

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

APP-CSE 2023 FORM as of September 14, 2022

Introduction:

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

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) 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: Metals Industry Research and Development Center
 Region: MAIN & NCR
 Address: General Santos Avenue,
Bicutan Taguig City

Agency Code/UACS: Q009
 Organization Type: National Government Agency (NGA)

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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	71	0	0	71	3,397.35	0	0	0	0	0.00	70	0	0	70	3,349.50	0	0	0	0	0.00	141	47.85	6,746.85
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	42	0	0	42	13,883.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	42	330.55	13,883.10
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	39	0	0	39	1,283.49	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	39	32.91	1,283.49
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	31	0	0	31	1,127.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	31	36.36	1,127.16
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	10	0	0	10	44.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	4.47	44.70
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	182	0	0	182	4,040.40	0	0	0	0	0.00	25	0	0	25	555.00	0	0	0	0	0.00	207	22.20	4,595.40
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	218	0	0	218	4,839.60	0	0	0	0	0.00	40	0	0	40	888.00	0	0	0	0	0.00	258	22.20	5,727.60
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	53	0	0	53	1,176.60	0	0	0	0	0.00	35	0	0	35	777.00	0	0	0	0	0.00	88	22.20	1,953.60
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	2	0	0	2	322.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	161.20	322.40
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	152	0	0	152	3,114.48	0	0	0	0	0.00	115	0	0	115	2,356.35	0	0	0	0	0.00	267	20.49	5,470.83
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	207	0	0	207	3,796.38	0	0	0	0	0.00	122	0	0	122	2,237.48	0	0	0	0	0.00	329	18.34	6,033.86
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	4	0	0	4	384.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	96.20	384.80
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	74	0	0	74	6,041.36	0	0	0	0	0.00	20	0	0	20	1,632.80	0	0	0	0	0.00	94	81.64	7,674.16
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	40	0	0	40	5,449.60	0	0	0	0	0.00	1	0	0	1	136.24	0	0	0	0	0.00	41	136.24	5,585.84
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	27	0	0	27	615.06	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	27	22.78	615.06

