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

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) for the detailed technical specifications and sample photo of the items.
4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their 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, or visit the PS-DBM website (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: OFFICE OF THE SOLICITOR GENERAL
Region: NCR
Address: 134 OSG Bldg. Amorsolo Street, Legaspi Village, Makati City

Agency Code/UACS: M024
Organization Type: NATIONAL GOVERNMENT

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	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			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	330.55	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.91	0.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	20	0	0	20	727.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	36.36	727.20
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	20	0	0	20	89.40	0	0	0	0	0.00	20	0	0	20	89.40	0	0	0	0	0.00	40	4.47	178.80
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	400	0	0	400	8,880.00	0	0	0	0	0.00	400	0	0	400	8,880.00	0	0	0	0	0.00	800	22.20	17,760.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	400	0	0	400	8,880.00	0	0	0	0	0.00	400	0	0	400	8,880.00	0	0	0	0	0.00	800	22.20	17,760.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	150	0	0	150	3,330.00	0	0	0	0	0.00	150	0	0	150	3,330.00	0	0	0	0	0.00	300	22.20	6,660.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
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
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	150	0	0	150	3,073.50	0	0	0	0	0.00	150	0	0	150	3,073.50	0	0	0	0	0.00	300	20.49	6,147.00
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	50	0	0	50	917.00	0	0	0	0	0.00	50	0	0	50	917.00	0	0	0	0	0.00	100	18.34	1,834.00
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
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	81.64	0.00
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	136.24	0.00
17	47131604-BR-T01	BROOM, Stick (Walis 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	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	0.00	0	41.60	0.00
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23.92	0.00

	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			
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8.30	0.00
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	12	0	0	12	648.96	12	0	0	12	648.96	0	0	0	0	0.00	0	0	0	0	0.00	24	54.08	1,297.92
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	50	0	0	50	6,994.50	50	0	0	50	6,994.50	50	0	0	50	6,994.50	0	0	0	0	0.00	150	139.89	20,983.50
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	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	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	0.00	0	120.12	0.00
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	100	0	0	100	4,295.00	0	0	0	0	0.00	100	0	0	100	4,295.00	0	0	0	0	0.00	200	42.95	8,590.00
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	124.80	0.00
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	122.51	0.00
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	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	53.14	0.00
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.93	0.00
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	144.04	0.00
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	0	0	0	0.00	50	0	0	50	1,595.50	0	0	50	50	1,595.50	0	0	0	0	0.00	100	31.91	3,191.00
COLOR COMPOUNDS AND DISPERSIONS																										
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	65	0	0	65	1,879.15	0	0	0	0	0.00	65	0	0	65	1,879.15	0	0	0	0	0.00	130	28.91	3,758.30
CONSUMER ELECTRONICS																										
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,339.16	0.00
FACE MASK																										
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	1000	0	0	1000	77,500.00	0	0	0	0	0.00	1000	0	0	1000	77,500.00	0	0	0	0	0.00	2000	77.50	155,000.00
FILMS																										
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	30	0	0	30	6,630.00	0	0	0	0	0.00	30	0	0	30	6,630.00	0	0	0	0	0.00	60	221.00	13,260.00
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	10	0	0	10	2,385.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	238.54	2,385.40
FIRE FIGHTING EQUIPMENT																										
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	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	0.00	0	5,613.25	0.00
FLAG OR ACCESSORIES																										
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	50	0	0	50	14,242.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	284.84	14,242.00
FURNITURE AND FURNISHINGS																										
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	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	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	0.00	0	1,248.00	0.00
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
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	5	0	0	5	4,284.30	0	0	0	0	0.00	0	0	0	0	0.00	5	856.86	4,284.30
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
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
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	15	0	0	15	41,886.00	0	0	0	0	0.00	5	0	0	5	13,962.00	5	0	0	5	13,962.00	25	2,792.40	69,810.00
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00

