

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

APP-CSE 2023 FORM as of September 14, 2022

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

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

Department/Bureau/Office: PHILIPPINE NATIONAL POLICE  
 Region: NCR  
 Address: PNOCC BUILDING 6, ENERGY CENTER, RIZAL DRIVE, BGC, TAGUIG CITY

Agency Code/UAAS: \_\_\_\_\_  
 Organization Type: \_\_\_\_\_

Contact Person: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Telephone/Mobile Nos: \_\_\_\_\_

MILDRED J. SANCHEZ  
 AO II  
 msanchez@pnocc.com.ph  
 87897662/09175234481

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total quantity for the year	Price Catalogue (as of 28 Jan 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																												
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																												
1	12191601 AL-E01	ALCOHOL, Ethyl, 500 ml	bottle	98	0	0	98	4589.36	61	0	0	61	2,918.85	94	0	0	94	4,497.90	61	0	0	61	2,918.85	314	47.85	15,024.96		
2	12191601 AL-E02	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	330.55	0.00		
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																												
3	60121493 CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	17	0	0	17	559.67	2	0	0	2	65.82	16	0	0	16	326.56	2	0	0	2	65.82	37	32.91	1,217.67		
4	60121413 CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	27	0	0	27	981.52	3	0	0	3	109.08	14	0	0	14	509.04	3	0	0	3	109.08	47	16.16	1,708.92		
5	60121534 ER-P01	ERASER, plastic/ rubber	piece	31	0	0	31	138.57	2	0	0	2	8.94	14	0	0	14	62.58	2	0	0	2	8.94	49	4.47	219.03		
6	60121524 SP-G01	SIGN PEN, Black, liquid or gel	piece	125	0	0	125	2,775.08	58	0	0	58	1,287.60	83	0	0	83	1,842.60	54	0	0	54	1,198.80	126	19.20	7,104.00		
7	60121524 SP-G02	SIGN PEN, Blue, liquid or gel	piece	80	0	0	80	1,776.08	33	0	0	33	732.60	60	0	0	60	1,332.00	29	0	0	29	643.80	202	22.20	4,484.40		
8	60121524 SP-G03	SIGN PEN, Red, liquid or gel	piece	32	0	0	32	710.40	11	0	0	11	244.20	30	0	0	30	666.00	11	0	0	11	244.20	64	22.20	1,864.80		
9	60121124 WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00		
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																												
10	45121517 DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	21,623.60	0.00		
11	45111609 PM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00		
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																												
12	26111702 BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	118	0	0	118	2,417.82	76	0	0	76	1,618.71	65	0	0	65	1,946.55	55	0	0	55	1,126.95	147	20.49	7,110.03		
13	26111702 BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	151	0	0	151	2,769.36	60	0	0	60	1,106.40	135	0	0	135	2,475.90	40	0	0	40	733.60	386	18.14	7,079.26		
14	26111702 BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	96.20	0.00		
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																												
15	47131812 AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	81.64	0.00		
16	47131604 BR-S01	BROOM, Soft (Walis Tambo)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	136.24	0.00		
17	47131604 BR-T01	BROOM, Stick (Walis Tingitang)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	27.78	0.00		
18	47131829 TB-C01	CLEANER, Toilet Bowl and Urinal, 900ml - 1000ml	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	41.60	0.00		
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23.92	0.00		
20	47131811 DE-B02	DETERGENT BAR, 140g as packed	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8.30	0.00		
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	54.08	0.00		
22	47131803 DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	139.89	0.00		
23	47131603 DU-P01	DUST PAN, rigid non-breakable plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	27.44	0.00		
24	47131802 FH-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00		