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	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	10	0	0	10	416.00	0	0	0	0	0.00	5	0	0	5	208.00	0	0	0	0	0.00	15	41.60	624.00	
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	15	0	0	15	358.80	0	0	0	0	0.00	5	0	0	5	119.60	0	0	0	0	0.00	20	23.92	478.40	
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	12	0	0	12	99.60	0	0	0	0	0.00	12	0	0	12	99.60	0	0	0	0	0.00	24	8.30	199.20	
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	22	0	0	22	1,189.76	0	0	0	0	0.00	8	0	0	8	432.64	0	0	0	0	0.00	30	54.08	1,622.40	
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	51	0	0	51	7,134.39	0	0	0	0	0.00	18	0	0	18	2,518.02	0	0	0	0	0.00	69	139.89	9,652.41	
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	25	0	0	25	691.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	27.64	691.00	
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	22	0	0	22	2,642.64	0	0	0	0	0.00	10	0	0	10	1,201.20	0	0	0	0	0.00	32	120.12	3,843.84	
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	35	0	0	35	1,503.25	0	0	0	0	0.00	12	0	0	12	515.40	0	0	0	0	0.00	47	42.95	2,018.65	
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,288.00	2,288.00	
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	4	0	0	4	499.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	124.80	499.20	
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	1	0	0	1	122.51	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	122.51	122.51	
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	67	0	0	67	3,560.38	0	0	0	0	0.00	37	0	0	37	1,966.18	0	0	0	0	0.00	104	53.14	5,526.36	
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	3	0	0	3	173.79	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	57.93	173.79	
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	4	0	0	4	576.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	144.04	576.16	
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	11	0	0	11	351.01	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	31.91	351.01	
COLOR COMPOUNDS AND DISPERSIONS																											
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	6	0	0	6	173.46	0	0	0	0	0.00	2	0	0	2	57.82	0	0	0	0	0.00	8	28.91	231.28	
FACE MASK																											
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	15	0	0	15	1,162.50	0	0	0	0	0.00	2	0	0	2	155.00	0	0	0	0	0.00	17	77.50	1,317.50	
FLAG OR ACCESSORIES																											
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	3	0	0	3	854.52	0	0	0	0	0.00	2	0	0	2	569.68	0	0	0	0	0.00	5	284.84	1,424.20	
MANUFACTURING COMPONENTS AND SUPPLIES																											
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	8	0	0	8	565.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	70.72	565.76	
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	20	0	0	20	451.00	0	0	0	0	0.00	3	0	0	3	67.65	0	0	0	0	0.00	23	22.55	518.65	
64	31151804-SW-S01	STAPLE WIRE, standard	box	61	0	0	61	1,449.36	0	0	0	0	0.00	10	0	0	10	237.60	0	0	0	0	0.00	71	23.76	1,686.96	
65	31201502-TA-E01	TAPE, electrical	roll	44	0	0	44	855.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	44	19.45	855.80	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	125	0	0	125	7,735.00	0	0	0	0	0.00	18	0	0	18	1,113.84	0	0	0	0	0.00	143	61.88	8,848.84	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	50	0	0	50	6,058.00	0	0	0	0	0.00	5	0	0	5	605.80	0	0	0	0	0.00	55	121.16	6,663.80	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	77	0	0	77	1,721.72	0	0	0	0	0.00	10	0	0	10	223.60	0	0	0	0	0.00	87	22.36	1,945.32	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	181	0	0	181	2,023.58	0	0	0	0	0.00	25	0	0	25	279.50	0	0	0	0	0.00	206	11.18	2,303.08	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	28	0	0	28	631.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28	22.57	631.96	
71	31151507-TW-P01	TWINE, plastic	roll	12	0	0	12	799.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	66.62	799.44	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	14	0	0	14	232.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14	16.64	232.96	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	13	0	0	13	192.66	0	0	0	0	0.00	5	0	0	5	74.10	0	0	0	0	0.00	18	14.82	266.76	
75	44101807-CA-C01	CALCULATOR, Compact	unit	2	0	0	2	532.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	266.24	532.48	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	94	0	0	94	819.68	0	0	0	0	0.00	25	0	0	25	218.00	0	0	0	0	0.00	119	8.72	1,037.68	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	56	0	0	56	826.00	0	0	0	0	0.00	5	0	0	5	73.75	0	0	0	0	0.00	61	14.75	899.75	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (ie of 29 May 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			
79	44122105-BF-C03	CLIP, backfold, 32mm	box	52	0	0	52	1,329.12	0	0	0	0	0.00	5	0	0	5	127.80	0	0	0	0	0.00	57	25.56	1,456.92
80	44122105-BF-C04	CLIP, backfold, 50mm	box	50	0	0	50	2,802.00	0	0	0	0	0.00	15	0	0	15	840.60	0	0	0	0	0.00	65	56.04	3,642.60
