

APP-CSE 2024 FORM  
ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

**Introduction:**

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 28 August 2011 and 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Electronic Procurement System (mPHIGEPS) will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC).

**Reminders:**

- 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 mPHIGEPS and Downloads page of PS-DBM website ([www.ps-shiloes.gov.ph](http://www.ps-shiloes.gov.ph)).
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website ([www.ps-shiloes.gov.ph](http://www.ps-shiloes.gov.ph)) under the "What We Sell" tab 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 form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website ([www.ps-shiloes.gov.ph](http://www.ps-shiloes.gov.ph)) and must be submitted to PS-DBM through this link: <https://shorturl.lk/hos8>.
- 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 mPHIGEPS 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 mPHIGEPS 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 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [appcse.helpdesk@ps-shiloes.gov.ph](mailto:appcse.helpdesk@ps-shiloes.gov.ph), or visit the PS-DBM website ([www.ps-shiloes.gov.ph](http://www.ps-shiloes.gov.ph)) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: DSWD  
Region: X  
Address: Fr. Masterson Avenue, Carmen  
Cagayan de Oro City

Agency Code/UACS: \_\_\_\_\_  
Organization Type: Social Services

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

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	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	12281801-AL-E04	ALCOHOL, Ethyl, 500 ml	bottle	25	25	25	75	3,822.00	25	25	25	75	3,822.00	25	25	25	75	3,822.00	25	25	25	75	3,822.00	300	50.96	15,288.00
2	12281801-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	22	22	21	65	29,338.40	22	22	22	66	29,789.76	22	22	22	66	29,789.76	22	22	22	66	29,789.76	261	451.36	118,707.68
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
3	60121413-CB-F01	CLEARBOOK, A4 size	box	0	0	1	1	31.36	0	0	1	1	31.36	0	0	2	2	70.72	0	0	2	2	70.72	6	31.36	212.16
4	60121413-CB-F02	CLEARBOOK, Legal size	box	38	38	39	114	4,366.72	38	38	39	114	4,366.72	38	38	37	113	4,366.24	38	38	37	113	4,366.24	455	38.48	17,508.40
5	60121374-ER-F01	ERASER, plastic/rubber	piece	14	14	14	42	393.12	14	14	14	42	393.12	14	14	14	42	393.12	15	15	15	45	421.30	171	9.36	1,600.36
6	60121524-SP-G01	SIGN PEN, Extra Fine Tip, Black	piece	229	229	229	687	17,862.00	229	229	229	687	17,862.00	229	229	229	687	17,862.00	229	229	229	685	17,810.00	2746	26.00	71,398.00
7	60121524-SP-G04	SIGN PEN, Fine Tip, Black	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	44.72	0.00
8	60121524-SP-G07	SIGN PEN, Medium Tip, Black	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	57.20	0.00
9	60121524-SP-G02	SIGN PEN, Extra Fine Tip, Blue	piece	75	75	75	225	5,830.00	75	75	75	225	5,830.00	75	75	75	225	5,830.00	75	75	76	226	5,876.00	901	26.00	23,436.00
10	60121524-SP-G05	SIGN PEN, Fine Tip, Blue	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	44.72	0.00
11	60121524-SP-G08	SIGN PEN, Medium Tip, Blue	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	57.20	0.00
12	60121524-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	2	1	6	136.00	6	26.00	156.00
13	60121524-SP-G09	SIGN PEN, Fine Tip, Red	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	45.75	0.00
14	60121524-SP-G09	SIGN PEN, Medium Tip, Red	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	57.20	0.00
15	60121124-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	214.24	0.00
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																										
16	45123117-OO-C03	DOCUMENT CAMERA	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	23,336.16	0.00
17	45111809-MH-P01	MULTIMEDIA PROJECTOR	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	18,470.40	0.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	4	4	4	12	262.08	4	4	4	12	262.08	4	4	4	12	262.08	4	4	5	13	263.92	49	21.84	1,078.16
19	26111702-BT-A01	BATTERY, dry cell, size AAA	pack	10	10	10	30	592.80	10	11	11	32	632.32	11	11	11	33	652.08	11	11	11	33	652.08	128	19.76	2,528.28
20	26111702-BT-A03	BATTERY, dry cell, size D	pack	0	0	0	0	0.00	0	1	1	2	165.12	1	1	1	3	277.44	0	0	0	0	0.00	5	92.55	462.00
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
21	47121812-AF-A01	AIR FRESHENER	can	19	19	19	57	4,979.52	19	19	19	57	4,979.52	19	19	19	57	4,979.52	19	19	19	57	4,979.52	228	87.36	19,918.88

