

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2022 FORM

Introduction:

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

Reminders:

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 2.0 All information must be provided accurately.
- 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philieps.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
- 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 at (02) 8-689-7750 local 4004, 4005, 4019, or visit the PS-DBM website (www.ps-philieps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: Consistent with Memorandum Circular No. 2021-1 dated 03 June 2021, issued by AO 25, the APP-CSE for FY 2022 must be submitted on or before 31 August 2021.

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 Region: NATIONAL CAPITAL REGION
 Address: SAN LAZARO COMPOUND, RIZAL AVENUE, STA. CRUZ, MANILA

Agency Code/UACS: KI21
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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year					
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT	
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																					
PESTICIDES OR PEST REPELLENTS																					
1 10191509-IN-A01 INSECTICIDE, aerosol type	can	2	1	1	4	557.44	2	1	4	557.44	2	1	4	557.44	2	1	4	557.44	16.00	139.36	2229.76
PERFUMES OR COLOGNES OR FRAGRANCES																					
2 53131626-HS-501 LIQUID HAND SANITIZER, 500mL	bottle	10	25	10	45	6,814.35	10	10	30	4,542.90	25	10	45	6,814.35	10	10	30	4,542.90	150.00	151.43	22714.50
ALCOHOL OR ACETONE BASED ANTISEPTICS																					
3 12191601-AL-E04 ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	66.56	0.00
4 12191601-AL-E03 ALCOHOL, ethyl, 68%-72%, 1 Gallon	gallon	66	69	68	203	78,747.76	67	68	202	78,359.84	68	67	203	78,747.76	67	68	202	78,359.84	810.00	387.92	314215.20
5 51471901-AL-I01 ALCOHOL, isopropyl, 68%-72%, 500ml (-5ml)	bottle	10	10	10	30	1,307.40	10	10	30	1,307.40	10	10	30	1,307.40	10	10	30	1,307.40	120.00	43.58	5229.60
6 51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	455.00	0.00
7 51471505-PO-P01 POWIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	1	1	207.75	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	1.00	207.75	207.75
COLOR COMPOUNDS AND DISPERSIONS																					
8 12171703-SI-P01 INK, for stamp pad	bottle	39	33	33	105	3,209.60	36	33	102	3,215.04	35	36	104	3,278.08	33	35	101	3,183.52	412.00	31.52	12986.24
FILMS																					
9 13111203-AC-F01 ACETATE	roll	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	847.82	0.00
10 13111201-CF-P01 CARBON FILM, A4	box	13	10	11	34	7,514.00	9	11	29	6,409.00	13	9	33	7,293.00	9	11	29	6,409.00	125.00	221.00	27625.00
11 13111201-CF-P02 CARBON FILM, legal	box	2	1	1	4	834.08	0	1	2	417.04	1	0	2	417.04	0	1	0	208.52	9.00	208.52	1876.68
PAPER MATERIALS AND PRODUCTS																					
12 14111525-CA-A01 CARTOLINA, assorted colors	pack	3	14	2	19	1,590.68	2	2	6	502.32	14	2	18	1,506.96	2	2	6	502.32	49.00	83.72	4102.28
13 14111506-CF-L11 COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	3	2	2	7	6,177.85	2	3	6	5,295.30	3	2	7	6,177.85	2	3	6	5,295.30	26.00	882.55	22946.30
14 14111506-CF-L12 COMPUTER CONTINUOUS FORM, 1 ply, 280 X 378mm	box	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0	0	0	0.00	0.00	1029.60	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year				
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT
			2	0	2	4	0	2	0	2	3,057.60	2	0	2				4	0	2	0
15	14111506-CF-L22 COMPUTER CONTINUOUS FORM, 2 ply, 280 X 378mm	box	2	0	2	4	6,115.20	0	2	0	2	6,115.20	0	2	0	2	6,115.20	12.00	1528.80	18345.60	
16	14111506-CF-L21 COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box	31	30	31	92	83,385.12	30	31	30	31	83,385.12	30	31	30	31	83,385.12	366.00	906.36	331727.76	
17	14111506-CF-L31 COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box	4	3	3	10	8,840.00	4	3	3	3	8,840.00	4	3	3	10	8,840.00	40.00	884.00	35360.00	
18	14111506-CF-L32 COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box	2	2	2	6	9,048.00	2	2	2	2	9,048.00	2	2	2	6	9,048.00	24.00	1508.00	36192.00	
19	14111609-LL-C01 LOGOSEALF COVER, legal	bundle	57	54	55	166	131,963.36	53	54	53	54	130,373.44	53	54	53	166	127,183.60	650.00	794.96	516724.00	
20	14111514-NP-S02 NOTE PAD, stick on, 50mm x 76mm x 100mm (3" x 4") min	pad	16	18	16	50	1,853.00	16	16	15	16	1,853.00	16	16	15	47	1,741.82	194.00	37.06	7189.64	
