

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 (UNSPC) 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 the 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-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: TUBOD-BAROY WATER DISTRICT
 Region: REGION 10
 Address: PROVINCIAL TRADE CENTER, SAGADAN, POBLACION, TUBOD, LANAO DEL NORTE

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.
 Agency Code/UA/CS: _____
 Contact Person: GEOVANNI A. HERA, MPA
 Position: General Manager
 E-mail: gvera07@ph.dgso.com
 Organization Type: GOCC
 Telephone/Mobile Nos: 063-3413313/063-227-6294

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Contracted (as of 30 April 2022)	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 DEPOSITS)																					
PESTICIDES OR PEST REPELLENTS																					
1	10191509-IN-A01 INSECTICIDE, aerosol type	can	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	139.36	0.00
PERFUMES OR COLOGNES OR FRAGRANCES																					
2	53131626-HS-501 LIQUID HAND SANITIZER, 500ml	bottle	2	2	2	6	908.58	2	2	2	6	908.58	2	2	2	6	908.58	24.00	151.43	3634.32	
ALCOHOL OR ACETONE BASED ANTISEPTICS																					
3	12191601-AL-E04 ALCOHOL, Ethyl, 68%-72%, 500 ml	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	66.56	0.00
4	12191601-AL-E03 ALCOHOL, ethyl, 68%-72%, 1 gallon	gallon	3	3	3	9	3,491.28	3	3	3	9	3,491.28	3	3	3	9	3,491.28	36.00	367.92	13965.12	
5	51471901-AL-101 ALCOHOL, isopropyl, 68%-72%, 500ml (5-ml)	bottle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	43.38	0.00
6	51471901-AL-102 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	455.00	0.00
7	51471505-PO-P01 POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	207.75	0.00
COLOR COMPOUNDS AND DISPENSIONS																					
8	12171703-SI-P01 INK, for stamp pad	bottle	1	1	1	3	94.56	0	0	0	0	0	0	0	0	0	0	0	0.00	31.52	189.12
FILMS																					
9	13111203-AC-P01 ACETATE	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	847.82	0.00
10	13111201-CF-P01 CARBON FILM, A4	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	221.00	0.00
11	13111201-CF-P02 CARBON FILM, legal	box	1	0	0	1	208.52	0	0	0	0	0	0	0	0	0	0	0	0.00	208.52	417.04
PAPER MATERIALS AND PRODUCTS																					
12	14111525-CA-A01 CARTOLINA, assorted colors	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	85.72	0.00
13	14111506-CF-111 COMPUTER CONTINUOUS FORM, 1 ply, 280 X 241mm	box	5	5	5	15	13,238.25	5	5	5	15	13,238.25	5	5	5	15	13,238.25	60.00	862.55	59555.00	
14	14111506-CF-112 COMPUTER CONTINUOUS FORM, 1 ply, 280 X 278mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1029.60	0.00
15	14111506-CF-122 COMPUTER CONTINUOUS FORM, 2 ply, 280 X 278mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1528.80	0.00
16	14111506-CF-121 COMPUTER CONTINUOUS FORM, 2 ply, 280 X 241mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	906.36	0.00
17	14111506-CF-131 COMPUTER CONTINUOUS FORM, 3 ply, 280 X 241mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	884.00	0.00

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 2022)	Total Quantity for the year	Total Amount for the year							
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q4 AMOUNT		
18	I4111506-CF-L32 COMPUTER CONTINUOUS FORM, 3 ply, 280 X 378mm	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1906.00	0.00	0.00	
19	I4111609-LI-C01 LOOSELEAF COVER, legal	bundle	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	794.96	0.00	0.00	
20	I4111514-NP-S02 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	37.06	0.00	0.00	
21	I4111514-NP-S04 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	59.28	0.00	0.00	
22	I4111514-NP-S03 NOTE PAD, stick on, 3" x 3"	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	54.08	0.00	0.00	
23	I4111514-NB-S01 NOTEBOOK, stenographer	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	12.04	0.00	0.00	
24	I4111507-PP-M01 PAPER, MULTICOPY, A4, 80 gsm	reams	5	5	5	15	2,049.90	5	5	5	15	2,049.90	5	5	5	15	2,049.90	0	0	0.00	60.00	136.66	6199.60	
25	I4111507-PP-M02 PAPER, MULTICOPY, Legal, 80gsm	reams	5	5	5	15	1,915.65	5	5	5	15	1,915.65	5	5	5	15	1,915.65	0	0	0.00	60.00	127.71	7662.60	
26	I4111507-PP-C01 PAPER, Multi-Purpose, A4, 70 gsm	reams	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	98.26	0.00	0.00	
