

Instructions:
 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-phillips.gov.ph) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF)
- 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-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: 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: NATIONAL TAX RESEARCH CENTER Agency Code/UNCS: 1037
 Region: MAIN & NCR Organization Type: NATIONAL GOVERNMENT AGENCY
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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							
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																															
ALCOHOL OR ACTONE BASED ANTISEPTICS																															
1	12191601-AL-E04	ALCOHOL, EHYL, 500 mL	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	0.00	
2	12191601-AL-E03	ALCOHOL, EHYL, 1 Gallon	20	0	0	20	6,611.00	0	20	0	20	6,611.00	0	20	0	20	6,611.00	0	20	0	20	0	20	0	20	0	20	6,611.00	80	330.55	26,494.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																															
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	32.91	0.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	36.36	0.00
5	60121534-ER-P01	ERASER, plastic/ rubber	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	4.47	0.00
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	120	0	0	120	2,664.00	0	120	0	120	2,664.00	0	120	0	120	2,664.00	0	120	0	120	0	120	0	120	0	120	2,664.00	480	22.20	10,656.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	50	0	0	50	1,110.00	0	50	0	50	1,110.00	0	50	0	50	1,110.00	0	50	0	50	0	50	0	50	0	50	1,110.00	200	22.20	4,440.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	12	0	0	12	266.40	0	12	0	12	266.40	0	12	0	12	266.40	0	12	0	12	0	12	0	12	0	12	266.40	48	22.20	1,065.60
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																															
10	49121317-DO-C02	DOCUMENT CAMERA, 8 MP	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	23,623.50	0.00
11	49111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0	16,588.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																															

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue for 2024/2025	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					
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	0	20	0	20	409.89	0	10	0	10	204.90	0	15	0	15	307.35	0	0	0	0	0	0	0	45	20.49	922.05			
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	0	8	0	8	146.72	0	0	0	0	0.00	0	5	0	5	91.70	0	0	0	0	0	0	0	0	13	18.34	238.42		
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	0	4	0	4	394.80	0	0	0	0	0.00	0	4	0	4	394.80	0	0	0	0	0	0	0	0	8	96.20	769.60		
CLEANING EQUIPMENT AND SUPPLIES																														
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	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	0	0	81.64	0.00	
16	47131604-BR-S01	BROOM, Soft (Walls Tampo)	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	0	136.24	0.00		
17	47131604-BR-T01	BROOM, Sock (Walls Tmp-tng)	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	0	22.78	0.00		
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	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	0	41.60	0.00		
19	47131806-CL-P01	CLEANSER, Scouring Powder, 350g	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	0	23.92	0.00		
20	47131811-DE-802	DETERGENT BAR, 140g as packed	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	0	8.30	0.00		
21	47131811-DE-F03	DETERGENT POWDER, all purpose, 1kg	0	10	0	10	540.80	0	0	0	0	0.00	0	10	0	10	540.80	0	0	0	0	0	0	0	0	20	54.08	1,081.60		
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	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	0	0	139.89	0.00	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	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	0	0	27.64	0.00	
24	47131802-FM-A02	FLOOR WAX, paste type, red, 2kg	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	0	0	306.76	0.00	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	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	0	0	120.12	0.00	
26	72101612-FHS-L01	LIQUID HAND SOAP, 500mL	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	0	0	42.95	0.00	