21	14111514-NP-S04 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	25	16	14	55	3,260.40	15	14	14	14	3,260.40	15	14	14	43	2,549.04	196.00	59.28	11618.88	
22	14111514-NP-S03 NOTE PAD, stick on, 3" x 3"	pad	13	14	12	39	2,109.12	13	12	12	12	2,109.12	13	12	12	37	2,000.96	152.00	54.08	8220.16	
23	14111514-NP-S01 NOTEBOOK, stenographer	piece	2	1	1	4	48.16	1	1	1	1	48.16	1	1	1	3	36.12	14.00	12.04	168.56	
24	14111507-PP-M01 PAPER, MULTICOPI, A4, 80 gsm	reams	63	63	63	189	25,828.74	63	63	63	63	25,828.74	63	63	63	189	25,828.74	756.00	136.66	103314.96	
25	14111507-PP-M02 PAPER, MULTICOPI, Legal, 80gsm	reams	17	10	11	38	4,852.98	10	10	10	10	3,831.30	13	10	10	30	3,831.30	131.00	127.71	16730.01	
26	14111507-PP-C01 PAPER, Multi-Purpose, A4, 70 gsm	reams	1444	1442	1446	4332	425,564.06	1443	1443	1445	1442	425,564.06	1444	1442	1443	4331	425,564.06	17,326.00	98.26	1702452.76	
27	14111507-PP-C02 PAPER, multi-purpose, legal, 70gsm	reams	171	171	171	513	60,769.98	171	171	171	171	60,769.98	171	171	171	513	60,769.98	2,052.00	118.46	243079.92	
28	14111531-PP-R01 PAD PAPER, ruled	pad	2	1	1	4	116.48	1	1	1	1	87.36	2	1	1	3	87.36	14.00	29.12	407.68	
29	14111503-PA-P01 PAPER, parchment	box	1	0	0	1	98.05	0	0	0	0	0.00	0	0	0	0	0.00	1.00	98.05	98.05	
30	14111818-TH-P02 Thermal Paper, 55GSM (-5%) A1/2 Core, 216mm x 30m	roll	9	8	9	26	1,446.64	7	9	7	23	1,279.72	10	7	9	26	1,446.64	98.00	55.64	5452.72	
31	14111531-RE-B01 RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	223	188	192	603	42,644.16	200	188	199	587	41,512.64	206	188	192	586	41,441.92	2,355.00	70.72	166545.60	
32	14111531-RE-B02 RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	331	302	296	929	94,683.68	300	296	298	894	91,116.48	321	299	296	916	93,358.72	3,630.00	101.92	369989.60	
33	14111704-TT-P02 TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	89	89	88	266	23,099.44	90	88	90	268	23,273.12	88	90	88	266	23,099.44	1,067.00	86.84	92658.28	
34	14111704-IFPT01 TISSUE, interfolded paper towel	pack	60	59	59	178	6,201.52	60	59	59	178	6,201.52	60	59	59	178	6,201.52	712.00	34.84	24806.08	
35	14111704-TT-P04 TOILET TISSUE PAPER, interfolded Paper Towel	pack	1	0	0	1	33.80	0	0	0	0	0.00	1	0	0	1	33.80	2.00	33.80	67.60	
BATTERIES AND CELLS AND ACCESSORIES																					
36	26111702-BT-A02 BATTERY, dry Cell, size AA	pack	157	152	152	461	16,734.30	155	152	151	458	16,625.40	158	151	152	461	16,734.30	1,838.00	36.30	66719.40	
37	26111702-BT-A01 BATTERY, dry Cell, size AAA	pack	139	136	135	410	8,089.30	137	135	135	407	8,030.11	139	135	135	409	8,069.57	1,633.00	19.73	32219.09	
38	26111702-BT-A03 BATTERY, dry Cell, size D	pack	35	32	32	99	9,523.80	35	32	32	99	9,523.80	35	32	32	99	9,523.80	396.00	96.20	38095.20	
MANUFACTURING COMPONENTS AND SUPPLIES																					
39	31201610-GL-J01 GLUE, all purpose	jar	65	58	56	179	12,798.50	57	59	56	172	12,298.00	60	56	59	175	12,512.50	695.00	71.50	49692.50	
40	31151804-SW-H01 STAPLE WIRE, heavy duty, binder type, 23/13	box	8	5	5	18	355.68	6	5	4	15	296.40	9	3	5	17	335.92	65.00	19.76	1284.40	
41	31151804-SW-S01 STAPLE WIRE, standard	box	173	165	166	504	11,294.64	166	166	168	500	11,205.00	169	165	166	500	11,205.00	2,001.00	22.41	44842.41	
42	31201502-TA-E01 TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.67	0.00	
43	31201503-TA-M01 TAPE, masking, 24mm	roll	116	107	111	334	18,236.40	107	110	114	331	18,072.60	108	107	112	327	17,854.20	1,319.00	54.60	72017.40	
44	31201503-TA-M02 TAPE, MASKING, 48mm	roll	97	79	81	257	27,396.20	79	90	81	250	26,650.00	86	79	92	257	27,396.20	1,003.00	106.60	106919.80	
45	31201517-TA-P01 TAPE, packaging, 48mm	roll	7	6	6	19	424.84	6	7	6	19	424.84	6	6	7	19	424.84	75.00	22.36	1677.00	
46	31201512-TA-T01 TAPE, transparent, 24mm	roll	141	130	130	401	4,046.09	130	138	131	399	4,025.91	131	130	136	397	4,005.73	1,590.00	10.09	16043.10	
47	31201512-TA-T02 TAPE, transparent, 48mm	roll	30	13	14	57	1,138.29	14	24	14	52	1,038.44	18	13	24	55	1,098.35	205.00	19.97	4093.85	
48	31151507-TW-P01 TWINE, plastic	roll	7	3	3	13	757.12	3	3	4	10	582.40	5	3	3	11	640.64	43.00	58.24	2504.32	
HEATING AND VENTILATION AND AIR CIRCULATION																					
49	40101604-EF-G01 ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1109.68	0.00	
50	40101604-EF-C01 ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1369.68	0.00	