27	I4111507-PP-C02 PAPER, multi-purpose, legal, 70gsm	reams	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	118.46	0.00	0.00	
28	I4111531-PP-R01 PAD PAPER, ruled	pad	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	29.12	0.00	0.00	
29	I4111503-PA-P01 PAPER, parchment	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	98.05	0.00	0.00	
30	I4111818-TH-P02 Thermal Paper, 55GSM (15%), 1/2 Core, 216mm x 30m	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	55.64	0.00	0.00	
31	I4111531-RE-B01 RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	70.72	0.00	0.00	
32	I4111531-RE-B02 RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	5	5	5	12	1,223.04	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	101.92	2446.08	0.00	
33	I4111704-TT-P02 TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	10	10	10	30	2,695.20	10	10	10	30	2,695.20	10	10	10	30	2,695.20	0	0	0.00	120.00	86.84	10420.80	
34	I4111704-IFPT01 TISSUE, interfolded paper towel	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	34.84	0.00	0.00	
35	I4111704-IT-P04 TOILET TISSUE PAPER, Interfolded Paper Towel	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	33.80	0.00	0.00	
BATTERIES AND ACCESSORIES																								
36	26111702-8T-A02 BATTERY, dry Cell, size AA	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	36.30	0.00	0.00	
37	26111702-8T-A01 BATTERY, dry Cell, size AAA	pack	2	2	2	6	118.38	2	2	2	6	118.38	2	2	2	6	118.38	0	0	0.00	24.00	19.73	473.52	
38	26111702-8T-A03 BATTERY, dry Cell, size D	pack	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	96.20	0.00	0.00	
MANUFACTURING COMPONENTS AND SUPPLIES																								
39	31201610-GL-301 GLUE, all purpose	jar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	71.50	0.00	0.00	
40	31151804-SW-H01 STAPLE WIRE, heavy duty, binder type, Z313	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	19.76	0.00	0.00	
41	31151804-SW-S01 STAPLE WIRE, standard	box	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	22.41	0.00	0.00	
42	31201502-TA-E01 TAPE, electrical	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	18.67	0.00	0.00	
43	31201503-TA-M01 TAPE, masking, 24mm	roll	2	2	2	6	327.60	2	2	2	6	327.60	2	2	2	6	327.60	0	0	0.00	20.00	54.60	1092.00	
44	31201503-TA-M02 TAPE, MASKING, 48mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	106.60	0.00	0.00	
45	31201517-TA-P01 TAPE, packaging, 48mm	roll	6	6	6	18	134.16	6	6	6	18	134.16	6	6	6	18	134.16	0	0	0.00	24.00	22.35	536.64	
46	31201512-TA-T01 TAPE, transparent, 24mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	10.09	0.00	0.00	
47	31201512-TA-T02 TAPE, transparent, 48mm	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	19.97	0.00	0.00	
48	31151507-TW-P01 TWINE, plastic	roll	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	58.24	0.00	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																								
49	40101604-EF-G01 ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1109.68	0.00	0.00	
50	40101604-EF-C01 ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	1369.68	0.00	0.00	
51	40101604-EF-S01 ELECTRIC FAN, stand type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	856.86	0.00	0.00	
52	40101604-EF-W01 ELECTRIC FAN, wall mount, plastic blade	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	674.96	0.00	0.00	
MEDICAL THERMOMETERS AND ACCESSORIES																								
53	41112224-TG-T02 THERMOCJUN	piece	1	0	0	1	2,532.40	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	2532.40	2.00	2532.40	5064.80
LIGHTING AND FIXTURES AND ACCESSORIES																								
54	39101628-LT-L01 LINEAR TUBE, Light Emitting Diode (LED), 18 watts	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	205.82	0.00	0.00	
55	39101628-LB-L01 LIGHT BULB, Light Emitting Diode (LED)	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	82.16	0.00	0.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogs (as of 30 April 2022)	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												
56	4111604-RU-P02 RULER, plastic, 450mm	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	0.00	17.68	0.00								
CLEANING EQUIPMENT AND SUPPLIES																																	
57	47131812-AF-A01 AIR FRESHENER, aerosol type	can	2	2	2	6	541.32	2	2	2	2	541.32	2	2	2	2	541.32	2	2	2	2	541.32	2	2	2	2	2	2	6	541.32	24.00	90.22	2165.28
