

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: SUGAR REGULATORY ADMIN | Agency Code/UACS: X103   | Contact Person: ANNABELLE GODES  |
| Region: NCR                                      | Organization Type: _____ | Position: PROPERTY CUSTODIAN   |
| Address: PHILIPPINE SUGAR CENTER BLDG            |                          | E-mail: <a href="mailto:belgodesproperty@gmail.com">belgodesproperty@gmail.com</a> |
| NORTH AVE DILIMAN QUEZON CIT                     |                          | Telephone/Mobile Nos: 89296136   |

| 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>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b> |                 |  |        |     |    |           |       |          |      |    |           |      |          |      |    |           |     |          |     |    |           |                             |                                      |                           |           |           |  |
| <b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>                    |                 |  |        |     |    |           |       |          |      |    |           |      |          |      |    |           |     |          |     |    |           |                             |                                      |                           |           |           |  |
| 1  | 12191601-AL-E04 | ALCOHOL, Ethyl, 500 mL                                       | bottle | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 0                         | 47.85     | 0.00      |  |
| 2  | 12191601-AL-E03 | ALCOHOL, Ethyl, 1 Gallon                                     | gallon | 15  | 0  | 0         | 15    | 4,958.25 | 15   | 0  | 0         | 15   | 4,958.25 | 15   | 0  | 0         | 15  | 4,958.25 | 15  | 0  | 0         | 15                          | 4,958.25                             | 60                        | 330.55    | 19,833.00 |  |
| <b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>  |                 |  |        |     |    |           |       |          |      |    |           |      |          |      |    |           |     |          |     |    |           |                             |                                      |                           |           |           |  |
| 3  | 60121413-CB-P01 | CLEARBOOK, 20 transparent pockets, A4                        | piece  | 20  | 0  | 0         | 20    | 658.20   | 0    | 0  | 0         | 0    | 0.00     | 30   | 0  | 0         | 30  | 987.30   | 0   | 0  | 0         | 0                           | 0.00                                 | 50                        | 32.91     | 1,645.50  |  |
| 4  | 60121413-CB-P02 | CLEARBOOK, 20 transparent pockets, legal                     | piece  | 20  | 0  | 0         | 20    | 727.20   | 0    | 0  | 0         | 0    | 0.00     | 30   | 0  | 0         | 30  | 1,090.80 | 0   | 0  | 0         | 0                           | 0.00                                 | 50                        | 36.36     | 1,818.00  |  |
| 5  | 60121534-ER-P01 | ERASER, plastic/ rubber                                      | piece  | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00     | 25   | 0  | 0         | 25  | 111.75   | 0   | 0  | 0         | 0                           | 0.00                                 | 25                        | 4.47      | 111.75    |  |
| 6  | 60121524-SP-G01 | SIGN PEN, Black, liquid or gel                               | piece  | 100 | 0  | 0         | 100   | 2,220.00 | 100  | 0  | 0         | 100  | 2,220.00 | 100  | 0  | 0         | 100 | 2,220.00 | 100 | 0  | 0         | 100                         | 2,220.00                             | 400                       | 22.20     | 8,880.00  |  |
| 7  | 60121524-SP-G02 | SIGN PEN, Blue, liquid or gel                                | piece  | 100 | 0  | 0         | 100   | 2,220.00 | 50   | 0  | 0         | 50   | 1,110.00 | 50   | 0  | 0         | 50  | 1,110.00 | 100 | 0  | 0         | 100                         | 2,220.00                             | 300                       | 22.20     | 6,660.00  |  |
| 8  | 60121524-SP-G03 | SIGN PEN, Red, liquid or gel                                 | piece  | 100 | 0  | 0         | 100   | 2,220.00 | 50   | 0  | 0         | 50   | 1,110.00 | 50   | 0  | 0         | 50  | 1,110.00 | 20  | 0  | 0         | 20                          | 444.00                               | 220                       | 22.20     | 4,884.00  |  |
| 9  | 60121124-WR-P01 | WRAPPING PAPER, kraft, 50 sheets per pack                    | pack   | 25  | 0  | 0         | 25    | 4,030.00 | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 25                        | 161.20    | 4,030.00  |  |
| <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                         | 23,623.60 | 0.00      |  |
| 11   | 45111609-MM-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   | 100 | 0  | 0         | 100   | 2,049.00 | 50   | 0  | 0         | 50   | 1,024.50 | 100  | 0  | 0         | 100 | 2,049.00 | 50  | 0  | 0         | 50                          | 1,024.50                             | 300                       | 20.49     | 6,147.00  |  |
| 13   | 26111702-BT-A01 | BATTERY, dry cell, size AAA, Two (2) pieces per blister pack | pack   | 100 | 0  | 0         | 100   | 1,834.00 | 50   | 0  | 0         | 50   | 917.00   | 100  | 0  | 0         | 100 | 1,834.00 | 50  | 0  | 0         | 50                          | 917.00                               | 300                       | 18.34     | 5,502.00  |  |
| 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      |  |

| 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 |                             |                                      |                           |           |          |  |
|  |                 |  |        |     |    |           |       |          |      |    |           |      |           |      |    |           |     |          |     |    |           |                             |                                      |                           |           |          |  |
| 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         | 0.00                        | 0                                    | 136.24                    | 0.00      |          |  |
| 17   | 47131604-BR-TD1 | BROOM, Stick (Walis Ting-ting)                             | piece  | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0.00                        | 0                                    | 22.78                     | 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         | 0.00                        | 0                                    | 41.60                     | 0.00      |          |  |
| 19   | 47131805-CL-P01 | CLEANSER, Scouring Powder, 35Dg                            | can    | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00     | 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         | 0.00                        | 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         | 0.00                        | 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         | 0.00                        | 0                                    | 139.89                    | 0.00      |          |  |
| 23   | 47131601-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         | 0.00                        | 0                                    | 27.64                     | 0.00      |          |  |
| 24   | 47131802-FW-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         | 0.00                        | 0                                    | 309.76                    | 0.00      |          |  |
| 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         | 0.00                        | 0                                    | 120.12                    | 0.00      |          |  |
| 26   | 73101612-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         | 0.00                        | 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         | 0.00                        | 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         | 0.00                        | 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         | 0.00                        | 0                                    | 122.51                    | 0.00      |          |  |
| 30   | 47131501-RG-C01 | RAGS, all cotton, 1 kilo per bundle                        | bundle | 0   | 0  | 0         | 0     | 0.00     | 0    | 10 | 0         | 10   | 531.40    | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0.00                        | 10                                   | 53.14                     | 531.40    |          |  |
| 31   | 47131602-SC-N01 | SCOURING PAD, 5 pieces per pack                            | pack   | 0   | 0  | 0         | 0     | 0.00     | 0    | 10 | 0         | 10   | 579.30    | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0.00                        | 10                                   | 57.93                     | 579.30    |          |  |