27	47121804-MP-801	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	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	0	0	2,288.00	0.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	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	0	0	124.80	0.00	
29	47131619-MP-801	MOPHEAD, made of rayon	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	0	0	122.51	0.00	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	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	0	0	53.14	0.00	
31	47131602-SC-M01	SCOURING PAD, 5 pieces per 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	0	0	0	57.93	0.00	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or 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	0	0	0	144.04	0.00	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	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	0	0	31.91	0.00	
COLOR COMPOUNDS AND DISPERSIONS																														
34	12171703-SF-P01	INK, for stamp pad, 50mL	0	6	0	6	173.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	6	28.91	173.46	
CONSUMER ELECTRONICS																														
35	52161535-DN-A01	DIGITAL VOICE RECORDER	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	0	0	7,339.16	0.00	
FACE MASK																														
36	42121713-SM-H06	FACE MASK, 3 ply, fifty (50) pieces per 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	0	0	0	0	0	77.50	0.00
FILMS																														
37	13111203-AC-F01	ACETATE, 90 meters	0	2	0	2	1,339.76	0	0	0	0	0.00	0	1	0	1	969.88	0	0	0	0	0	0	0	0	0	3	969.88	2,909.64	
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per 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	0	0	0	0	0	221.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 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						
39 13111201-CF-R02	CARBON FILM, legal, 100 sheets per box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	238.54	0.00		
FIRE FIGHTING EQUIPMENT																														
40 46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	1,144.00	0.00	
41 46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	5,613.25	0.00	
FLAG OR ACCESSORIES																														
42 55121905-PH-F01	PHILIPPINE NATIONAL FLAG	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	284.84	0.00	
FURNITURE AND FURNISHINGS																														
43 56101504-CH-B01	MONOBLOC CHAIR, beige	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	347.41	0.00	
44 56101504-CH-W01	MONOBLOC CHAIR, white	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	344.92	0.00	
45 56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	1,248.00	0.00	
46 56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	1,248.00	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																														
47 40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbic type	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	1,222.00	0.00
48 40101604-EF-G01	ELECTRIC FAN, industrial, ground type	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	1,169.68	0.00
49 40101604-EF-S01	ELECTRIC FAN, stand type	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	856.86	0.00
50 40101604-EF-W01	ELECTRIC FAN, wall mount	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	768.56	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																														
51 43211507-DSK001	DESKTOP, for Basic Users	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	24,793.60	0.00
52 43211507-DSK002	DESKTOP, for Mid-Range Users	0	0	0	0	0.00	5	0	5	0	0	0	0	0	211,952.00	0	4	0	4	0	0	0	0	0	0	0	0	0	42,390.40	381,513.60
53 43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	2,792.40	0.00
54 43211503-LAP001	LAPTOP, for Mid-Range Users	0	0	0	0	0.00	0	14	0	14	0	0	0	0	653,200.00	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800.00	1,263,600.00
55 43211503-LAP002	LAPTOP, Lightweight	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	46,800.00	0.00
56 43211708-MO-C01	MOUSE, OPTICAL, USB connection type	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	140.76	0.00
57 43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	36,100.97	0.00
58 43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	10,189.92	0.00
59 43212105-PR-L01	PRINTER, Laser, Monochrome	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	2,636.89	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																														
