20	4	2	26	7,571.20	20	4	0	24	6,968.80	20	4	0	24	6,968.80	20	0	0	20	20	5,824.00	94	291.1	
106	44122011-FO-002	FOLDER, Fancy, with slide, legal	bundle	20	4	1	25	7,222.00	20	4	0	24	7,413.12	20	4	0	24	7,413.12	20	0	0	20	20	6,177.60	93	308.3	
107	44122011-FO-001	FOLDER, L-type, A4	pack	2	0	1	3	562.62	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	3	167.7
108	44122011-FO-002	FOLDER, L-type, Legal	pack	10	0	8	18	4,294.26	1	1	6	8	1,909.56	11	1	6	18	4,294.26	0	0	0	5	5	1,193.85	49	238.3	
109	44122007-FO-001	FOLDER, pressboard	box	21	2	1	24	22,663.36	0	2	0	2	1,905.28	1	2	0	3	2,857.92	0	0	0	0	0	0	0.00	29	952.4
110	44122011-FO-T03	FOLDER with tab, A4	pack	18	0	11	29	11,273.84	17	1	0	18	7,001.28	17	1	0	18	7,001.28	17	0	0	17	17	6,612.32	82	389.6	
111	44122011-FO-T04	FOLDER with tab, Legal	pack	18	0	26	44	18,807.36	17	1	0	18	7,693.92	16	1	0	17	7,266.48	17	0	0	17	17	7,266.48	96	427.7	
112	44122006-IT-001	INDEX TAB	box	22	22	61	105	6,626.55	32	12	31	75	4,733.25	42	12	31	85	5,364.35	20	10	30	60	60	3,786.60	325	63.1	
113	44111515-MF-002	MAGAZINE FILE BOX, Large	piece	5	6	0	11	1,395.68	0	6	0	6	761.28	0	6	0	6	761.28	0	0	0	0	0	0	0.00	23	126.6
114	44121716-MH-001	MARKER, Fluorescent	set	32	19	25	76	3,240.64	28	15	15	58	2,473.12	30	15	15	60	2,558.40	28	15	15	58	58	2,473.12	292	42.6	
115	44121708-MP-001	MARKER, Permanent, Black	piece	245	214	290	749	11,684.40	220	194	270	694	10,670.40	270	174	250	694	10,670.40	195	150	250	595	595	9,282.00	272	15.6	
116	44121708-MP-002	MARKER, Permanent, Blue	piece	150	110	100	360	5,616.00	150	100	100	350	5,460.00	150	100	100	350	5,460.00	140	100	100	340	340	5,304.00	1400	15.6	
117	44121708-MP-003	MARKER, Permanent, Red	piece	100	70	50	220	3,432.00	100	50	50	200	3,120.00	100	50	50	200	3,120.00	90	50	50	190	190	2,964.00	810	15.6	
118	44121708-MW-001	MARKER, Whiteboard, Black	piece	170	224	280	674	7,009.60	180	170	270	620	6,448.00	170	174	250	594	6,177.60	160	150	200	510	510	5,304.00	2398	10.4	
119	44121708-MW-002	MARKER, Whiteboard, Blue	piece	100	120	100	320	3,328.00	105	105	100	310	3,224.00	100	100	100	300	3,120.00	100	100	100	300	300	3,120.00	1230	10.4	
120	44121708-MW-003	MARKER, Whiteboard, Red	piece	50	50	52	152	1,580.60	50	50	50	150	1,560.00	50	50	50	150	1,560.00	50	50	50	150	150	1,560.00	602	10.4	
121	44121810-FC-001	PAPER, CLIP, vinyl/plastic coated, 33mm	box	76	30	44	150	1,404.00	45	27	42	114	1,087.04	47	27	37	111	1,038.96	35	35	45	115	115	1,076.40	490	9.36	
122	44122104-FC-002	PAPER, CLIP, vinyl/plastic coated, Jumbo, 50mm	box	76	35	42	153	3,659.76	45	27	37	109	2,607.28	47	27	32	106	2,555.52	40	25	25	90	90	2,152.80	488	23.9	