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	7	0	0	7	80.71	0	0	0	0	0.00	3	0	0	3	34.59	0	0	0	0	0.00	10	11.53	115.30
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	15	0	0	15	501.45	0	0	0	0	0.00	5	0	0	5	167.15	0	0	0	0	0.00	20	33.43	668.60
83	44111515-DF-B01	DATA FILE BOX	piece	60	0	0	60	4,632.00	0	0	0	0	0.00	10	0	0	10	772.00	0	0	0	0	0.00	70	77.20	5,404.00
84	44122011-DF-F01	DATA FOLDER	piece	15	0	0	15	1,029.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	68.64	1,029.60
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	1	0	0	1	453.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	453.96	453.96
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	3	0	0	3	2,293.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	764.40	2,293.20
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	5	0	0	5	4,903.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	980.72	4,903.60
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	4	0	0	4	2,953.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	738.40	2,953.60
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	3	0	0	3	91.47	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	30.49	91.47
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	3	0	0	3	1,466.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	488.80	1,466.40
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	11	0	0	11	125.51	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	11.41	125.51
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	66	0	0	66	6,246.24	0	0	0	0	0.00	15	0	0	15	1,419.60	0	0	0	0	0.00	81	94.64	7,665.84
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	3	0	0	3	255.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	85.20	255.60
96	44122018-FT-D01	FILE TAB/INDEX DIVIDER, bristol board, A4	set	50	0	0	50	556.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	11.13	556.50
97	44122018-FT-D02	FILE TAB/INDEX DIVIDER, bristol board, legal	set	15	0	0	15	213.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	14.23	213.45
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	4	0	0	4	750.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	187.54	750.16
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	2	0	0	2	477.14	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	238.57	477.14
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	4	0	0	4	3,810.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	952.64	3,810.56
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	10	0	0	10	2,891.20	0	0	0	0	0.00	3	0	0	3	867.36	0	0	0	0	0.00	13	289.12	3,758.56
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	10	0	0	10	3,332.60	0	0	0	0	0.00	4	0	0	4	1,333.04	0	0	0	0	0.00	14	333.26	4,665.64
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	8	0	0	8	504.88	0	0	0	0	0.00	5	0	0	5	315.55	0	0	0	0	0.00	13	63.11	820.43
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	13	0	0	13	540.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	41.60	540.80
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	20	0	0	20	733.20	0	0	0	0	0.00	2	0	0	2	73.32	0	0	0	0	0.00	22	36.66	806.52
108	44121708-MP-B01	MARKER, Permanent, Black	piece	123	0	0	123	918.81	0	0	0	0	0.00	15	0	0	15	112.05	0	0	0	0	0.00	138	7.47	1,030.86
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	122	0	0	122	911.34	0	0	0	0	0.00	20	0	0	20	149.40	0	0	0	0	0.00	142	7.47	1,060.74
110	44121708-MP-B03	MARKER, Permanent, Red	piece	81	0	0	81	605.07	0	0	0	0	0.00	20	0	0	20	149.40	0	0	0	0	0.00	101	7.47	751.47
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	77	0	0	77	743.05	0	0	0	0	0.00	20	0	0	20	193.00	0	0	0	0	0.00	97	9.65	936.05
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	77	0	0	77	743.05	0	0	0	0	0.00	20	0	0	20	193.00	0	0	0	0	0.00	97	9.65	936.05
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	58	0	0	58	559.70	0	0	0	0	0.00	15	0	0	15	144.75	0	0	0	0	0.00	73	9.65	704.45
114	44122104-PC-G01	PAPER CLIP, viny/plastic coated, 33mm	box	86	0	0	86	758.52	0	0	0	0	0.00	21	0	0	21	185.22	0	0	0	0	0.00	107	8.82	943.74
115	44122104-PC-J02	PAPER CLIP, viny/plastic coated, jumbo, 50mm	box	70	0	0	70	964.60	0	0	0	0	0.00	17	0	0	17	234.26	0	0	0	0	0.00	87	13.78	1,198.86
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	16	0	0	16	332.64	0	0	0	0	0.00	4	0	0	4	83.16	0	0	0	0	0.00	20	20.79	415.80
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	2	0	0	2	425.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	212.87	425.74
119	44101602-PJ-P01	PUNCHER, paper, heavy duty	piece	4	0	0	4	603.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	150.80	603.20
120	44122037-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	2	0	0	2	548.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	274.23	548.46
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	13	0	0	13	1,757.60	0	0	0	0	0.00	5	0	0	5	676.00	0	0	0	0	0.00	18	135.20	2,433.60
122	44121905-SP-F01	STAMP PAD, felt	piece	7	0	0	7	279.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	39.92	279.44