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			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT					
			6	0	2	8	6,854.88	0	0	0	0	0.00	0	0				0	0.00	0	0	0	0.00			
51	40101604-EF-S01 ELECTRIC FAN, stand type	unit	2	0	0	2	1,349.92	0	0	0	0	0	0	0.00 <td>1</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00 <td>3.00</td> <td>674.96</td> <td>2024.88</td> </td>	1	0	0	0	0.00 <td>3.00</td> <td>674.96</td> <td>2024.88</td>	3.00	674.96	2024.88				
52	40101604-EF-W01 ELECTRIC FAN, wall mount, plastic blade	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00 <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00 <td>0.00</td> <td>2532.40</td> <td>0.00</td> </td>	0	0	0	0	0.00 <td>0.00</td> <td>2532.40</td> <td>0.00</td>	0.00	2532.40	0.00				
MEDICAL THERMOMETERS AND ACCESSORIES																										
53	41112224-TG-T02 THERMOGUN	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00 <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00 <td>0.00</td> <td>2532.40</td> <td>0.00</td> </td>	0	0	0	0	0.00 <td>0.00</td> <td>2532.40</td> <td>0.00</td>	0.00	2532.40	0.00				
LIGHTING AND FIXTURES AND ACCESSORIES																										
54	39101628-LT-L01 LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00 <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00 <td>0.00</td> <td>205.82</td> <td>0.00</td> </td>	0	0	0	0	0.00 <td>0.00</td> <td>205.82</td> <td>0.00</td>	0.00	205.82	0.00				
55	39101628-LB-L01 LIGHT BULB, Light Emitting Diode (LED)	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00 <td>0</td> <td>0</td> <td>0</td> <td>0</td> <td>0.00 <td>0.00</td> <td>82.16</td> <td>0.00</td> </td>	0	0	0	0	0.00 <td>0.00</td> <td>82.16</td> <td>0.00</td>	0.00	82.16	0.00				
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
56	41111604-RU-P02 RULER, plastic, 450mm	piece	28	2	2	32	565.76	2	2	2	6	106.08	2	2	2	2	6	106.08	2	2	2	6	106.08	50.00	17.68	884.00
CLEANING EQUIPMENT AND SUPPLIES																										
57	47131812-AF-A01 AIR FRESHENER, aerosol type	can	79	75	74	228	20,570.16	76	74	74	224	20,209.28	80	74	74	74	228	20,570.16	76	74	74	224	20,209.28	904.00	90.22	81558.88
58	47131604-BR-S01 BROOM, soft, lambo	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	136.24	0.00
59	47131604-BR-T01 BROOM, stick, long-tine	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	18.20	0.00
60	47131829-TB-C01 CLEANER, toilet and urinal	bottle	0	0	1	1	41.60	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	1.00	41.60	41.60
61	47131805-CL-P01 CLEANSER, scouring powder	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	23.92	0.00
62	47131811-DE-B02 DETERGENT BAR, 140g	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.30	0.00
63	47131811-DE-P03 DETERGENT POWDER, all-purpose, 1kg	pack	31	31	31	93	5,029.44	31	31	31	93	5,029.44	31	31	31	93	5,029.44	31	31	31	93	5,029.44	372.00	54.08	20117.76	