	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			
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-O01	MOUSE, OPTICAL, USB connection type	unit	50	0	0	50	7,488.00	50	0	0	50	7,488.00	0	0	0	0	0.00	0	0	0	0	0.00	100	149.76	14,976.00
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
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	75.61	0.00
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	100	0	0	100	7,072.00	0	0	0	0	0.00	100	0	0	100	7,072.00	0	0	0	0	0.00	200	70.72	14,144.00
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	30	0	0	30	676.50	30	0	0	30	676.50	0	0	0	0	0.00	0	0	0	0	0.00	60	22.55	1,353.00
64	31151804-SW-S01	STAPLE WIRE, standard	box	1000	0	0	1000	23,760.00	500	0	0	500	11,880.00	500	0	0	500	11,880.00	500	0	0	500	11,880.00	2500	23.76	59,400.00
65	31201502-TA-E01	TAPE, electrical	roll	40	0	0	40	778.00	40	0	0	40	778.00	0	0	0	0	0.00	0	0	0	0	0.00	80	19.45	1,556.00
66	31201503-TA-M01	TAPE, masking, 24mm	roll	200	0	0	200	12,376.00	0	0	0	0	0.00	100	0	0	100	6,188.00	0	0	0	0	0.00	300	61.88	18,564.00
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	200	0	0	200	24,232.00	0	0	0	0	0.00	100	0	0	100	12,116.00	0	0	0	0	0.00	300	121.16	36,348.00
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	300	0	0	300	6,708.00	0	0	0	0	0.00	300	0	0	300	6,708.00	0	0	0	0	0.00	600	22.36	13,416.00
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	2500	0	0	2500	27,950.00	0	0	0	0	0.00	2000	0	0	2000	22,360.00	0	0	0	0	0.00	4500	11.18	50,310.00
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.57	0.00
71	31151507-TW-P01	TWINE, plastic	roll	40	0	0	40	2,664.80	0	0	0	0	0.00	40	0	0	40	2,664.80	0	0	0	0	0.00	80	66.62	5,329.60
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	30	0	0	30	499.20	0	0	0	0	0.00	50	0	0	50	832.00	0	0	0	0	0.00	80	16.64	1,331.20
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.82	0.00
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	3	0	0	3	28,604.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	9,534.72	28,604.16
75	44101807-CA-C01	CALCULATOR, Compact	unit	8	0	0	8	2,129.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	266.24	2,129.92
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	300	0	0	300	2,616.00	0	0	0	0	0.00	300	0	0	300	2,616.00	0	0	0	0	0.00	600	8.72	5,232.00
78	44122105-BF-C02	CLIP, backfold, 25mm	box	300	0	0	300	4,425.00	0	0	0	0	0.00	300	0	0	300	4,425.00	0	0	0	0	0.00	600	14.75	8,850.00
79	44122105-BF-C03	CLIP, backfold, 32mm	box	300	0	0	300	7,668.00	0	0	0	0	0.00	300	0	0	300	7,668.00	0	0	0	0	0.00	600	25.56	15,336.00
80	44122105-BF-C04	CLIP, backfold, 50mm	box	300	0	0	300	16,812.00	0	0	0	0	0.00	300	0	0	300	16,812.00	0	0	0	0	0.00	600	56.04	33,624.00
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	500	0	0	500	5,765.00	500	0	0	500	5,765.00	500	0	0	500	5,765.00	500	0	0	500	5,765.00	2000	11.53	23,060.00
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	10	0	10	334.30	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	33.43	334.30
83	44111515-DF-B01	DATA FILE BOX	piece	40	0	0	40	3,088.00	40	0	0	40	3,088.00	0	0	0	0	0.00	0	0	0	0	0.00	80	77.20	6,176.00
84	44122011-DF-F01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	68.64	0.00
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	0	3	0	3	1,361.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	453.96	1,361.88
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 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	764.40	0.00
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 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	980.72	0.00
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	100	0	0	100	73,840.00	100	0	0	100	73,840.00	0	0	0	0	0.00	0	0	0	0	0.00	200	738.40	147,680.00
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	30.49	0.00
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	25	0	0	25	10,813.00	25	0	0	25	10,813.00	25	0	0	25	10,813.00	25	0	0	25	10,813.00	100	432.52	43,252.00
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 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	488.80	0.00
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	20	0	0	20	228.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	11.41	228.20
93	44101714-FX-M01	FACSIMILE MACHINE	unit	3	0	0	3	16,926.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,642.00	16,926.00
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	130	0	0	130	12,303.20	0	0	0	0	0.00	100	0	0	100	9,464.00	0	0	0	0	0.00	230	94.64	21,767.20