60 39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 wats	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	75.61	0.00
61 39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 wats	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	206.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																														
62 31201610-GL-J01	GLUE, all-purpose, 200 grams	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	70.72	0.00
63 31151804-SH-H01	STAPLE WIRE, heavy duty (under type), 23/13	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	22.55	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 Apr 2022)	Total Amount for the year					
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
		Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount																
64 31151804-SM-S01	STAPLE WIRE, standard	box	0	15	0	15	356.40	0	0	10	0	10	237.60	0	10	0	10	237.60	50	23.76	1,188.00
65 31201502-TA-E01	TAPE, electrical	roll	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	19.45	0.00
66 31201509-TA-H01	TAPE, masking, 24mm	roll	0	5	0	309.40	0	0	0	0	0	0	0.00	5	0	0	0	0.00	10	61.88	618.80
67 31201503-TA-H02	TAPE, masking, 48 mm	roll	0	3	0	363.48	0	0	0	0	0	0	0.00	2	0	0	0	0.00	5	121.16	605.80
68 31201517-TA-H01	TAPE, packaging, 48 mm	roll	0	3	0	67.08	0	0	0	0	0	0	0.00	2	0	0	0	0.00	5	22.36	111.80
69 31201512-TA-T01	TAPE, transparent, 24mm	roll	0	20	0	223.60	0	0	10	0	0	10	111.80	0	20	0	20	223.60	60	11.18	670.80
70 31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	2	0	45.14	0	0	0	0	0	0	0.00	2	0	2	0	0.00	4	22.57	90.28
71 31151507-TW-H01	TWINE, plastic	roll	0	4	0	266.48	0	0	0	0	0	0	0.00	4	0	4	0	0.00	8	66.62	532.96
MEASURING AND OBSERVING AND TESTING EQUIPMENT																					
72 41111604-RU-H02	RULER, plastic, 450 mm	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	16.64	0.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																					
73 44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	14.82	0.00
74 44101602-PB-H01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	9,534.72	0.00
75 44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	266.24	0.00
76 44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	0	0.00	0	0	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	0	10	0	87.20	0	10	0	0	0	10	87.20	0	10	0	10	87.20	40	8.72	348.80
78 44122105-BF-C02	CLIP, backfold, 25mm	box	0	10	0	147.50	0	10	0	0	0	10	147.50	0	10	0	10	147.50	40	14.75	590.00
79 44122105-BF-C03	CLIP, backfold, 32mm	box	0	10	0	255.60	0	10	0	0	0	10	255.60	0	10	0	10	255.60	40	26.56	1,022.40
80 44122105-BF-C04	CLIP, backfold, 50mm	box	0	10	0	560.40	0	10	0	0	0	10	560.40	0	10	0	10	560.40	40	56.04	2,241.60
81 44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	0	40	0	461.20	0	40	0	30	0	30	345.90	0	30	0	30	345.90	130	11.53	1,498.90
82 44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	33.43	0.00
83 44111515-DF-B01	DATA FILE BOX	piece	0	10	0	772.00	0	0	0	0	0	10	772.00	0	0	0	0	0.00	20	77.20	1,544.00
84 44122011-DF-F01	DATA FOLDER	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	68.64	0.00
85 44103202-DS-H01	DATING AND STAMPING MACHINE	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	453.96	0.00
86 44121506-BK-H01	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	1	0	764.40	0	0	0	0	0	1	764.40	0	0	0	0	0.00	2	764.40	1,528.80
87 44121506-BK-H02	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	1	0	980.72	0	0	0	0	0	1	980.72	0	0	0	0	0.00	3	980.72	2,942.16
88 44121506-BK-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	0	1	0	738.40	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	738.40	738.40
89 44121506-BK-X02	ENVELOPE, Expanding, Plastic	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	30.49	0.00
90 44121506-BK-H02	ENVELOPE, Mailing, 500 pieces per box	box	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	432.52	0.00
91 44121504-BK-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	488.80	0.00
92 44111912-BR-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	11.41	0.00
93 44101714-FX-H01	FACSIMILE MACHINE	unit	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	5,642.00	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 Sep 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			