| 32   | 47121701-TB-P04 | TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack | pack   | 0   | 0  | 0         | 0     | 0.00     | 0    | 5  | 0         | 5    | 720.20    | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0.00                        | 5                                    | 144.04                    | 720.20    |          |  |
| 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         | 0.00                        | 0                                    | 31.91                     | 0.00      |          |  |
| <b>COLOR COMPOUNDS AND DISPERSIONS</b>             |                 |  |        |     |    |           |       |          |      |    |           |      |           |      |    |           |     |          |     |    |           |                             |                                      |                           |           |          |  |
| 34   | 12171703-ST-P01 | INK, for stamp pad, 50mL                                   | bottle | 0   | 0  | 0         | 0     | 0.00     | 25   | 0  | 0         | 25   | 722.75    | 0    | 0  | 0         | 0   | 0.00     | 25  | 0  | 0         | 25                          | 722.75                               | 50                        | 28.91     | 1,445.50 |  |
| <b>CONSUMER ELECTRONICS</b>                        |                 |  |        |     |    |           |       |          |      |    |           |      |           |      |    |           |     |          |     |    |           |                             |                                      |                           |           |          |  |
| 35   | 52161535-DV-R01 | DIGITAL VOICE RECORDER                                     | unit   | 0   | 0  | 0         | 0     | 0.00     | 5    | 0  | 0         | 5    | 36,695.80 | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0.00                        | 5                                    | 7,339.16                  | 36,695.80 |          |  |
| <b>FACE MASK</b>                                   |                 |  |        |     |    |           |       |          |      |    |           |      |           |      |    |           |     |          |     |    |           |                             |                                      |                           |           |          |  |
| 36   | 42131713-SM-M06 | FACE MASK, 3 ply, fifty (50) pieces per box                | box    | 25  | 0  | 0         | 25    | 1,937.50 | 25   | 0  | 0         | 25   | 1,937.50  | 25   | 0  | 0         | 25  | 1,937.50 | 25  | 0  | 0         | 25                          | 1,937.50                             | 100                       | 77.50     | 7,750.00 |  |
| <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         | 0.00                        | 0                                    | 969.88                    | 0.00      |          |  |
| 38   | 13111201-CF-P01 | CARBON FILM, A4, 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         | 0.00                        | 0                                    | 221.00                    | 0.00      |          |  |
| 39   | 13111201-CF-P02 | CARBON FILM, Legal, 100 sheets per box                     | box    | 0   | 0  | 0         | 0     | 0.00     | 6    | 0  | 0         | 6    | 1,431.24  | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0.00                        | 6                                    | 238.54                    | 1,431.24  |          |  |
| <b>FIRE FIGHTING EQUIPMENT</b>                     |                 |  |        |     |    |           |       |          |      |    |           |      |           |      |    |           |     |          |     |    |           |                             |                                      |                           |           |          |  |
| 40   | 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         | 0.00                        | 0                                    | 1,144.00                  | 0.00      |          |  |
| 41   | 46191601-FE-H01 | 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         | 0.00                        | 0                                    | 5,613.25                  | 0.00      |          |  |
| <b>FLAG OR ACCESSORIES</b>                         |                 |  |        |     |    |           |       |          |      |    |           |      |           |      |    |           |     |          |     |    |           |                             |                                      |                           |           |          |  |
| 42   | 55121905-PH-P01 | 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         | 0.00                        | 0                                    | 284.84                    | 0.00      |          |  |
| <b>FURNITURE AND FURNISHINGS</b>                   |                 |  |        |     |    |           |       |          |      |    |           |      |           |      |    |           |     |          |     |    |           |                             |                                      |                           |           |          |  |
| 43   | 56101504-CM-B01 | MONOBLOC CHAIR, beige                                      | piece  | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0.00                        | 0                                    | 347.41                    | 0.00      |          |  |
| 44   | 56101504-CM-W01 | MONOBLOC CHAIR, white                                      | piece  | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0.00                        | 0                                    | 344.92                    | 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         | 0.00                        | 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         | 0.00                        | 0                                    | 1,248.00                  | 0.00      |          |  |
| <b>HEATING AND VENTILATION AND AIR CIRCULATION</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 |   |      |     |           |                             |                                      |                           |
| 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  | 43211507-DSK001 | DESKTOP, for Basic Users  | unit  | 0   | 0  | 0         | 0     | 0.00      | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 0   | 24,793.60 | 0.00                        |                                      |                           |
| 52  | 43211507-DSK002 | DESKTOP, for Mid-Range Users  | unit  | 0   | 0  | 0         | 0     | 0.00      | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 0   | 42,390.40 | 0.00                        |                                      |                           |
| 53  | 43201827-HD-X02 | EXTERNAL HARD DRIVE, 1TB  | unit  | 0   | 0  | 0         | 0     | 0.00      | 0    | 0  | 0         | 0    | 0.00      | 8    | 0  | 0         | 8   | 22,339.20 | 0   | 0  | 0         | 0 | 0.00 | 8   | 2,792.40  | 22,339.20                   |                                      |                           |
| 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  | 0   | 0  | 0         | 0     | 0.00      | 25   | 0  | 0         | 25   | 3,744.00  | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 25  | 149.76    | 3,744.00                    |                                      |                           |
| 57  | 43212102-PR-D02 | 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-D01 | 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-L01 | PRINTER, Laser, Monochrome  | unit  | 0   | 0  | 0         | 0     | 0.00      | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 0   | 2,636.89  | 0.00                        |                                      |                           |
| <b>LIGHTING AND FIXTURES AND ACCESSORIES</b>  |                 |   |       |     |    |           |       |           |      |    |           |      |           |      |    |           |     |           |     |    |           |   |      |     |           |                             |                                      |                           |
| 60  | 39101628-LB-L01 | LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts                      | piece | 0   | 0  | 0         | 0     | 0.00      | 30   | 0  | 0         | 30   | 2,268.30  | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 30  | 75.61     | 2,268.30                    |                                      |                           |
| 61  | 39101628-LT-L01 | LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts                    | piece | 0   | 0  | 0         | 0     | 0.00      | 300  | 0  | 0         | 300  | 61,746.00 | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 300 | 205.82    | 61,746.00                   |                                      |                           |
| <b>MANUFACTURING COMPONENTS AND SUPPLIES</b>  |                 |   |       |     |    |           |       |           |      |    |           |      |           |      |    |           |     |           |     |    |           |   |      |     |           |                             |                                      |                           |