Item #	Item # Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Pri									
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4					
			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			Q1	Q2	Q3	Q4					
123	44101603-FS-M02	PAPER SHREDDER	unit	3	1	0	4	2,756.80	0	0	0	0.00	0	0	0	0	0	0.00	4	5,699					
124	44101601-FR-M01	PAPER TRIMMER/CUTTING MACHINE	unit	0	1	0	1	9,297.60	0	0	0	0.00	0	0	0	0	0	0.00	1	9,297					
125	44121206-FS-L01	PENCIL, lead/graphite, with eraser	box	30	12	37	79	3,286.40	27	14	20	2,537.60	40	20	20	80	3,238.00	210	10	10	230	9,569.00	450		
126	44121619-FS-M01	PENCIL SHARPENER	piece	6	4	3	13	2,771.60	2	0	0	426.40	6	4	0	10	2,132.00	2	2	2	2	426.40	27	213	
127	44101602-FR-M01	PUNCHER, paper, heavy duty	piece	19	5	4	28	4,542.72	10	2	0	1,946.88	10	4	0	14	2,271.36	10	0	0	10	1,622.40	64	162	
128	44122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	piece	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	274	
129	44122101-RU-S01	RUBBER BAND No. 18	box	4	0	0	10	2,315.64	2	0	0	330.72	2	0	0	2	330.72	2	2	2	2	330.72	20	165	
130	44121905-SP-R01	STAMP PAD, felt	piece	4	0	0	1	213.20	2	0	0	85.28	2	0	0	2	85.28	2	2	2	2	85.28	11	42	
131	44121618-SS-S01	SCISSORS, symmetrical/asymmetrical	pair	32	36	81	149	6,198.40	25	39	70	134	5,574.40	25	24	20	69	2,870.40	35	20	10	65	2,704.00	417	41
132	44121615-SS-T01	STAPLER, standard type	piece	22	3	5	30	4,369.00	20	0	0	2,912.00	23	0	0	23	3,348.80	20	20	0	0	2,912.00	93	145	
133	44121615-SS-T01	STAPLER, heavy duty (drawer)	unit	8	7	7	22	21,003.84	2	14	0	16	15,275.52	2	0	0	2	1,909.44	2	0	0	2	2,912.00	42	954
134	44121613-SS-R02	STAPLE REMOVER, plier-type	piece	24	8	8	40	1,913.60	10	10	0	956.80	16	0	0	16	765.44	10	10	0	10	479.40	86	47	
135	44121605-TD-T01	TAPE DISPENSER, table top	piece	12	2	5	19	1,482.00	0	2	0	156.00	0	0	0	0	0.00	0	0	0	0	0.00	21	79	
PAPER MATERIALS AND PRODUCTS																									
136	14111525-CA-M01	CARTOLINA, assorted colors	pack	23	32	447	502	45,420.96	33	132	41	206	18,638.68	43	32	41	116	10,495.68	23	22	31	76	6,876.48	900	90
137	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	933
138	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 376mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,260
139	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 376mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,652
140	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,108
141	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	853
142	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 376mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,629
143	14111609-LI-C01	LOOSELEAF COVER	bundle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	794
144	14111514-HP-S02	NOTEBOOK, stick-on, 50mm x 76mm	pad	63	55	54	172	6,797.44	58	55	41	154	6,006.08	67	49	39	155	6,125.60	63	33	33	129	5,090.08	610	39
145	14111514-HP-S04	NOTEBOOK, stick-on, 76mm x 100mm	pad	63	55	49	167	10,594.48	38	55	36	129	8,183.76	62	49	34	145	9,190.80	53	33	33	119	7,540.36	560	63
146	14111514-HP-S03	NOTEBOOK, stick-on, 76mm x 76mm	pad	54	49	83	186	11,219.52	70	49	30	149	8,987.68	94	65	30	209	12,666.88	85	30	30	145	8,746.40	689	60
147	14111514-HP-S02	STENO NOTEBOOK	piece	204	350	1300	1854	44,347.68	275	410	1100	1785	42,697.20	250	275	1050	1575	37,674.00	250	250	100	600	14,352.00	5914	23
148	14111507-FR-M01	PAPER, MULTICOPIER A4	ream	209	95	145	449	80,784.08	264	110	105	479	86,181.68	234	110	67	431	77,545.52	194	75	30	299	53,796.08	1658	179
149	14111507-FR-M02	PAPER, MULTICOPIER LEGAL	ream	70	65	115	250	52,780.00	80	80	75	235	49,613.20	90	85	80	285	53,835.60	65	50	30	145	30,612.40	885	211
150	14111507-FR-C01	PAPER, MULTICOPIER A4	ream	166	55	85	306	49,963.68	74	75	85	234	38,207.52	206	75	70	351	57,311.28	59	50	30	139	22,695.92	1030	143
151	14111507-FR-C02	PAPER, MULTICOPIER LEGAL	ream	40	55	85	180	33,321.60	70	75	85	230	42,577.60	95	75	70	240	44,428.80	55	50	30	135	24,991.20	785	185
152	14111531-FR-M01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	35
153	14111503-FR-M01	PAPER, parchment	box	4	0	0	4	757.12	0	0	0	0.00	4	0	0	4	757.12	0	0	0	0	0.00	0	8	169
154	14111531-FR-S01	RECORD BOOK, 300 PAGES	book	33	20	50	103	7,498.40	24	20	20	64	4,659.20	23	20	20	63	4,588.40	21	20	20	61	4,440.80	291	72
155	14111531-FR-S02	RECORD BOOK, 500 PAGES	book	33	20	20	73	7,667.92	23	20	20	63	6,617.52	23	20	20	63	6,617.52	22	20	20	62	6,512.48	261	105
156	14111204-TR-F04	TISSUE, INTERFOLDED PAPER TOWEL	pack	55	52	65	172	5,008.64	60	47	50	157	4,571.84	55	52	50	157	4,571.84	25	17	5	47	1,386.64	533	291
157	14111204-TR-F02	TOILET TISSUE PAPER, 2 ply	pack	12	50	50	112	11,288.56	52	45	55	152	15,333.76	12	50	50	112	11,288.56	67	50	45	162	16,342.56	538	100
PERFUMES OR COLOGNES OR FRAGRANCES																									
158	53131626-HS-S01	HAND SANITIZER	bottle	33	16	230	279	24,373.44	14	17	100	131	11,444.16	14	37	10	61	5,231.96	33	11	9	53	4,630.08	524	87
PESTICIDES OR PEST REPELLENTS																									
159	10191509-UN-M01	INSECTICIDE	can	44	11	9	64	16,506.88	8	11	9	28	7,221.76	44	11	9	64	16,506.88	13	6	4	23	5,932.16	179	257