94	4412218-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	0	30	0	30	2,899.20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45	94.64	4,258.80		
95	4411515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	85.20	0.00	
96	4412208-FT-D01	FILE TAB/INDEX DIVIDER, Bristol board, A4	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11.13	0.00	
97	4412208-FT-D02	FILE TAB/INDEX DIVIDER, Bristol board, legal	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	14.23	0.00	
98	4412201-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	286.52	0.00	
99	4412201-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	0	4	0	4	1,446.08	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	286.52	2,292.16	
100	4412201-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	0	0	0	0	0.00	0	2	0	2	375.08	0	0	0	0	0	0	0	0	0	0	0	0	0	187.54	375.08	
101	4412201-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	0	0	0	0	0.00	0	2	0	2	477.14	0	0	0	0	0	0	0	0	0	0	0	0	0	238.57	477.14	
102	4412202-FO-F01	FOLDER, pressboard, 100 pieces per box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	952.64	0.00	
103	4412201-FO-T03	FOLDER with tab, A4, 100 pieces per pack	0	1	0	1	289.12	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	289.12	578.24	
104	4412201-FO-T04	FOLDER with tab, legal, 100 pieces per pack	0	3	0	3	999.78	0	3	0	3	999.78	0	0	0	0	0	0	0	0	0	0	0	0	0	333.26	3,999.12	
105	4412208-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	0	5	0	5	315.55	0	5	0	5	315.55	0	0	0	0	0	0	0	0	0	0	0	0	0	63.11	1,262.20	
106	4411515-MF-B02	MAGAZINE FILE BOX, Large	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	41.60	0.00	
107	4412176-MA-F01	MARKER, Fluorescent, 3 colors per set	0	15	0	15	549.90	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	36.66	916.50	
108	44121708-MP-B01	MARKER, Permanent, Black	0	40	0	40	298.80	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	7.47	597.60	
109	44121708-MP-B02	MARKER, Permanent, Blue	0	15	0	15	112.05	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	7.47	224.10	
110	44121708-MP-B03	MARKER, Permanent, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	7.47	0.00	
111	44121708-MW-801	MARKER, Whiteboard, Black	0	10	0	10	96.50	0	0	0	0	0.00	0	5	0	0	0	0	0	0	0	0	0	0	0	9.65	144.75	
112	44121708-MW-802	MARKER, Whiteboard, Blue	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	9.65	0.00	
113	44121708-MW-803	MARKER, Whiteboard, Red	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	9.65	0.00	
114	44122104-PC-G01	PAPER CLIP, winn/plastic coated, 33mm	0	20	0	20	176.40	0	0	0	0	0.00	0	20	0	0	0	0	0	0	0	0	0	0	0	8.82	352.80	
115	44122104-PC-J02	PAPER CLIP, winn/plastic coated, Jumbo, 50mm	0	20	0	20	275.60	0	0	0	0	0.00	0	20	0	0	0	0	0	0	0	0	0	0	0	13.78	551.20	
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	9,297.60	0.00	
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	0	20	0	20	415.80	0	20	0	20	415.80	0	20	0	0	0	0	0	0	0	0	0	0	0	80	20.79	1,663.20
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	212.87	0.00	
119	44101602-PU-F01	PUNCHER, paper, heavy duty	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	150.80	0.00	
120	4412203-88-P10	RINGS BINDER, plastic, 32 ring, 10 pieces per bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	274.23	0.00	
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	0	3	0	3	405.60	0	0	0	0	0.00	0	3	0	0	0	0	0	0	0	0	0	0	0	135.20	811.20	
122	44121905-SR-F01	STAMP PAD, felt	0	3	0	3	119.76	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	39.92	119.76	
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	33.37	0.00	
124	44121615-ST-S01	STAPLER, standard type	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	146.60	0.00	
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	888.16	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					
32 44103105-HP-949 INK CARTRIDGE, HP CH565A (HP82), 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	0	935.00	0.00			
33 44103105-HP-C09 INK CARTRIDGE, HP CH565A (HP82), 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	0	0	740.00	0.00		
34 44103105-HP-M49 INK CARTRIDGE, HP CH57A (HP82), 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	0	0	740.00	0.00		