64	47131803-DS-A01 DISINFECTANT SPRAY, aerosol type	can	32	25	27	84	10,832.64	25	29	25	79	10,187.84	29	25	26	80	10,316.80	28	26	25	79	10,187.84	322.00	128.96	41525.12	
65	47131601-DU-P01 DUST PAN, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	0.00	24.83	0.00
66	51241552-SH-S01 SODIUM HYPOCHLORITE, 3.785 liters	gallon	4	3	4	11	1,443.75	3	4	3	10	1,312.50	4	3	4	11	1,443.75	3	4	3	10	1,312.50	42.00	131.25	5512.50	
67	73101612-HS-L01 LIQUID HAND SOAP, 500mL	bottle	22	17	19	58	5,971.68	19	19	17	55	5,662.80	22	17	19	58	5,971.68	19	19	17	55	5,662.80	226.00	102.96	23268.96	
68	47131802-FW-P02 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	0.00	0.00	309.76	0.00
69	47131830-FC-A01 FURNITURE CLEANER, aerosol type	can	1	1	0	2	240.24	1	1	0	2	240.24	1	1	0	2	240.24	1	1	0	2	240.24	8.00	120.12	960.96	
70	47121804-MP-B01 MOP BUCKET, heavy duty, hard plastic	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	2288.00	0.00
71	47131613-MP-H02 MOPHANDLE, heavy duty, screw type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	124.80	0.00
72	47131619-MP-R01 MOPHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	123.76	0.00
73	47131501-RG-C01 RAGS, all cotton	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	53.82	0.00
74	47131602-SC-N01 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	0.00	0.00	112.32	0.00
75	47121701-TB-P04 TRASHBAG, GPP specs, black, 940mmx1016mm	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0.00	134.68	0.00
76	47121702-WB-P01 WASTEBASKET, non-rigid plastic	piece	3	0	0	3	83.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	3.00	27.96	83.88
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
77	43211507-DSK001 DESKTOP FOR BASIC USERS	unit	0	0	13	13	322,316.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	13.00	24,793.60	322,316.80
78	43211507-DSK002 DESKTOP FOR MID-RANGE USERS	unit	11	0	15	26	1,102,150.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	26.00	42,390.40	1,102,150.40
79	43211503-LAP001 LAPTOP FOR MID-RANGE USERS	unit	1	0	8	9	372,528.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	9.00	41,392.00	372,528.00
80	43201827-HD-X02 EXTERNAL HARD DRIVE, 1 TB	piece	20	4	2	26	67,569.84	0	0	0	0	0.00	1	1	0	2	5,197.68	0	0	0	0	0	0.00	28.00	2598.84	72,767.52
81	43202010-FD-U01 FLASH DRIVE, 16 GB	piece	80	50	42	172	28,799.68	40	40	40	120	20,092.80	40	40	40	120	20,092.80	40	40	40	120	20,092.80	532.00	167.44	89078.08	
82	43211708-MO-C01 MOUSE, OPTICAL, USB connection type	unit	21	0	2	23	2,559.90	0	0	0	0	0.00	0	3	0	3	333.90	0	0	0	0	0	0.00	26.00	111.30	2893.80
83	43211708-MO-O02 MOUSE, WIRELESS, USB	unit	13	0	0	13	2,002.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	13.00	154.00	2,002.00
84	43212102-PR-D02 PRINTER, impact, dot matrix, 24 pins, 136 columns	unit	0	0	2	2	76,201.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	2.00	38100.97	76,201.94