Item & Specifications

Monthly Quantity Requirement

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	P										
			Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug			Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount		
78	44103103-HP-V26 TONER CARTRIDGE, HP CE402A, Yellow	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	10.1	
79	44103103-HP-M26 TONER CARTRIDGE, HP CE403A, Magenta	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	10.1
80	44103103-HP-B27 TONER CARTRIDGE, HP CE410A (HP305), Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	10.1
81	44103103-HP-C27 TONER CARTRIDGE, HP CE411A (HP305), Cyan	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3.83
82	44103103-HP-V27 TONER CARTRIDGE, HP CE412A (HP305), Yellow	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5.46
83	44103103-HP-M27 TONER CARTRIDGE, HP CE413A (HP305), Magenta	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5.46
84	44103103-HP-B28 TONER CARTRIDGE, HP CE505A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6.01
85	44103103-HP-B28 TONER CARTRIDGE, HP CE505X, Black, high cap	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	4.05
86	44103103-HP-B52 TONER CARTRIDGE, HP CE217A (HP12A), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	7.33
87	44103103-HP-B53 TONER CARTRIDGE, HP CE264A (HP204), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2.87
88	44103103-HP-B55 TONER CARTRIDGE, HP CE280A, LaserJet Pro M401/M425	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5.24
89	44103103-HP-B51 TONER CARTRIDGE, HP CE280XC	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	4.59
90	44103103-HP-B55 TONER CARTRIDGE, HP CE281A (HP81A), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8.35
91	44103103-HP-B57 TONER CARTRIDGE, HP CE283A (HP83A), LaserJet Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	7.50
92	44103103-HP-A51 TONER CARTRIDGE, HP CE283XC (HP83X), Black Contract 1	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3.03
93	44103103-HP-B59 TONER CARTRIDGE, HP CE287A (HP87), Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3.79
94	44103103-HP-B52 TONER CARTRIDGE, HP CE28XC (HP28X), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	9.82
95	44103103-HP-B50 TONER CARTRIDGE, HP CE350A, Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	13.72
96	44103103-HP-C50 TONER CARTRIDGE, HP CE351A, Cyan LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2.52
97	44103103-HP-B60 TONER CARTRIDGE, HP CE352A, Yellow LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2.62
98	44103103-HP-M60 TONER CARTRIDGE, HP CE353A, Magenta LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2.62
99	44103103-HP-B61 TONER CARTRIDGE, HP CE360A (HP508A), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2.62
100	44103103-HP-C61 TONER CARTRIDGE, HP CE361A (HP508A), Cyan LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	7.03
101	44103103-HP-V61 TONER CARTRIDGE, HP CE362A (HP508A), Yellow LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8.14
102	44103103-HP-M61 TONER CARTRIDGE, HP CE363A (HP508A), Magenta LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8.14
103	44103103-HP-B62 TONER CARTRIDGE, HP CE400A (HP201A), Black LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8.14
104	44103103-HP-C62 TONER CARTRIDGE, HP CE401A (HP201A), Cyan LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3.09
105	44103103-HP-V62 TONER CARTRIDGE, HP CE402A (HP201A), Yellow LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3.66
106	44103103-HP-M62 TONER CARTRIDGE, HP CE403A (HP201A), Magenta LaserJet	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3.66
107	44103103-HP-B63 TONER CARTRIDGE, HP CE410A (HP410A), Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3.90
108	44103103-HP-B64 TONER CARTRIDGE, HP CE410XC (HP410XC), Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6.94
109	44103103-HP-C63 TONER CARTRIDGE, HP CE411A (HP410A), Cyan	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5.03
110	44103103-HP-C64 TONER CARTRIDGE, HP CE411XC (HP410XC), Cyan	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6.94
111	44103103-HP-V63 TONER CARTRIDGE, HP CE412A (HP410A), Yellow	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5.03
112	44103103-HP-V64 TONER CARTRIDGE, HP CE412XC (HP410XC), Yellow	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6.94
113	44103103-HP-M63 TONER CARTRIDGE, HP CE413A (HP410A), Magenta	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5.03
114	44103103-HP-M64 TONER CARTRIDGE, HP CE413XC (HP410XC), Magenta	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5.03
115	44103103-HP-B34 TONER CARTRIDGE, HP Q2612A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8.52
116	44103103-HP-B48 TONER CARTRIDGE, HP Q2753A, Black	Cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3.74
SOFTWARE			0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	4.50