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	120.12	0.00			
26	73301612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42.95	0.00			
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00			
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	124.80	0.00			
29	47131619-MP-R01	MOPHEAD, 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	122.51	0.00			
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	11	0	0	11	584.54	5	0	0	5	265.70	10	0	0	10	531.40	0	0	0	0	0.00	26	53.14	3,261.64			
31	47131602-SC-H01	SCOURING PAD, 5 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.93	0.00			
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	144.04	0.00			
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33.91	0.00			
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																													
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	13	0	0	13	375.83	1	0	0	1	28.91	4	0	0	4	115.64	3	0	0	3	86.73	21	28.93	607.11			
<b>CONSUMER ELECTRONICS</b>																													
35	52161575-DV-R01	DIGITAL VOICE RECORDER	unit	1	0	0	1	7,339.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,339.16	7,339.16			
<b>FACE MASK</b>																													
36	42131713-SH-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.50	0.00			
<b>FILMS</b>																													
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00			
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	2	0	0	2	442.00	0	0	0	0	0.00	1	0	0	1	221.00	0	0	0	0	0.00	3	221.00	663.00			
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	238.54	0.00			
<b>FIRE FIGHTING EQUIPMENT</b>																													
40	46191601-FE-H01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00			
41	46191601-FE-H03	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,611.25	0.00			
<b>FLAG OR ACCESSORIES</b>																													
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	264.84	0.00			
<b>FURNITURE AND FURNISHINGS</b>																													
43	56101504-CH-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	147.41	0.00			
44	56101504-CH-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	144.82	0.00			
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00			
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00			
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																													
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0.00			
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00			
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	856.86	0.00			
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	768.56	0.00			
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																													
51	43711507-OSK001	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	6	0	0	6	0.00	0	0	0	0	0.00	6	24,793.40	0.00			
52	43711507-02K002	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	42,396.40	0.00			
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,792.40	0.00			
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00			
55	43211503-LAP002	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00			
56	43211708-MO-C01	MOUSE, OPTICAL, USB connection type	unit	2	0	0	2	299.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	149.76	299.52			
57	43212102-PR-C02	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38,100.97	0.00			
58	43212102-PR-C01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,189.92	0.00			
59	43212105-PR-C01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,636.89	0.00			
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																													
60	79101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	6	0	0	0.00	0	0	0	0	0.00	0	75.61	0.00			
61	79101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00			
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																													





Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
<b>PRINTED PUBLICATIONS</b>																									
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	77.21	4.00	
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																									
1	44103109-BR-005	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	6,947.20	0.00	
2	44103105-BR-004	INK CARTRIDGE, BROTHER LC678, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	910.00	0.00	
3	44103105-BR-005	INK CARTRIDGE, BROTHER LC678YBK, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,601.60	0.00	
4	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	5	0	0	5	5,831.60	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	5	1,126.32	5,831.60	
5	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,178.32	0.00	
6	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	9	0	0	9	7,750.08	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	9	961.44	7,750.08	
7	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	892.32	0.00	
8	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	22	0	0	22	5,491.20	8	0	0	0	0	0	1,996.80	15	0	0	0	0	0	1,747.20	52	249.60	12,979.20
9	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	15	0	0	15	1,744.00	8	0	0	0	0	0	1,996.80	15	0	0	0	0	0	1,747.20	46	249.60	11,481.60
10	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	14	0	0	14	3,454.40	8	0	0	0	0	0	1,996.80	15	0	0	0	0	0	1,747.20	44	249.60	15,982.40
11	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	14	0	0	14	3,454.40	8	0	0	0	0	0	1,996.80	15	0	0	0	0	0	1,747.20	44	249.60	15,982.40
12	44103105-HP-B40	INK CARTRIDGE, HP C2904AA (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	852.80	0.00	
13	44103105-HP-T40	INK CARTRIDGE, HP C2906AA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,048.32	0.00	
14	44103105-HP-B09	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	810.00	0.00	
15	44103105-HP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,053.52	0.00	
16	44103105-HP-P48	INK CARTRIDGE, HP C9397A (HP72), 69ml, Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,996.80	0.00	
17	44103105-HP-C48	INK CARTRIDGE, HP C9398A (HP72), 69ml, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,996.80	0.00	
18	44103105-HP-M48	INK CARTRIDGE, HP C9399A (HP72), 69ml, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,996.80	0.00	
19	44103105-HP-Y48	INK CARTRIDGE, HP C9400A (HP72), 69ml, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,996.80	0.00	
20	44103105-HP-G48	INK CARTRIDGE, HP C9401A (HP72), 69ml, Gray	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,996.80	0.00	
21	44103105-HP-B49	INK CARTRIDGE, HP C9403A (HP72), 130ml, Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	3,016.00	0.00	
22	44103105-HP-B17	INK CARTRIDGE, HP C640WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	880.88	0.00	
23	44103105-HP-T17	INK CARTRIDGE, HP C643WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,047.28	0.00	
24	44103105-HP-B35	INK CARTRIDGE, HP C888AA (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	919.12	0.00	
25	44103105-HP-T35	INK CARTRIDGE, HP C888AA (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	419.12	0.00	
26	44103105-HX-C40	INK CARTRIDGE, HP C0973AA (HP920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	823.68	0.00	
27	44103105-HX-M40	INK CARTRIDGE, HP C0973AA (HP920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	823.68	0.00	
28	44103105-HX-Y40	INK CARTRIDGE, HP C0974AA (HP920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	823.68	0.00	
29	44103105-HX-B40	INK CARTRIDGE, HP C0975AA (HP920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,841.28	0.00	
30	44103105-HP-B20	INK CARTRIDGE, HP C1561WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	865.28	0.00	
31	44103105-HP-T20	INK CARTRIDGE, HP C1562WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,066.00	0.00	
32	44103105-HP-B49	INK CARTRIDGE, HP C1565A (HP82), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	935.00	0.00	
33	44103105-HP-C49	INK CARTRIDGE, HP C1566A (HP82), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	740.00	0.00	
34	44103105-HP-M49	INK CARTRIDGE, HP C1567A (HP82), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	740.00	0.00	
35	44103105-HP-Y49	INK CARTRIDGE, HP C1568A (HP82), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	740.00	0.00	
36	44103105-HX-B43	INK CARTRIDGE, HP C0454AA (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,970.80	0.00	
37	44103105-HX-C43	INK CARTRIDGE, HP C0464AA (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,517.36	0.00	
38	44103105-HX-M43	INK CARTRIDGE, HP C0474AA (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,517.36	0.00	
39	44103105-HX-Y43	INK CARTRIDGE, HP C0484AA (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	1,517.36	0.00	
40	44103105-HP-B36	INK CARTRIDGE, HP C1692AA (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	419.12	0.00	
41	44103105-HP-T36	INK CARTRIDGE, HP C1693AA (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	419.12	0.00	
42	44103105-HP-B33	INK CARTRIDGE, HP C2107AA (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	404.56	0.00	
43	44103105-HP-T33	INK CARTRIDGE, HP C2108AA (HP678), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	404.56	0.00	
44	44103105-HP-B42	INK CARTRIDGE, HP C2121A (HP654), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	712.00	0.00	
45	44103105-HP-C33	INK CARTRIDGE, HP C2122A (HP654), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	256.88	0.00	