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			
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	29	0	0	29	967.73	0	0	0	0	0.00	5	0	0	5	166.85	0	0	0	0	0.00	34	33.37	1,134.58
124	44121615-ST-S01	STAPLER, standard type	piece	2	0	0	2	291.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	145.60	291.20
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	1	0	0	1	888.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	888.16	888.16
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	5	0	0	5	139.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	27.87	139.35
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	2	0	0	2	145.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	72.80	145.60
PAPER MATERIALS AND PRODUCTS																										
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	13	0	0	13	1,088.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	83.72	1,088.36
129	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	3	0	0	3	2,647.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	882.55	2,647.65
132	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	3	0	0	3	3,079.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,026.48	3,079.44
133	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	box	3	0	0	3	2,371.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	790.40	2,371.20
135	14111609-LI-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	6	0	0	6	4,769.76	0	0	0	0	0.00	4	0	0	4	3,179.84	0	0	0	0	0.00	10	794.96	7,949.60
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	84	0	0	84	3,113.04	0	0	0	0	0.00	7	0	0	7	259.42	0	0	0	0	0.00	91	37.06	3,372.46
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	49	0	0	49	2,904.72	0	0	0	0	0.00	6	0	0	6	355.68	0	0	0	0	0.00	55	59.28	3,260.40
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	79	0	0	79	4,108.00	0	0	0	0	0.00	3	0	0	3	156.00	0	0	0	0	0.00	82	52.00	4,264.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	20	0	0	20	240.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	12.04	240.80
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	287	0	0	287	47,541.55	0	0	0	0	0.00	60	0	0	60	9,939.00	0	0	0	0	0.00	347	165.65	57,480.55
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	68	0	0	68	12,864.24	0	0	0	0	0.00	22	0	0	22	4,161.96	0	0	0	0	0.00	90	189.18	17,026.20
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	124	0	0	124	17,079.76	0	0	0	0	0.00	20	0	0	20	2,754.80	0	0	0	0	0.00	144	137.74	19,834.56
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	29	0	0	29	4,608.39	0	0	0	0	0.00	4	0	0	4	635.64	0	0	0	0	0.00	33	158.91	5,244.03
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	2	0	0	2	196.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	98.05	196.10
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	11	0	0	11	686.40	0	0	0	0	0.00	2	0	0	2	124.80	0	0	0	0	0.00	13	62.40	811.20
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	24	0	0	24	2,496.00	0	0	0	0	0.00	2	0	0	2	208.00	0	0	0	0	0.00	26	104.00	2,704.00
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	47	0	0	47	1,588.60	0	0	0	0	0.00	20	0	0	20	676.00	0	0	0	0	0.00	67	33.80	2,264.60
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	107	0	0	107	9,236.24	0	0	0	0	0.00	69	0	0	69	5,956.08	0	0	0	0	0.00	176	86.32	15,192.32
PERFUMES OR COLOGNES OR FRAGRANCES																										
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	28	0	0	28	2,263.80	0	0	0	0	0.00	15	0	0	15	1,212.75	0	0	0	0	0.00	43	80.85	3,476.55
PESTICIDES OR PEST REPELLENTS																										
152	10191509-IN-A01	INSECTICIDE, 600mL	can	29	0	0	29	4,041.44	0	0	0	0	0.00	8	0	0	8	1,114.88	0	0	0	0	0.00	37	139.36	5,156.32
PRINTED PUBLICATIONS																										
153	55101524-RA-M01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	1	0	0	1	37.21	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	37.21	37.21
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																										
8	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	46	0	0	46	11,481.60	0	0	0	0	0.00	12	0	0	12	2,995.20	0	0	0	0	0.00	58	249.60	14,476.80
9	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	32	0	0	32	7,987.20	0	0	0	0	0.00	7	0	0	7	1,747.20	0	0	0	0	0.00	39	249.60	9,734.40
10	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	32	0	0	32	7,987.20	0	0	0	0	0.00	7	0	0	7	1,747.20	0	0	0	0	0.00	39	249.60	9,734.40
11	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	32	0	0	32	7,987.20	0	0	0	0	0.00	7	0	0	7	1,747.20	0	0	0	0	0.00	39	249.60	9,734.40
40	44103105-IP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	20	0	0	20	8,382.40	0	0	0	0	0.00	10	0	0	10	4,191.20	0	0	0	0	0.00	30	419.12	12,573.60
41	44103105-IP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	15	0	0	15	6,286.80	0	0	0	0	0.00	10	0	0	10	4,191.20	0	0	0	0	0.00	25	419.12	10,478.00
42	44103105-IP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	20	0	0	20	8,091.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	404.56	8,091.20
43	44103105-IP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	17	0	0	17	6,877.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17	404.56	6,877.52