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year						
			Q1		Q2		Q3		Q4		Q1		Q2		Q3		Q4										
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
22	+713104-BR-001	BROOM (Vials Tambo)	piece	4	4	4	12	1,535.04	4	4	5	13	1,652.96	5	5	5	15	1,918.80	5	5	5	15	1,918.80	53	127.92	7,078.60	
23	+713104-BR-701	BROOM (Vials Ting-ting)	piece	4	5	5	14	334.88	4	5	5	14	334.88	4	5	5	14	334.88	4	5	5	14	334.88	56	23.92	1,339.52	
24	+713129-TB-001	CLEANER, Toilet Bowl and Urinal	bottle	20	20	20	60	2,683.20	20	20	20	60	2,683.20	20	20	20	60	2,683.20	20	20	20	60	2,683.20	240	44.72	10,732.80	
25	+7131805-CL-001	CLEANSER, Scouring Powder	can	14	14	14	42	1,512.00	14	14	14	42	1,512.00	14	14	14	42	1,512.00	14	14	14	42	1,512.00	168	36.00	6,048.00	
26	+7131811-DE-002	DETERGENT BAR	bar	32	32	32	96	868.56	32	32	32	96	817.38	32	32	32	96	828.64	32	32	32	96	828.64	384	9.36	3,609.12	
27	+7131811-DE-002	DETERGENT POWDER, all purpose	pouch	5	5	5	15	1,326.00	5	5	5	15	1,326.00	4	5	5	14	1,237.60	4	4	4	12	1,060.80	56	88.40	4,958.40	
28	+7131803-OS-001	DISINFECTANT SPRAY	can	8	8	8	24	3,619.20	8	8	8	24	3,619.20	8	8	8	24	3,619.20	8	8	8	24	3,720.00	97	150.00	14,627.60	
29	+7131801-OU-001	DUST PAN	piece	9	9	10	28	1,310.40	9	9	10	28	1,310.40	9	9	9	27	1,283.60	9	9	10	28	1,310.40	111	46.80	5,194.80	
30	+7131802-PW-003	FLOOR WAX, paste type, red	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	135.20	0.00	
31	+7131800-PC-001	FURNITURE CLEANER	can	2	2	2	6	1,360.32	2	2	2	6	1,360.32	2	2	2	6	1,360.32	2	2	1	5	1,333.60	23	236.72	5,234.96	
32	7301812-HS-001	HAND SOAP, liquid	bottle	31	31	31	93	3,994.35	31	31	31	93	3,994.35	31	31	31	93	3,994.35	31	31	31	93	3,994.35	372	42.95	15,877.40	
33	+7121804-MP-001	HOP BUCKET	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	2,388.00	8,976.00	
34	+7131813-MP-002	HOPHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	134.16	0.00	
35	+7131819-MP-001	HOPHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	114.04	0.00	
36	+7131801-RG-001	RAGS	lot	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	57.23	0.00	
37	+7131802-SC-001	SCOURING PAD	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	89.44	0.00	
38	+7121701-TB-004	TRASHBAG, 10L size	pack/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	130.00	0.00	
39	+7121701-TB-005	TRASHBAG, Large size	pack/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	59.28	0.00	
40	+7121701-TB-006	TRASHBAG, XL size	pack/roll	15	15	15	45	4,165.20	15	15	15	45	4,165.20	15	15	15	45	4,165.20	15	15	14	44	4,072.64	179	92.56	16,568.24	
41	+7121702-WB-001	WASTEBASKET	piece	1	1	2	4	174.72	1	2	1	4	174.72	2	2	2	6	262.08	2	2	2	6	262.08	20	43.68	873.60	
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																											
42	1221703-SI-001	INK, for stamp pad	bottle	16	16	16	48	1,497.60	16	16	16	48	1,497.60	16	16	16	48	1,497.60	16	16	16	48	1,497.60	192	31.20	5,998.40	
<b>CONSUMER ELECTRONICS</b>																											
43	1226153-DV-001	DIGITAL VOICE RECORDER	unit	0	0	1	1	4,803.76	0	0	1	1	4,803.76	0	0	1	1	4,803.76	0	0	0	0	0.00	3	4,803.76	14,411.28	
<b>FACE MASK</b>																											
44	+2321713-SH-005	FACE MASK	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	52.00	0.00	
<b>FILMS</b>																											
45	1311103-AC-001	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00	
46	1311101-CF-002	CARBON FILM, Legal size	box	4	4	4	12	3,082.56	4	4	4	12	3,082.56	4	4	5	13	3,739.44	5	5	5	15	3,853.20	52	256.88	13,357.76	
<b>FIRE FIGHTING EQUIPMENT</b>																											
47	+6391801-FE-001	FIRE EXTINGUISHER, dry chemical	unit	1	1	2	4	5,395.20	1	1	2	4	5,395.20	1	1	1	3	4,316.40	2	2	2	6	8,392.80	17	1,388.80	23,776.80	
48	+6391802-FE-001	FIRE EXTINGUISHER, pure HCFC	unit	1	1	0	2	11,226.50	1	1	0	2	11,226.50	1	1	0	2	11,226.50	1	1	1	3	16,839.75	9	5,613.25	30,519.25	
<b>FLAG OR ACCESSORIES</b>																											
49	15321905-PH-001	PHILIPPINE NATIONAL FLAG	piece	1	1	0	2	569.88	1	1	0	2	569.88	1	1	0	2	569.88	1	1	0	2	569.88	8	284.04	2,278.72	
<b>FURNITURE AND FURNISHINGS</b>																											
50	36301304-CH-001	MONOBLOC CHAIR, beige	piece	1	1	2	4	1,501.76	1	1	2	4	1,501.76	1	1	2	4	1,501.76	2	2	2	6	2,252.64	18	375.44	6,757.92	
51	36301304-CH-001	MONOBLOC CHAIR, white	piece	4	4	5	13	4,840.16	4	4	5	13	4,840.16	5	5	5	15	5,594.80	5	5	5	15	5,594.80	56	372.32	20,848.92	
52	36301319-TM-001	MONOBLOC TABLE, white	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	1,348.88	0.00	
53	36301319-TM-002	MONOBLOC TABLE, beige	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	1,348.88	0.00	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																											
54	+0301804-EF-001	ELECTRIC FAN, ceiling mount, orbit type	unit	1	1	0	2	2,760.16	1	1	0	2	2,760.16	1	1	0	2	2,760.16	1	0	0	1	1,380.08	7	1,380.08	9,860.56	
55	+0301804-EF-001	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	
56	+0301804-EF-001	ELECTRIC FAN, stand type	unit	1	1	1	3	3,020.16	1	1	1	3	3,020.16	1	1	1	3	3,020.16	1	1	0	2	2,013.44	11	1,006.72	11,073.52	
57	+0301804-EF-002	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	914.16	0.00	
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																											
58	+3211307-OSK003	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	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1 Average	April	May	June	Q2	Q2 Average	July	Aug	Sept	Q3	Q3 Average	Oct	Nov	Dec				Q4	Q4 Average		
59	4321107-05K04	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	
60	43202827-10-002	EXTERNAL HARD DRIVE	unit	1	1	1	3	9,054.24	1	1	2	4	12,072.32	1	2	2	5	15,096.40	1	2	2	5	15,096.40	17	1,018.08	51,307.36	