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
46	44103105-HP-M33	INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	256.88	0.00	
47	44103105-HP-Y33	INK CARTRIDGE, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	256.88	0.00	
48	44103105-HP-F43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	424.32	0.00	
49	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	424.32	0.00	
50	44103105-HP-C50	INK CARTRIDGE, HP L0531AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	982.80	0.00	
51	44103105-HP-M50	INK CARTRIDGE, HP L0534AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	982.80	0.00	
52	44103105-HP-Y50	INK CARTRIDGE, HP L0537AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	982.80	0.00	
53	44103105-HP-B50	INK CARTRIDGE, HP L0560AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,294.80	0.00	
54	44103105-HP-C48	INK CARTRIDGE, HP L0563AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,339.52	0.00	
55	44103105-HP-M48	INK CARTRIDGE, HP L0566AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,339.52	0.00	
56	44103105-HP-Y48	INK CARTRIDGE, HP L0569AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,339.52	0.00	
57	44103105-HP-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	0	0	0.00	0	1,817.92	0.00	
58	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	0	0	0.00	0	468.00	0.00	
59	44103105-HP-M51	INK CARTRIDGE, HP T6L92AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	468.00	0.00	
60	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	0	0	0.00	0	468.00	0.00	
61	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	0	0	0.00	0	774.80	0.00	
62	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	0	0	0.00	0	77.41	0.00	
63	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C135015632, Black	cart	3	0	0	3	233.82	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	3	77.94	233.82	
64	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C135015531 (5015086)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	818.48	0.00	
65	44103109-BR-D06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6,760.00	0.00	
66	44103103-BR-003	TONER CARTRIDGE, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2,885.28	0.00	
67	44103103-BR-004	TONER CARTRIDGE, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	1,892.80	0.00	
68	44103103-BR-005	TONER CARTRIDGE, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2,685.28	0.00	
69	44103103-BR-009	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,567.20	0.00	
70	44103103-BR-011	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5,002.40	0.00	
71	44103103-BR-013	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5,575.44	0.00	
72	44103103-BR-016	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	0	0	0.00	0	4,564.56	0.00	
73	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	0	0	0.00	0	7,716.80	0.00	
74	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	0	0	0.00	0	7,716.80	0.00	
75	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	0	0	0.00	0	7,716.80	0.00	
76	44103103-CA-000	TONER CARTRIDGE, CANON CRG-324 IJ	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	13,399.36	0.00	
77	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	4	0	0	4	12,396.80	5	0	0	5	15,496.00	2	0	0	2	6,198.40	3	0	0	3	9,297.60	43,288.80	
78	44103103-HP-B14	TONER CARTRIDGE, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,605.60	0.00	
79	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	0	0	0.00	0	6,942.00	0.00	
80	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	0	0	0.00	0	3,741.92	0.00	
81	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	10	0	0	10	32,427.20	7	0	0	7	22,699.04	2	0	0	1	3,242.72	3	0	0	3	9,728.16	68,097.12	
82	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	1	0	0	1	2,350.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	2,350.40	2,350.40	
83	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	1	0	0	1	2,610.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	2,610.40	2,610.40	
84	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	1	0	0	1	2,610.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	2,610.40	2,610.40	
85	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	1	0	0	1	2,610.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	2,610.40	2,610.40	
86	44103103-HP-B24	TONER CARTRIDGE, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,192.80	0.00	
87	44103103-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,083.60	0.00	
88	44103103-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,083.60	0.00	
89	44103103-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,083.60	0.00	
90	44103103-HP-B25	TONER CARTRIDGE, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	7,872.80	0.00	
91	44103103-HP-B26	TONER CARTRIDGE, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6,786.00	0.00	
92	44103103-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	10,103.60	0.00	
93	44103103-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	10,193.04	0.00	