58	47131604-BR-S01 BROOM, soft, tampo	piece	1	1	1	3	408.72	1	1	1	1	408.72	1	1	1	1	408.72	1	1	1	1	408.72	1	1	1	1	1	1	3	408.72	12.00	136.24	1634.88
59	47131604-BR-T01 BROOM, sick, ting-ting	piece	1	1	1	3	54.60	1	1	1	1	54.60	1	1	1	1	54.60	1	1	1	1	54.60	1	1	1	1	1	1	3	54.60	12.00	18.20	219.40
60	47131829-TB-C01 CLEANER, toilet and urinal	bottle	1	1	1	3	124.80	1	1	1	1	124.80	1	1	1	1	124.80	1	1	1	1	124.80	1	1	1	1	1	1	3	124.80	12.00	41.60	499.20
61	47131805-CL-P01 CLEANSER, scouring powder	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	23.92	0.00
62	47131811-DE-B02 DETERGENT BAR, 140g	piece	3	3	3	9	74.70	3	3	3	3	74.70	3	3	3	3	74.70	3	3	3	3	74.70	3	3	3	3	3	3	9	74.70	36.00	8.30	298.80
63	47131811-DE-P03 DETERGENT POWDER, all-purpose, 1kg	pack	1	1	1	3	162.24	1	1	1	1	162.24	1	1	1	1	162.24	1	1	1	1	162.24	1	1	1	1	1	1	3	162.24	12.00	54.08	648.96
64	47131805-DS-A01 DISINFECTANT SPRAY, aerosol type	can	1	1	1	3	386.88	1	1	1	1	386.88	1	1	1	1	386.88	1	1	1	1	386.88	1	1	1	1	1	1	3	386.88	12.00	128.96	1547.52
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	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	24.83	0.00
66	5241552-SH-S01 SODIUM HYPOCHLORITE, 3.785 liters	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	0	0	0	0	0	0.00	0.00	131.25	0.00
67	73101612-MS-L01 LIQUID HAND SOAP, 500mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	102.96	0.00
68	47131802-PW-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	0.00	0	0	0	0	0	0	0	0.00	0.00	309.76	0.00
69	47131830-FC-A01 FURNITURE CLEANER, aerosol type	can	1	1	1	3	360.36	1	1	1	1	360.36	1	1	1	1	360.36	1	1	1	1	360.36	1	1	1	1	1	1	3	360.36	12.00	120.12	1441.44
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	0.00	0	0	0	0	0	0	0	0.00	0.00	2288.00	0.00
71	47131613-MP-H02 MOP HANDLE, heavy duty, screw type	piece	1	1	1	2	249.60	1	1	1	1	249.60	1	1	1	1	249.60	1	1	1	1	249.60	1	1	1	1	1	1	2	249.60	8.00	124.80	986.40
72	47131619-MP-R01 MOP HEAD, 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	0	0	0	0	0	0	0.00	0.00	123.76	0.00
73	47131501-PG-C01 PAGES, all cotton	bundle	5	5	5	10	538.20	5	5	5	5	538.20	5	5	5	5	538.20	5	5	5	5	538.20	5	5	5	5	5	5	10	538.20	40.00	53.82	2152.80
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	0.00	0	0	0	0	0	0	0	0.00	0.00	112.32	0.00
75	47121701-TB-P04 TRASHBAG, GPP specs, black, 940mmx0.16mm	pack	1	0	0	1	134.68	1	0	0	1	134.68	1	0	0	1	134.68	1	0	0	1	134.68	1	0	0	1	0	0	1	134.68	4.00	134.68	538.72
76	47121702-WB-P01 WASTEBASKET, non-rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	27.96	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																																	
77	43211507-DS-K001 DESKTOP FOR BASIC USERS	unit	1	0	0	1	24,793.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1.00	24,793.60	24,793.60
78	43211507-DS-K002 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	0	0	0	0	0	0	0.00	0.00	42,990.40	0.00
79	43211509-LAP-N01 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	0	0	0	0	0	0	0.00	0.00	41,392.00	0.00
80	43201827-HD-X02 EXTERNAL, HARD DRIVE, 1 TB	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	0	0	0	0	0	0.00	0.00	2598.84	0.00
81	43202010-FD-J01 FLASH DRIVE, 16 GB	piece	3	0	0	3	502.32	0	0	0	0	0.00	3	0	0	0	502.32	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	6.00	167.44	1004.56
82	43211708-MO-C01 MOUSE, OPTICAL, USB connection type	unit	3	0	0	3	353.90	0	0	0	0	0.00	3	0	0	0	353.90	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	6.00	111.30	667.80
83	43211708-MO-C02 MOUSE, WIRELESS, USB	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	0	0	0	0	0	0.00	0.00	154.00	0.00
84	43212102-PR-D02 PRINTER, impact, dot matrix, 24 pins, 136 columns	unit	1	0	0	1	38,100.97	0	0	0	0	0.00	1	0	0	0	38,100.97	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	2.00	38100.97	76201.94
85	43212102-PR-D01 PRINTER, impact, dot matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	9191.52	0.00
86	43212105-PR-L01 PRINTER, laser, monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00	724.88	0.00
87	43212105-PR-L02 PRINTER, laser, colored	unit	1	0	0	1	7,899.00	0	0	0	0	0.00	1	0	0	0	7,899.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	2.00	7899.00	15798.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																																	