61	4320210-10-104	FLASH DRIVE	piece	2	2	2	6	1,347.04	2	2	2	6	1,347.04	2	2	3	7	1,572.48	3	3	3	9	2,621.76	28	224.64	6,288.92	
62	4321103-LAP004	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	42,390.00	0.00	
63	4321103-LAP003	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	
64	4321108-MO-002	COMPUTER MOUSE, Wireless	unit	1	1	1	3	308.86	1	1	2	4	678.08	1	1	2	4	678.08	1	2	2	5	847.60	16	169.52	2,712.32	
65	4321202-PR-002	PRINTER, Impact, Dot Matrix, 24 pins	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	31,013.84	0.00	
66	4321202-PR-001	PRINTER, Impact, Dot Matrix, 9 pins	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	11,014.64	0.00	
67	4321205-PR-001	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	23,063.04	0.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																											
68	38202628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	6	6	6	18	1,460.16	7	7	7	21	1,703.52	7	7	7	21	1,703.52	7	7	7	21	1,703.52	81	81.12	6,578.72	
69	38202628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	4	4	5	13	2,875.66	5	5	5	15	3,087.30	5	5	5	15	3,087.30	5	5	5	15	3,087.30	58	205.82	11,927.98	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																											
70	31201610-GL-X01	GLUE, all-purpose	jar	9	9	9	27	1,909.44	9	10	10	29	2,650.88	10	10	10	30	2,121.60	10	10	10	30	2,121.60	118	70.72	8,383.52	
71	31112004-SH-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	1	2	1	4	90.20	1	1	2	4	90.20	1	1	1	3	67.65	2	1	1	4	90.20	15	22.55	338.25	
72	31112004-SH-S01	STAPLE WIRE, standard	box	123	123	123	369	8,767.44	123	123	123	369	8,767.44	123	123	124	370	8,791.20	124	124	123	371	8,814.96	1479	23.76	35,141.04	
73	31201503-TA-H01	TAPE, electrical	roll	2	2	2	6	118.70	2	3	3	8	155.60	3	3	3	9	175.65	3	3	3	9	175.65	32	19.45	622.40	
74	31201503-TA-H02	TAPE, masking, 24mm	roll	15	15	15	45	2,704.60	15	15	15	45	2,704.60	15	15	16	46	2,846.48	16	16	16	48	2,970.24	184	61.88	11,381.92	
75	31201503-TA-H03	TAPE, masking, 48 mm	roll	14	14	14	42	5,088.72	14	14	14	42	5,088.72	14	14	14	42	5,088.72	14	14	15	43	5,208.88	189	121.16	20,478.04	
76	31201513-TA-H01	TAPE, packaging, 48 mm	roll	30	30	31	91	4,514.16	31	31	31	93	4,614.48	31	31	31	93	4,614.48	31	31	31	93	4,614.48	610	30.16	18,397.60	
77	31201512-TA-701	TAPE, transparent, 24mm	roll	123	123	123	369	4,221.36	123	123	123	369	4,221.36	123	123	123	369	4,221.36	124	124	126	374	4,278.36	1461	11.44	16,942.64	
78	31201512-TA-702	TAPE, transparent, 48 mm	roll	82	82	82	246	5,894.32	83	83	83	249	5,978.08	83	83	83	249	5,956.08	83	83	83	249	5,956.08	993	23.92	23,752.56	
79	31112017-TW-R01	TWINE, plastic	roll	4	4	4	12	848.64	4	4	4	12	848.64	4	4	4	12	848.64	4	4	4	12	848.64	48	70.72	3,394.56	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																											
80	41112004-RL-H01	RULER, flexible, plastic, 480mm	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	20.80	0.00	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
81	44221612-BL-H01	BLADE, for general purpose cutter/utility knife	blade	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16.00	0.00	
82	44201603-PR-H01	BINDING AND PUNCHING MACHINE	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	30,504.64	0.00	
83	44201807-CA-C01	CALCULATOR, Compact	unit	17	17	17	51	14,639.04	17	17	17	51	14,639.04	18	18	18	54	15,906.16	18	18	18	54	15,906.16	210	387.04	60,278.40	
84	44221700-CH-H01	CHALK, white enamel	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	
85	44222005-CP-C01	CLIP, backfold, 28mm	box	106	106	106	318	2,976.48	106	106	106	318	2,976.48	107	107	106	320	2,993.20	107	107	107	321	3,004.36	1277	9.36	11,952.72	
86	44222005-CP-C02	CLIP, backfold, 25mm	box	87	87	88	262	4,067.20	87	87	88	262	4,097.20	88	88	88	264	4,118.40	88	88	88	264	4,118.40	1052	15.60	16,411.20	
87	44222005-CP-C03	CLIP, backfold, 32mm	box	51	51	51	153	4,137.12	51	51	51	153	4,137.12	51	51	52	154	4,154.16	52	52	52	156	4,228.24	616	27.04	16,698.64	
88	44222005-CP-C04	CLIP, backfold, 50mm	box	39	39	39	117	7,057.44	39	39	39	117	7,057.44	39	39	39	117	7,057.44	39	39	39	117	7,057.44	468	60.32	28,228.76	
89	44222801-CT-H01	CORRECTION TAPE	piece	344	344	344	1032	11,898.96	344	344	344	1032	11,898.96	344	344	344	1032	11,898.96	344	344	344	1032	11,898.96	4128	11.53	47,599.84	
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	2	2	3	7	222.64	3	3	3	9	265.48	3	3	3	9	265.48	3	3	3	9	265.48	34	31.72	1,078.48	
91	44111515-CP-801	DATA FILE BOX	piece	28	28	28	84	6,484.80	28	28	27	83	6,457.60	28	28	28	84	6,484.80	28	28	28	84	6,484.80	333	77.20	25,860.00	
92	44122811-CP-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	
93	44202005-OS-H01	DATER STAMP	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	489.76	0.00	
94	44212006-EN-001	ENVELOPE, Documentary, A4	box	0	0	1	1	840.32	0	0	1	1	840.32	0	1	0	1	840.32	0	0	0	0	0.00	3	840.32	2,520.96	
95	44212006-EN-002	ENVELOPE, Documentary, legal	box	1	1	1	3	3,235.44	1	1	1	3	3,235.44	1	1	1	3	3,235.44	1	1	1	3	3,235.44	12	1,078.48	12,941.76	
96	44212006-EN-003	ENVELOPE, Expanding, Kraft	box	5	6	6	17	23,772.96	6	6	6	18	24,747.84	5	6	6	17	23,772.96	6	6	6	18	24,747.84	70	1,374.88	96,246.40	
97	44212006-EN-004	ENVELOPE, Expanding, Plastic	box	63	63	63	189	5,762.61	63	63	64	190	5,793.10	63	63	64	190	5,793.10	63	63	63	189	5,762.61	758	30.48	23,111.40	
98	44212006-EN-005	ENVELOPE, Mailing	box	2	2	2	6	2,801.76	2	2	2	6	2,801.76	2	2	2	6	2,801.76	3	3	3	9	4,202.64	27	466.96	12,607.92	
99	44212006-EN-006	ENVELOPE, Mailing, with window	box	1	1	1	3	1,594.96	1	1	1	3	1,594.96	1	1	1	3	1,594.96	1	1	1	3	1,594.96	12	528.32	6,338.88	
100	44112012-ER-801	ERASER, felt, for blackboard/whiteboard	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	12.23	0.00	