	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
	Toner FOR HP Laserjet Pro M404DN, CF276A		3			3	15,390.00	3			3	15,390.00	2			2	10,260.00	2			2	10,260.00	10	5,130.00	51,300.00
	Epson LQ2190					0	0.00	1			1	1,500.00				0	0.00	1			1	1,500.00	2	1,500.00	3,000.00
	Canon Pixma iP110 PGI 35 Black					0	0.00	1			1	600.00				0	0.00	1			1	600.00	2	600.00	1,200.00
	Canon Pixma iP110 PGI 35 Colored					0	0.00	1			1	600.00				0	0.00	1			1	600.00	2	600.00	1,200.00
	Ink Refill, Epson L3110 - Black 003	2			2	460.00	2			2	460.00	2			2	460.00	2			2	460.00	8	230.00	1,840.00	
	Ink Refill, Epson L3110 - Magenta 003	2			2	517.76	2			2	517.76	2			2	517.76	2			2	517.76	8	258.88	2,071.04	
	Ink Refill, Epson L3110 - Cyan 003	2			2	517.76	2			2	517.76	2			2	517.76	2			2	517.76	8	258.88	2,071.04	
	Ink Refill, Epson L3110 - Yellow 003	1			1	258.88	2			2	517.76	2			2	517.76	2			2	517.76	7	258.88	1,812.16	
	Canon, Pixma E610, Black	3			3	1,980.00	4			4	2,640.00	2			2	1,320.00	3			3	1,980.00	12	660.00	7,920.00	
	Canon, Pixma E610, Colored	3			3	2,490.00	4			4	3,320.00	2			2	1,660.00	3			3	2,490.00	12	830.00	9,960.00	
	Ink Cart, HP L0572AA (HP 955XL, Black)	9			9	17,811.00				0	0.00	3			3	5,937.00				3	0.00	12	1,979.00	23,748.00	
	Ink Cart, HP L0583AA (HP 955XL, Cyan)	8			8	11,784.00				0	0.00	3			3	4,419.00				0	0.00	11	1,473.00	16,203.00	
	Ink Cart, HP L056AAA (HP 955XL, Magenta)	8			8	11,784.00				0	0.00	3			3	4,419.00				0	0.00	11	1,473.00	16,203.00	
	Ink Cart, HP L056AAA (HP 955XL, Yellow)	8			8	11,784.00				0	0.00	3			3	4,419.00				0	0.00	11	1,473.00	16,203.00	
	Toner, HP Laserjet PRO M902 dw (Black)	1			1	5,990.00				0	0.00	1			1	5,990.00				0	0.00	2	5,990.00	11,980.00	
	Toner, HP204, CF510A, Black	10			10	24,650.00	6			6	14,790.00	2			2	4,930.00	2			2	4,930.00	20	2,465.00	49,300.00	
	Toner, HP204, CF511A, Cyan	8			8	21,680.00	4			4	10,840.00	1			1	2,710.00	1			1	2,710.00	14	2,710.00	37,940.00	
	Toner, HP204, CF512A, Yellow	8			8	21,680.00	4			4	10,840.00	1			1	2,710.00	1			1	2,710.00	14	2,710.00	37,940.00	
	Toner, HP204, CF513A, Magenta	8			8	21,680.00	4			4	10,840.00	1			1	2,710.00	1			1	2,710.00	14	2,710.00	37,940.00	
	ERC27 Ink Cartridge for Truck Scale	3			3	324.45	2			2	216.30	3			3	324.45	2			2	216.30	10	308.15	1,081.50	
	HP DesignJet T120 Plotter ink, CZ129A, Black	2			2	7,426.30	1			1	3,713.15	2			2	7,426.30	1			1	3,713.15	6	3,713.15	22,278.90	
	HP DesignJet T120 Plotter ink, CZ130A, Cyan	2			2	7,426.30	0			0	0.00	1			1	3,713.15				0	0.00	3	3,713.15	11,139.45	
	HP DesignJet T120 Plotter ink, CZ131A, Magenta	2			2	7,426.30	0			0	0.00	1			1	3,713.15				0	0.00	3	3,713.15	11,139.45	
	HP DesignJet T120 Plotter ink, CZ132A, Black	2			2	7,426.30	0			0	0.00	1			1	3,713.15				0	0.00	3	3,713.15	11,139.45	
	Toner Cartridge, HP Q7551, Black for HP Laserjet P2014	1			1	4,137.97				0	0.00				0	0.00				0	0.00	1	4,137.97	4,137.97	
	Epson, L655 7774, Black	5			5	2,655.00				0	0.00	5			5	2,655.00				0	0.00	10	531.00	5,310.00	
	Epson Dot Matrix Ribbon Cartridge LC310 II	2			2	1,030.00	1			1	515.00	1			1	515.00	1			1	515.00	5	515.00	2,575.00	
	Continuous Ink, Black	1			1	106.09				0	0.00				0	0.00				0	0.00	1	106.09	106.09	