Item #	Item Name & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3			Oct	Nov	Dec	Q4	
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount			Amount	Amount	Amount	Amount	Amount
24	80141505-75-024 RUSH PIN	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
25	80141505-75-025 DOOR MAT	piece	62	2	1	65	0.00	0	0	0	0	0	0.00	60	0	0	0	0.00	125	0.00	
26	80141505-75-026 GUE STICK (P/STR)	piece	1	0	1	2	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	2	0.00	
27	80141505-75-027 GUE STICK (FOR GUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
28	80141505-75-028 DEODORANT CAKE	piece	90	0	0	90	0.00	0	0	0	0	0	0.00	90	0	0	0	0.00	180	0.00	
29	80141505-75-029 DISPOSABLE GLOVES	box	0	0	5	5	0.00	0	0	5	5	5	0.00	0	0	5	5	0.00	20	0.00	
30	80141505-75-030 OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	
31	80141505-75-031 MANILA PAPER	pack	21	20	111	152	0.00	131	40	81	252	70	70	110	250	60	10	70	0.00	724	0.00
32	80141505-75-032 AUTOMOTIVE BATTERIES	piece	7	0	0	7	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	7	0.00
33	80141505-75-033 PADLOCK	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
34	80141505-75-034 MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
35	80141505-75-035 COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
36	80141505-75-036 AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
37	80141505-75-037 STORAGE BOX	piece	0	0	0	0	0.00	0	2	0	2	2	0.00	2	0	0	0	0	0.00	4	0.00
38	80141505-75-038 PLASTIC ENVELOPE	piece	60	0	0	60	0.00	20	0	0	20	20	0.00	20	0	0	0	20	0.00	120	0.00
39	80141505-75-039 DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
40	80141505-75-040 WATER DISPENSER	unit	2	0	0	2	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	2	0.00
41	80141505-75-041 PRACTICAL	pack	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
42	80141505-75-042 GUE GUN	unit	1	0	0	1	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	1	0.00
43	80141505-75-043 INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
44	80141505-75-044 SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
45	80141505-75-045 POTIONE IODINE	bottle	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
46	80141505-75-046 KERBOARD	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
47	80141505-75-047 DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
48	80141505-75-048 STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
49	80141505-75-049 LAWNMOWER MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
50	80141505-75-050 FUEL FILTERS	piece	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
51	80141505-75-051 AIRLINE TICKETS (COMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
52	80141505-75-052 AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
53	80141505-75-053 CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
46	80141505-75-054 MULTIPURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
47	80141505-75-055 SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
48	80141505-75-056 PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
49	80141505-75-057 VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
50	80141505-75-058 TRUCK WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
51	80141505-75-059 PICKUP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
52	80141505-75-060 ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
53	80141505-75-061 ASSEMBLED OWNER'S KEEP	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
50	80141505-75-062 ASSEMBLED PASSENGER JEEP/UTV VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00
51	80141505-75-063 MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price										
		Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug			Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount		
52 80141595-75-064 BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	
53 80141595-75-065 MINU BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	
A. TOTAL																									
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																									
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)																									
D. GRAND TOTAL (A + B + C)																									
E. APPROVED BUDGET BY THE AGENCY HEAD																									
In Figures and Words:																									

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

Prepared by:


 HONYLET S. JAMIENTO
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:


 ELAINE A. MEDINA
 Accountant / Budget Officer

Approved by:


 CHARLES M. ALASCA, DPA
 Head of Office/Agency

Date Prepared: _____