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year														
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT										
			108	100	100	308	102	99	99	2,390.08	102	99	98	301				103	98	98	299	2,320.24									
123	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	35	29	28	92	29	28	26	27	81	1,683.99	41	23	28	92	338	33,816.90	113	111	111	335	33,516.75	1,347.00	100.05	1,347.00	9374.08			
124	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	41	23	27	91	28	26	27	81	1,683.99	41	23	28	92	338	33,816.90	113	111	111	335	33,516.75	1,347.00	100.05	1,347.00	4754.10				
125	44121706-PE-L01	PENCIL, lead, with eraser	bundle	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	239.79	0.00
126	44122037-RB-P10	RING BINDER, plastic, 32mm	box	115	111	111	337	113	111	113	337	33,716.85	113	111	111	337	33,716.85	113	111	111	337	33,716.85	113	111	111	335	33,516.75	1,347.00	100.05	1,347.00	134767.35
127	44122101-RU-B01	RUBBER BAND, No. 18	piece	42	25	26	93	26	26	26	26	78	2,726.10	37	25	26	88	3,075.60	26	26	25	77	2,691.15	336.00	34.95	34.95	11743.20				
128	44121905-SP-F01	STAMP PAD, felt	piece	1	0	0	1	14.82	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	14.82	14.82
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	piece	10	0	0	10	334.30	1	0	0	1	33.43	1	0	0	1	33.43	1	0	0	1	33.43	13.00	33.43	33.43	434.59				
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	22	0	0	22	9,987.12	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9987.12	9987.12
131	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	26	5	4	35	7,093.45	4	4	4	12	2,432.04	4	4	4	12	2,432.04	4	4	4	12	2,432.04	71.00	202.67	202.67	14389.57				
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	41	4	3	48	7,238.40	3	3	3	9	1,357.20	3	3	3	9	1,357.20	3	3	3	9	1,357.20	75.00	150.80	150.80	11310.00				
133	44101602-PU-P01	PUNCHER, paper, heavy duty	pair	36	0	0	36	1,460.16	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1460.16	1460.16
134	44121618-SS-S01	SCISSORS, symmetrical	piece	54	1	0	55	7,722.00	1	0	0	1	140.40	4	0	0	4	561.60	1	0	0	1	140.40	61.00	140.40	140.40	8564.40				
135	44121615-ST-S01	STAPLER, standard type	unit	10	4	0	14	12,799.08	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	12799.08	12799.08
136	44121615-ST-B01	STAPLER, heavy duty, binder type	unit	36	3	0	39	971.10	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	971.10	971.10
137	44121613-SR-P01	STAPLE REMOVER, pillar type	piece	16	1	0	17	1,091.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1091.40	1091.40
138	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
139	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	28	3	0	31	10,752.35	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10752.35	10752.35
140	44101807-CA-C01	CALCULATOR, compact	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
141	44101714-FX-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
142	44101601-PT-M01	PAPER TRIMMER / CUTTING MACHINE, table top	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
143	44101603-PS-M01	PAPER SHREDDER	unit	2	0	0	2	11,398.40	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	11398.40	11398.40
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																															
144	44103109-BR-D05	DRUM CART, BROTHER DR-3455, Black	Cart	1	0	1	2	13,894.40	0	1	0	1	6,947.20	1	0	1	2	13,894.40	0	1	0	1	2	6,947.20	6.00	6947.20	6947.20	41683.20			
145	44103105-BR-B04	INK CART, BROTHER LC678, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
146	44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	0	1	0	1	1,601.60	0	0	0	0	0.00	1	0	0	1	1,601.60	0	0	0	0	0	0	0	0	0	0	0.00	1601.60	1601.60
147	44103109-BR-D06	Drum Cart, Brother DR-451CL, high yield 30000 pages	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
148	44103103-BR-B16	Toner Cart, Brother TN-456 BLACK, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
149	44103103-BR-C03	Toner Cart, Brother TN-456 CYAN, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
150	44103103-BR-M03	Toner Cart, Brother TN-456 MAGENTA, high yield	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
151	44103103-BR-Y03	Toner Cart, Brother TN-456 YELLOW, high yield 6500	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
152	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
153	44103105-CA-C04	INK CART, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
154	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	8	8	8	24	24,710.40	8	8	8	24	24,710.40	8	8	8	24	24,710.40	8	8	8	24	24,710.40	96.00	1029.60	1029.60	98841.60				
155	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
156	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	12	12	12	36	28,080.00	12	12	12	36	28,080.00	12	12	12	36	28,080.00	12	12	12	36	28,080.00	144.00	780.00	780.00	112320.00				
157	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	81	77	77	235	58,406.40	81	77	76	234	58,406.40	81	77	77	235	58,406.40	81	77	76	234	58,406.40	938.00	249.60	249.60	234124.80				
158	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	39	37	38	114	28,204.80	38	38	37	113	28,204.80	39	37	37	114	28,204.80	38	38	37	113	28,204.80	454.00	249.60	249.60	113318.40				
159	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	39	37	38	114	28,204.80	38	38	37	113	28,204.80	39	37	37	114	28,204.80	38	38	37	113	28,204.80	454.00	249.60	249.60	113318.40				
160	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	39	37	38	114	28,204.80	38	38	37	113	28,204.80	39	37	37	114	28,204.80	38	38	37	113	28,204.80	454.00	249.60	249.60	113318.40				