	Continuous Ink, Yellow	1			1	106.09				0	0.00				0	0.00				0	0.00	1	106.09	106.09	
	Continuous Ink, Red	1			1	106.09				0	0.00				0	0.00				0	0.00	1	106.09	106.09	
	Continuous Ink, Blue	1			1	106.09				0	0.00				0	0.00				0	0.00	1	106.09	106.09	
	BALLPEN, black	319			319	4,785.00	99			99	1,485.00	261			261	1,915.00	87			87	1,305.00	766	15.00	11,490.00	
	BALLPEN, blue	125			125	1,875.00	37			37	555.00	57			57	855.00	25			25	375.00	244	15.00	3,660.00	
	BALLPEN, red	73			73	1,095.00	10			10	150.00	36			36	540.00	10			10	150.00	129	15.00	1,935.00	
	BINDER, RING, plastic, 8 1/2" x 8 1/2" rings	62			62	1,023.00	10			10	165.00	60			60	990.00	10			10	165.00	142	16.50	2,343.00	
	BINDER, ARCH FILE, 2" Thick, 2 holes, ALL HORIZONTAL	2			2	260.00	2			2	260.00	2			2	260.00	2			2	260.00	8	130.00	1,040.00	
	CORRECTION FLUID, water-based	5			5	75.00				0	0.00	5			5	75.00				0	0.00	10	15.00	150.00	
	CORRECTION TAPE, Olympia SuperTape J30	5			5	858.00	1			1	171.60	2			2	343.20	1			1	171.60	9	171.60	1,544.40	
	CORRECTION TAPE for Olympia Camera Deluxe MD				0	0.00				0	0.00	3			3	540.00				0	0.00	3	180.00	540.00	
	CUTTER BLADE, heavy duty cutter, 10 pieces per tube	12			12	360.00	2			2	60.00	8			8	240.00	2			2	60.00	24	30.00	720.00	
	DVD REWRITABLE, 4x speed, 4 GB capacity	19			19	760.00	19			19	760.00	0			0	0.00	0			0	0.00	38	40.00	1,520.00	
	FOLDER, ArchFile, 11x14-15	30			30	3,895.50				0	0.00				0	0.00				0	0.00	30	129.85	3,895.50	
	FOLDER, ArchFile, A4	12			12	1,020.00	10			10	850.00	7			7	595.00	5			5	425.00	34	85.00	2,890.00	
	FOLDER, ArchFile, Legal	12			12	1,080.00	10			10	900.00	7			7	630.00	5			5	450.00	34	90.00	3,060.00	
	FOLDER, COP (continuous form folders), 15x9, 1/2	7			7	306.95	2			2	398.95				0	0.00				0	0.00	14	44.00	616.95	
	FOLDER, Moreco, A4, 50 pieces per pack	124			124	1,984.00				0	0.00	23			23	336.00				0	0.00	147	16.00	2,320.00	
	FOLDER, Plastic, with transparent clear plastic cover, A4	46			46	322.00				0	0.00	16			16	112.00				0	0.00	62	7.00	434.00	
	GEL INK PEN, Blue 0.3	85			85	2,125.00				0	0.00	18			18	450.00	20			20	500.00	123	25.00	3,075.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year				
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
IME, YOKATTA DIX-6 (ELECTRONIC TIME RECORDER, RIBBON)		1			1	980.00				0	0.00				0	0.00			0	0.00	1	980.00	980.00	
Note pad, Post-it, 15 x 2		90			90	2,178.00	31			31	756.00	43			43	1,040.60	19		19	459.80	183	24.20	4,428.60	
Note pad, Post-it, 3 x 5		63			63	5,008.50	22			22	1,749.80	49			49	3,895.50	20		20	1,590.00	154	79.50	12,243.00	
Note pad Post-it, 4 x 6		55			55	8,470.00	23			23	1,542.00	47			47	7,238.00	18		18	2,772.00	143	154.00	22,022.00	
Paper sticker, A4, 10%		42			42	1,470.00	8			8	290.00	60			60	2,100.00	4		4	140.00	114	35.00	3,990.00	
Paper, Highlighter, Blue		20			20	580.00	7			7	203.00	23			23	667.00	5		5	145.00	55	29.00	1,595.00	
Paper, Highlighter, Green		26			26	754.00	8			8	232.00	29			29	841.00	6		6	174.00	69	29.00	2,001.00	
Paper, Highlighter, Orange		21			21	609.00	8			8	232.00	24			24	696.00	26		26	754.00	79	29.00	2,291.00	
Paper, Highlighter, Pink		21			21	609.00	8			8	232.00	24			24	696.00	6		6	174.00	59	29.00	1,711.00	