35 44103105-HP-Y49 INK CARTRIDGE, HP CH569A (HP82), 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	0	0	740.00	0.00		
36 44103105-HP-B43 INK CARTRIDGE, HP CM045A (HP950XL), 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	0	0	1,970.80	0.00		
37 44103105-HP-C43 INK CARTRIDGE, HP CM046A (HP951XL), 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	0	0	1,517.36	0.00		
38 44103105-HP-M43 INK CARTRIDGE, HP CM047A (HP951XL), 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	0	0	1,517.36	0.00		
39 44103105-HP-Y43 INK CARTRIDGE, HP CM048A (HP951XL), 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	0	0	1,517.36	0.00		
40 44103105-HP-B36 INK CARTRIDGE, HP CM692A (HP704), Black	cart	0	3	0	3	1,257.36	0	3	0	0	0	0	0	0	1,257.36	0	2	0	0	0	0	0	0	0	0	4	419.12	3,352.96	
41 44103105-HP-T36 INK CARTRIDGE, HP CM693A (HP704), Tri-color	cart	0	2	0	2	838.24	0	0	0	0	0	0	0	0	838.24	0	2	0	0	0	0	0	0	0	0	0	4	419.12	1,676.48
42 44103105-HP-B33 INK CARTRIDGE, HP CZ107A (HP678), Black	cart	0	10	0	10	4,045.60	0	10	0	0	0	0	0	0	4,045.60	0	10	0	0	0	0	0	0	0	0	0	40	404.56	16,182.40
43 44103105-HP-T33 INK CARTRIDGE, HP CZ108A (HP678), Tri-color	cart	0	10	0	10	4,045.60	0	10	0	0	0	0	0	0	4,045.60	0	10	0	0	0	0	0	0	0	0	0	30	404.56	12,136.80
44 44103105-HP-B42 INK CARTRIDGE, HP CZ121A (HP685A), 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	0	0	0	0	312.00	0.00
45 44103105-HP-C33 INK CARTRIDGE, HP CZ122A (HP685A), 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	0	0	0	0	256.88	0.00
46 44103105-HP-M33 INK CARTRIDGE, HP CZ123A (HP685A), 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	0	0	0	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	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	256.88	0.00
48 44103105-HP-T43 INK CARTRIDGE, HP F6V26A (HP680), Tri-color	cart	0	8	0	8	3,394.56	0	8	0	0	0	0	0	0	3,394.56	0	8	0	0	0	0	0	0	0	0	0	24	424.32	10,183.68
49 44103105-HP-B43 INK CARTRIDGE, HP F6V27A (HP680), Black	cart	0	10	0	10	4,243.20	0	10	0	0	0	0	0	0	4,243.20	0	10	0	0	0	0	0	0	0	0	0	40	424.32	16,972.80
50 44103105-HP-C50 INK CARTRIDGE, HP L0S51A (HP955), Cyan Original	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	0	0	0	0	982.80	0.00
51 44103105-HP-M50 INK CARTRIDGE, HP L0S54A (HP955), Magenta Original	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	0	0	0	0	982.80	0.00
52 44103105-HP-Y50 INK CARTRIDGE, HP L0S57A (HP955), Yellow Original	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	0	0	0	0	982.80	0.00
53 44103105-HP-B60 INK CARTRIDGE, HP L0S60A (HP955), Black Original	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	0	0	0	0	1,294.80	0.00
54 44103105-HP-C48 INK CARTRIDGE, HP L0S63A (HP955XL), Cyan Original	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	0	0	0	0	1,339.52	0.00
55 44103105-HP-M48 INK CARTRIDGE, HP L0S66A (HP955XL), 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	0	0	0	0	1,339.52	0.00
56 44103105-HP-Y48 INK CARTRIDGE, HP L0S69A (HP955XL), 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	0	0	0	0	1,339.52	0.00
57 44103105-HP-B48 INK CARTRIDGE, HP L0S74A (HP955XL), Black Original	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	0	0	0	0	1,817.92	0.00
58 44103105-HP-C51 INK CARTRIDGE, HP T6L89A (HP905), Cyan Original	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	0	0	0	0	488.00	0.00
59 44103105-HP-M51 INK CARTRIDGE, HP T6L93A (HP905), Magenta Original	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	0	0	0	0	488.00	0.00
60 44103105-HP-Y51 INK CARTRIDGE, HP T6L97A (HP905), Yellow Original	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	0	0	0	0	488.00	0.00
61 44103105-HP-B51 INK CARTRIDGE, HP T6M01A (HP905), Black Original	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	0	0	0	0	774.80	0.00
62 44103112-EP-R05 RIBBON CARTRIDGE, EPSON C15015516 (#8750), 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	0	0	0	0	77.43	0.00
63 44103112-EP-R13 RIBBON CARTRIDGE, EPSON C15015632, 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	0	0	0	0	77.94	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					
96	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	0	0	0	0	6,011.20	0.00
97	44103103-HP-Y27 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	0	0	0	0	5,460.00	0.00