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year							
			Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept				Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT
161	44103105-HP-B40 Ink Cartridge, HP C2P04AA (HP62) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
162	44103105-HP-T40 Ink Cartridge, HP C2P06AA (HP62) Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
163	44103105-HP-B09 Ink CART, HP C9351AA, (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
164	44103105-HP-T10 Ink CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
165	44103105-HP-P48 Ink Cartridge, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
166	44103105-HP-C48 Ink Cartridge, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
167	44103105-HP-M48 Ink Cartridge, HP C9399A (HP72) 69ml Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
168	44103105-HP-Y48 Ink Cartridge, HP C9400A (HP72) 69ml Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
169	44103105-HP-G48 Ink Cartridge, HP C9401A (HP72) 69ml Grey	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
170	44103105-HP-B48 Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
171	44103105-HP-B17 Ink CART, HP CC640WA, (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
172	44103105-HP-T17 Ink CART, HP CC643WA, (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
173	44103105-HP-B35 Ink CART, HP CD887AA, (HP703), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
174	44103105-HP-T35 Ink CART, HP CD888AA, (HP703), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
175	44103105-HX-C40 Ink CART, HP CD972AA, (HP 920XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
176	44103105-HX-M40 Ink CART, HP CD973AA, (HP 920XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
177	44103105-HX-Y40 Ink CART, HP CD974AA, (HP 920XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
178	44103105-HX-B40 Ink CART, HP CD975AA, (HP 920XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
179	44103105-HP-B20 Ink CART, HP CH561WA, (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
180	44103105-HP-T20 Ink CART, HP CH562WA, (HP61), Tricolor	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
181	44103105-HP-B49 Ink Cartridge, HP CH555A (HP82) Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
182	44103105-HP-C49 Ink Cartridge, HP CH566A (HP82) Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
183	44103105-HP-M49 Ink Cartridge, HP CH567A (HP82) Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
184	44103105-HP-Y49 Ink Cartridge, HP CH568A (HP82) Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
185	44103105-HX-B43 Ink CART, HP CN045AA, (HP950XL), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
186	44103105-HX-C43 Ink CART, HP CN046AA, (HP951XL), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
187	44103105-HX-M43 Ink CART, HP CN047AA, (HP951XL), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
188	44103105-HX-Y43 Ink CART, HP CN048AA, (HP951XL), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
189	44103105-HP-B36 Ink CART, HP CN692AA, (HP704), Black	cart	11	10	10	31	11,348.48	10	11	10	10	10	11	31	11,348.48	10	10	10	30	10,982.40				
190	44103105-HP-T36 Ink CART, HP CN693AA, (HP704), Tri-color	cart	8	8	8	24	8,785.92	8	8	8	8	8	8	24	8,785.92	8	8	8	24	8,785.92				
191	44103105-HP-B33 Ink CART, HP CZ107AA, (HP678), Black	cart	4	4	4	12	4,392.96	4	4	4	4	4	4	12	4,392.96	4	4	4	12	4,392.96				
192	44103105-HP-T33 Ink CART, HP CZ108AA, (HP678), Tricolor	cart	2	2	2	6	2,196.48	2	2	2	2	2	2	6	2,196.48	2	2	2	6	2,196.48				
193	44103105-HP-B42 Ink CART, HP CZ121A (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
194	44103105-HP-C33 Ink CART, HP CZ122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
195	44103105-HP-M33 Ink CART, HP CZ123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
196	44103105-HP-Y33 Ink CART, HP CZ124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00				
197	44103105-HP-T43 Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	10	6	7	23	9,328.80	6	10	6	22	8,923.20	7	6	10	23	9,328.80	6	7	19	7,706.40			
198	44103105-HP-B43 Ink Cartridge, HP F6V27AA (HP680) Black	cart	60	50	56	166	67,329.60	50	60	50	160	64,896.00	56	50	60	166	67,329.60	50	56	156	63,273.60			
199	44103105-HP-C50 Ink Cartridge, HP L0551AA (HP955) Cyan	cart	25	25	25	75	74,681.25	25	25	25	75	74,681.25	25	25	25	75	74,681.25	25	25	75	74,681.25			