Paper, Highlighter, Yellow		23			23	667.00	7			7	203.00	27			27	783.00	5		5	145.00	62	29.00	1,798.00	
PAPER, Newsprint, white		10			10	1,150.00	10			10	1,150.00	10			10	1,150.00	10		10	1,150.00	40	115.00	4,600.00	
PAPER, Plotter, A0 Paper, 80 gsm		3			3	2,266.00				0	0.00	1			1	2,266.00			0	0.00	2	2,266.00	4,532.00	
Paper, Photo, glossy, A4, 10%		15			15	720.00	10			10	480.00	12			12	576.00	10		10	480.00	47	48.00	2,256.00	
Paper, Specialty board, plain, white, 10%		22			22	660.00				0	0.00	22			22	660.00			0	0.00	44	30.00	1,320.00	
Paste, White, 3oz		9			9	403.65	2			2	89.70	2			2	89.70	2		2	89.70	15	44.85	672.75	
Pencil #1, 12 x		6			6	435.60				0	0.00	4			4	290.40			0	0.00	10	72.60	726.00	
Pencil #2, 12 x		6			6	435.60				0	0.00	5			5	363.00			0	0.00	11	72.60	798.60	
Plastic Paper Fastener, Assorted colors		49			49	1,519.00	23			23	713.00	26			26	806.00	34		34	1,054.00	132	31.00	4,092.00	
Record Book, 150 pages		20			20	1,500.00				0	0.00				0	0.00			0	0.00	20	75.00	1,500.00	
Record Book, 200 pages		8			8	440.00	3			3	165.00	6			6	330.00	3		3	165.00	20	55.00	1,100.00	
Ribbon, Olympia Compact 50M		3			3	450.00	1			1	450.00				0	0.00			0	0.00	2	450.00	900.00	
Ribbon, Olympia Splendid 433, BASC		2			2	660.00	1			1	330.00	1			1	330.00	1		1	330.00	5	330.00	1,650.00	
Ribbon, Olympia SuperType 330, Film		3			3	2,667.00				0	0.00	2			2	1,738.00			0	0.00	5	869.00	4,345.00	
Rubber Strip, for Carl DC210 cutter, 2oz/oz		3			3	2,400.00				0	0.00				0	0.00			0	0.00	3	800.00	2,400.00	
Self adhesive label, 3 x 4		8			8	316.80	6			6	237.60	7			7	277.20	6		6	237.60	27	79.60	1,069.20	
Self adhesive label, 3 x 6		7			7	292.25	5			5	208.75	5			5	208.75	5		5	208.75	22	41.75	919.50	
Self adhesive label, 1 1/2" x 4"		11			11	0.00				0	0.00				0	0.00			0	0.00	11	0.00	0.00	
Sign here flags		52			52	7,592.00	37			37	5,402.00	25			25	3,650.00	25		25	3,650.00	139	146.00	20,294.00	
SIGN PEN, green, liquid ink, 0.5mm, needle tip		28			28	980.00	12			12	420.00	22			22	770.00			0	0.00	62	35.00	2,170.00	
Spare Blade, for Carl DC210		3			3	250.00				0	0.00				0	0.00			0	0.00	3	250.00	250.00	
STAMP PAD		10			10	450.00				0	0.00	4			4	180.00			0	0.00	14	45.00	630.00	
STAPLE IRON, for heavy duty staplers, 23/8		12			12	396.00	2			2	66.00				0	0.00			0	0.00	14	33.00	462.00	
TAPE, double sided, tissue type 20mm		18			18	504.00	12			12	336.00	13			13	364.00	12		12	336.00	55	28.00	1,540.00	
TIME CARD FOR YOKATTA DIX-6 (bundy clock)		1			1	90.00				0	0.00	1			1	90.00			0	0.00	2	90.00	180.00	
BINDER, ARCH FILE, 1" THICK, 2 holes, ALL HORIZONTAL					0	0.00	15			15	2,550.00				0	0.00	15		15	2,550.00	30	170.00	5,100.00	
BINDING RING, Plastic, 1"		50			50	1,500.00				0	0.00				0	0.00			0	0.00	50	30.00	1,500.00	
STAMP PAD IRK, green, 50ml		4			4	154.00	4			4	154.00				0	0.00			0	0.00	8	38.50	308.00	
CERTIFICATE HOLDER, legal size		50			50	3,750.00				0	0.00	50			50	3,750.00			0	0.00	100	75.00	7,500.00	
BINDER RING, plastic 2" x 80 rings		2			2	50.00				0	0.00				0	0.00			0	0.00	2	25.00	50.00	
BINDER RING, plastic 1/2" x 80 rings		2			2	40.00				0	0.00				0	0.00			0	0.00	2	20.00	40.00	