98	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	0	0	0	0	6,011.20	0.00
99	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	0	0	0	0	4,050.80	0.00
100	44103103-HP-628 TONER CARTRIDGE, HP CE505A, 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	0	0	0	0	7,332.00	0.00
101	44103103-HP-652 TONER CARTRIDGE, HP CE217A, (HP17A), Black LaserJet	cart	0	1	0	1	2,878.72	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	1	2,878.72	2,878.72
102	44103103-HP-653 TONER CARTRIDGE, HP CE226A, (HP26A), 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	0	0	0	0	5,246.80	0.00
103	44103103-HP-655 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	0	0	0	0	4,690.40	0.00
104	44103103-HP-651 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	0	0	0	0	8,359.52	0.00
105	44103103-HP-656 TONER CARTRIDGE, HP CE281A, (HP61A), 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	0	0	0	0	7,800.00	0.00
106	44103103-HP-657 TONER CARTRIDGE, HP CE283A, (HP63A), 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	0	0	0	0	3,034.72	0.00
107	44103103-HP-651 TONER CARTRIDGE, HP CE283XC, (HP63X), Black Contract L	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	0	0	0	0	3,796.00	0.00
108	44103103-HP-658 TONER CARTRIDGE, HP CE287A, (HP67), 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	0	0	0	0	9,808.00	0.00
109	44103103-HP-652 TONER CARTRIDGE, HP CE325XC, (HP25X), 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	0	0	0	0	13,728.00	0.00
110	44103103-HP-660 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	0	0	0	0	2,574.00	0.00
111	44103103-HP-660 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	0	0	0	0	2,652.00	0.00
112	44103103-HP-660 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	0	0	0	0	2,652.00	0.00
113	44103103-HP-660 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	0	0	0	0	7,030.40	0.00
114	44103103-HP-661 TONER CARTRIDGE, HP CE360A, (HP308A), 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	0	0	0	0	8,814.00	0.00
115	44103103-HP-661 TONER CARTRIDGE, HP CE361A, (HP308A), 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	0	0	0	0	8,814.00	0.00
116	44103103-HP-661 TONER CARTRIDGE, HP CE362A, (HP308A), 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	0	0	0	0	8,814.00	0.00
117	44103103-HP-661 TONER CARTRIDGE, HP CE363A, (HP308A), 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	0	0	0	0	8,814.00	0.00
118	44103103-HP-662 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	0	0	0	0	3,099.20	0.00
119	44103103-HP-662 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	0	0	0	0	3,660.80	0.00
120	44103103-HP-662 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	0	0	0	0	3,660.80	0.00
121	44103103-HP-662 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	0	0	0	0	3,660.80	0.00
122	44103103-HP-663 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	0	0	0	0	3,900.00	0.00
123	44103103-HP-664 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	0	0	0	0	6,948.40	0.00
124	44103103-HP-663 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	0	0	0	0	5,038.80	0.00
125	44103103-HP-664 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	0	0	0	0	8,532.80	0.00
126	44103103-HP-663 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	0	0	0	0	5,038.80	0.00
127	44103103-HP-664 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	0	0	0	0	8,532.80	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					
128 44103103-HP-M63	TONER CARTRIDGE; HP CF413A (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	0	0	5,038.80	0.00	
129 44103103-HP-M54	TONER CARTRIDGE; HP CF413XC (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	0	0	8,522.80	0.00	
130 44103103-HP-834	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	0	0	3,744.00	0.00	
131 44103103-HP-848	TONER CARTRIDGE; HP Q7553A, 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	0	0	4,680.00	0.00	
132 44103103-SA-803	TONER CARTRIDGE; SAMSUNG ML-D2850B, 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	0	0	5,116.80	0.00	
133 44103103-SA-806	TONER CARTRIDGE; SAMSUNG ML-T-D101S, 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	0	0	3,484.00	0.00	
134 44103103-SA-807	TONER CARTRIDGE; SAMSUNG ML-T-D103S, 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	0	0	2,689.44	0.00	