Item & Specifications	List of Measures	Monthly Quantity Requirement																				Total Quantity for the year	Price	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						
101	4412218-FA-F01	FASTENER	box	53	53	54	160	15,142.40	53	54	53	160	15,142.40	54	54	54	162	15,131.68	54	54	54	162	15,131.68	644	94.64	60,948.16	
102	4411115-FO-101	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	
103	4412218-FT-C01	FILE TAB DIVIDER, A4	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	22.88	0.00	
104	4412218-FT-C02	FILE TAB DIVIDER, Legal	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	26.00	0.00	
105	44122011-FO-F01	FOLDER, Fancy with slide, A4	bundle	1	1	1	3	873.60	1	1	1	3	873.60	1	1	1	3	873.60	0	0	0	0	0.00	9	291.20	2,628.00	
106	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	11	11	11	33	10,193.04	12	12	12	36	11,119.68	12	12	12	36	11,119.68	12	12	12	36	11,119.68	141	308.08	43,552.00	
107	44122011-FO-L01	FOLDER, L-type, A4	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	
108	44122011-FO-L02	FOLDER, L-type, Legal	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	238.37	0.00	
109	44122027-FO-P01	FOLDER, pressboard	box	0	0	1	1	952.64	0	1	0	1	952.64	1	1	1	3	2,857.92	0	1	1	2	1,905.28	7	852.64	6,868.48	
110	44122011-FO-T03	FOLDER with tab, A4	pack	0	1	1	2	777.92	0	1	1	2	777.92	0	1	0	1	388.96	0	1	0	1	388.96	6	388.96	2,333.76	
111	44122011-FO-T04	FOLDER with tab, Legal	pack	7	7	7	21	8,976.24	7	7	7	21	8,976.24	7	7	7	21	8,976.24	7	8	8	23	9,831.12	86	427.44	36,799.84	
112	44122008-IT-T01	INDEX TAB	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	83.11	0.00	
113	4411115-MF-802	MAGAZINE FILE BOX, Large	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	126.00	0.00	
114	44121716-M4-P01	MARKER, Fluorescent	set	31	31	31	93	3,965.52	31	31	31	93	3,965.52	31	31	31	93	3,965.52	31	38	31	93	3,965.52	772	42.64	15,863.08	
115	44121708-MP-801	MARKER, Permanent, Black	piece	243	243	243	729	11,372.40	243	244	244	731	11,403.80	244	244	244	732	11,418.20	244	244	244	732	11,418.20	2924	15.60	45,614.40	
116	44121708-MP-802	MARKER, Permanent, Blue	piece	39	39	39	117	1,825.20	39	39	39	117	1,825.20	39	39	39	117	1,825.20	39	38	38	118	1,809.80	467	15.60	7,281.20	
117	44121708-MP-803	MARKER, Permanent, Red	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	15.60	0.00	
118	44121708-MW-801	MARKER, Whiteboard, Black	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	10.40	0.00	
119	44121708-MW-802	MARKER, Whiteboard, Blue	piece	57	57	57	171	1,778.40	57	57	57	171	1,778.40	57	57	57	171	1,778.40	57	56	56	169	1,757.60	682	10.40	7,092.80	
120	44121708-MW-803	MARKER, Whiteboard, Red	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	10.40	0.00	
121	44122104-PC-C01	PAPER CLIP, vinyl/plastic coated, 33mm	box	127	127	128	382	3,573.52	127	128	128	383	3,594.88	128	128	128	384	3,594.24	128	128	128	384	3,594.24	1533	9.36	14,348.88	
122	44122104-PC-C02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	96	96	95	288	6,898.96	96	96	96	288	6,898.96	96	96	96	288	6,898.96	96	97	97	290	6,936.80	1154	23.92	27,603.60	
123	44101603-PS-H02	PAPER SHREDDER	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	1,699.20	0.00	
124	44101601-PT-H01	PAPER TRIMMER/CUTTING MACHINE	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	8,207.60	0.00	
125	44121706-PE-L01	PENCIL, lead/graphite, with eraser	box	27	26	26	79	3,296.40	27	26	26	79	3,296.40	27	26	27	80	3,228.00	27	27	27	81	3,389.80	319	41.80	13,278.40	
126	44121619-PS-H01	PENCIL SHARPENER	piece	1	1	1	3	639.60	1	1	1	3	639.60	1	1	1	3	639.60	1	1	1	3	639.60	12	213.00	2,558.40	
127	44101602-PU-F01	PUNCHER, paper, heavy duty	piece	11	12	12	35	5,840.64	12	12	12	36	5,840.64	12	12	12	36	5,840.64	12	12	12	36	5,840.64	143	182.24	23,200.32	
128	44122107-R8-P02	BINDING RING/COMB, plastic, 32 mm	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	274.23	0.00	
129	44122101-RU-R01	RUBBER BAND No. 18	box	14	14	14	42	6,945.12	14	14	14	42	6,945.12	14	14	14	42	6,945.12	14	13	15	44	7,275.84	170	165.36	28,111.20	
130	44121905-SF-F01	STAMP PAD, felt	piece	43	43	43	129	5,500.56	43	43	43	129	5,500.56	43	43	43	129	5,500.56	43	43	43	129	5,500.56	518	42.64	22,002.24	
131	44121618-S6-S01	SCISSORS, symmetrical/asymmetrical	pair	18	19	19	56	2,329.60	19	19	19	57	2,371.20	19	19	19	57	2,371.20	19	19	19	57	2,371.20	227	41.60	9,443.20	
132	44121615-ST-S01	STAPLER, standard type	piece	4	4	4	12	1,747.20	4	4	4	12	1,747.20	4	4	4	12	1,747.20	5	5	5	15	2,184.00	51	145.80	7,425.80	
133	44121615-ST-H01	STAPLER, heavy duty (binder)	unit	1	1	1	3	2,894.16	1	1	1	3	2,894.16	1	1	1	3	2,894.16	1	1	1	3	2,894.16	12	894.72	11,458.64	
134	44121613-SR-F02	STAPLE REMOVER, plier-type	piece	4	4	4	12	574.08	4	4	4	12	574.08	4	4	4	12	574.08	4	4	4	12	574.08	48	47.84	2,298.24	
135	44121605-TD-T01	TAPE DISPENSER, table top	piece	2	2	3	7	546.80	2	2	3	7	546.80	2	2	3	7	546.80	2	2	3	7	546.80	28	78.00	2,184.00	
<b>PAPER MATERIALS AND PRODUCTS</b>																											
136	14111525-CA-W01	CARTOLINA, assorted colors	pack	5	5	5	15	1,357.20	5	5	5	15	1,357.20	5	5	5	15	1,357.20	5	5	5	15	1,357.20	60	80.48	5,428.80	
137	14111906-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	2	2	2	6	5,722.08	2	2	3	7	6,675.76	3	3	3	9	8,583.12	3	3	3	9	8,583.12	31	952.08	29,594.08	
138	14111906-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	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	1,260.48	0.00	
139	14111906-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	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	1,652.56	0.00	
140	14111906-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	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	1,108.64	0.00	
141	14111906-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	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	853.24	0.00	
142	14111906-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	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	1,629.68	0.00	
143	14111809-LI-C01	LOOSELEAF COVER	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	1,629.68	0.00	