	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			
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	85.20	0.00
96	44122018-FT-D01	FILE TAB/INDEX DIVIDER, bristol board, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.13	0.00
97	44122018-FT-D02	FILE TAB/INDEX DIVIDER, bristol board, legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	0	2	0	2	540.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	270.40	540.80
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	0	4	0	4	1,146.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	286.52	1,146.08
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	187.54	0.00
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	238.57	0.00
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	150	0	0	150	142,896.00	100	0	0	100	95,264.00	0	0	0	0	0.00	0	0	0	0	0.00	250	952.64	238,160.00
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	289.12	0.00
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	100	0	0	100	33,326.00	150	0	0	150	49,989.00	0	0	0	0	0.00	0	0	0	0	0.00	250	333.26	83,315.00
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	45	0	0	45	2,839.95	0	0	0	0	0.00	45	0	0	45	2,839.95	0	0	0	0	0.00	90	63.11	5,679.90
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	0	0	50	50	2,080.00	0	0	50	50	2,080.00	50	0	0	50	2,080.00	50	0	0	50	2,080.00	200	41.60	8,320.00
107	44121716-MA-F01	MARKER, Flourescent, 3 colors per set	set	250	0	0	250	9,165.00	0	0	0	0	0.00	250	0	0	250	9,165.00	0	0	0	0	0.00	500	36.66	18,330.00
108	44121708-MP-B01	MARKER, Permanent, Black	piece	200	0	0	200	1,494.00	0	0	0	0	0.00	200	0	0	200	1,494.00	0	0	0	0	0.00	400	7.47	2,988.00
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	200	0	0	200	1,494.00	0	0	0	0	0.00	200	0	0	200	1,494.00	0	0	0	0	0.00	400	7.47	2,988.00
110	44121708-MP-B03	MARKER, Permanent, Red	piece	100	0	0	100	747.00	0	0	0	0	0.00	100	0	0	100	747.00	0	0	0	0	0.00	200	7.47	1,494.00
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	100	0	0	100	965.00	0	0	0	0	0.00	100	0	0	100	965.00	0	0	0	0	0.00	200	9.65	1,930.00
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	100	0	0	100	965.00	0	0	0	0	0.00	100	0	0	100	965.00	0	0	0	0	0.00	200	9.65	1,930.00
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	35	0	0	35	337.75	0	0	0	0	0.00	35	0	0	35	337.75	0	0	0	0	0.00	70	9.65	675.50
114	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box	500	0	0	500	4,410.00	500	0	0	500	4,410.00	0	0	0	0	0.00	0	0	0	0	0.00	1000	8.82	8,820.00
115	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	500	0	0	500	6,890.00	500	0	0	500	6,890.00	0	0	0	0	0.00	0	0	0	0	0.00	1000	13.78	13,780.00
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	1	0	0	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,297.60	9,297.60
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	60	0	0	60	1,247.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	20.79	1,247.40
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	212.87	0.00
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	100	0	0	100	15,080.00	0	0	0	0	0.00	100	0	0	100	15,080.00	0	0	0	0	0.00	200	150.80	30,160.00
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	300	0	0	300	40,560.00	0	0	0	0	0.00	300	0	0	300	40,560.00	0	0	0	0	0.00	600	135.20	81,120.00
122	44121905-SP-F01	STAMP PAD, felt	piece	50	0	0	50	1,996.00	0	0	0	0	0.00	30	0	0	30	1,197.60	0	0	0	0	0.00	80	39.92	3,193.60
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	300	0	0	300	10,011.00	0	0	0	0	0.00	200	0	0	200	6,674.00	0	0	0	0	0.00	500	33.37	16,685.00
124	44121615-ST-S01	STAPLER, standard type	piece	250	0	0	250	36,400.00	0	0	0	0	0.00	250	0	0	250	36,400.00	0	0	0	0	0.00	500	145.60	72,800.00
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	10	0	0	10	8,881.60	10	0	0	10	8,881.60	0	0	0	0	0.00	0	0	0	0	0.00	20	888.16	17,763.20
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	250	0	0	250	6,967.50	0	0	0	0	0.00	200	0	0	200	5,574.00	0	0	0	0	0.00	450	27.87	12,541.50
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	150	0	0	150	10,920.00	0	0	0	0	0.00	100	0	0	100	7,280.00	0	0	0	0	0.00	250	72.80	18,200.00
PAPER MATERIALS AND PRODUCTS																										
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors 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	83.72	0.00
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	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	1,528.80	0.00
132	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 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	1,026.48	0.00
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	0	0	0	0	0.00	15	0	0	15	11,924.40	0	0	0	0	0.00	0	0	0	0	0.00	15	794.96	11,924.40
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	400	0	0	400	14,824.00	400	0	0	400	14,824.00	500	0	0	500	18,530.00	0	0	0	0	0.00	1300	37.06	48,178.00
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	100	0	0	100	5,928.00	100	0	0	100	5,928.00	100	0	0	100	5,928.00	100	0	0	100	5,928.00	400	59.28	23,712.00