135 44103103-SA-808	TONER CARTRIDGE; SAMSUNG ML-T-D104S, 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	0	0	2,454.40	0.00	
136 44103103-SA-809	TONER CARTRIDGE; SAMSUNG ML-T-D105L, 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	0	0	3,380.00	0.00	
137 44103103-SA-814	TONER CARTRIDGE; SAMSUNG ML-T-D108S, 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	0	0	3,289.52	0.00	
138 44103103-SA-821	TONER CARTRIDGE; SAMSUNG ML-T-D203E, 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	0	0	8,304.40	0.00	
139 44103103-SA-818	TONER CARTRIDGE; SAMSUNG ML-T-D203L, Black	cart	0	1	0	1	4,533.36	0	0	0	0	0	0	0	0	4,533.36	0	0	0	0	0	0	0	0	0	0	2	4,533.36	9,066.72
140 44103103-SA-820	TONER CARTRIDGE; SAMSUNG ML-T-D203U, 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	0	0	0	6,442.80	0.00
141 44103103-SA-812	TONER CARTRIDGE; SAMSUNG ML-T-D205E, 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	0	0	7,321.14	0.00	
142 44103103-SA-805	TONER CARTRIDGE; SAMSUNG ML-T-D205L, 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	0	0	4,533.36	0.00	
143 44103103-SA-810	TONER CARTRIDGE; SAMSUNG SCX-D6555A, 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	0	0	4,066.40	0.00	
SOFTWARE																													
1 43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
5 43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
7 43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	9	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
9 43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
10 43232801-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
11 43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
12 43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
13 43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
14 43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	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	0	0	0.00	0	0	0	0	0.00	0	0				0	0	0.00	0	0	0	0	0	0.00				
4323365 SFT-015 Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0.00	0.00					
SOFTWARES - MICROSOFT	unit	0	0	0	0	0.00	0	0	0	190,000.00	0	0	0	0	170,000.00	0	0	0	0	0	0.00	0	0.00	36	10,000.00	360,000.00			
BALLPEN	piece	0	150	0	150	670.50	0	150	0	670.50	0	150	0	150	670.50	0	150	0	150	0	670.50	0	150	670.50	600	4.47	2,682.00		
YELLOW PAPER, #100	piece	0	100	0	100	1,500.00	0	75	0	1,125.00	0	100	0	100	1,500.00	0	75	0	75	0	1,125.00	0	75	1,125.00	350	15.00	5,250.00		
YELLOW PAD	pad	0	20	0	20	570.00	0	0	0	0.00	0	20	0	20	570.00	0	0	0	0	0	0.00	0	0	0	0.00	40	28.50	1,140.00	
DUPLO ROLIMASTER, DR4-12	piece	0	2	0	2	8,970.00	0	0	0	0.00	0	1	0	1	4,485.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3	4,485.00	13,455.00
DUPLO INK, DM-14 Black	piece	0	4	0	4	3,708.00	0	4	0	3,708.00	0	4	0	4	3,708.00	0	4	0	4	0	3,708.00	0	4	0	4	3,708.00	16	927.00	14,832.00
BULB, 24 WATTS, Spiral type/ U-type	piece	0	36	0	36	5,464.80	0	0	0	0.00	0	36	0	36	5,464.80	0	0	0	0	0	0.00	0	0	0	0	0.00	72	151.80	10,929.60
INNCART, BROTHER LC353XL - Magenta	piece	0	1	0	1	500.00	0	1	0	0.00	0	1	0	1	500.00	0	1	0	1	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
INNCART, BROTHER LC353XL - Cyan	piece	0	1	0	1	500.00	0	1	0	0.00	0	1	0	1	500.00	0	1	0	1	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
INNCART, BROTHER LC353XL - Yellow	piece	0	1	0	1	500.00	0	1	0	0.00	0	1	0	1	500.00	0	1	0	1	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
INNCART, BROTHER LC353XL - Black	piece	0	2	0	2	1,000.00	0	0	0	0.00	0	1	0	1	500.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3	500.00	1,500.00
INNCART, BROTHER LC3619XL - Magenta	piece	0	20	0	20	30,000.00	0	10	0	15,000.00	0	10	0	10	15,000.00	0	10	0	10	0	15,000.00	0	10	0	10	15,000.00	55	1,500.00	82,500.00
INNCART, BROTHER LC3619XL - Cyan	piece	0	20	0	20	30,000.00	0	10	0	15,000.00	0	10	0	10	15,000.00	0	10	0	10	0	15,000.00	0	10	0	10	15,000.00	55	1,500.00	82,500.00
INNCART, BROTHER LC3619XL - Yellow	piece	0	20	0	20	30,000.00	0	10	0	15,000.00	0	10	0	10	15,000.00	0	10	0	10	0	15,000.00	0	10	0	10	15,000.00	55	1,500.00	82,500.00
INNCART, BROTHER LC3619XL - Black	piece	0	30	0	30	60,000.00	0	25	0	50,000.00	0	30	0	30	60,000.00	0	30	0	30	0	50,000.00	0	25	0	25	50,000.00	110	2,000.00	220,000.00
INNCART, EPSON C1300V200 - Cyan	piece	0	1	0	1	282.00	0	1	0	0.00	0	1	0	1	282.00	0	1	0	1	0	0.00	0	0	0	0	0.00	2	282.00	564.00