88	44121710-CH-W01 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	0	0	0	0	0	0	0.00	0.00	26.64	0.00
89	44122105-BF-C01 CLIP, backfold, 19mm	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	0	0	0	0	0	0.00	0.00	8.76	0.00
90	44122105-BF-C02 CLIP, backfold, 25mm	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	0	0	0	0	0	0.00	0.00	15.22	0.00
91	44122105-BF-C03 CLIP, backfold, 32mm	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	0	0	0	0	0	0.00	0.00	22.36	0.00
92	44122105-BF-C04 CLIP, backfold, 39mm	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	0	0	0	0	0	0.00	0.00	54.60	0.00
93	44121801-CT-B02 CORRECTION TAPE, 8m	piece	4	4	4	12	140.16	4	4	4	4	140.16	4	4	4	4	140.16	4	4	4	4	140.16	4	4	4	4	4	4	12	140.16	48.00	11.68	560.64

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 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			
94	4411515-DF-B01	DATA FILE BOX	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	77.20	0.00
95	4412201-DF-R01	DATA FOLDER	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	68.64	0.00
96	44121506-EN-D01	ENVELOPE, documentary, A4	1	0	0	1	0	0	673.09	1	0	0	1	673.09	1	0	0	1	673.09	4.00	673.09	2692.36
97	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	1	0	0	1	0	0	927.16	1	0	0	1	927.16	1	0	0	1	927.16	4.00	927.16	3768.64
98	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	758.40	0.00
99	44121506-EN-X02	ENVELOPE, expanding, plastic	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	30.49	0.00
100	44121506-EN-W02	ENVELOPE, mailing	1	0	0	1	0	0	378.20	0	0	0	0	0.00	0	0	0	0	0.00	1.00	378.20	378.20
101	44121504-EN-W02	ENVELOPE, mailing, with window	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	433.68	0.00
102	4411912-ER-B01	ERASER, FELT, for blackboard/whiteboard	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	10.30	0.00
103	44122118-FA-P01	FASTENER, metal, non-sharp edges	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	83.41	0.00
104	4411515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	86.04	0.00
105	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	11.13	0.00
106	44122018-FT-D02	FILE TAB DIVIDER, legal	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	14.23	0.00
107	44122011-FO-R01	FOLDER, fancy, with slide, A4	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	270.40	0.00
108	44122011-FO-R02	FOLDER, fancy, with slide, legal	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	311.88	0.00
109	44122011-FO-L01	FOLDER, L-type, A4	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	171.43	0.00
110	44122011-FO-L02	FOLDER, L-type, legal	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	243.24	0.00
111	44122027-FO-P01	FOLDER, pressboard	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	952.64	0.00
112	44122011-FO-T03	FOLDER, with tab, A4	1	0	0	1	0	0	279.00	1	0	0	1	279.00	1	0	0	1	279.00	4.00	279.00	1116.00
113	44122011-FO-T04	FOLDER, with tab, legal	1	0	0	1	0	0	321.36	1	0	0	1	321.36	1	0	0	1	321.36	4.00	321.36	1285.44
114	44122008-IT-T01	INDEX/TAB, self-adhesive, transparent	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	56.68	0.00
115	4411515-MF-B02	MAGAZINE FILE BOX, large	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	41.60	0.00
116	44121716-MA-F01	MARKER, fluorescent	1	1	1	3	109.98	1	109.98	1	1	1	3	109.98	1	1	1	3	109.98	12.00	36.66	439.92
117	44121708-MW-B01	MARKER, whiteboard, black	1	1	1	3	40.14	1	40.14	1	1	1	3	40.14	1	1	1	3	40.14	12.00	13.38	160.56
118	44121708-MW-B02	MARKER, whiteboard, blue	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13.38	0.00
119	44121708-MW-B03	MARKER, whiteboard, red	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	13.38	0.00
120	44121708-MF-B01	MARKER, permanent, black, bullet type	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.96	0.00
121	44121708-MF-B02	MARKER, permanent, blue, bullet type	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.96	0.00
122	44121708-MF-B03	MARKER, permanent, red, bullet type	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.96	0.00
123	44122104-PC-S01	PAPER CLIP, vinyl/plastic coated, 33mm	5	0	0	5	77.60	5	77.60	5	0	5	10	77.60	5	0	5	10	77.60	40.00	7.76	310.40
124	44122104-PC-S02	PAPER CLIP, vinyl/plastic coated, 50mm	3	0	0	3	41.34	3	41.34	3	0	3	6	41.34	3	0	3	6	41.34	12.00	13.78	165.36