| 62  | 31201610-GL-J01 | GLUE, all-purpose, 200 grams  | jar   | 15  | 0  | 0         | 15    | 1,060.80  | 0    | 0  | 0         | 0    | 0.00      | 15   | 0  | 0         | 15  | 1,060.80  | 0   | 0  | 0         | 0 | 0.00 | 30  | 70.72     | 2,121.60                    |                                      |                           |
| 63  | 31151804-SW-H01 | STAPLE WIRE, heavy duty (binder type), 23/13                        | box   | 15  | 0  | 0         | 15    | 338.25    | 0    | 0  | 0         | 0    | 0.00      | 15   | 0  | 0         | 15  | 338.25    | 0   | 0  | 0         | 0 | 0.00 | 30  | 22.55     | 676.50                      |                                      |                           |
| 64  | 31151804-SW-S01 | STAPLE WIRE, standard   | box   | 50  | 0  | 0         | 50    | 1,188.00  | 0    | 0  | 0         | 0    | 0.00      | 50   | 0  | 0         | 50  | 1,188.00  | 0   | 0  | 0         | 0 | 0.00 | 100 | 23.76     | 2,376.00                    |                                      |                           |
| 65  | 31201502-TA-E01 | TAPE, electrical  | roll  | 25  | 0  | 0         | 25    | 486.25    | 0    | 0  | 0         | 0    | 0.00      | 10   | 0  | 0         | 10  | 194.50    | 0   | 0  | 0         | 0 | 0.00 | 35  | 19.45     | 680.75                      |                                      |                           |
| 66  | 31201503-TA-M01 | TAPE, masking, 24mm   | roll  | 50  | 0  | 0         | 50    | 3,094.00  | 0    | 0  | 0         | 0    | 0.00      | 50   | 0  | 0         | 50  | 3,094.00  | 0   | 0  | 0         | 0 | 0.00 | 100 | 61.88     | 6,188.00                    |                                      |                           |
| 67  | 31201503-TA-M02 | TAPE, masking, 48 mm  | roll  | 50  | 0  | 0         | 50    | 6,058.00  | 0    | 0  | 0         | 0    | 0.00      | 50   | 0  | 0         | 50  | 6,058.00  | 0   | 0  | 0         | 0 | 0.00 | 100 | 121.16    | 12,116.00                   |                                      |                           |
| 68  | 31201517-TA-P01 | TAPE, packaging, 48 mm  | roll  | 15  | 0  | 0         | 15    | 335.40    | 0    | 0  | 0         | 0    | 0.00      | 25   | 0  | 0         | 25  | 559.00    | 0   | 0  | 0         | 0 | 0.00 | 40  | 22.36     | 894.40                      |                                      |                           |
| 69  | 31201512-TA-T01 | TAPE, transparent, 24mm   | roll  | 50  | 0  | 0         | 50    | 559.00    | 0    | 0  | 0         | 0    | 0.00      | 70   | 0  | 0         | 70  | 782.60    | 0   | 0  | 0         | 0 | 0.00 | 120 | 11.18     | 1,341.60                    |                                      |                           |
| 70  | 31201512-TA-T02 | TAPE, transparent, 48 mm  | roll  | 30  | 0  | 0         | 30    | 677.10    | 0    | 0  | 0         | 0    | 0.00      | 30   | 0  | 0         | 30  | 677.10    | 0   | 0  | 0         | 0 | 0.00 | 60  | 22.57     | 1,354.20                    |                                      |                           |
| 71  | 31151507-TW-P01 | TWINE, plastic  | roll  | 50  | 0  | 0         | 50    | 3,331.00  | 0    | 0  | 0         | 0    | 0.00      | 20   | 0  | 0         | 20  | 1,332.40  | 0   | 0  | 0         | 0 | 0.00 | 70  | 66.62     | 4,663.40                    |                                      |                           |
| <b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>  |                 |   |       |     |    |           |       |           |      |    |           |      |           |      |    |           |     |           |     |    |           |   |      |     |           |                             |                                      |                           |
| 72  | 41111604-RU-P02 | RULER, plastic, 450 mm  | piece | 0   | 0  | 0         | 0     | 0.00      | 20   | 0  | 0         | 20   | 332.80    | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 20  | 16.64     | 332.80                      |                                      |                           |
| <b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>  |                 |   |       |     |    |           |       |           |      |    |           |      |           |      |    |           |     |           |     |    |           |   |      |     |           |                             |                                      |                           |
| 73  | 44121612-BL-H01 | BLADE, for general purpose cutter/utility knife, 10 pieces per tube | tube  | 15  | 0  | 0         | 15    | 222.30    | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 15  | 14.82     | 222.30                      |                                      |                           |
| 74  | 44101602-PB-M01 | BINDING AND PUNCHING MACHINE, 50mm binding capacity                 | unit  | 2   | 0  | 0         | 2     | 19,069.44 | 0    | 0  | 0         | 0    | 0.00      | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 2   | 9,534.72  | 19,069.44                   |                                      |                           |
| 75  | 44101807-CA-C01 | CALCULATOR, Compact   | unit  | 0   | 0  | 0         | 0     | 0.00      | 25   | 0  | 0         | 25   | 6,556.00  | 0    | 0  | 0         | 0   | 0.00      | 0   | 0  | 0         | 0 | 0.00 | 25  | 266.24    | 6,556.00                    |                                      |                           |
| 76  | 44121710-CH-W01 | CHALK, white enamel, 100 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   | 32.97     | 0.00                        |                                      |                           |
| 77  | 44122105-BF-C01 | CLIP, backfold, 19mm  | box   | 0   | 0  | 0         | 0     | 0.00      | 0    | 0  | 0         | 0    | 0.00      | 60   | 0  | 0         | 60  | 523.20    | 0   | 0  | 0         | 0 | 0.00 | 60  | 8.72      | 523.20                      |                                      |                           |
| 78  | 44122105-BF-C02 | CLIP, backfold, 25mm  | box   | 0   | 0  | 0         | 0     | 0.00      | 0    | 0  | 0         | 0    | 0.00      | 100  | 0  | 0         | 100 | 1,475.00  | 0   | 0  | 0         | 0 | 0.00 | 100 | 14.75     | 1,475.00                    |                                      |                           |
| 79  | 44122105-BF-C03 | CLIP, backfold, 32mm  | box   | 0   | 0  | 0         | 0     | 0.00      | 0    | 0  | 0         | 0    | 0.00      | 100  | 0  | 0         | 100 | 2,556.00  | 0   | 0  | 0         | 0 | 0.00 | 100 | 25.56     | 2,556.00                    |                                      |                           |
| 80  | 44122105-BF-C04 | CLIP, backfold, 50mm  | box   | 0   | 0  | 0         | 0     | 0.00      | 0    | 0  | 0         | 0    | 0.00      | 100  | 0  | 0         | 100 | 5,604.00  | 0   | 0  | 0         | 0 | 0.00 | 100 | 56.04     | 5,604.00                    |                                      |                           |



| 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 |                             |                                      |                           |          |           |  |
|   |                 |  |        |     |    |           |       |          |      |    |           |      |          |      |    |           |     |          |     |    |           |                             |                                      |                           |          |           |  |
| 120   | 44122037-RB-P10 | RING BINDER, plastic, 32 mm, 10 pieces per bundle                    | bundle | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 0                         | 274.23   | 0.00      |  |
| 121   | 44122101-RU-B01 | RUBBER BAND No. 18, 350g   | box    | 0   | 0  | 0         | 0     | 0.00     | 15   | 0  | 0         | 15   | 2,028.00 | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 15                        | 135.20   | 2,028.00  |  |
| 122   | 44121905-SP-F01 | STAMP PAD, felt  | piece  | 0   | 0  | 0         | 0     | 0.00     | 25   | 0  | 0         | 25   | 998.00   | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 25                        | 39.92    | 998.00    |  |
| 123   | 44121618-SS-S01 | SCISSORS, symmetrical or asymmetrical                                | pair   | 0   | 0  | 0         | 0     | 0.00     | 35   | 0  | 0         | 35   | 1,167.95 | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 35                        | 33.37    | 1,167.95  |  |
| 124   | 44121615-ST-S01 | STAPLER, standard type   | piece  | 10  | 0  | 0         | 10    | 1,456.00 | 0    | 0  | 0         | 0    | 0.00     | 15   | 0  | 0         | 15  | 2,184.00 | 0   | 0  | 0         | 0                           | 0.00                                 | 25                        | 145.60   | 3,640.00  |  |
| 125   | 44121615-ST-B01 | STAPLER, heavy duty (binder type), desktop                           | unit   | 1   | 0  | 0         | 1     | 888.16   | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 1                         | 888.16   | 888.16    |  |
| 126   | 44121613-SR-P01 | STAPLE REMOVER, plier type   | piece  | 0   | 0  | 0         | 0     | 0.00     | 25   | 0  | 0         | 25   | 696.75   | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 25                        | 27.87    | 696.75    |  |