INNCART, EPSON C1300V400 - Yellow	piece	0	1	0	1	282.00	0	1	0	0.00	0	1	0	1	282.00	0	1	0	1	0	0.00	0	0	0	0	0.00	2	282.00	564.00
INNCART, EPSON C1300V100 - Black	piece	0	2	0	2	564.00	0	0	0	0.00	0	2	0	2	564.00	0	0	0	0	0	0.00	0	0	0	0	0.00	4	282.00	1,128.00
INNCART, EPSON T-6641, Black	piece	0	10	0	10	2,150.00	0	5	0	1,075.00	0	5	0	5	1,075.00	0	5	0	5	0	1,075.00	0	5	0	5	1,075.00	30	215.00	6,450.00
INNCART, EPSON T-6642, Cyan	piece	0	5	0	5	1,075.00	0	5	0	1,075.00	0	5	0	5	1,075.00	0	5	0	5	0	1,075.00	0	5	0	5	1,075.00	15	215.00	3,225.00
INNCART, EPSON T-6643, Magenta	piece	0	5	0	5	1,075.00	0	5	0	1,075.00	0	5	0	5	1,075.00	0	5	0	5	0	1,075.00	0	5	0	5	1,075.00	15	215.00	3,225.00
INNCART, EPSON T-6644, Yellow	piece	0	5	0	5	1,075.00	0	5	0	1,075.00	0	5	0	5	1,075.00	0	5	0	5	0	1,075.00	0	5	0	5	1,075.00	15	215.00	3,225.00
INNCART, HP OFFICEJET L0542A - Magenta	piece	0	1	0	1	1,595.00	0	0	0	0.00	0	1	0	1	1,595.00	0	0	0	0	0	0.00	0	0	0	0	0.00	2	1,595.00	3,190.00
INNCART, HP OFFICEJET L0545A - Cyan	piece	0	1	0	1	1,595.00	0	0	0	0.00	0	1	0	1	1,595.00	0	0	0	0	0	0.00	0	0	0	0	0.00	2	1,595.00	3,190.00
INNCART, HP OFFICEJET L0539A - Yellow	piece	0	1	0	1	1,595.00	0	0	0	0.00	0	1	0	1	1,595.00	0	0	0	0	0	0.00	0	0	0	0	0.00	2	1,595.00	3,190.00
INNCART, HP OFFICEJET L0548A - Black	piece	0	2	0	2	3,190.00	0	0	0	0.00	0	1	0	1	1,595.00	0	0	0	0	0	0.00	0	0	0	0	0.00	3	1,595.00	4,785.00
INNCART, HP INK 682 - Colored	piece	0	2	0	2	1,050.00	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	4	525.00	2,100.00
INNCART, HP INK 682 - Black	piece	0	4	0	4	2,100.00	0	0	0	0.00	0	2	0	2	1,050.00	0	0	0	0	0	0.00	0	0	0	0	0.00	8	525.00	4,200.00
TONER, BROTHER, BT D60, Black	piece	0	3	0	3	900.00	0	0	0	0.00	0	2	0	2	600.00	0	0	0	0	0	0.00	0	0	0	0	0.00	5	300.00	1,500.00

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity For the year	Price Catalogue (P/2014/2022)	Total Amount For the year								
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	January			
		Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount	Amount	Amount	Amount		
TONER, BROTHER, BT 5000, Cyan	piece	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	300.00	900.00	
TONER, BROTHER, BT 5000, Magenta	piece	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	300.00	900.00	
TONER, BROTHER, BT 5000, Yellow	piece	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	300.00	900.00	
TONER, BROTHER, TN-351 Black	piece	0	2	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3,200.00	9,600.00	
TONER, BROTHER, TN-351 Cyan	piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2,960.00	5,920.00	
TONER, BROTHER, TN-351 Yellow	piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2,960.00	5,920.00	
TONER, BROTHER, TN-351 Magenta	piece	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2,960.00	5,920.00	
Drinking water	5 gal	80	80	90	250	90	90	90	270	9,450.00	80	80	80	240	8,400.00	80	80	240	8,400.00	1000	35.00	35,000.00		
TISSUE PAPER - Kleenex, 3 ply, Cottony soft	roll	0	400	0	400	0	400	0	8,500.00	0	400	0	400	8,500.00	0	400	0	400	8,500.00	1600	21.25	34,000.00		
DISINFECTANT Multi-action cleaner, Lysol, 900ml	bottle	0	20	0	20	0	20	0	5,200.00	0	20	0	20	5,200.00	0	20	0	20	4,680.00	78	280.00	20,280.00		
DISINFECTANT SPRAY, Lysol, 510ml	can	0	20	0	20	0	20	0	12,000.00	0	20	0	20	12,000.00	0	20	0	20	12,000.00	80	600.00	48,000.00		
Multi-Insect killer spray, Baygon, 600ml	can	0	20	0	20	0	20	0	8,600.00	0	20	0	20	4,300.00	0	20	0	20	4,300.00	50	430.00	21,500.00		
A. TOTAL																								3,124,463.84
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																								312,446.38
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																								-
D. GRAND TOTAL (A + B + C)																								3,436,910.22
E. APPROVED BUDGET BY THE AGENCY HEAD		THREE MILLION FOUR HUNDRED THIRTY SEVEN THOUSAND PESOS (PHP3,437,000.00)																						
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:

Elizabeth Maria L. Paredes
 ELIZABETH MARIA L. PAREDES
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

Gian Carlo D. Rosal
 GIAN CARLO D. ROSAL
 Accountant / Budget Officer

Approved by:

Marlene Lucero - Callibag
 MARLENE LUCERO - CALLIBAG
 Head of Office/ Agency

Date Prepared: September 15, 2022