125	44121706-FE-L01	PENCIL, lead, with eraser	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	20.79	0.00
126	44122037-FB-P10	RING BINDER, plastic, 32mm	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	239.79	0.00
127	44122101-RU-B01	RUBBER BAND, No. 18	1	1	1	3	300.15	1	300.15	1	1	1	3	300.15	1	1	1	3	300.15	12.00	100.05	1200.60
128	44121905-SP-F01	STAMP PAD, felt	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	34.95	0.00
129	44121612-BL-H01	BLADE, for general purpose cutter / utility knife	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	14.82	0.00
130	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	35.43	0.00
131	44103202-DS-M01	DATING AND STAMPING MACHINE	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	453.96	0.00
132	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter / head	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	202.67	0.00
133	44101602-RU-P01	PUNCHER, paper, heavy duty	3	0	0	3	452.40	0	0.00	3	0	0	3	452.40	0	0	0	0	0.00	0.00	150.80	904.80
134	44121619-SS-S01	SCISSORS, symmetrical	6	0	0	6	243.36	0	0.00	6	0	0	6	243.36	0	0	0	0	0.00	0.00	40.56	486.72
135	44121615-ST-S01	STAPLER, standard type	0	0	0	0	0.00	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	140.40	0.00

Item #	Item # & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 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	
			0	0	0	0	0.00	0	0	0	0	0.00	0	0				0	0	0.00	0	0	0	0	0	0
177	4103105-HX-Y40	ink cart, HP C0974AA, (HP 920XL), Yellow,	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	641.68	0.00	
178	4103105-HX-B40	ink cart, HP C0975AA, (HP 920XL), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1346.80	0.00
179	4103105-HP-B20	ink cart, HP CH561WA (HP61), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	756.08	0.00
180	4103105-HP-T20	ink cart, HP CH562WA (HP61), Thicolor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	931.84	0.00
181	4103105-HP-B49	ink cartridge, HP CH565A (HP82), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1944.80	0.00
182	4103105-HP-C49	ink cartridge, HP CH566A (HP82), Cyan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1539.20	0.00
183	4103105-HP-M49	ink cartridge, HP CH567A (HP82), Magenta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1539.20	0.00
184	4103105-HP-Y49	ink cartridge, HP CH568A (HP82), Yellow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1539.20	0.00
185	4103105-HX-B43	ink cart, HP CN043AA, (HP950XL), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1786.72	0.00
186	4103105-HX-C43	ink cart, HP CN046AA, (HP951XL), Cyan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1326.00	0.00
187	4103105-HX-M43	ink cart, HP CN047AA, (HP951XL), Magenta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1326.00	0.00
188	4103105-HX-Y43	ink cart, HP CN048AA, (HP951XL), Yellow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1326.00	0.00
189	4103105-HP-B36	ink cart, HP CN692AA, (HP704), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	366.08	0.00
190	4103105-HP-T36	ink cart, HP CN693AA, (HP704), Thicolor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	366.08	0.00
191	4103105-HP-B33	ink cart, HP CZ108AA, (HP678), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	366.08	0.00
192	4103105-HP-T33	ink cart, HP CZ108AA, (HP678), Thicolor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	366.08	0.00
193	4103105-HP-B42	ink cart, HP CZ121A (HP685A), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	312.00	0.00
194	4103105-HP-C33	ink cart, HP CZ122A (HP685A), Cyan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	256.88	0.00
195	4103105-HP-M33	ink cart, HP CZ123A (HP685A), Magenta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	256.88	0.00
196	4103105-HP-Y33	ink cart, HP CZ124A (HP685A), Yellow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	256.88	0.00
197	4103105-HP-T43	ink cartridge, HP F6V26AA (HP680) Thicolor	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	405.60	0.00
198	4103105-HP-B43	ink cartridge, HP F6V27AA (HP680) Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	405.60	0.00
199	4103105-HP-C50	ink cartridge, HP L0S51AA (HP955) Cyan	0	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