144	14111514-HP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	22	22	22	66	2,608.32	22	22	22	66	2,608.32	22	22	23	67	2,647.84	23	23	23	69	2,728.88	286	39.52	11,381.36	
145	14111514-HP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	18	18	18	54	3,425.76	18	18	18	54	3,425.76	18	18	19	55	3,488.20	19	19	19	57	3,616.08	220	63.44	13,958.80	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE						
146 1411314-HP-503	NOTEPAD, stick-on, 76mm x 76mm	pad	16	16	16	48	2,895.36	16	16	16	48	2,895.36	16	16	16	48	2,895.36	16	17	17	50	3,016.00	194	60.32	11,760.08		
147 1411314-HP-502	STENO NOTEBOOK	piece	33	33	33	99	2,368.08	33	33	33	99	2,368.08	33	34	34	101	2,415.92	34	34	34	102	2,439.84	401	23.92	9,591.52		
148 1411307-PP-501	PAPER, MULTICOPIY A4	ream	75	75	75	225	40,482.00	75	75	75	225	40,482.00	75	75	75	225	40,482.00	75	76	76	226	40,661.92	901	179.92	162,107.92		
149 1411307-PP-502	PAPER, MULTICOPIY LEGAL	ream	33	33	33	99	33,568.08	33	33	33	99	33,568.08	33	33	33	99	33,568.08	33	33	33	99	33,568.08	636	211.12	134,272.32		
150 1411307-PP-C01	PAPER, MULTIPURPOSE A4	ream	101	102	102	305	49,963.68	102	102	102	306	49,963.68	102	102	102	306	49,963.68	102	102	102	306	49,963.68	1,223	161.28	199,694.44		
151 1411307-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	168	168	168	504	93,300.48	168	168	168	504	93,300.48	168	168	168	504	93,300.48	168	168	168	504	93,300.48	2,019	185.12	373,797.28		
152 1411321-PP-P01	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	35.36	0.00		
153 1411303-PA-P01	PAPER, parchment	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	189.28	0.00		
154 1411321-RE-801	RECORD BOOK, 300 PAGES	book	33	33	33	99	7,207.20	33	33	33	99	7,207.20	33	33	34	100	7,280.00	34	34	34	102	7,425.60	400	72.80	29,130.00		
155 1411321-RE-802	RECORD BOOK, 500 PAGES	book	13	13	13	39	4,096.36	13	13	14	40	4,201.60	14	14	14	42	4,411.88	14	14	14	42	4,411.88	163	105.04	17,423.32		
156 1411304-TT-404	TISSUE, INTERFOLDED PAPER TOWEL	pack	69	69	69	207	6,027.84	69	69	70	208	6,236.96	70	70	70	210	6,315.20	70	70	70	210	6,315.20	831	29.12	24,315.20		
157 1411304-TT-402	TOILET TISSUE PAPER, 2 ply	pack	17	17	17	51	5,144.88	17	17	17	51	5,144.88	17	18	17	52	5,245.76	18	18	18	54	5,447.52	308	100.88	30,983.04		
<b>PERFUMES OR COLORES OR FRAGRANCES</b>																											
158 1331626-HS-501	HAND SANITIZER	bottle	52	52	52	156	13,628.16	52	52	53	157	13,715.52	52	52	52	156	13,628.16	53	53	53	159	13,890.24	628	87.36	54,882.08		
<b>PESTICIDES OR PEST REPELLENTS</b>																											
159 2009309-DH-401	INSECTICIDE	can	6	6	6	18	4,642.56	6	6	6	18	4,642.56	6	6	6	18	4,642.56	6	6	7	19	4,900.48	73	257.92	18,828.16		
<b>PRINTED PUBLICATIONS</b>																											
160 2328124-BA-401	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (BA 9194)	book	6	0	0	6	223.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	37.21	223.36		
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																											
1 4430205-DR-003	DRUM CARTRIDGE, BROTHER DR-345S, 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 4430205-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	1,128.32	0.00		
3 4430205-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	1	0	0	1	1,178.32	1	0	1	2	2,156.64	1	0	0	1	1,178.32	1	0	0	1	1,178.32	5	1,178.32	5,893.60		
4 4430205-CA-804	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		
5 4430205-CA-802	INK CARTRIDGE, CANON PG-810, Black	cart	1	1	1	3	2,676.96	1	1	2	4	3,569.28	2	2	2	6	5,153.92	2	2	2	6	5,153.92	18	892.32	16,594.08		
6 4430205-EP-817	INK CARTRIDGE, EPSON CL37664300 (T6641), Black	cart	17	17	17	51	11,826.90	17	17	17	51	11,826.90	17	18	18	53	12,290.70	18	18	18	54	12,522.60	209	229.50	48,487.35		
7 4430205-EP-C17	INK CARTRIDGE, EPSON CL37664200 (T6642), Cyan	cart	3	4	4	11	2,664.20	4	4	4	12	2,906.40	4	4	4	12	2,906.40	4	4	4	12	2,906.40	47	242.20	11,383.40		
8 4430205-EP-117	INK CARTRIDGE, EPSON CL37664300 (T6643), Magenta	cart	3	4	4	11	2,664.20	4	4	4	12	2,906.40	4	4	4	12	2,906.40	4	4	4	12	2,906.40	47	242.20	11,383.40		
9 4430205-EP-117	INK CARTRIDGE, EPSON CL37664400 (T6644), Yellow	cart	3	4	4	11	2,664.20	4	4	4	12	2,906.40	4	4	4	12	2,906.40	4	4	4	12	2,906.40	47	242.20	11,383.40		
10 4430205-HP-840	INK CARTRIDGE, HP C2P04AA (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	852.80	0.00		
11 4430205-HP-140	INK CARTRIDGE, HP C2P04AA (HP82), 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		
12 4430205-HP-809	INK CARTRIDGE, HP C3S15AA (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	810.00	0.00		
13 4430205-HP-730	INK CARTRIDGE, HP C3S22AA (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		
14 4430205-HP-817	INK CARTRIDGE, HP C0404WA (HP80), 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		
15 4430205-HP-717	INK CARTRIDGE, HP C0643WA (HP80), 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		
16 4430205-HP-C40	INK CARTRIDGE, HP C0972AA (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		
17 4430205-HP-140	INK CARTRIDGE, HP C0973AA (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		
18 4430205-HP-140	INK CARTRIDGE, HP C0974AA (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		
19 4430205-HP-840	INK CARTRIDGE, HP C0975AA (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		
20 4430205-HP-830	INK CARTRIDGE, HP C1561WA (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		
21 4430205-HP-720	INK CARTRIDGE, HP C1562WA (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		
22 4430205-HP-848	INK CARTRIDGE, HP C1565A (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	935.00	0.00		
23 4430205-HP-C40	INK CARTRIDGE, HP C1566A (HP62), 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		
24 4430205-HP-843	INK CARTRIDGE, HP C1645AA (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		
25 4430205-HP-C40	INK CARTRIDGE, HP C1646AA (HP950XL), 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		
26 4430205-HP-140	INK CARTRIDGE, HP C1647AA (HP950XL), 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		
27 4430205-HP-140	INK CARTRIDGE, HP C1648AA (HP950XL), 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		