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	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
200	44103105-HP-M50 Ink Cartridge, HP L0554AA (HP955) Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	995.75	0.00
201	44103105-HP-Y50 Ink Cartridge, HP L0557AA (HP955) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	995.75	0.00
202	44103105-HP-B50 Ink Cartridge, HP L0560AA (HP955) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4956.60	0.00
203	44103105-HX-C48 Ink Cartridge, HP L0563AA (HP955XL) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1212.64	0.00
204	44103105-HX-M48 Ink Cartridge, HP L0566AA (HP955XL) Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1212.64	0.00
205	44103105-HX-Y48 Ink Cartridge, HP L0569AA (HP955XL) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1212.64	0.00
206	44103105-HX-B48 Ink Cartridge, HP L0572AA (HP955XL) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1644.24	0.00
207	44103105-HP-C51 Ink Cartridge, HP T6L89AA (HP905) Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
208	44103105-HP-M51 Ink Cartridge, HP T6L93AA (HP905) Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
209	44103105-HP-Y51 Ink Cartridge, HP T6L97AA (HP905) Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	453.62	0.00
210	44103105-HP-B51 Ink Cartridge, HP T6M01AA (HP905) Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	741.28	0.00
211	44103112-EP-R05 RIBBON CART, EPSON C135015516 (#8750), Black	cart	1	1	1	3	232.29	1	1	1	3	232.29	1	1	1	3	232.29	1	1	1	3	232.29	12.00	77.43	929.16
212	44103112-EP-R07 RIBBON CART, EPSON C135015531 (S015086), Black	cart	4	3	4	11	8,099.52	3	4	3	10	7,363.20	4	3	4	11	8,099.52	3	4	3	10	7,363.20	42.00	736.32	30925.44
213	44103112-EP-R13 RIBBON CART, EPSON C135015632, Black	cart	57	56	57	170	13,249.80	56	57	56	169	13,171.86	57	56	57	170	13,249.80	56	57	56	169	13,171.86	678.00	77.94	52843.32
214	44103103-BR-B03 TONER CART, BROTHER TN-2025, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2685.28	0.00
215	44103103-BR-B04 TONER CART, BROTHER TN-2130, Black	cart	2	1	1	4	7,571.20	1	2	1	4	7,571.20	1	1	2	4	7,571.20	1	1	1	3	5,678.40	15.00	1892.80	26392.00
216	44103103-BR-B05 TONER CART, BROTHER TN-2150, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2685.28	0.00
217	44103103-BR-B09 TONER CART, BROTHER TN-3320, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3567.20	0.00
218	44103103-BR-B11 TONER CART, BROTHER TN-3350, Black	cart	1	0	0	1	5,002.40	0	0	0	0	0	0	0	0	1	5,002.40	0	0	0	0	0	2.00	5002.40	10004.80
219	44103103-HP-B12 TONER CART, HP CE435A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3380.00	0.00
220	44103103-HP-B14 TONER CART, HP CE540A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3337.36	0.00
221	44103103-HP-B18 TONER CART, HP CE255A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7332.00	0.00
222	44103103-HP-B21 TONER CART, HP CE278A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3952.00	0.00
223	44103103-HP-B22 TONER CART, HP CE285A (HP85A), Black	cart	1	1	1	3	10,296.00	1	1	1	3	10,296.00	1	1	1	3	10,296.00	1	1	1	3	10,296.00	12.00	3432.00	41184.00
224	44103103-HP-B23 TONER CART, HP CE310A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2614.56	0.00
225	44103103-HP-C23 TONER CART, HP CE311A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2542.80	0.00
226	44103103-HP-Y23 TONER CART, HP CE312A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2542.80	0.00
227	44103103-HP-M23 TONER CART, HP CE313A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2542.80	0.00
228	44103103-HP-B24 TONER CART, HP CE320A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2916.16	0.00
229	44103103-HP-C24 TONER CART, HP CE321A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3072.16	0.00
230	44103103-HP-Y24 TONER CART, HP CE322A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3072.16	0.00
231	44103103-HP-M24 TONER CART, HP CE323A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3072.16	0.00
232	44103103-HP-B25 TONER CART, HP CE390A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8476.00	0.00