	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			
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	400	0	0	400	20,800.00	400	0	0	400	20,800.00	0	0	0	0	0.00	0	0	0	0	0.00	800	52.00	41,600.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	200	0	0	200	2,408.00	0	0	0	0	0.00	200	0	0	200	2,408.00	0	0	0	0	0.00	400	12.04	4,816.00
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	30	0	0	30	4,969.50	20	0	0	20	3,313.00	20	0	0	20	3,313.00	0	0	0	0	0.00	70	165.65	11,595.50
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	20	0	0	20	3,783.60	20	0	0	20	3,783.60	0	0	0	0	0.00	20	0	0	20	3,783.60	60	189.18	11,350.80
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	100	0	0	100	2,153.00	0	0	0	0	0.00	100	0	0	100	2,153.00	0	0	0	0	0.00	200	21.53	4,306.00
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	15	0	0	15	1,470.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	98.05	1,470.75
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	50	0	0	50	3,120.00	0	0	0	0	0.00	50	0	0	50	3,120.00	0	0	0	0	0.00	100	62.40	6,240.00
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	50	0	0	50	5,200.00	0	0	0	0	0.00	50	0	0	50	5,200.00	0	0	0	0	0.00	100	104.00	10,400.00
148	14111818-TH-P02	THERMAL PAPER, 216mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	55.64	0.00
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	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	86.32	0.00
PERFUMES OR COLOGNES OR FRAGRANCES																										
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	50	0	0	50	4,042.50	0	0	0	0	0.00	20	0	0	20	1,617.00	0	0	0	0	0.00	70	80.85	5,659.50
PESTICIDES OR PEST REPELLENTS																										
152	10191509-IN-A01	INSECTICIDE, 600mL	can	40	0	0	40	5,574.40	0	0	0	0	0.00	40	0	0	40	5,574.40	0	0	0	0	0.00	80	139.36	11,148.80
PRINTED PUBLICATIONS																										
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.21	0.00
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																										
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,947.20	0.00
2	44103105-BR-B04	INK CARTRIDGE, BROTHER LC67B, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	910.00	0.00
3	44103105-BR-B05	INK CARTRIDGE, BROTHER LC67HYBK, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,601.60	0.00
4	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00
5	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,178.32	0.00
6	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	0.00
7	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	892.32	0.00
8	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	249.60	0.00
9	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	249.60	0.00
10	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	249.60	0.00
11	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	249.60	0.00
12	44103105-HP-B40	INK CARTRIDGE, HP C2P04AA (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	852.80	0.00
13	44103105-HP-T40	INK CARTRIDGE, HP C2P06AA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00
14	44103105-HP-B09	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	910.00	0.00
15	44103105-HP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	0.00
16	44103105-HP-P48	INK CARTRIDGE, HP C9397A (HP72), 69ml, Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,996.80	0.00
17	44103105-HP-C48	INK CARTRIDGE, HP C9398A (HP72), 69ml, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,996.80	0.00
18	44103105-HP-M48	INK CARTRIDGE, HP C9399A (HP72), 69ml, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,996.80	0.00
19	44103105-HP-Y48	INK CARTRIDGE, HP C9400A (HP72), 69ml, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,996.80	0.00
20	44103105-HP-G48	INK CARTRIDGE, HP C9401A (HP72), 69ml, Gray	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,996.80	0.00
21	44103105-HP-B48	INK CARTRIDGE, HP C9403A (HP72), 130ml, Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,016.00	0.00
22	44103105-HP-B17	INK CARTRIDGE, HP CC640WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	880.88	0.00
23	44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,047.28	0.00
24	44103105-HP-B35	INK CARTRIDGE, HP CD887AA (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	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			
25	44103105-HP-T35	INK CARTRIDGE, HP CD888AA (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00
26	44103105-HX-C40	INK CARTRIDGE, HP CD972AA (HP920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00
27	44103105-HX-M40	INK CARTRIDGE, HP CD973AA (HP920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00
28	44103105-HX-Y40	INK CARTRIDGE, HP CD974AA (HP920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00
29	44103105-HX-B40	INK CARTRIDGE, HP CD975AA (HP920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,541.28	0.00
30	44103105-HP-B20	INK CARTRIDGE, HP CH561WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	865.28	0.00
31	44103105-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,066.00	0.00
32	44103105-HP-B49	INK CARTRIDGE, HP CH565A (HP82), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	935.00	0.00
33	44103105-HP-C49	INK CARTRIDGE, HP CH566A (HP82), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	740.00	0.00
34	44103105-HP-M49	INK CARTRIDGE, HP CH567A (HP82), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	740.00	0.00
35	44103105-HP-Y49	INK CARTRIDGE, HP CH568A (HP82), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	740.00	0.00
36	44103105-HX-B43	INK CARTRIDGE, HP CN045AA (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,970.80	0.00
37	44103105-HX-C43	INK CARTRIDGE, HP CN046AA (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
38	44103105-HX-M43	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
39	44103105-HX-Y43	INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00
40	44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00
41	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	419.12	0.00
42	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	404.56	0.00
43	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	404.56	0.00
44	44103105-HP-B42	INK CARTRIDGE, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	312.00	0.00
45	44103105-HP-C33	INK CARTRIDGE, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
46	44103105-HP-M33	INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
47	44103105-HP-Y33	INK CARTRIDGE, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	256.88	0.00
48	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32	0.00
49	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32	0.00
50	44103105-HP-C50	INK CARTRIDGE, HP L0S51AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
51	44103105-HP-M50	INK CARTRIDGE, HP L0S54AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
52	44103105-HP-Y50	INK CARTRIDGE, HP L0S57AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00
53	44103105-HP-B50	INK CARTRIDGE, HP L0S60AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80	0.00
54	44103105-HX-C48	INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
55	44103105-HX-M48	INK CARTRIDGE, HP L0S66AA (HP955XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
56	44103105-HX-Y48	INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
57	44103105-HX-B48	INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
58	44103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
59	44103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
60	44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	468.00	0.00
61	44103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	774.80	0.00
62	44103112-EP-R05	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43	0.00
63	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94	0.00
64	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	818.48	0.00
65	44103109-BR-D06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,760.00	0.00
66	44103103-BR-B03	TONER CARTRIDGE, BROTHER TN-2025, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,685.28	0.00
67	44103103-BR-B04	TONER CARTRIDGE, BROTHER TN-2130, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,892.80	0.00
68	44103103-BR-B05	TONER CARTRIDGE, BROTHER TN-2150, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,685.28	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			