| 127   | 44121605-TD-T01 | TAPE DISPENSER, table top  | piece  | 0   | 0  | 0         | 0     | 0.00     | 20   | 0  | 0         | 20   | 1,456.00 | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 20                        | 72.80    | 1,456.00  |  |
| <b>PAPER MATERIALS AND PRODUCTS</b>                               |                 |  |        |     |    |           |       |          |      |    |           |      |          |      |    |           |     |          |     |    |           |                             |                                      |                           |          |           |  |
| 128   | 14111525-CA-A01 | CARTOLINA, assorted colors, 20 pieces of assorted colors per pack    | pack   | 5   | 0  | 0         | 5     | 418.60   | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 5                         | 83.72    | 418.60    |  |
| 129   | 14111506-CF-L11 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 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                         | 882.55   | 0.00      |  |
| 130   | 14111506-CF-L12 | COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 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                         | 1,166.88 | 0.00      |  |
| 131   | 14111506-CF-L22 | COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box   | box    | 1   | 0  | 0         | 1     | 1,528.80 | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 1                         | 1,528.80 | 1,528.80  |  |
| 132   | 14111506-CF-L21 | COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box   | box    | 1   | 0  | 0         | 1     | 1,026.48 | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 1                         | 1,026.48 | 1,026.48  |  |
| 133   | 14111506-CF-L31 | COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets 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                         | 790.40   | 0.00      |  |
| 134   | 14111506-CF-L32 | COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets 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                         | 1,508.00 | 0.00      |  |
| 135   | 14111609-LL-C01 | LOOSELEAF COVER, 50 sets per bundle                                  | bundle | 5   | 0  | 0         | 5     | 3,974.80 | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 5                         | 794.96   | 3,974.80  |  |
| 136   | 14111514-NP-S02 | NOTE PAD, stick on, 2" x 3", 100 sheets per pad                      | pad    | 25  | 0  | 0         | 25    | 926.50   | 25   | 0  | 0         | 25   | 926.50   | 25   | 0  | 0         | 25  | 926.50   | 25  | 0  | 0         | 25                          | 926.50                               | 100                       | 37.06    | 3,706.00  |  |
| 137   | 14111514-NP-S04 | NOTE PAD, stick on, 3" x 4", 100 sheets per pad                      | pad    | 25  | 0  | 0         | 25    | 1,482.00 | 25   | 0  | 0         | 25   | 1,482.00 | 25   | 0  | 0         | 25  | 1,482.00 | 25  | 0  | 0         | 25                          | 1,482.00                             | 100                       | 59.28    | 5,928.00  |  |
| 138   | 14111514-NP-S03 | NOTE PAD, stick on, 3" x 3", 100 sheets per pad                      | pad    | 25  | 0  | 0         | 25    | 1,300.00 | 25   | 0  | 0         | 25   | 1,300.00 | 25   | 0  | 0         | 25  | 1,300.00 | 25  | 0  | 0         | 25                          | 1,300.00                             | 100                       | 52.00    | 5,200.00  |  |
| 139   | 14111514-NB-S01 | NOTEBOOK, stenographer   | piece  | 15  | 0  | 0         | 15    | 180.60   | 15   | 0  | 0         | 15   | 180.60   | 15   | 0  | 0         | 15  | 180.60   | 15  | 0  | 0         | 15                          | 180.60                               | 60                        | 12.04    | 722.40    |  |
| 140   | 14111507-PP-M01 | PAPER, MULTICOPY A4, 500 sheets per ream                             | ream   | 50  | 0  | 0         | 50    | 8,282.50 | 50   | 0  | 0         | 50   | 8,282.50 | 25   | 0  | 0         | 25  | 4,141.25 | 25  | 0  | 0         | 25                          | 4,141.25                             | 150                       | 165.65   | 24,847.50 |  |
| 141   | 14111507-PP-M02 | PAPER, MULTICOPY LEGAL, 500 sheets per ream                          | ream   | 25  | 0  | 0         | 25    | 4,729.50 | 25   | 0  | 0         | 25   | 4,729.50 | 25   | 0  | 0         | 25  | 4,729.50 | 25  | 0  | 0         | 25                          | 4,729.50                             | 100                       | 189.18   | 18,918.00 |  |
| 142   | 14111507-PP-C01 | PAPER, MULTIPURPOSE A4, 500 sheets per ream                          | ream   | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 0                         | 137.74   | 0.00      |  |
| 143   | 14111507-PP-C02 | PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream                       | ream   | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 0                         | 158.91   | 0.00      |  |
| 144   | 14111531-PP-R01 | PAD PAPER, ruled   | pad    | 0   | 0  | 0         | 0     | 0.00     | 0    | 0  | 0         | 0    | 0.00     | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 0                         | 21.53    | 0.00      |  |
| 145   | 14111503-PA-P01 | PAPER, parchment, 100 sheets per box                                 | box    | 0   | 0  | 0         | 0     | 0.00     | 5    | 0  | 0         | 5    | 490.25   | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 5                         | 98.05    | 490.25    |  |
| 146   | 14111531-RE-B01 | RECORD BOOK, 300 PAGES   | book   | 25  | 0  | 0         | 25    | 1,560.00 | 25   | 0  | 0         | 25   | 1,560.00 | 25   | 0  | 0         | 25  | 1,560.00 | 35  | 0  | 0         | 35                          | 2,184.00                             | 110                       | 62.40    | 6,864.00  |  |
| 147   | 14111531-RE-B02 | RECORD BOOK, 500 PAGES   | book   | 25  | 0  | 0         | 25    | 2,600.00 | 25   | 0  | 0         | 25   | 2,600.00 | 25   | 0  | 0         | 25  | 2,600.00 | 35  | 0  | 0         | 35                          | 3,640.00                             | 110                       | 104.00   | 11,440.00 |  |
| 148   | 14111818-TH-P02 | THERMAL PAPER, 216mm   | roll   | 0   | 0  | 0         | 0     | 0.00     | 20   | 0  | 0         | 20   | 1,112.80 | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 20                        | 55.64    | 1,112.80  |  |
| 149   | 14111704-TT-P04 | TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls 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                         | 33.80    | 0.00      |  |
| 150   | 14111704-TT-P02 | TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack                       | pack   | 25  | 0  | 0         | 25    | 2,158.00 | 25   | 0  | 0         | 25   | 2,158.00 | 25   | 0  | 0         | 25  | 2,158.00 | 25  | 0  | 0         | 25                          | 2,158.00                             | 100                       | 86.32    | 8,632.00  |  |
| <b>PERFUMES OR COLOGNES OR FRAGRANCES</b>                         |                 |  |        |     |    |           |       |          |      |    |           |      |          |      |    |           |     |          |     |    |           |                             |                                      |                           |          |           |  |
| 151   | 53131626-HS-S01 | LIQUID HAND SANITIZER, 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                         | 80.85    | 0.00      |  |
| <b>PESTICIDES OR PEST REPELLENTS</b>                              |                 |  |        |     |    |           |       |          |      |    |           |      |          |      |    |           |     |          |     |    |           |                             |                                      |                           |          |           |  |
| 152   | 10191509-IN-A01 | INSECTICIDE, 600mL   | 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                         | 139.36   | 0.00      |  |
| <b>PRINTED PUBLICATIONS</b>                                       |                 |  |        |     |    |           |       |          |      |    |           |      |          |      |    |           |     |          |     |    |           |                             |                                      |                           |          |           |  |
| 153   | 55101524-RA-H01 | HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)              | book   | 0   | 0  | 0         | 0     | 0.00     | 25   | 0  | 0         | 25   | 930.25   | 0    | 0  | 0         | 0   | 0.00     | 0   | 0  | 0         | 0                           | 0.00                                 | 25                        | 37.21    | 930.25    |  |
| <b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</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 |                             |                                      |                           |          |