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				
99	44103103-HP-B28	TONER CARTRIDGE, HP CE505A, Black	cart	3	0	0	3	12,152.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	4,050.80	12,152.40	
130	44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	3	0	0	3	11,232.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3,744.00	11,232.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
		Battery, LR44	piece	10			10	300.00				0	0.00				0	0.00				0	0.00	10	30.00	300.00	
		Clear Book File Folder	piece	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00	1,000.00	
		Printer Maintenance Box L3110 L3210	piece	4			4	1,200.00				0	0.00				0	0.00				0	0.00	4	300.00	1,200.00	
		Toner Cartridge, EP-05A for Laser Printer P2035, P 2055	piece	8			8	26,880.00				0	0.00				0	0.00				0	0.00	8	3,360.00	26,880.00	
		Electronics Wipes/Cleaner	piece	4			4	1,200.00				0	0.00				0	0.00				0	0.00	4	300.00	1,200.00	
		Rechargeable Battery, AAA, 4 pieces/pack	pack	2			2	1,400.00				0	0.00				0	0.00				0	0.00	2	700.00	1,400.00	
		Ink Bottle, Epson 774, Pigment Ink, Black	bottle	5			5	3,500.00				0	0.00	5			5	3,500.00				0	0.00	10	700.00	7,000.00	
		File Tray, 3 layer office storage supplies	pieces	10			10	4,000.00				0	0.00				0	0.00				0	0.00	10	400.00	4,000.00	
		Ring binder, small	piece	5			5	200.00				0	0.00				0	0.00				0	0.00	5	40.00	200.00	
		Ring binder, medium	piece	5			5	350.00				0	0.00				0	0.00				0	0.00	5	70.00	350.00	
		Ring binder, large	piece	5			5	450.70				0	0.00				0	0.00				0	0.00	5	90.14	450.70	
		Clear Paper, 50 pcs/pack	pack	1			1	250.00				0	0.00				0	0.00				0	0.00	1	250.00	250.00	
		Special paper (for calling card), 50 pcs/pack	pack	1			1	199.99				0	0.00				0	0.00				0	0.00	1	199.99	199.99	
		Dishwashing Liquid	gallon	2			2	540.00				0	0.00	1			1	270.00				0	0.00	3	270.00	810.00	
		Liquid Hand Soap	gallon	2			2	540.00				0	0.00	1			1	270.00				0	0.00	3	270.00	810.00	
		Sign Pen, Hi-Techpoint V7 RT	box	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00	
		Envelope, Expanding, Brown, Legal	piece	10			10	500.00				0	0.00				0	0.00				0	0.00	10	50.00	500.00	
		Ballpen, retractable, blue	box	1			1	365.00				0	0.00				0	0.00				0	0.00	1	365.00	365.00	
		Ballpen, retractable, black	box	1			1	365.00				0	0.00				0	0.00				0	0.00	1	365.00	365.00	
		Self Lock Plastic Bag, 11 x 16 cm, 100 pcs/pack	pack	5			5	1,250.00				0	0.00				0	0.00				0	0.00	5	250.00	1,250.00	
		Self Lock Plastic Bag, 9 x 13cm, 100 pcs/pack	pack	5			5	1,750.00				0	0.00				0	0.00				0	0.00	5	350.00	1,750.00	
		Lintfree Facial Tissue	box	10			10	1,000.00				0	0.00	10			10	1,000.00				0	0.00	20	100.00	2,000.00	
		Dishwashing liquid	bottle	5			5	750.00				0	0.00	5			5	750.00				0	0.00	10	150.00	1,500.00	
		Epson 774 Black Pigment, 140 ml	bottle	1			1	2,700.00				0	0.00				0	0.00				0	0.00	1	2700.00	2,700.00	
		Scissor, Stainless Steel, Heavy Duty	pc	5			5	1,250.00				0	0.00				0	0.00				0	0.00	5	250.00	1,250.00	
		Epson L3210 Ink (003) Black	bottle	4			4	1,400.00				0	0.00				0	0.00				0	0.00	4	350.00	1,400.00	
		Epson L3210 Ink (003) Cyan	bottle	2			2	700.00				0	0.00				0	0.00				0	0.00	2	350.00	700.00	
		Epson L3210 Ink (003) Magenta	bottle	2			2	700.00				0	0.00				0	0.00				0	0.00	2	350.00	700.00	
		Epson L3210 Ink (003) Yellow	bottle	2			2	700.00				0	0.00				0	0.00				0	0.00	2	350.00	700.00	
		Stamp (as per sample layout)	piece	5			5	3,000.00				0	0.00				0	0.00				0	0.00	5	600.00	3,000.00	
		Document Box - 5 drawer	piece	2			2	1,800.00				0	0.00				0	0.00				0	0.00	2	900.00	1,800.00	
		Incoming & Outgoing Tray Metal	piece	1			1	500.00				0	0.00				0	0.00				0	0.00	1	500.00	500.00	
		Notebook	piece	1			1	100.00				0	0.00				0	0.00				0	0.00	1	100.00	100.00	
		Fastener non-metal	pack	2			2	70.00				0	0.00				0	0.00				0	0.00	2	35.00	70.00	
		Envelope Expanding	piece	5			5	75.00				0	0.00				0	0.00				0	0.00	5	15.00	75.00	
		Multi-Purpose Glue	piece	2			2	120.00				0	0.00				0	0.00				0	0.00	2	60.00	120.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 31 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			