69	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	0.00
70	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,002.40	0.00
71	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,575.44	0.00
72	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	0.00
73	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
74	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
75	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.80	0.00
76	44103103-CA-B00	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,399.36	0.00
77	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
78	44103103-HP-B14	TONER CARTRIDGE, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,603.60	0.00
79	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,942.00	0.00
80	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,741.92	0.00
81	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,242.72	0.00
82	44103103-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,350.40	0.00
83	44103103-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
84	44103103-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
85	44103103-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,610.40	0.00
86	44103103-HP-B24	TONER CARTRIDGE, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,192.80	0.00
87	44103103-HP-C24	TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
88	44103103-HP-Y24	TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
89	44103103-HP-M24	TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,083.60	0.00
90	44103103-HP-B25	TONER CARTRIDGE, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,872.80	0.00
91	44103103-HP-B26	TONER CARTRIDGE, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,786.00	0.00
92	44103103-HP-C26	TONER CARTRIDGE, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
93	44103103-HP-Y26	TONER CARTRIDGE, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,193.04	0.00
94	44103103-HP-M26	TONER CARTRIDGE, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,103.60	0.00
95	44103103-HP-B27	TONER CARTRIDGE, HP CE410A, (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,837.60	0.00
96	44103103-HP-C27	TONER CARTRIDGE, HP CE411A, (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,011.20	0.00
97	44103103-HP-Y27	TONER CARTRIDGE, HP CE412A, (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,460.00	0.00
98	44103103-HP-M27	TONER CARTRIDGE, HP CE413A, (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,011.20	0.00
99	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,050.80	0.00
100	44103103-HX-B28	TONER CARTRIDGE, HP CE505X, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,332.00	0.00
101	44103103-HP-B52	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,878.72	0.00
102	44103103-HP-B53	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,246.80	0.00
103	44103103-HP-B55	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,690.40	0.00
104	44103103-HP-B51	TONER CARTRIDGE, HP CF280XC	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,359.52	0.00
105	44103103-HP-B56	TONER CARTRIDGE, HP CF281A (HP81A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,800.00	0.00
106	44103103-HP-B57	TONER CARTRIDGE, HP CF283A (HP83A), LaserJet Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,034.72	0.00
107	44103103-HX-B51	TONER CARTRIDGE, HP CF283XC (HP83X), Black Contract L	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,796.00	0.00
108	44103103-HP-B58	TONER CARTRIDGE, HP CF287A (HP87), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,828.00	0.00
109	44103103-HX-B52	TONER CARTRIDGE, HP CF325XC (HP25X), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	13,728.00	0.00
110	44103103-HP-B60	TONER CARTRIDGE, HP CF350A, Black Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,574.00	0.00
111	44103103-HP-C60	TONER CARTRIDGE, HP CF351A, Cyan Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00
112	44103103-HP-Y60	TONER CARTRIDGE, HP CF352A, Yellow Laserjet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue *(as of 29 July 2022)*	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
113	44103103-HP-M60	TONER CARTRIDGE, HP CF353A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,652.00	0.00
114	44103103-HP-B61	TONER CARTRIDGE, HP CF360A (HP508A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,030.40	0.00
115	44103103-HP-C61	TONER CARTRIDGE, HP CF361A (HP508A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
116	44103103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP508A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
117	44103103-HP-M61	TONER CARTRIDGE, HP CF363A (HP508A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,814.00	0.00
118	44103103-HP-B62	TONER CARTRIDGE, HP CF400A (HP201A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,099.20	0.00
119	44103103-HP-C62	TONER CARTRIDGE, HP CF401A (HP201A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
120	44103103-HP-Y62	TONER CARTRIDGE, HP CF402A (HP201A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
121	44103103-HP-M62	TONER CARTRIDGE, HP CF403A (HP201A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,660.80	0.00
122	44103103-HP-B63	TONER CARTRIDGE, HP CF410A (HP410A), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,900.00	0.00
123	44103103-HX-B54	TONER CARTRIDGE, HP CF410XC (HP410XC), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,848.40	0.00
124	44103103-HP-C63	TONER CARTRIDGE, HP CF411A (HP410A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00
125	44103103-HX-C54	TONER CARTRIDGE, HP CF411XC (HP410XC), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.00	0.00
126	44103103-HP-Y63	TONER CARTRIDGE, HP CF412A (HP410A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00
127	44103103-HX-Y54	TONER CARTRIDGE, HP CF412XC (HP410XC), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00
128	44103103-HP-M63	TONER CARTRIDGE, HP CF413A (HP410A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,038.80	0.00
129	44103103-HX-M54	TONER CARTRIDGE, HP CF413XC (HP410XC), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,522.80	0.00
130	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,744.00	0.00
131	44103103-HP-B48	TONER CARTRIDGE, HP Q7553A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,680.00	0.00
132	44103103-SA-B03	TONER CARTRIDGE, SAMSUNG ML-D2850B, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,116.80	0.00
133	44103103-SA-B06	TONER CARTRIDGE, SAMSUNG MLT-D101S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,484.00	0.00
134	44103103-SA-B07	TONER CARTRIDGE, SAMSUNG MLT-D103S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,689.44	0.00
135	44103103-SA-B08	TONER CARTRIDGE, SAMSUNG MLT-D104S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,454.40	0.00
136	44103103-SA-B09	TONER CARTRIDGE, SAMSUNG MLT-D105L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,380.00	0.00
137	44103103-SA-B14	TONER CARTRIDGE, SAMSUNG MLT-D108S, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,289.52	0.00
138	44103103-SA-B21	TONER CARTRIDGE, SAMSUNG MLT-D203E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8,304.40	0.00
139	44103103-SA-B18	TONER CARTRIDGE, SAMSUNG MLT-D203L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,956.16	0.00
140	44103103-SA-B20	TONER CARTRIDGE, SAMSUNG MLT-D203U, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,442.80	0.00
141	44103103-SA-B12	TONER CARTRIDGE, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,321.14	0.00
142	44103103-SA-B05	TONER CARTRIDGE, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,533.36	0.00
143	44103103-SA-B10	TONER CARTRIDGE, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,066.40	0.00
SOFTWARE																										
1	43231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
5	43232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
6	43232304-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
7	43232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
9	43232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
10	43233501-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
11	43232701-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
12	43232802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