200	4103105-HP-M50	ink cartridge, HP L0S54AA (HP955) Magenta	0	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	4103105-HP-Y50	ink cartridge, HP L0S57AA (HP955) Yellow	0	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	4103105-HP-B50	ink cartridge, HP L0S60AA (HP955) Black	0	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	4103105-HX-C46	ink cartridge, HP L0S63AA (HP955XL) Cyan	0	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	4103105-HX-M46	ink cartridge, HP L0S66AA (HP955XL) Magenta	0	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	4103105-HX-Y46	ink cartridge, HP L0S69AA (HP955XL) Yellow	0	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	4103105-HX-B46	ink cartridge, HP L0S72AA (HP955XL) Black	0	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	4103105-HP-C51	ink cartridge, HP T6L89AA (HP905) Cyan	0	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	4103105-HP-M51	ink cartridge, HP T6L93AA (HP905) Magenta	0	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	4103105-HP-Y51	ink cartridge, HP T6L97AA (HP905) Yellow	0	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	4103105-HP-B51	ink cartridge, HP T6W01AA (HP905) Black	0	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	4103112-EP-R05	RIBBON CART, EPSON C13S01551L6 (49795), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	77.43	0.00
212	4103112-EP-R07	RIBBON CART, EPSON C13S015531 (501506), Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	736.32	0.00
213	4103112-EP-R13	RIBBON CART, EPSON C13S015652, Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	77.94	0.00
214	4103103-BR-B03	TONER CART, BROTHER TN-2025, Black	0	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	4103103-BR-B04	TONER CART, BROTHER TN-2130, Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	1892.80	0.00
216	4103103-BR-B05	TONER CART, BROTHER TN-2150, Black	0	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	4103103-BR-B09	TONER CART, BROTHER TN-3520, Black	0	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	4103103-BR-B11	TONER CART, BROTHER TN-3550, Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5002.40	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 30 April 2022)	Total Amount for the year					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	Q4 AMOUNT
219	44103103-HP-B12	TONER CART, HP CE435A, Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3980.00	0.00
220	44103103-HP-B14	TONER CART, HP CE540A, Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3537.36	0.00
221	44103103-HP-B18	TONER CART, HP CE255A, Black	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	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3432.00	0.00
224	44103103-HP-B23	TONER CART, HP CE310A, Black	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	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	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	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2916.16	0.00
228	44103103-HP-B24	TONER CART, HP CE320A, Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3072.16	0.00
229	44103103-HP-C24	TONER CART, HP CE321A, Cyan	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	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	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	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	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	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	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	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 (HP295), Black	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 (HP295), Cyan	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6011.20	0.00
239	44103103-HP-Y27	TONER CART, HP CE412A (HP295), Yellow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6011.20	0.00
240	44103103-HP-M27	TONER CART, HP CE413A (HP295), Magenta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	6011.20	0.00
241	44103103-HP-B28	TONER CART, HP CE505A, Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4466.80	0.00
242	44103103-HP-B28	TONER CART, HP CE505X, Black, High cap	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7332.00	0.00
243	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black Laser Jet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3044.08	0.00
244	44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5787.60	0.00