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE				
28	+410205-HP-836	INK CARTRIDGE, HP C4602AA (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
29	+410205-HP-738	INK CARTRIDGE, HP C4603AA (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
30	+410205-HP-833	INK CARTRIDGE, HP C2107AA (HP678), Black	cart	1	0	1	2	809.12	0	1	0	1	404.56	1	1	0	2	809.12	1	1	0	2	809.12	7	404.56	2,831.92
31	+410205-HP-733	INK CARTRIDGE, HP C2108AA (HP678), Tri-color	cart	1	1	0	2	809.12	1	0	0	1	404.56	1	1	0	2	809.12	1	1	0	2	809.12	7	404.56	2,831.92
32	+410205-HP-842	INK CARTRIDGE, HP C2121A (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	212.00	0.00
33	+410205-HP-C33	INK CARTRIDGE, HP C2122A (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	236.88	0.00
34	+410205-HP-H33	INK CARTRIDGE, HP C2123A (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	236.88	0.00
35	+410205-HP-Y33	INK CARTRIDGE, HP C2124A (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	236.88	0.00
36	+410205-HP-743	INK CARTRIDGE, HP F0V26AA (HP680), Tri-color	cart	0	1	1	2	848.64	1	1	0	2	848.64	0	1	0	1	424.32	2	2	2	6	2,545.92	11	424.32	4,667.52
37	+410205-HP-843	INK CARTRIDGE, HP F0V27AA (HP680), Black	cart	0	1	1	2	848.64	1	1	0	2	848.64	0	1	0	1	424.32	2	2	2	6	2,545.92	11	424.32	4,667.52
38	+410205-HP-C30	INK CARTRIDGE, HP L0591AA (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
39	+410205-HP-H30	INK CARTRIDGE, HP L0594AA (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
40	+410205-HP-Y30	INK CARTRIDGE, HP L0597AA (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
41	+410205-HP-830	INK CARTRIDGE, HP L0560AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.80	0.00
42	+410205-HP-C40	INK CARTRIDGE, HP L0563AA (HP955XL), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00
43	+410205-HP-H40	INK CARTRIDGE, HP L0566AA (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
44	+410205-HP-Y40	INK CARTRIDGE, HP L0569AA (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
45	+410205-HP-840	INK CARTRIDGE, HP L0572AA (HP955XL), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00
46	+410205-HP-C31	INK CARTRIDGE, HP T6189AA (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
47	+410205-HP-H31	INK CARTRIDGE, HP T6193AA (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
48	+410205-HP-Y31	INK CARTRIDGE, HP T6197AA (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
49	+410205-HP-831	INK CARTRIDGE, HP T6401AA (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	468.00	0.00
50	+4102112-EP-805	RIBBON CARTRIDGE, EPSON C135015316 (#8790), 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	774.00	0.00
51	+4102112-EP-813	RIBBON CARTRIDGE, EPSON C135015632, 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	77.44	0.00
52	+4102112-EP-807	RIBBON CARTRIDGE, EPSON C135015311 (5015086)	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
53	+4102109-BR-006	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	6,780.00	0.00
54	+4102103-BR-809	TONER CARTRIDGE, BROTHER TN-3300, 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	3,367.20	0.00
55	+4102103-BR-811	TONER CARTRIDGE, BROTHER TN-3300, 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
56	+4102103-BR-815	TONER CARTRIDGE, BROTHER TN-3408, 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
57	+4102103-BR-818	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
58	+4102103-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
59	+4102103-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
60	+4102103-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
61	+4102103-CA-609	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
62	+4102103-HP-812	TONER CARTRIDGE, HP CB-435A, 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
63	+4102103-HP-814	TONER CARTRIDGE, HP CB-540A, 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	3,003.80	0.00
64	+4102103-HP-818	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
65	+4102103-HP-821	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
66	+4102103-HP-822	TONER CARTRIDGE, HP CE285A (HP865A), Black	cart	1	1	1	3	9,728.16	1	1	1	3	9,728.16	1	1	1	3	9,728.16	1	1	1	3	9,728.16	12	3,242.72	38,912.64
67	+4102103-HP-823	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	2,330.40	0.00
68	+4102103-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
69	+4102103-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
70	+4102103-HP-H23	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
71	+4102103-HP-824	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
72	+4102103-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
73	+4102103-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