|   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |          |     |     |    |           |                             |                                      |                           |          |
| Sharp AR-5023 N Toner, Black  | pc              | 0                            | 0   | 0   | 0  | 0.00      | 0.00  | 0   | 0    | 0  | 0         | 0.00 | 0   | 0    | 1  | 1         | 4,000.00 | 0   | 0   | 0  | 0         | 0.00                        | 1                                    | 4,000.00                  | 4,000.00 |
| Sharp AR-5023 N Developer   | pc              | 0                            | 0   | 0   | 0  | 0.00      | 0.00  | 0   | 1    | 1  | 2,000.00  | 0    | 0   | 0    | 0  | 0.00      | 1        | 0   | 0   | 1  | 2,000.00  | 2                           | 2,000.00                             | 4,000.00                  |          |
| Sharp AR-5023 N Drum  | pc              | 0                            | 0   | 0   | 0  | 0.00      | 0.00  | 0   | 1    | 1  | 2,500.00  | 0    | 0   | 0    | 0  | 0.00      | 1        | 0   | 0   | 1  | 2,500.00  | 2                           | 2,500.00                             | 5,000.00                  |          |
| Sharp AR-5023 N DV Blade  | pc              | 0                            | 0   | 0   | 0  | 0.00      | 0.00  | 0   | 1    | 1  | 600.00    | 0    | 0   | 0    | 0  | 0.00      | 1        | 0   | 0   | 1  | 600.00    | 2                           | 600.00                               | 1,200.00                  |          |
| Sharp AR-5023 N Cleaner Blade   | pc              | 0                            | 0   | 0   | 0  | 0.00      | 0.00  | 0   | 1    | 1  | 2,500.00  | 0    | 0   | 0    | 0  | 0.00      | 1        | 0   | 0   | 1  | 2,500.00  | 2                           | 2,500.00                             | 5,000.00                  |          |
| PAPER, Multi-Purpose, 70gsm, Letter                                   | ream            | 0                            | 0   | 0   | 0  | 0.00      | 0.00  | 0   | 0    | 0  | 0.00      | 0    | 0   | 3    | 3  | 600.00    | 0        | 0   | 3   | 3  | 600.00    | 6                           | 200.00                               | 1,200.00                  |          |
| TAPE, double sided adhesive   | roll            | 0                            | 0   | 0   | 0  | 0.00      | 0.00  | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 0                           | 100.00                               | 0.00                      |          |
| BALLPEN (Black & Blue) fine   | pc              | 50                           | 0   | 0   | 50 | 500.00    | 0.00  | 50  | 0    | 50 | 500.00    | 50   | 0   | 0    | 50 | 500.00    | 50       | 0   | 0   | 50 | 500.00    | 200                         | 10.00                                | 2,000.00                  |          |
| BALLPEN, red, fine  | pc              | 50                           | 0   | 0   | 50 | 500.00    | 0.00  | 50  | 0    | 50 | 500.00    | 50   | 0   | 0    | 50 | 500.00    | 50       | 0   | 0   | 50 | 500.00    | 200                         | 10.00                                | 2,000.00                  |          |
| Push Pin  | box             | 25                           | 0   | 0   | 25 | 875.00    | 0.00  | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 25                          | 35.00                                | 875.00                    |          |
| POST-IT/TAPE FLAG PET 1.31"X1.77" 20'S X 8 Clear Index Tab            | pc              | 10                           | 0   | 0   | 10 | 250.00    | 0.00  | 3   | 0    | 3  | 75.00     | 0    | 3   | 0    | 3  | 75.00     | 0        | 3   | 0   | 3  | 75.00     | 19                          | 25.00                                | 475.00                    |          |
| POST-IT/TAPE FLAG PET 2.47"X1.77" 20'S X 5 Clear Index Tab Neon Trans | pc              | 10                           | 0   | 0   | 10 | 250.00    | 0     | 3   | 0    | 3  | 75.00     | 0    | 3   | 0    | 3  | 75.00     | 0        | 3   | 0   | 3  | 75.00     | 19                          | 25.00                                | 475.00                    |          |
| Cell card   | pc              | 0                            | 0   | 0   | 0  | 0.00      | 0     | 20  | 0    | 20 | 6,000.00  | 0    | 20  | 0    | 20 | 6,000.00  | 0        | 0   | 0   | 0  | 0.00      | 40                          | 300.00                               | 12,000.00                 |          |
| Ink Bottle, GI-790 C (Cyan)   | bottle          | 5                            | 0   | 0   | 5  | 2,500.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 500.00    | 0        | 0   | 0   | 0  | 0.00      | 6                           | 500.00                               | 3,000.00                  |          |
| Ink Bottle, GI-790 M (Magenta)  | bottle          | 5                            | 0   | 0   | 5  | 2,500.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 500.00    | 0        | 0   | 0   | 0  | 0.00      | 6                           | 500.00                               | 3,000.00                  |          |
| Ink Bottle, GI-790 PGBK (Pigment Black)                               | bottle          | 5                            | 0   | 0   | 5  | 2,500.00  | 0     | 0   | 0    | 0  | 0.00      | 2    | 0   | 0    | 2  | 1,000.00  | 0        | 0   | 0   | 0  | 0.00      | 7                           | 500.00                               | 3,500.00                  |          |
| Ink Bottle, GI-790 Y (Yellow)   | bottle          | 10                           | 0   | 0   | 10 | 5,000.00  | 10    | 0   | 0    | 10 | 5,000.00  | 10   | 0   | 0    | 10 | 5,000.00  | 10       | 0   | 0   | 10 | 5,000.00  | 40                          | 500.00                               | 20,000.00                 |          |
| Ink Cartridge, HP GT 51, Black  | bottle          | 10                           | 0   | 0   | 10 | 4,000.00  | 10    | 0   | 0    | 10 | 4,000.00  | 10   | 0   | 0    | 10 | 4,000.00  | 10       | 0   | 0   | 10 | 4,000.00  | 40                          | 400.00                               | 16,000.00                 |          |
| Ink Cartridge, HP GT 52, Cyan   | bottle          | 10                           | 0   | 0   | 10 | 4,000.00  | 10    | 0   | 0    | 10 | 4,000.00  | 10   | 0   | 0    | 10 | 4,000.00  | 10       | 0   | 0   | 10 | 4,000.00  | 40                          | 400.00                               | 16,000.00                 |          |
| Ink Cartridge, HP GT 52, Magenta                                      | bottle          | 10                           | 0   | 0   | 10 | 4,000.00  | 10    | 0   | 0    | 10 | 4,000.00  | 10   | 0   | 0    | 10 | 4,000.00  | 10       | 0   | 0   | 10 | 4,000.00  | 40                          | 400.00                               | 16,000.00                 |          |
| Ink Cartridge, HP GT 52, Yellow                                       | bottle          | 10                           | 0   | 0   | 10 | 4,000.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 400.00    | 0        | 0   | 0   | 0  | 0.00      | 11                          | 400.00                               | 4,400.00                  |          |
| Toner Cyan IMC2499  | cart            | 0                            | 1   | 0   | 1  | 12,000.00 | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 12,000.00 | 0        | 0   | 0   | 0  | 0.00      | 2                           | 12,000.00                            | 24,000.00                 |          |
| Toner Black IMC2500   | cart            | 0                            | 2   | 0   | 2  | 28,000.00 | 0     | 0   | 0    | 0  | 0.00      | 2    | 0   | 0    | 2  | 28,000.00 | 0        | 0   | 0   | 0  | 0.00      | 4                           | 14,000.00                            | 56,000.00                 |          |
| Toner Magenta IMC2501   | cart            | 0                            | 1   | 0   | 1  | 12,000.00 | 0     | 0   | 0    | 0  | 0.00      | 2    | 0   | 0    | 2  | 24,000.00 | 0        | 0   | 0   | 0  | 0.00      | 3                           | 12,000.00                            | 36,000.00                 |          |
| Toner Yellow IMC2502  | cart            | 0                            | 1   | 0   | 1  | 12,000.00 | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 12,000.00 | 0        | 0   | 0   | 0  | 0.00      | 2                           | 12,000.00                            | 24,000.00                 |          |
| Sticker Paper   | pack            | 0                            | 2   | 0   | 2  | 140.00    | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 70.00     | 0        | 0   | 0   | 0  | 0.00      | 3                           | 70.00                                | 210.00                    |          |
| Tape, Label Maker   | roll            | 0                            | 1   | 0   | 1  | 1,000.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 1                           | 1,000.00                             | 1,000.00                  |          |