		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			
13	43232905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
14	43233004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
15	43233205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
16	43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
		AVR	piece	40			40	4,000.00				0	0.00	40			40	4,000.00				0	0.00	80	100.00	8,000.00
		Ballpen Black, Blue, Red	piece	2000			2000	9,500.00	2000			2000	9,500.00	2000			2000	9,500.00				0	0.00	6000	4.75	28,500.00
		Barcode 2x1	roll	200			200	90,000.00	200			200	90,000.00				0	0.00				0	0.00	400	450.00	180,000.00
		Barcode 4x3	roll	200			200	120,000.00	150			150	90,000.00				0	0.00				0	0.00	350	600.00	210,000.00
		CD Recordable	piece	0			0	0.00				0	0.00				0	0.00				0	0.00	0	13.00	0.00
		Envelope – Brown w/ OSG logo	pack	75			75	48,750.00				0	0.00	75			75	48,750.00				0	0.00	150	650.00	97,500.00
		Flash Drive -16GB	piece	342			342	34,200.00				0	0.00	300			300	30,000.00				0	0.00	642	100.00	64,200.00
		Flash Drive -32GB	piece	200			200	30,000.00				0	0.00	100			100	15,000.00				0	0.00	300	150.00	45,000.00
		Filing Box	piece	1500			1500	87,000.00	950			950	55,100.00	500			500	29,000.00				0	0.00	2950	58.00	171,100.00
		Index Card 3x5 plain and with lines	pack	50			50	500.00				0	0.00	50			50	500.00				0	0.00	100	10.00	1,000.00
		Index Card 5x8 100's	pack	125			125	3,250.00				0	0.00	125			125	3,250.00				0	0.00	250	26.00	6,500.00
		Laid paper, A4	ream	45			45	22,500.00				0	0.00	45			45	22,500.00				0	0.00	90	500.00	45,000.00
		Laid paper, legal	ream	25			25	14,500.00				0	0.00	25			25	14,500.00				0	0.00	50	580.00	29,000.00
		Memo pad with letterhead	pad	300			300	4,500.00				0	0.00	200			200	3,000.00				0	0.00	500	15.00	7,500.00
		Metal Desk Tray (2 layer)	piece				0	0.00	25			25	3,750.00				0	0.00	25			25	3,750.00	50	150.00	7,500.00
		Metal Desk Tray (3 layer)	piece				0	0.00	25			25	5,500.00				0	0.00	25			25	5,500.00	50	220.00	11,000.00
		Paste 200g	jar	160			160	3,840.00				0	0.00	160			160	3,840.00				0	0.00	320	24.00	7,680.00
		Push Pin	pack	15			15	300.00				0	0.00	15			15	300.00				0	0.00	30	20.00	600.00
		Stamp Pad Dater Ink Black, Blue, Red	bottle	200			200	7,000.00				0	0.00	80			80	2,800.00				0	0.00	280	35.00	9,800.00
		Tape, Double-sided	roll	30			30	750.00				0	0.00	30			30	750.00				0	0.00	60	25.00	1,500.00
		ALCOHOL, isopropyl, 68%- 72%, 1000 ml	gallon	1600			1600	136,000.00				0	0.00	1400			1400	119,000.00				0	0.00	3000	85.00	255,000.00
		Disinfectant Solution	bottle	500			500	50,000.00	500			500	50,000.00				0	0.00				0	0.00	1000	100.00	100,000.00
		Latex Gloves	pack	150			150	42,000.00				0	0.00	150			150	42,000.00				0	0.00	300	280.00	84,000.00
		UV Germicidal Light 36 watts	piece	50			50	35,000.00				0	0.00				0	0.00				0	0.00	50	700.00	35,000.00
		Battery Dry cell, Size C	pc	360			360	36,000.00				0	0.00				0	0.00				0	0.00	360	100.00	36,000.00
		Mailing Envelope #10, Reg. Mail	box	150			150	60,000.00	100			100	40,000.00				0	0.00				0	0.00	250	400.00	100,000.00
		Mailing Envelope #10, Plain	box	150			150	45,000.00	100			100	30,000.00				0	0.00				0	0.00	250	300.00	75,000.00
		Mailing Envelope (OSG Logo, RA#9417)	box	150			150	45,000.00	100			100	30,000.00				0	0.00				0	0.00	250	300.00	75,000.00
		Mailing Envelope (OSG Logo RA#9417 & Registered Mail w/ Return Card)	box	150			150	4,500.00	100			100	3,000.00				0	0.00				0	0.00	250	30.00	7,500.00
		Mailing Envelope (OSG Logo, RA#9417 Registered Mail)	box	150			150	45,000.00	100			100	30,000.00				0	0.00				0	0.00	250	300.00	75,000.00
		Mailing Envelope # 10, Customized Print, Reg. Mail	box	150			150	45,000.00	100			100	30,000.00				0	0.00				0	0.00	250	300.00	75,000.00
		Scrubbing Foam	pc.	30			30	2,850.00	30			30	2,850.00				0	0.00				0	0.00	60	95.00	5,700.00
		Chamois, Large	pc.	25			25	2,500.00	25			25	2,500.00				0	0.00				0	0.00	50	100.00	5,000.00
		Flannel Rag	pc.	15			15	225.00	15			15	225.00	15			15	225.00	15			15	225.00	60	15.00	900.00
		Barcode preprinted	roll	200			200	90,000.00				0	0.00	200			200	90,000.00				0	0.00	400	450.00	180,000.00
		Service Record Card	pack	500			500	2,500.00	500			500	2,500.00				0	0.00				0	0.00	1000	5.00	5,000.00
		Sign Pen Blue 1.0 and 0.7	piece	50			50	2,500.00				0	0.00	50			50	2,500.00				0	0.00	100	50.00	5,000.00
		Double Sided tape 3M	roll				0	0.00	25			25	7,500.00				0	0.00				0	0.00	25	300.00	7,500.00
		Plastic Cover	roll				0	0.00	2			2	1,400.00				0	0.00				0	0.00	2	700.00	1,400.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 20 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			