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AVERAGE	Apr	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE									
74	+4182103-HP-H24	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	0	0	0	0.00	0	3,093.60	0.00
75	+4182103-HP-B23	TONER CARTRIDGE, HP CE300A, 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	0	0	0	0.00	0	7,872.80	0.00
76	+4182103-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	0	0	0	0.00	0	6,796.00	0.00
77	+4182103-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	0	0	0	0.00	0	10,103.60	0.00
78	+4182103-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	0	0	0	0.00	0	10,193.04	0.00
79	+4182103-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	0	0	0	0.00	0	10,103.60	0.00
80	+4182103-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	0	0	0	0.00	0	10,103.60	0.00
81	+4182103-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	0	0	0	0.00	0	1,837.60	0.00
82	+4182103-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	0	0	0	0.00	0	5,490.00	0.00
83	+4182103-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	0	0	0	0.00	0	5,490.00	0.00
84	+4182103-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	0	0	0	0.00	0	6,011.20	0.00
85	+4182103-HI-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	0	0	0	0.00	0	4,050.80	0.00
86	+4182103-HP-B32	TONER CARTRIDGE, HP CF217A (HP17A), Black LaserJet	cart	1	1	1	3	8,636.16	1	1	1	3	8,636.16	1	1	1	3	8,636.16	1	1	0	2	5,757.44	11	2,878.72					31,663.92	
87	+4182103-HP-B32	TONER CARTRIDGE, HP CF226A (HP26A), Black LaserJet	cart	1	0	0	1	5,246.80	1	0	0	1	5,246.80	0	0	0	0	0.00	0	0	0	0	0.00	2	5,246.80					10,493.60	
88	+4182103-HP-B33	TONER CARTRIDGE, HP CF280A, LaserJet Pro M401/M425	cart	1	0	0	1	4,690.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,690.40					4,690.40	
89	+4182103-HP-B31	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	0	0	0	0.00	0	8,339.52	0.00
90	+4182103-HP-B36	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	0	0	0	0.00	0	7,800.00	0.00
91	+4182103-HP-B37	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	0	0	0	0.00	0	3,034.72	0.00
92	+4182103-HI-B33	TONER CARTRIDGE, HP CF283XC (HP83XC), Black Compact 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	0	0	0	0.00	0	3,796.00	0.00
93	+4182103-HP-B38	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	0	0	0	0.00	0	9,828.00	0.00
94	+4182103-HI-B32	TONER CARTRIDGE, HP CF325XC (HP25XC), 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	0	0	0	0.00	0	13,728.00	0.00
95	+4182103-HP-B60	TONER CARTRIDGE, HP CF330A, 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	0	0	0	0.00	0	2,374.00	0.00
96	+4182103-HP-C30	TONER CARTRIDGE, HP CF331A, 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	0	0	0	0.00	0	2,652.00	0.00
97	+4182103-HP-Y30	TONER CARTRIDGE, HP CF332A, 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	0	0	0	0.00	0	2,652.00	0.00
98	+4182103-HP-M30	TONER CARTRIDGE, HP CF333A, 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	0	0	0	0.00	0	2,652.00	0.00
99	+4182103-HP-B61	TONER CARTRIDGE, HP CF360A (HP308A), 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	0	0	0	0.00	0	7,030.40	0.00
100	+4182103-HP-C61	TONER CARTRIDGE, HP CF361A (HP308A), 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	0	0	0	0.00	0	8,814.00	0.00
101	+4182103-HP-Y61	TONER CARTRIDGE, HP CF362A (HP308A), 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	0	0	0	0.00	0	8,814.00	0.00
102	+4182103-HP-M61	TONER CARTRIDGE, HP CF363A (HP308A), 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	0	0	0	0.00	0	8,814.00	0.00
103	+4182103-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	0	0	0	0.00	0	3,099.20	0.00
104	+4182103-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	0	0	0	0.00	0	3,660.80	0.00
105	+4182103-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	0	0	0	0.00	0	3,660.80	0.00
106	+4182103-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	0	0	0	0.00	0	3,660.80	0.00
107	+4182103-HP-B63	TONER CARTRIDGE, HP CF430A (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	0	0	0	0.00	0	3,900.00	0.00
108	+4182103-HI-B34	TONER CARTRIDGE, HP CF430XC (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	0	0	0	0.00	0	6,948.40	0.00
109	+4182103-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	0	0	0	0.00	0	5,038.80	0.00
110	+4182103-HI-C34	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	0	0	0	0.00	0	8,522.80	0.00
111	+4182103-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	0	0	0	0.00	0	5,038.80	0.00
112	+4182103-HI-Y34	TONER CARTRIDGE, HP CF42XC (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	0	0	0	0.00	0	8,522.80	0.00
113	+4182103-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	0	0	0	0.00	0	5,038.80	0.00
114	+4182103-HI-M34	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	0	0	0	0.00	0	8,522.80	0.00
115	+4182103-HP-B34	TONER CARTRIDGE, HP Q812A, 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	0	0	0	0.00	0	3,744.00	0.00
116	+4182103-HP-B48	TONER CARTRIDGE, HP Q7533A, 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	0	0	0	0.00	0	4,680.00	0.00