245	44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	5200.00	0.00
246	44103103-HP-B51	TONER CART, HP CF280XC, Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	9004.32	0.00
247	44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8606.00	0.00
248	44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3241.70	0.00
249	44103103-HP-B51	Toner Cartridge, HP CF283XC (HP83X) Black LJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	4056.00	0.00
250	44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	10051.00	0.00
251	44103103-HP-B52	Toner Cartridge, HP CF255XC (HP25X) Black LaserJet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	13156.00	0.00
252	44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2901.60	0.00
253	44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2953.60	0.00
254	44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2953.60	0.00
255	44103103-HP-M60	Toner Cartridge, HP CF353A Magenta LJ	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	2953.60	0.00
256	44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	7056.40	0.00
257	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8946.24	0.00
258	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8946.24	0.00
259	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	8946.24	0.00
260	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	3429.78	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 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	
52	TONER, Brother DCP-1720DW (BT D5000Y) (Yellow)	bottle	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	1	1	1	3	1,500.00	12.00	500.00	6000.00
53	TONER, Epson L3110 (003) (Black)	bottle	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400.00	4800.00
54	TONER, Epson L3110 (003) (Cyan)	bottle	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400.00	4800.00
55	TONER, Epson L3110 (003) (Magenta)	bottle	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400.00	4800.00
56	TONER, Epson L3110 (003) (Yellow)	bottle	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	1	1	1	3	1,200.00	12.00	400.00	4800.00
57	SIGWEN, BLACK, liquid/gel Refill (0.5)	piece	12	0	0	12	240.00	12	0	0	12	240.00	12	0	0	12	240.00	12	0	0	12	240.00	48.00	20.00	960.00
58	BALLPEN, Black (Stops/box)	box	1	0	0	1	400.00	1	0	0	1	400.00	1	0	0	1	400.00	1	0	0	1	400.00	4.00	400.00	1600.00
59	Maintenance Order Form (Duplicate) (50sheets/stubs)	stubs	70	0	0	70	5,950.00	50	0	0	70	5,950.00	70	0	0	70	5,950.00	50	0	0	50	4,250.00	240.00	85.00	29400.00
60	Account Charge Form (Duplicate) (50sheets/stubs)	stubs	70	0	0	70	8,050.00	0	0	0	70	8,050.00	70	0	0	70	8,050.00	0	0	0	0	0.00	140.00	115.00	16100.00
61	Cost of Service Connection (Duplicate) (50sheets/stubs)	stubs	70	0	0	70	8,050.00	0	0	0	70	8,050.00	70	0	0	70	8,050.00	0	0	0	0	0.00	140.00	115.00	16100.00
62	Stock Card	piece	150	0	0	150	2,250.00	0	0	0	150	2,250.00	0	0	0	150	2,250.00	0	0	0	0	0.00	150.00	15.00	2250.00
63	Colored Multi-purpose Bond Paper (legal)	ream	6	0	0	6	1,200.00	0	0	0	6	1,200.00	6	0	0	6	1,200.00	0	0	0	0	0.00	12.00	200.00	2400.00
64	Carbonized Official Receipts Accountable Forms No. 51-C	stubs	300	0	0	300	30,000.00	300	0	0	300	30,000.00	300	0	0	300	30,000.00	300	0	0	300	30,000.00	1,200.00	100.00	120000.00
65	Heavy Duty Adding Machine (12 digits)	unit	2	0	0	2	120,000.00	0	0	0	2	120,000.00	0	0	0	2	120,000.00	0	0	0	0	0.00	2.00	60000.00	120000.00
66	Sticky Notes (5 Colors/pack)	pack	5	0	5	10	220.00	5	0	5	10	220.00	5	0	5	10	220.00	5	0	5	10	220.00	40.00	22.00	880.00
67						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (as of 30 April 2021)	Total Quantity for the year	Total Amount for the year										
		Jan	Feb	Mar	Q1 amount	Apr	May	June	Q2 amount	July	Aug	Sept	Q3 amount				Oct	Nov	Dec	Q4 amount						
A. TOTAL					0	0.00						0	0.00				0	0.00				0.00		0.00	759,218.41	
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										75,921.84
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										
D. GRAND TOTAL (A + B + C)																										835,140.25
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:


ANNA LYCEL Y. GALDA
Property/Supply Officer

Date Prepared: August 24, 2021

Certified Funds Available / Certified Appropriate Funds Available: Approved by:


GAY L. MONTUYAN
Accountant / Budget Officer


GEOVANNI A. HERA, MPA
Head of Office / Agency