		Sign Here Sticky Notes	pack	5			5	200.00				0	0.00				0	0.00				0	0.00	5	40.00	200.00
		EP 05A (BLACK), P2035, P2055	cart	7			7	25,200.00				0	0.00				0	0.00				0	0.00	7	3,600.00	25,200.00
		Groundwood Mlineo Paper, sub 18, 63gsm, A4	ream	30			30	4,500.00				0	0.00				0	0.00				0	0.00	30	150.00	4,500.00
		Bond Paper, All Purpose, Sub 24, 80 gsm	ream	35			35	13,125.00				0	0.00				0	0.00				0	0.00	35	375.00	13,125.00
		Rags	bundle	10			10	550.00				0	0.00				0	0.00				0	0.00	10	55.00	550.00
		INK CART, EPSON C13T664300 (T6643), Magenta	bottle	4			4	1,000.00				0	0.00				0	0.00				0	0.00	4	250.00	1,000.00
		INK CART, EPSON C13T664400 (T6644), Yellow	bottle	4			4	1,000.00				0	0.00				0	0.00				0	0.00	4	250.00	1,000.00
		Empty Sack, 60kg/50kg	piece	10			10	250.00				0	0.00	10			10	250.00				0	0.00	20	25.00	500.00
		Ballkdayan Box 58x58x4cm	piece	10			10	4,000.00				0	0.00	10			10	4,000.00				0	0.00	20	400.00	8,000.00
		Bond paper, Letter, 80 gsm	ream	4			4	720.00				0	0.00	4			4	720.00				0	0.00	8	180.00	1,440.00
		B Board Legal 240 gsm ; skyblue	ream	1			1	2,500.00				0	0.00				0	0.00				0	0.00	1	2,500.00	2,500.00
		Ribbon Kit, Smart ID Printer	box	1			1	5,300.00				0	0.00				0	0.00				0	0.00	1	5,300.00	5,300.00
		Ribbon Cartridge, LQ 310	piece	8			8	2,800.00				0	0.00	7			7	2,450.00				0	0.00	15	350.00	5,250.00
		Thermal Transfer Barcode Label (Zebra ZT230)	set	6			6	18,000.00				0	0.00				0	0.00				0	0.00	6	3,000.00	18,000.00
		Mouse Pad, Black	piece	1			1	200.00				0	0.00				0	0.00				0	0.00	1	200.00	200.00
		Pencil with eraser no. 2 12"/ box of 12 pcs	box	1			1	150.00				0	0.00				0	0.00				0	0.00	1	150.00	150.00
		Battery, Alkaline, AA, Heavy Duty, 4s/pack	pack	5			5	1,000.00				0	0.00				0	0.00				0	0.00	5	200.00	1,000.00
		Battery, Alkaline, AAA, Heavy Duty, 4s/pack	pack	3			3	450.00				0	0.00				0	0.00				0	0.00	3	150.00	450.00
		Logbook (Stock No. 85, 300 pages)	piece	5			5	1,250.00				0	0.00				0	0.00				0	0.00	5	250.00	1,250.00
		Replacement Blade (for NT Cutter SDI No. 0423)	box	1			1	300.00				0	0.00				0	0.00				0	0.00	1	300.00	300.00
		Ink Bottle, Epson 001, Black	bot	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00
		Ink Bottle, Epson 001, Cyan	bot	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
		Ink Bottle, Epson 001, Magenta	bot	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
		Ink Bottle, Epson 001, Yellow	bot	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
		Rubber Stamp, "CANCELLED"	piece	1			1	200.00				0	0.00				0	0.00				0	0.00	1	200.00	200.00
		Chicago Screw extension, 1 inc	pack	1			1	500.00				0	0.00				0	0.00				0	0.00	1	500.00	500.00
		Record Box, Heavy Duty	piece	10			10	1,500.00				0	0.00				0	0.00				0	0.00	10	150.00	1,500.00
		Sticker Paper, Matte, A4 size	pack	10			10	500.00				0	0.00				0	0.00				0	0.00	10	50.00	500.00
		Cutter, Heavy Duty, SDI No. 0423	piece	1			1	500.00				0	0.00				0	0.00				0	0.00	1	500.00	500.00
		Data Folder, A4, Blue, Portrait	piece	20			20	2,000.00				0	0.00				0	0.00				0	0.00	20	100.00	2,000.00
		Epson I3110 ink (003) Black	bottle	2			2	700.00				0	0.00				0	0.00				0	0.00	2	350.00	700.00
		Epson I3110 ink (003) Cyan	bottle	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
		Epson I3110 ink (003) Magenta	bottle	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
		Epson I3110 ink (003) Yellow	bottle	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
		Groundwood, A4	ream	10			10	1,500.00				0	0.00				0	0.00				0	0.00	10	150.00	1,500.00
		White folder, Plain Legal	box	1			1	1,100.00				0	0.00				0	0.00				0	0.00	1	1,100.00	1,100.00
		Brother Tape Cassette- Black on Blue tape, Laminated (36mm/24mm)	piece	10			10	12,450.00				0	0.00				0	0.00				0	0.00	10	1,245.00	12,450.00
		Laser Toner Cartridge EP- 319 (DELSAN) -Black	cart	3			3	10,080.00				0	0.00				0	0.00				0	0.00	3	3360.00	10,080.00
		GROUNDWOOD PAPER, A4	ream	10			10	1,200.00				0	0.00				0	0.00				0	0.00	10	120.00	1,200.00