233	44103103-HP-B26 TONER CART, HP CE400A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6900.40	0.00
234	44103103-HP-C26 TONER CART, HP CE401A, Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10193.04	0.00
235	44103103-HP-Y26 TONER CART, HP CE402A, Yellow	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10193.04	0.00
236	44103103-HP-M26 TONER CART, HP CE403A, Magenta	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10193.04	0.00
237	44103103-HP-B27 TONER CART, HP CE410A (HP305), Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4201.60	0.00
238	44103103-HP-C27 TONER CART, HP CE411A (HP305), Cyan	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6011.20	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2021)	Total Amount for the year						
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov	Dec	Q4 AMOUNT		
278 44103103-SA-B14 TONER CART, Samsung MLT-D1085, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2875.58	0.00
279 44103103-SA-B21 TONER CART, Samsung MLT-D203E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7299.20	0.00
280 44103103-SA-B18 TONER CART, Samsung MLT-D203L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3458.00	0.00
281 44103103-SA-B20 TONER CART, Samsung MLT-D203U, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6442.80	0.00
282 44103103-SA-B12 TONER CART, SAMSUNG MLT-D205E, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7321.14	0.00
283 44103103-SA-B05 TONER CART, SAMSUNG MLT-D205L, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3962.24	0.00
284 44103103-SA-B10 TONER CART, SAMSUNG SCX-D6555A, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4066.40	0.00
285 44103103-BR-B15 TONER CART, BROTHER TN-3478, Black	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6370.00	0.00
286 44103103-CA-B00 TONER CART, CANON CRG 324 II	cart	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13399.36	0.00
FLAG OR ACCESSORIES																						
289 55121905-PH-F01 PHILIPPINE NATIONAL FLAG	piece	0	0	2	2	569.68	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	284.84	569.68
PRINTED PUBLICATIONS																						
290 55101524-RA-H01 HANDBOOK (RA 9184), 8th edition	book	1	0	0	1	37.21	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	37.21	37.21
CONSUMER ELECTRONICS																						
293 52161535-DV-R01 DIGITAL VOICE RECORDER	unit	1	0	0	1	6,415.64	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6,415.64	6,415.64
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																						
298 60121413-CB-P01 CLEARBOOK, 20 Transparent pockets, A4	piece	27	2	2	31	1,148.24	2	2	6	222.24	2	2	2	6	222.24	2	2	1	5	185.20	37.04	1,777.92
299 60121413-CB-P02 CLEARBOOK, 20 Transparent pockets, Legal	piece	33	8	8	49	1,882.09	7	8	23	883.43	7	8	7	23	883.43	7	8	7	22	845.02	38.41	4,455.56
300 60121534-ER-P01 ERASER, plastic/rubber	piece	11	3	3	17	74.29	3	3	9	39.33	3	3	3	9	39.33	3	3	3	9	39.33	4.37	192.28
301 60121524-SP-G01 SIGN PEN, black	piece	117	96	99	312	6,321.12	104	99	96	6,057.74	118	96	99	313	6,341.38	104	99	96	299	6,057.74	20.26	24,777.98
302 60121524-SP-G02 SIGN PEN, blue	piece	19	13	13	45	911.70	18	14	13	45	911.70	21	13	47	952.22	17	13	13	43	871.18	20.26	3,646.80
303 60121524-SP-G03 SIGN PEN, red	piece	2	0	0	2	40.52	1	0	1	20.26	2	0	0	2	40.52	1	0	0	1	20.26	20.26	121.56
304 60121124-WR-P01 WRAPPING PAPER, kraft	pack	2	0	0	2	309.68	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	154.84	309.68
A. TOTAL																					P	10,772,004.37
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					P	1,077,200.44
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)																					P	-
D. GRAND TOTAL (A + B + C)																					P	11,849,204.81
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:		ELEVEN MILLION EIGHT HUNDRED FORTY NINE THOUSAND TWO HUNDRED FOUR PESOS AND 81/100																				

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:

Jose Eddie R. Barñuevo
JOSE EDDIE R. BARNUEVO
SAO, FMD - BAC SEC

Certified Funds Available / Certified Appropriate Funds Available:

Approved by:
Emmanuel E. Montana Jr.
EMMANUEL E. MONTANA JR., MD, FPCS, FACS, MHA
Medical Center Chief II

Date Prepared: 17 August 2021