SOFTWARE		Unit of Measure	Jan	Feb	Mar	Q1	Q1 AVERAGE	Apr	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE	Total Quantity for the year	Price	Total Amount for the year						
1	+3221513-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	+3221602-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	

Item #	Item & Specifications	List of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year				
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec				Q4	Q4 AVERAGE		
3	+3232004-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	+3232107-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	+3232202-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	+3232304-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	+3232402-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	+3232505-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	+3232603-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	+3232701-SFT-010	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	+3232701-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	+3232802-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	
13	+3232905-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	+3233004-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	+3233205-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	+3233405-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	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
1	80141305-T5-001	BALLPEN	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	0.00	0.00	
2	80141305-T5-002	MULTIFUNCTION PRINTER	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	0.00	0.00	
3	80141305-T5-003	LAMINATING FILM	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	0.00	0.00	
4	80141305-T5-004	STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
5	80141305-T5-005	DOUBLE SIDED TAPE	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	0.00	0.00	
6	80141305-T5-006	PHOTO PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
7	80141305-T5-007	BLEACHING SOLUTION	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	0.00	0.00	
8	80141305-T5-008	CERTIFICATE FRAME	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	0.00	0.00	
9	80141305-T5-009	CERTIFICATE HOLDER	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	0.00	0.00	
10	80141305-T5-010	UNINTERRUPTIBLE POWER SUPPLY	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	0.00	0.00	
11	80141305-T5-011	AIR CONDITIONING UNIT	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	0.00	0.00	
12	80141305-T5-012	SMART TELEVISION	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	0.00	0.00	
13	80141305-T5-013	WHITE BOARD	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	0.00	0.00	
14	80141305-T5-014	MICROPHONE	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	0.00	0.00	
15	80141305-T5-015	PEDAL	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	0.00	0.00	
16	80141305-T5-016	DISHWASHING LIQUID	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	0.00	0.00	
17	80141305-T5-017	PLASTIC FASTENER	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	0.00	0.00	
18	80141305-T5-018	STEEL FILING CABINET	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	0.00	0.00	
19	80141305-T5-019	YELLOW BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
20	80141305-T5-020	EXTENSION CORD	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	0.00	0.00	
21	80141305-T5-021	PAINT	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	0.00	0.00	
22	80141305-T5-022	COLORLED PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
23	80141305-T5-023	BOND PAPER	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	0.00	0.00	
24	80141305-T5-024	PUSH PIN	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	0.00	0.00	
25	80141305-T5-025	DOOR MAT	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	0.00	0.00	
26	80141305-T5-026	GLUE STICK (PASTE)	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	0.00	0.00	
27	80141305-T5-027	GLUE STICK (FOR GLUE GUN)	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	0.00	0.00	
28	80141305-T5-028	DEODORANT CANDLE	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	0.00	0.00	
29	80141305-T5-029	DISPOSABLE GLOVES	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	0.00	0.00	
30	80141305-T5-030	OFFICE CHAIR	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	0.00	0.00	
31	80141305-T5-031	MANILA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year				
		Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec				Q4	Q4 AVERAGE		
		32	80141305-TS-C32	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0				0.00	0	0	0
33	80141305-TS-C33	PADLOCK	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	0.00	0.00
34	80141305-TS-C34	MOBILE PHONE	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	0.00	0.00
35	80141305-TS-C35	COMPACT DISC	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	0.00	0.00
36	80141305-TS-C36	AMPLIFIER	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	0.00	0.00
37	80141305-TS-C37	STORAGE BOX	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	0.00	0.00
38	80141305-TS-C38	PLASTIC ENVELOPE	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	0.00	0.00
39	80141305-TS-C39	DOCUMENT SCANNER	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	0.00	0.00
40	80141305-TS-C40	WATER DISPENSER	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	0.00	0.00
41	80141305-TS-C41	PARACETAMOL	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	0.00	0.00
42	80141305-TS-C42	GILIE GUN	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	0.00	0.00
43	80141305-TS-C43	BUCKET PUMP	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	0.00	0.00
44	80141305-TS-C44	SPEAKERS	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	0.00	0.00
45	80141305-TS-C45	POVIDONE IODINE	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	0.00	0.00
46	80141305-TS-C46	KEYBOARD	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	0.00	0.00
47	80141305-TS-C47	DSLR CAMERA	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	0.00	0.00
48	80141305-TS-C48	STEEL RACK	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	0.00	0.00
49	80141305-TS-C49	LAWSUITING MACHINE	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	0.00	0.00
50	80141305-TS-C50	FUEL FILTERS	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	0.00	0.00
51	80141305-TS-C51	AIRLINE TICKETS (DOMESTIC)	ticket	0	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
52	80141305-TS-C52	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	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
53	80141305-TS-C53	CAR (Sedan or Hatchback)	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	0.00	0.00
46	80141305-TS-C54	MULTI-PURPOSE VEHICLE (MPV)	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	0.00	0.00
47	80141305-TS-C55	SPORTS UTILITY VEHICLE (SUV)	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	0.00	0.00
48	80141305-TS-C56	PASSENGER VAN	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	0.00	0.00
49	80141305-TS-C57	VAN	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	0.00	0.00
50	80141305-TS-C58	TWO-WHEEL VEHICLE	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	0.00	0.00
51	80141305-TS-C59	PICK-UP TRUCK	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	0.00	0.00
52	80141305-TS-C60	ALL-TERRAIN VEHICLE (ATV)	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	0.00	0.00
53	80141305-TS-C61	ASSEMBLED OWNER-TYPE JEEP	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	0.00	0.00
50	80141305-TS-C62	ASSEMBLED PASSENGER JEEPNEY-TYPE VEHICLE	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	0.00	0.00
51	80141305-TS-C63	MOTORCYCLE	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	0.00	0.00
52	80141305-TS-C64	BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141305-TS-C65	MINE BUS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00

<b>A. TOTAL</b>		P	2,817,467.26
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% OF TOTAL)</b>		P	281,746.72
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>		P	-
<b>D. GRAND TOTAL (A + B + C)</b>		P	3,099,213.97
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> 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.

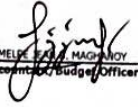
Prepared by:

*Subject to Allotment Availability if Certified Funds Available / Certified Appropriate Funds Available*

Approved by:

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 July 2022)	Total Amount for the year								
		Jan	Feb	Mar	Q1	Q1	April	May	June	Q2	Q2	July	Aug				Sept	Q3	Q3	Oct	Nov	Dec	Q4	Q4
					01-03-2023	01-03-2023				01-06-2023	01-06-2023							01-09-2023	01-09-2023				01-12-2023	01-12-2023

  
 MARIA CHRISTMA B. TORRES  
 Property/Supply Officer  
 Date Prepared: July 28, 2023

  
 MELBA E. MAGHINOY  
 Account/Budget Officer

  
 RAVEL J. JALEN  
 Head of Office/Agency