Cork Board	piece	20			20	8,000.00				0	0.00				0	0.00				0	0.00	20	400.00	8,000.00
Name Plate	piece	40			40	20,000.00	40			40	20,000.00				0	0.00				0	0.00	80	500.00	40,000.00
Car Air Freshener	piece	120			120	12,000.00	60			60	6,000.00	60			60	6,000.00				0	0.00	240	100.00	24,000.00
Liquid Wax	bottle	30			30	2,550.00	30			30	2,550.00				0	0.00				0	0.00	60	85.00	5,100.00
Calling card	box	50			50	7,500.00	50			50	7,500.00				0	0.00				0	0.00	100	150.00	15,000.00
Index and Subsidiary Records	pcs	300			300	1,500.00	500			500	2,500.00				0	0.00				0	0.00	800	5.00	4,000.00
Roller Kit	piece	5			5	6,000.00				0	0.00				0	0.00				0	0.00	5	1,200.00	6,000.00
Foot Mat with Tray	piece	30			30	27,000.00				0	0.00				0	0.00				0	0.00	30	900.00	27,000.00
UTP Cable Wire	piece	10			10	10,000.00				0	0.00				0	0.00				0	0.00	10	1,000.00	10,000.00
RJ 45	piece	500			500	2,500.00	500			500	2,500.00				0	0.00				0	0.00	1000	5.00	5,000.00
Laptop Charger	piece	10			10	3,500.00	0			0	0.00				0	0.00				0	0.00	10	350.00	3,500.00
USB Cable	piece	20			20	800.00				0	0.00				0	0.00				0	0.00	20	40.00	800.00
Brother TN2260	cart	7			7	7,000.00				0	0.00				0	0.00				0	0.00	7	1,000.00	7,000.00
Fax Drum DR2255	cart	7			7	7,000.00				0	0.00				0	0.00				0	0.00	7	1,000.00	7,000.00
ID Card Printer Ribbon	unit	7			7	10,500.00				0	0.00				0	0.00				0	0.00	7	1,500.00	10,500.00
ID Card, PVC	pc	250			250	1,625.00	250			250	1,625.00				0	0.00				0	0.00	500	6.50	3,250.00
ID Card, RFID Compatible	pc	100			100	1,500.00	100			100	1,500.00				0	0.00				0	0.00	200	15.00	3,000.00
Daily Statement Reading	booklet				0	0.00	100			100	8,500.00				0	0.00				0	0.00	100	85.00	8,500.00
Spin Mop with Bucket	pc	10			10	1,800.00				0	0.00				0	0.00				0	0.00	10	180.00	1,800.00
Various Self-inking Stamps	pc	25			25	7,500.00	25			25	7,500.00				0	0.00				0	0.00	50	300.00	15,000.00
Various wooden rubber stamps	pc	150			150	4,500.00	150			150	4,500.00				0	0.00				0	0.00	300	30.00	9,000.00
1-gang plate (wide series)	pc.	50			50	800.00	50			50	800.00				0	0.00				0	0.00	100	16.00	1,600.00
2-gang plate (wide series)	pc.	50			50	1,000.00	50			50	1,000.00				0	0.00				0	0.00	100	20.00	2,000.00
Switch Light (wide series)	pc.	50			50	1,600.00	50			50	1,600.00				0	0.00				0	0.00	100	32.00	3,200.00
Socket outlet universal (wide series)	pc.	100			100	3,700.00	100			100	3,700.00				0	0.00				0	0.00	200	37.00	7,400.00
Convenience outlet surface type (3-gang)	pc.	100			100	8,600.00	50			50	4,300.00				0	0.00				0	0.00	150	86.00	12,900.00
T8 Tubular 15 Watts LED Tube (plastic tube) double-ended	pc.	300			300	16,500.00	300			300	16,500.00				0	0.00				0	0.00	600	55.00	33,000.00
T8 Tubular 8 Watts LED Tube (plastic tube) double-ended	pc.	100			100	12,500.00	100			100	12,500.00				0	0.00				0	0.00	200	125.00	25,000.00
Circular Downlight 10 Watts (LED)	pc.	40			40	6,000.00	40			40	6,000.00				0	0.00				0	0.00	80	150.00	12,000.00
T5 Energy Saving Lamp 14 Watts (Daylight)	pc.	30			30	2,565.00				0	0.00				0	0.00				0	0.00	30	85.50	2,565.00
LED Lite A60 Bulb E27 Base 9 Watts	pc.	50			50	5,850.00				0	0.00				0	0.00				0	0.00	50	117.00	5,850.00
LED Lite A50 Bulb E27 Base 6 Watts	pc.	50			50	4,750.00				0	0.00				0	0.00				0	0.00	50	95.00	4,750.00
Ecofit Bulb 14 Watts E27 (Daylight)	pc.	50			50	5,350.00				0	0.00				0	0.00				0	0.00	50	107.00	5,350.00
E27 Ceiling Receptacle #4 1/4 (White)	pc.	50			50	750.00				0	0.00				0	0.00				0	0.00	50	15.00	750.00
Pinlight Essential 2U CFL 14 Watts (Daylight)	pc.	50			50	3,500.00				0	0.00				0	0.00				0	0.00	50	70.00	3,500.00
#12 Wire (Stranded) Phelps Dodge 3.5mm x 150m	box	4			4	4,800.00				0	0.00				0	0.00				0	0.00	4	1,200.00	4,800.00
#14 Wire (Stranded) Phelps Dodge 2.0mm x 150m	box	4			4	4,720.00				0	0.00				0	0.00				0	0.00	4	1,180.00	4,720.00
#16 Flat Cord Wire - 1.25m x 2cm x 150m	roll	3			3	2,475.00	3			3	2,475.00				0	0.00				0	0.00	6	825.00	4,950.00
#22 Flat Cord Wire	roll	2			2	360.00	1			1	180.00				0	0.00				0	0.00	3	180.00	540.00
3 Phase Breaker - 100 amperes (plug-in)	pc.	5			5	2,250.00	5			5	2,250.00	5			5	2,250.00				0	0.00	15	450.00	6,750.00
Single Phase Breaker - 30 amperes (plug-in)	pc.	15			15	3,750.00	13			13	3,250.00				0	0.00				0	0.00	28	250.00	7,000.00
3 Phase Breaker - 100 amperes (bolt-on)	pc.	10			10	11,000.00				0	0.00				0	0.00				0	0.00	10	1,100.00	11,000.00
Swing Plug	pc.	40			40	960.00	40			40	960.00				0	0.00				0	0.00	80	24.00	1,920.00
Junction Box (w/ cover plate)	pc.	30			30	3,000.00	10			10	1,000.00				0	0.00				0	0.00	40	100.00	4,000.00