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			
	Drawer tray box organizer	piece	1			1	200.00				0	0.00				0	0.00				0	0.00	1	200.00	200.00
	Large capacity Business card organizer	piece	1			1	250.00				0	0.00				0	0.00				0	0.00	1	250.00	250.00
	Ballpen holder round	piece	1			1	50.00				0	0.00				0	0.00				0	0.00	1	50.00	50.00
	Half Cork board and whiteboard wooden frame 30 cm x 40cm	piece	1			1	400.00				0	0.00				0	0.00				0	0.00	1	400.00	400.00
	Ballpen black	box	1			1	150.00				0	0.00				0	0.00				0	0.00	1	150.00	150.00
	Heavy duty storage file box	piece	20			20	3,000.00				0	0.00				0	0.00				0	0.00	20	150.00	3,000.00
	Toner Cart Brother TN-2260	cart	2			2	6,000.00				0	0.00	1			1	3,000.00				0	0.00	3	3,000.00	9,000.00
	Liquid Ink Free liner 0.5mm Blue 12 pieces/box	box	12			12	3,600.00				0	0.00	5			5	1,500.00				0	0.00	17	300.00	5,100.00
	Liquid Ink Free liner 0.5mm Black 12 pieces/box	box	10			10	3,000.00				0	0.00	5			5	1,500.00				0	0.00	15	300.00	4,500.00
	Epson L3210 Cyan	cart	5			5	1,500.00				0	0.00	5			5	1,500.00				0	0.00	10	300.00	3,000.00
	Epson L3210 Black	cart	5			5	1,500.00				0	0.00	5			5	1,500.00				0	0.00	10	300.00	3,000.00
	Epson L3210 yellow	cart	5			5	1,500.00				0	0.00	3			3	900.00				0	0.00	8	300.00	2,400.00
	Epson L3210 blue	cart	5			5	1,500.00				0	0.00	3			3	900.00				0	0.00	8	300.00	2,400.00
	Epson 003 cyan	cart	4			4	1,200.00				0	0.00	4			4	1,200.00				0	0.00	8	300.00	2,400.00
	Epson 003 Black	cart	5			5	1,500.00				0	0.00	4			4	1,200.00				0	0.00	9	300.00	2,700.00
	Epson 003 yellow	cart	5			5	1,500.00				0	0.00	5			5	1,500.00				0	0.00	10	300.00	3,000.00
	Epson 003 blue	cart	5			5	1,500.00				0	0.00	5			5	1,500.00				0	0.00	10	300.00	3,000.00
	Sign here stick on	pad	10			10	600.00				0	0.00	10			10	600.00				0	0.00	20	60.00	1,200.00
	Project Folder	piece	10			10	2,000.00				0	0.00	10			10	2,000.00				0	0.00	20	200.00	4,000.00
	Data folder, with taglia lock, 76mm x 230mm x 380mm	pc	21			21	1,575.00				0	0.00				0	0.00				0	0.00	21	75.00	1,575.00
	Disinfectant Spray, 510g, scented	can	11			11	7,700.00				0	0.00				0	0.00				0	0.00	11	700.00	7,700.00
	Ballpen, blue, gel, 50pcs per tube	pc	11			11	2,200.00				0	0.00				0	0.00				0	0.00	11	200.00	2,200.00
	Ballpen, black, gel, 50pcs per tube	tube	14			14	4,900.00				0	0.00				0	0.00				0	0.00	14	350.00	4,900.00
	Toner Cartridge, HP LaserJet 2055dn (HP05A)	tube	1			1	3,500.00				0	0.00				0	0.00				0	0.00	1	3,500.00	3,500.00
	Morocco board paper binding, size: A4	rm	1			1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
	Laminating film, A4	rm	1			1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00
	Travel box (corrugated) size: 23inch x 23inch x 23 inch	pc	14			14	2,170.00				0	0.00				0	0.00				0	0.00	14	155.00	2,170.00
	Ballpen black	pcs	45			45	225.00				0	0.00				0	0.00				0	0.00	45	5.00	225.00
	Blade for general purpose cutter/utility knife, 10 pcs per tube	tube	8			8	118.56				0	0.00				0	0.00				0	0.00	8	14.82	118.56
	Battery, Lithium Cell LR44, 10 pieces per blister pack	pack	2			2	600.00	2			2	600.00	2			2	600.00				0	0.00	6	300.00	1,800.00
	Marker, Permanent, Broad tip, black	piece	12			12	480.00				0	0.00				0	0.00				0	0.00	12	40.00	480.00
	Marker, Permanent, Broad tip, blue	piece	12			12	480.00				0	0.00				0	0.00				0	0.00	12	40.00	480.00
	Marker, Whiteboard Broad Tip, black	piece	12			12	480.00				0	0.00	12			12	480.00				0	0.00	24	40.00	960.00
	Marker, Whiteboard Broad tip, blue	piece	12			12	480.00				0	0.00	12			12	480.00				0	0.00	24	40.00	960.00
	Toner Cartridge, HP Q7553C black	piece	3			3	8,400.00				0	0.00				0	0.00				0	0.00	3	2,800.00	8,400.00
	Double-sided tape, 1 inch	piece	12			12	360.00				0	0.00				0	0.00				0	0.00	12	30.00	360.00
	Folder, pressboard, with punchhole, color GREEN size Legal (100 pcs/box)	box	3			3	3,600.00				0	0.00				0	0.00				0	0.00	3	1,200.00	3,600.00
	Envelope, Brown, short (100 pcs. / box)	box	3			3	480.00				0	0.00				0	0.00				0	0.00	3	160.00	480.00
	Folder, Ordinary, Long	piece	85			85	510.00				0	0.00				0	0.00				0	0.00	85	6.00	510.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 29 May 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			
	Glue, all purpose, 200 grams	piece	4			4	260.00				0	0.00	0			0	0.00				0	0.00	4	65.00	260.00
	Blanco Flash Master, A4, 200 GSM	ream	6			6	9,000.00				0	0.00				0	0.00				0	0.00	6	1,500.00	9,000.00
	Double-sided tape, 1 inch	piece	5			5	150.00				0	0.00	5			5	150.00				0	0.00	10	30.00	300.00
	Permanent Marker Refill, black	bottle	1			1	94.00				0	0.00				0	0.00				0	0.00	1	94.00	94.00
	Whiteboard Marker Refill, blue	bottle	1			1	151.00				0	0.00				0	0.00				0	0.00	1	151.00	151.00
	Whiteboard Marker Refill, red	bottle	1			1	94.00				0	0.00				0	0.00				0	0.00	1	94.00	94.00