FOLDER, Pressboard, letter		25			25	643.75	10			10	257.50	10			10	257.50	10		10	257.50	55	25.75	1,416.25	
FACIAL TISSUE, 2 ply sheets, 140 pulls		50			50	1,862.50	50			50	1,862.50	50			50	1,862.50	50		50	1,862.50	200	37.25	7,450.00	
BINDER RING, plastic 1" x 80 rings		30			30	750.00				0	0.00	30			30	750.00			0	0.00	60	25.00	1,500.00	
BINDER RING, plastic 1 1/2" x 80 rings		20			20	680.00				0	0.00	20			20	680.00			0	0.00	40	34.00	1,360.00	
RIBBON for new typewriter		1			1	800.00				0	0.00				0	0.00			0	0.00	1	800.00	800.00	
PAPER, bond, 80 gsm, letter size		30			30	7,200.00	10			10	2,400.00	5			5	1,200.00			0	0.00	45	240.00	10,800.00	
MOROCOCO, Specialty blue, letter		200			200	3,600.00				0	0.00				0	0.00			0	0.00	200	18.00	3,600.00	
PAPER, Copy, A2, 80 gsm		1			1	721.00	1			1	721.00	1			1	721.00	1		1	721.00	4	721.00	2,884.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 19 July 2012)	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
FOLDER, Pressboard, A4		10			10	278.10	10			10	278.10	10			10	278.10	10			10	278.10	40	27.81	1,112.40
LAMINATING FILM rolls		1		1	5,253.00				0	0.00					0	0.00				0	0.00	1	5,253.00	5,253.00
STAPLER with staple wire remover		1		1	278.10				0	0.00	1				1	278.10				0	0.00	2	278.10	556.20
Push Pins		1		1	70.00				0	0.00					0	0.00				0	0.00	1	70.00	70.00
Plastic zip lock envelope, size 6.5" x 9"		5		5	103.00				0	0.00	5				5	103.00				0	0.00	10	20.60	206.00
SPECIALTY PAPER, A4 SIZE, 100 gsm		5		5	2,000.00				0	0.00					0	0.00				0	0.00	5	400.00	2,000.00
Superfax, Transparency Film		1		1	290.00				0	0.00					0	0.00				0	0.00	1	290.00	290.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00









Item & Specifications	Unit of Measure	Monthly Quantity Requirement															Total Quantity for the year	Price Catalogue (as of 29 July 2022)	Total Amount for the year					
		Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug	Sept	Q3	Q3 amount				Oct	Nov	Dec	Q4	Q4 amount
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00
					0	0.00					0	0.00								0	0.00	0	0.00	0.00





Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT	
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00









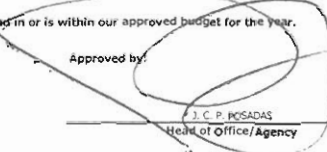
Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue No. (if Applicable)	Total Amount for this year						
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
A. TOTAL																								P		2,940,142.70
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								P		293,014.27
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								P		-
D. GRAND TOTAL (A + B + C)																								P		2,938,729.97
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																										

PR\$293,729,970 SEVEN MILLION ONE HUNDRED SIXTY SIX THOUSAND SEVEN HUNDRED THIRTY FOUR (PR\$2,193,734.00)

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:  
  
 M. S. ZITE / L. G. CALAOR  
 Property Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 J. R. RACHO  
 Accountant / Budget Officer

Approved by:  
  
 J. C. P. ROSADAS  
 Head of Office/Agency

Date Prepared: September 14, 2022 (resubmission)