| Gel Pen, Black  | pc              | 0                            | 1   | 0   | 1  | 300.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 1                           | 300.00                               | 300.00                    |          |
| Duct Tape, Heavy Duty   | roll            | 0                            | 5   | 0   | 5  | 2,500.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 5                           | 500.00                               | 2,500.00                  |          |
| DX-25FTBA TONER BLACK   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 2     | 0   | 0    | 2  | 10,200.00 | 0    | 0   | 0    | 0  | 0.00      | 2        | 0   | 0   | 2  | 10,200.00 | 4                           | 5,100.00                             | 20,400.00                 |          |
| DX-25FTCA TONER CYAN  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 2     | 0   | 0    | 2  | 11,400.00 | 0    | 0   | 0    | 0  | 0.00      | 2        | 0   | 0   | 2  | 11,400.00 | 4                           | 5,700.00                             | 22,800.00                 |          |
| DX-25FTMA TONER MAGENTA   | cart            | 0                            | 0   | 0   | 0  | 0.00      | 2     | 0   | 0    | 2  | 11,400.00 | 0    | 0   | 0    | 0  | 0.00      | 2        | 0   | 0   | 2  | 11,400.00 | 4                           | 5,700.00                             | 22,800.00                 |          |
| DX-25FTYA TONER YELLOW  | cart            | 0                            | 0   | 0   | 0  | 0.00      | 2     | 0   | 0    | 2  | 11,400.00 | 0    | 0   | 0    | 0  | 0.00      | 2        | 0   | 0   | 2  | 11,400.00 | 4                           | 5,700.00                             | 22,800.00                 |          |
| Sign Pen V7, 0.7, Black   | pc              | 0                            | 40  | 0   | 40 | 3,400.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 40                          | 85.00                                | 3,400.00                  |          |
| Sign Pen V7, 0.7, Blue  | pc              | 0                            | 40  | 0   | 40 | 3,400.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 40                          | 85.00                                | 3,400.00                  |          |
| Sign Pen V7, 0.7, Red   | pc              | 0                            | 40  | 0   | 40 | 3,400.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 40                          | 85.00                                | 3,400.00                  |          |
| Security Paper A4, Yellow   | ream            | 0                            | 10  | 0   | 10 | 40,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 10                          | 4,000.00                             | 40,000.00                 |          |
| Security Paper A4, Green  | ream            | 0                            | 10  | 0   | 10 | 40,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 10                          | 4,000.00                             | 40,000.00                 |          |
| Security Paper A4, Blue   | ream            | 0                            | 10  | 0   | 10 | 40,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0        | 0   | 0   | 0  | 0.00      | 10                          | 4,000.00                             | 40,000.00                 |          |

| 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 |                             |                                      |                           |
|   |                 |                              |     |     |     |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           |                             |                                      |                           |
| Security Paper A4, Pink                     | ream            | 0                            | 20  | 0   | 20  | 80,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 20                          | 4,000.00                             | 80,000.00                 |
| Security Paper A4, White                    | ream            | 0                            | 20  | 0   | 20  | 80,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 20                          | 4,000.00                             | 80,000.00                 |
| HP Toner 107A                               | cart            | 0                            | 0   | 2   | 2   | 5,160.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2                           | 2,580.00                             | 5,160.00                  |
| EPSON 001 Ink Bottle, Yellow                | bottle          | 0                            | 0   | 4   | 4   | 1,400.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 4                           | 350.00                               | 1,400.00                  |
| EPSON 001 Ink Bottle, Cyan                  | bottle          | 0                            | 0   | 4   | 4   | 1,400.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 4                           | 350.00                               | 1,400.00                  |
| EPSON 001 Ink Bottle, Magenta               | bottle          | 0                            | 0   | 4   | 4   | 1,400.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 4                           | 350.00                               | 1,400.00                  |
| EPSON 001 Ink Bottle, Black                 | bottle          | 0                            | 0   | 4   | 4   | 2,000.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 4                           | 500.00                               | 2,000.00                  |
| Toner for Gestetner MP C2003, Yellow        | cart            | 0                            | 0   | 5   | 5   | 53,375.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 5                           | 10,675.00                            | 53,375.00                 |
| Toner for Gestetner MP C2003, Cyan          | cart            | 0                            | 0   | 5   | 5   | 53,375.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 5                           | 10,675.00                            | 53,375.00                 |
| Toner for Gestetner MP C2003, Magenta       | cart            | 0                            | 0   | 5   | 5   | 53,375.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 5                           | 10,675.00                            | 53,375.00                 |
| Toner for Gestetner MP C2003, Black         | cart            | 0                            | 0   | 5   | 5   | 27,125.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 5                           | 5,425.00                             | 27,125.00                 |
| Toner for Diveo Ineo + 250i, Yellow         | cart            | 0                            | 0   | 2   | 2   | 33,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2                           | 16,500.00                            | 33,000.00                 |
| Toner for Diveo Ineo + 250i, Cyan           | cart            | 0                            | 0   | 2   | 2   | 33,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2                           | 16,500.00                            | 33,000.00                 |
| Toner for Diveo Ineo + 250i, Magenta        | cart            | 0                            | 0   | 2   | 2   | 33,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2                           | 16,500.00                            | 33,000.00                 |
| Toner for Diveo Ineo + 250i, Black          | cart            | 0                            | 0   | 2   | 2   | 18,500.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2                           | 9,250.00                             | 18,500.00                 |
| Dater Stamp 5mm                             | pc              | 0                            | 0   | 15  | 15  | 2,250.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 15                          | 150.00                               | 2,250.00                  |
| Ink for Brother DCP-T710W (Black)           | cart            | 0                            | 2   | 0   | 2   | 1,400.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 1   | 0    | 1  | 700.00    | 0   | 0   | 0   | 0  | 0.00      | 3                           | 700.00                               | 2,100.00                  |
| Ink for Brother DCP-T710W (Cyan)            | cart            | 0                            | 1   | 0   | 1   | 700.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 1   | 0    | 1  | 700.00    | 0   | 0   | 0   | 0  | 0.00      | 2                           | 700.00                               | 1,400.00                  |
| Ink for Brother DCP-T710W (Yellow)          | cart            | 0                            | 1   | 0   | 1   | 700.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 1   | 0    | 1  | 700.00    | 0   | 0   | 0   | 0  | 0.00      | 2                           | 700.00                               | 1,400.00                  |
| Ink for Brother DCP-T710W (Magenta)         | cart            | 0                            | 1   | 0   | 1   | 700.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 1   | 0    | 1  | 700.00    | 0   | 0   | 0   | 0  | 0.00      | 2                           | 700.00                               | 1,400.00                  |