	Adhesive Rugby	bottle	2			2	200.00				0	0.00				0	0.00				0	0.00	2	100.00	200.00
	Mighty Bond, 3g	piece	6			6	288.00				0	0.00				0	0.00				0	0.00	6	48.00	288.00
	Permanent Marker Refill, black	bottle	1			1	94.00				0	0.00				0	0.00				0	0.00	1	94.00	94.00
	Permanent Marker Refill, red	bottle	1			1	94.00				0	0.00				0	0.00				0	0.00	1	94.00	94.00
	Rechargeable battery, AA 4'S	Pack	4			4	2,400.00				0	0.00				0	0.00				0	0.00	4	600.00	2,400.00
	Rechargeable battery, AAA 4'S	pack	4			4	2,400.00				0	0.00				0	0.00				0	0.00	4	600.00	2,400.00
	Trashbag, black, 37" x 40", XL, 10 pcs per roll or pack	pack	2			2	288.08				0	0.00				0	0.00				0	0.00	2	144.04	288.08
	INK CARTRIDGE, EPSON L3110 (003), Black	bottle	6			6	1,980.00				0	0.00				0	0.00				0	0.00	6	330.00	1,980.00
	INK CARTRIDGE, EPSON L3110 (003), Cyan	bottle	4			4	1,320.00				0	0.00				0	0.00				0	0.00	4	330.00	1,320.00
	INK CARTRIDGE, EPSON L3110 (003), Magenta	bottle	4			4	1,320.00				0	0.00				0	0.00				0	0.00	4	330.00	1,320.00
	INK CARTRIDGE, EPSON L3110 (003), Yellow	bottle	4			4	1,320.00				0	0.00				0	0.00				0	0.00	4	330.00	1,320.00
	INK CARTRIDGE, EPSON L3210 (003), Black	bottle	6			6	1,980.00				0	0.00				0	0.00				0	0.00	6	330.00	1,980.00
	INK CARTRIDGE, EPSON L3210 (003), Cyan	bottle	6			6	1,980.00				0	0.00				0	0.00				0	0.00	6	330.00	1,980.00
	INK CARTRIDGE, EPSON L3210 (003), Magenta	bottle	6			6	1,980.00				0	0.00				0	0.00				0	0.00	6	330.00	1,980.00
	INK CARTRIDGE, EPSON L3210 (003), Yellow	bottle	6			6	1,980.00				0	0.00				0	0.00				0	0.00	6	330.00	1,980.00
	TONER CARTRIDGE, EPSON 664, Black	cart	2			2	520.00				0	0.00				0	0.00				0	0.00	2	260.00	520.00
	TONER CARTRIDGE,EPSON 664, Cyan	cart	2			2	747.72				0	0.00				0	0.00				0	0.00	2	373.86	747.72
	TONER CARTRIDGE,EPSON 664, Yellow	cart	1			1	296.97				0	0.00				0	0.00				0	0.00	1	296.97	296.97
	TONER CARTRIDGE, EPSON 664, Magenta	cart	1			1	275.00				0	0.00				0	0.00				0	0.00	1	275.00	275.00
	TONER CARTRIDGE, HP GT53, Black	cart	2			2	550.00				0	0.00				0	0.00				0	0.00	2	275.00	550.00
	TONER CARTRIDGE, HP GT52, Cyan	cart	2			2	550.00				0	0.00				0	0.00				0	0.00	2	275.00	550.00
	TONER CARTRIDGE, HP GT52, Yellow	cart	2			2	550.00				0	0.00				0	0.00				0	0.00	2	275.00	550.00
	TONER CARTRIDGE, HP GT52, Magenta	cart	2			2	550.00				0	0.00				0	0.00				0	0.00	2	275.00	550.00
	TONER CARTRIDGE, BROTHER TN-1000, Black	cart	2			2	3,600.00				0	0.00				0	0.00				0	0.00	2	1,800.00	3,600.00
	TONER CARTRIDGE,HP 12A, Black	pcs	2			2	9,800.00				0	0.00				0	0.00				0	0.00	2	4,900.00	9,800.00
	FOLDER with tab, white, legal	pcs	150			150	1,012.50				0	0.00				0	0.00				0	0.00	150	6.75	1,012.50
	Ball Point Pen (black), BP-S Fine	pcs	30			30	1,350.00				0	0.00				0	0.00				0	0.00	30	45.00	1,350.00
	Sign Pen (blue), 0.7mm	pcs	30			30	2,400.00				0	0.00				0	0.00				0	0.00	30	80.00	2,400.00
	Document Tray, 3 Layers, Metal	pcs	3			3	2,061.00				0	0.00				0	0.00				0	0.00	3	687.00	2,061.00
	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	2			2	910.00				0	0.00				0	0.00				0	0.00	2	455.00	910.00
	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	5			5	852.50				0	0.00				0	0.00				0	0.00	5	170.50	852.50
	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	5			5	907.10				0	0.00				0	0.00				0	0.00	5	181.42	907.10
	Toner Cart, Brother MFC-L5900DW	unit	5			5	5,000.00				0	0.00				0	0.00				0	0.00	5	1,000.00	5,000.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 Jan 2022)	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
		V-Board Paper	reams	2			2	1,000.00				0	0.00				0	0.00				0	0.00	2	500.00	1,000.00
		INK, for stamp pad, 50ml. (red)	bottle	2			2	57.82				0	0.00				0	0.00				0	0.00	2	28.91	57.82
		INK, for stamp pad, 50ml. (blue)	bottle	2			2	57.82				0	0.00				0	0.00				0	0.00	2	28.91	57.82
		INK, for stamp pad, 50ml. (black)	bottle	2			2	57.82				0	0.00				0	0.00				0	0.00	2	28.91	57.82
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

A. TOTAL		P	794,745.36
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	79,474.54
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B + C)		P	874,219.89
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:


MEYCE A. MORALES
Senior Administrative Assistant I

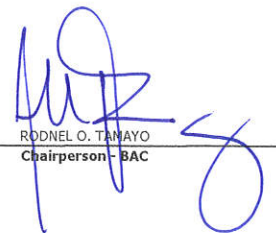
Submitted by:


REYNALDO O. BAYOT
Supply Officer

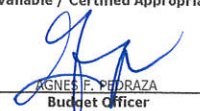
Recommended for Approval by:


AUREA T. MOTAS
Chief, FAD


ATTY. TRIxie HAZEL C. VELUZ
Vice Chairperson - BAC


RODNEL O. TAMAYO
Chairperson - BAC

Certified Funds Available / Certified Appropriate Funds Available:


AGNES P. PEDRAZA
Budget Officer

Approved by:


ROBERT O. OZON
Head of Office/Agency

Date Prepared: September 22, 2022