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			
Squegee Window Cleaner with foam	pc.	6			6	1,080.00	6			6	1,080.00				0	0.00				0	0.00	12	180.00	2,160.00
Colored Page Markers Sticky Tabs	pc.	30			30	1,200.00				0	0.00				0	0.00				0	0.00	30	40.00	1,200.00
Consumables of RapidPrint, Statement Reading, Pitney Bowes Ink Machine & Ribbon	lot	1			1	357,000.00				0	0.00				0	0.00				0	0.00	1	357,000.00	357,000.00
Manage Printing	lot	1			1	4,000,000.00				0	0.00				0	0.00				0	0.00	1	4,000,000.00	4,000,000.00
Copy Papers and other paper materials	lot	1			1	4,300,000.00				0	0.00				0	0.00				0	0.00	1	4,300,000.00	4,300,000.00
Customized OSG Flag	pc.	50			50	17,500.00				0	0.00				0	0.00				0	0.00	50	350.00	17,500.00
Laminating machine	pc.	2			2	2,500.00				0	0.00				0	0.00				0	0.00	2	1,250.00	2,500.00
Lever Tank	pc.	30			30	450.00				0	0.00				0	0.00				0	0.00	30	15.00	450.00
Paper trimmer/cutting machine	pc.	3			3	4,500.00				0	0.00				0	0.00				0	0.00	3	1,500.00	4,500.00
Paper shredder	pc.	3			3	3,000.00				0	0.00				0	0.00				0	0.00	3	1,000.00	3,000.00
White board	pc.	10			10	3,100.00				0	0.00				0	0.00				0	0.00	10	310.00	3,100.00

A. TOTAL		₱	**12,894,451.21**
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱	**1,289,445.12**
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱	-
D. GRAND TOTAL (A + B+ C)		₱	**14,183,896.33**
E. APPROVED BUDGET BY THE AGENCY HEAD **In Figures and Words:**			

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

Prepared by:

JESSICA L. CASTRO
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

RICARDO G. LOPEZ
Accountant / Budget Officer

Approved by:

MENARDO I. GUEVARRA
Head of Office/Agency

Date Prepared: September 16,2022