| Clip Board (23cm x 35cm Plastic clip Board) | box             | 0                            | 1   | 0   | 1   | 100.00    | 0     | 1   | 0    | 1  | 100.00    | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 2                           | 100.00                               | 200.00                    |
| RJ45 connector                              | pc              | 25                           | 50  | 25  | 100 | 500.00    | 25    | 25  | 25   | 75 | 375.00    | 25   | 25  | 25   | 75 | 375.00    | 0   | 25  | 25  | 50 | 250.00    | 300                         | 5.00                                 | 1,500.00                  |
| RJ45 Coupler                                | pc              | 5                            | 5   | 5   | 15  | 2,250.00  | 2     | 2   | 2    | 6  | 900.00    | 2    | 2   | 2    | 6  | 900.00    | 1   | 1   | 1   | 3  | 450.00    | 30                          | 150.00                               | 4,500.00                  |
| UTP Cable Cat5e                             | pc              | 0                            | 1   | 0   | 1   | 2,700.00  | 0     | 1   | 0    | 1  | 2,700.00  | 0    | 1   | 0    | 1  | 2,700.00  | 0   | 1   | 0   | 1  | 2,700.00  | 4                           | 2,700.00                             | 10,800.00                 |
| Crimping Tool                               | pc              | 1                            | 0   | 0   | 1   | 500.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 1   | 0    | 1  | 500.00    | 0   | 0   | 0   | 0  | 0.00      | 2                           | 500.00                               | 1,000.00                  |
| Cable Tester                                | pc              | 1                            | 0   | 0   | 1   | 300.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 1   | 0    | 1  | 300.00    | 0   | 0   | 0   | 0  | 0.00      | 2                           | 300.00                               | 600.00                    |
| Thermal paste and tape                      | pc              | 1                            | 0   | 0   | 1   | 350.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 1   | 0    | 1  | 350.00    | 0   | 0   | 0   | 0  | 0.00      | 2                           | 350.00                               | 700.00                    |
| Duct Tape                                   | roll            | 0                            | 1   | 0   | 1   | 150.00    | 0     | 1   | 0    | 1  | 150.00    | 0    | 1   | 0    | 1  | 150.00    | 0   | 1   | 0   | 1  | 150.00    | 4                           | 150.00                               | 600.00                    |
| Ram Memory                                  | pc              | 0                            | 2   | 0   | 2   | 4,000.00  | 0     | 2   | 0    | 2  | 4,000.00  | 0    | 2   | 0    | 2  | 4,000.00  | 0   | 2   | 0   | 2  | 4,000.00  | 8                           | 2,000.00                             | 16,000.00                 |
| Flash drive                                 | pc              | 0                            | 2   | 0   | 2   | 1,200.00  | 0     | 2   | 0    | 2  | 1,200.00  | 0    | 0   | 0    | 0  | 0.00      | 0   | 2   | 0   | 2  | 1,200.00  | 6                           | 600.00                               | 3,600.00                  |
| External hard drive (2TB)                   | pc              | 0                            | 1   | 0   | 1   | 1,500.00  | 0     | 1   | 0    | 1  | 1,500.00  | 0    | 0   | 0    | 0  | 0.00      | 0   | 1   | 0   | 1  | 1,500.00  | 3                           | 1,500.00                             | 4,500.00                  |
| Rechargeable Flashlight                     | pc              | 0                            | 1   | 0   | 1   | 500.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 1   | 0    | 1  | 500.00    | 0   | 0   | 0   | 0  | 0.00      | 2                           | 500.00                               | 1,000.00                  |
| Blower and Vacuum 2in1                      | pc              | 0                            | 1   | 0   | 1   | 2,000.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1                           | 2,000.00                             | 2,000.00                  |
| USB External Port                           | pc              | 0                            | 1   | 0   | 1   | 400.00    | 0     | 1   | 0    | 1  | 400.00    | 0    | 1   | 0    | 1  | 400.00    | 0   | 1   | 0   | 1  | 400.00    | 4                           | 400.00                               | 1,600.00                  |
| Staple gun wire                             | pc              | 0                            | 1   | 0   | 1   | 310.00    | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1                           | 310.00                               | 310.00                    |
| Zip tie                                     | pc              | 20                           | 20  | 20  | 60  | 900.00    | 10    | 10  | 10   | 30 | 450.00    | 10   | 10  | 10   | 30 | 450.00    | 10  | 10  | 10  | 30 | 450.00    | 150                         | 15.00                                | 2,250.00                  |
| Flash drive, usb, 128gb                     | pc              | 7                            | 13  | 0   | 20  | 30,000.00 | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 20                          | 1,500.00                             | 30,000.00                 |
| HP206A BLACK                                | cart            | 1                            | 0   | 0   | 1   | 3,600.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 3,600.00  | 0   | 0   | 0   | 0  | 0.00      | 2                           | 3,600.00                             | 7,200.00                  |
| HP206A CYAN                                 | cart            | 1                            | 0   | 0   | 1   | 4,300.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 4,300.00  | 0   | 0   | 0   | 0  | 0.00      | 2                           | 4,300.00                             | 8,600.00                  |



| 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 |                             |                                      |                           |
|                       |  | HP206A YELLOW       | cart            | 1                            | 0   | 0   | 1  | 4,300.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 4,300.00  | 0   | 0   | 0   | 0  | 0.00      | 2                           | 4,300.00                             | 8,600.00                  |
|                       |  | HP206A MAGENTA      | cart            | 1                            | 0   | 0   | 1  | 4,300.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 4,300.00  | 0   | 0   | 0   | 0  | 0.00      | 2                           | 4,300.00                             | 8,600.00                  |
|                       |  | HP202A BLACK        | cart            | 1                            | 0   | 0   | 1  | 3,300.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 3,300.00  | 0   | 0   | 0   | 0  | 0.00      | 2                           | 3,300.00                             | 6,600.00                  |
|                       |  | HP202A CYAN         | cart            | 1                            | 0   | 0   | 1  | 3,600.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 3,600.00  | 0   | 0   | 0   | 0  | 0.00      | 2                           | 3,600.00                             | 7,200.00                  |
|                       |  | HP202A YELLOW       | cart            | 1                            | 0   | 0   | 1  | 3,600.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 3,600.00  | 0   | 0   | 0   | 0  | 0.00      | 2                           | 3,600.00                             | 7,200.00                  |
|                       |  | HP202A MAGENTA      | cart            | 1                            | 0   | 0   | 1  | 3,600.00  | 0     | 0   | 0    | 0  | 0.00      | 1    | 0   | 0    | 1  | 3,600.00  | 0   | 0   | 0   | 0  | 0.00      | 2                           | 3,600.00                             | 7,200.00                  |
|                       |  | EPSON INK BLACK 008 | bottle          | 0                            | 1   | 0   | 1  | 910.00    | 0     | 1   | 0    | 1  | 910.00    | 0    | 1   | 0    | 1  | 910.00    | 0   | 0   | 0   | 0  | 0.00      | 3                           | 910.00                               | 2,730.00                  |



| Item & Specifications  | Unit of Measure | Monthly Quantity Requirement |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | Total Quantity for the year | Price Catalogue (as of 09 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 |                             |                                      |                           |
| EPSON INK CYAN 008   | bottle          | 0                            | 1   | 0   | 1  | 750.00    | 0     | 1   | 0    | 1  | 750.00    | 0    | 1   | 0    | 1  | 750.00    | 0   | 0   | 0   | 0  | 0.00      | 3                           | 750.00                               | 2,250.00                  |
| EPSON INK YELLOW 008   | bottle          | 0                            | 1   | 0   | 1  | 750.00    | 0     | 1   | 0    | 1  | 750.00    | 0    | 1   | 0    | 1  | 750.00    | 0   | 0   | 0   | 0  | 0.00      | 3                           | 750.00                               | 2,250.00                  |
| EPSON INK MAGENTA 008  | bottle          | 0                            | 1   | 0   | 1  | 750.00    | 0     | 1   | 0    | 1  | 750.00    | 0    | 1   | 0    | 1  | 750.00    | 0   | 0   | 0   | 0  | 0.00      | 3                           | 750.00                               | 2,250.00                  |
| TONER FOR SHARP HEAVY DUTY PHOTOCOPIER MACHINE                                   | cart            | 1                            |     | 0   | 1  | 8,300.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1                           | 8,300.00                             | 8,300.00                  |
| CLEAR SHEETS PROTECTOR, A4 SIZE, 3HOLE, 10SHEETS PER PACK                        | pack            | 0                            |     | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 50   | 0   | 0    | 50 | 1,500.00  | 0   | 0   | 0   | 0  | 0.00      | 50                          | 30.00                                | 1,500.00                  |
| 2' RINGBINDER FOLDER, A4 SIZE, WITH 3RINGS, (D-SHAPED)                           | pc              | 0                            |     | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 10   | 0   | 0    | 10 | 2,000.00  | 0   | 0   | 0   | 0  | 0.00      | 10                          | 200.00                               | 2,000.00                  |
| 1' RINGBINDER FOLDER, A4 SIZE, WITH 3RINGS, (D-SHAPED)                           | pc              | 0                            |     | 0   | 0  | 0.00      | 0     | 0   | 0    | 0  | 0.00      | 10   | 0   | 0    | 10 | 1,800.00  | 0   | 0   | 0   | 0  | 0.00      | 10                          | 180.00                               | 1,800.00                  |
| DOUBLE SIDED ADHESIVE TAPE   | roll            | 0                            | 5   | 0   | 5  | 150.00    | 0     | 5   | 0    | 5  | 150.00    | 0    | 5   | 0    | 5  | 150.00    | 0   | 5   | 0   | 5  | 150.00    | 20                          | 30.00                                | 600.00                    |
| DRUM FOR SHARP HEAVY DUTY PHOTOCOPIER MACHINE                                    | cart            | 0                            | 1   | 0   | 1  | 2,300.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1                           | 2,300.00                             | 2,300.00                  |
| DEVELOPER FOR SHARP HEAVY DUTY PHOTOCOPIER MACHINE                               | cart            | 0                            | 1   | 0   | 1  | 1,800.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 1                           | 1,800.00                             | 1,800.00                  |
| PLASTIC RINGBINDER PRB 3/8" 10MM   | pc              | 20                           | 10  | 10  | 40 | 600.00    | 5     | 5   | 5    | 15 | 225.00    | 10   | 10  | 10   | 30 | 450.00    | 0   | 0   | 0   | 0  | 0.00      | 85                          | 15.00                                | 1,275.00                  |
| PLASTIC RINGBINDER PRB 5/8" 16MM   | pc              | 20                           | 10  | 10  | 40 | 800.00    | 5     | 5   | 5    | 15 | 300.00    | 10   | 10  | 10   | 30 | 600.00    | 0   | 0   | 0   | 0  | 0.00      | 85                          | 20.00                                | 1,700.00                  |
| PLASTIC RINGBINDER PRB 3/4" 20MM   | pc              | 10                           | 10  | 10  | 30 | 750.00    | 5     | 5   | 5    | 15 | 375.00    | 5    | 5   | 5    | 15 | 375.00    | 0   | 0   | 0   | 0  | 0.00      | 60                          | 25.00                                | 1,500.00                  |
| PLASTIC RINGBINDER PRB 1" 25MM   | pc              | 5                            | 5   | 5   | 15 | 450.00    | 2     | 2   | 2    | 6  | 180.00    | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 21                          | 30.00                                | 630.00                    |
| PLASTIC RINGBINDER PRB 2" 50MM   | pc              | 3                            | 2   | 2   | 7  | 280.00    | 1     | 1   | 1    | 3  | 120.00    | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 10                          | 40.00                                | 400.00                    |
| BOARD PAPER, A4 SIZE, ASSORTED PASTEL OR LIGHT COLORS, 180GSM, 100SHEETS/PACK    | pack            | 5                            | 5   | 5   | 15 | 750.00    | 5     | 5   | 5    | 15 | 750.00    | 5    | 5   | 5    | 15 | 750.00    | 5   | 5   | 5   | 15 | 750.00    | 60                          | 50.00                                | 3,000.00                  |
| PAPER BINDING COVER, ASSORTED PASTEL COLOR OR LIGHT COLOR 230GSM, 100SHEETS/PACK | pack            | 2                            | 2   | 0   | 4  | 1,000.00  | 2     | 2   | 0    | 4  | 1,000.00  | 2    | 2   | 0    | 4  | 1,000.00  | 0   | 2   | 0   | 2  | 500.00    | 14                          | 250.00                               | 3,500.00                  |
| PVC COVER, A4 SIZE, CLEAR COLOR, 200MICRONS, 100SHEETS/PACK                      | pack            | 2                            | 1   | 0   | 3  | 1,350.00  | 2     | 1   | 0    | 3  | 1,350.00  | 2    | 1   | 0    | 3  | 1,350.00  | 0   | 2   | 0   | 2  | 900.00    | 11                          | 450.00                               | 4,950.00                  |
| HP LASERJET TONER 130A BLACK   | cart            | 0                            | 1   | 0   | 1  | 4,000.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 2   | 0    | 2  | 8,000.00  | 0   | 0   | 0   | 0  | 0.00      | 3                           | 4,000.00                             | 12,000.00                 |
| HP LASERJET TONER 130A CYAN  | cart            | 0                            | 1   | 0   | 1  | 4,200.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 2   | 0    | 2  | 8,400.00  | 0   | 0   | 0   | 0  | 0.00      | 3                           | 4,200.00                             | 12,600.00                 |
| HP LASERJET TONER 130A YELLOW  | cart            | 0                            | 1   | 0   | 1  | 4,200.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 2   | 0    | 2  | 8,400.00  | 0   | 0   | 0   | 0  | 0.00      | 3                           | 4,200.00                             | 12,600.00                 |
| HP LASERJET TONER 130A MAGENTA   | cart            | 0                            | 1   | 0   | 1  | 4,200.00  | 0     | 0   | 0    | 0  | 0.00      | 0    | 2   | 0    | 2  | 8,400.00  | 0   | 0   | 0   | 0  | 0.00      | 3                           | 4,200.00                             | 12,600.00                 |
| DUPLO MASTER DCR12   | pc              | 0                            | 0   | 0   | 0  | 0.00      | 0     | 5   | 0    | 5  | 7,500.00  | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 5                           | 1,500.00                             | 7,500.00                  |
| BATTERY SIZE C   | pack            | 0                            | 0   | 0   | 0  | 0.00      | 0     | 25  | 0    | 25 | 3,250.00  | 0    | 0   | 0    | 0  | 0.00      | 0   | 0   | 0   | 0  | 0.00      | 25                          | 130.00                               | 3,250.00                  |
|  |                 |                              |     |     | 0  | 0.00      |       |     |      | 0  | 0.00      |      |     |      | 0  | 0.00      |     |     |     | 0  | 0.00      | 0                           | 0.00                                 | 0.00                      |
| <b>A. TOTAL</b>  |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | P                           |                                      | <b>2,833,120.00</b>       |
| <b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>                      |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | P                           |                                      | <b>283,312.00</b>         |
| <b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>    |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | P                           |                                      | -                         |
| <b>D. GRAND TOTAL (A + B+ C)</b>   |                 |                              |     |     |    |           |       |     |      |    |           |      |     |      |    |           |     |     |     |    |           | P                           |                                      | <b>3,116,432.00</b>       |
| <b>E. APPROVED BUDGET BY THE AGENCY HEAD</b><br>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:

  
ANNABELLE C. GODES  
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
ERLINDA J. ABACAN  
  
REXSY D. REANO  
Accountant / Budget Officer

Approved by:

  
DAVID JOHN THADDEUS P. ALBA  
Head of Office/Agency

Date Prepared: September 19, 2022