

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

Introduction:

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

Reminders:

1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.

2.0 All information must be provided accurately.

3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-philgeps.gov.ph) for the detailed technical specifications and sample photo of the items.

4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.

5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.

6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF).

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: PANGASINAN STATE UNIVERSITY

Region: Region 1

Address: Akbar Street, Lingayen, Pangasinan

Agency Code/UACS: _____

Organization Type: _____

Contact Person: _____

Position: _____

E-mail: _____

Telephone/Mobile Nos: _____

DARIUS B. DE GUZMAN

BAC Secretariat

legal@psu.edu.ph

0919-065-8226

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	500	265	405	1170	55,984.50	263	174	454	891	42,634.35	359	275	314	948	45,361.80	269	146	335	750	35,887.50	3759	47.85	179,868.15
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	330.55	0.00
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	800	105	116	1021	33,601.11	150	132	54	336	11,057.76	796	70	36	902	29,684.82	144	75	97	316	10,399.56	2575	32.91	84,743.25
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	776	105	137	1018	37,014.48	45	103	56	204	7,417.44	618	5	73	696	25,306.56	35	67	63	165	5,999.40	2083	36.36	75,737.88
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	283	21	47	351	1,568.97	41	9	5	55	245.85	114	11	14	139	621.33	39	7	12	58	259.26	603	4.47	2,495.41
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	887	137	242	1266	28,105.20	227	87	78	392	8,702.40	635	74	102	811	18,004.20	213	85	114	412	9,146.40	2881	22.20	63,958.20
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	803	126	182	1111	24,664.20	200	163	38	401	8,902.20	459	68	167	694	15,406.80	164	51	88	303	6,726.60	2509	22.20	55,699.80
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	636	128	167	931	20,668.20	150	152	41	343	7,614.60	200	356	58	614	13,630.80	150	42	57	249	5,527.80	2137	22.20	47,441.40
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	103	6	4	113	18,215.60	5	4	1	10	1,612.00	15	1	4	20	3,224.00	5	4	3	12	1,934.40	155	161.20	24,966.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	95	20	15	130	3,071,068.00	1	2	4	7	165,365.20	4	0	0	4	94,494.40	0	1	2	3	70,870.80	144	23,623.60	3,401,798.40
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	79	1	15	95	1,575,860.00	1	1	0	2	33,176.00	1	12	1	14	232,232.00	1	1	1	3	49,764.00	114	16,588.00	1,891,832.00
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	300	86	90	476	9,753.24	107	81	99	287	5,880.63	126	70	78	274	5,614.26	132	69	91	292	5,963.08	1329	20.49	27,131.21
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	210	37	31	278	5,098.52	69	27	41	137	2,512.58	75	14	22	111	2,035.74	90	17	30	137	2,512.58	663	18.34	12,159.42
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	110	17	22	149	14,333.80	7	22	19	48	4,617.60	19	3	4	26	2,501.20	21	3	19	43	4,136.60	266	96.20	25,889.20
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	265	31	79	375	30,615.00	90	31	47	168	13,715.52	165	43	83	291	23,757.24	80	37	66	183	14,940.12	1017	81.64	83,827.88

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			
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	275	17	41	333	45,367.92	64	22	44	130	17,711.20	125	15	41	181	24,659.44	60	11	39	110	14,986.40	754	136.24	102,724.96
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	238	57	81	376	8,565.28	56	57	81	194	4,419.32	60	81	113	254	5,786.12	69	55	57	181	4,123.18	1005	22.78	22,893.90
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	259	27	64	350	14,560.00	41	51	32	124	5,158.40	147	20	62	229	9,526.40	42	49	35	126	5,241.60	829	41.60	34,486.40
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	210	59	89	358	8,563.36	69	53	82	204	4,879.68	142	52	57	251	6,003.92	68	53	57	178	4,257.76	991	23.92	23,704.72
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	151	48	55	254	2,108.20	55	43	50	148	1,228.40	124	43	43	210	1,743.00	57	45	43	145	1,203.50	757	8.30	6,283.10
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	220	33	61	314	16,981.12	70	30	59	159	8,598.72	145	32	58	235	12,708.80	70	29	57	156	8,436.48	864	54.08	46,725.12
22	47131803-D5-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	165	59	57	281	39,309.09	60	43	55	158	22,102.62	135	38	67	240	33,573.60	50	40	41	131	18,325.59	810	139.89	113,310.90
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	150	19	35	204	5,638.56	17	20	33	70	1,934.80	80	16	19	115	3,178.60	16	15	17	48	1,326.72	437	27.64	12,078.68
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	57	4	18	79	24,471.04	4	2	13	19	5,885.44	4	2	2	8	2,478.08	4	2	2	8	2,478.08	114	309.76	35,312.64
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	140	19	40	199	23,903.88	50	23	34	107	12,852.84	85	15	31	131	15,735.72	50	19	24	93	11,171.16	530	120.12	63,663.60
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	51	0	0	51	2,190.45	1	0	0	1	42.95	1	0	0	1	42.95	1	0	0	1	42.95	54	42.95	2,319.30
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	95	5	9	109	249,392.00	3	2	11	16	36,608.00	25	2	2	29	66,352.00	3	2	2	7	16,016.00	161	2,288.00	368,368.00
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	116	6	25	147	18,345.60	34	4	24	62	7,737.60	61	3	9	73	9,110.40	35	4	8	47	5,865.60	329	124.80	41,059.20
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	183	13	3	199	24,379.49	98	11	39	148	18,131.48	115	9	14	138	16,906.38	40	10	13	63	7,718.13	548	122.51	67,135.48
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	135	16	22	173	9,193.22	45	17	14	76	4,038.64	60	8	31	99	5,260.86	30	17	12	59	3,135.26	407	53.14	21,627.98
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	147	11	23	181	10,485.33	8	14	17	39	2,259.27	77	6	14	97	5,619.21	13	5	12	30	1,737.90	347	57.93	20,101.71
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	2220	14	28	2262	325,818.48	250	20	79	349	50,269.96	15	1049	43	1107	159,452.28	45	16	21	82	11,811.28	3800	144.04	547,352.00
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	107	12	25	144	4,595.04	10	10	74	94	2,999.54	8	21	12	41	1,308.31	12	8	9	29	925.39	308	31.91	9,828.28
COLOR COMPOUNDS AND DISPERSIONS																										
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	83	9	28	120	3,469.20	22	11	25	58	1,676.78	1	0	0	1	28.91	2	0	0	2	57.82	181	28.91	5,232.71
CONSUMER ELECTRONICS																										
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	34	3	6	43	315,583.88	1	1	0	2	14,678.32	0	0	0	0	0.00	0	0	0	0	0.00	45	7,339.16	330,262.20
FACE MASK																										
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	500	0	0	500	38,750.00	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	387.50	505	77.50	39,137.50
FILMS																										
37	13111203-AC-P01	ACETATE, 50 meters	roll	47	10	41	98	95,048.24	5	4	27	36	34,915.68	27	2	24	53	51,403.64	5	1	22	28	27,156.64	215	969.88	208,524.20
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	7	2	3	12	2,652.00	0	0	0	0	0.00	1	0	0	1	221.00	0	0	0	0	0.00	13	221.00	2,873.00
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	3	2	0	5	1,192.70	1	0	0	1	238.54	0	0	1	1	238.54	0	0	0	0	0.00	7	238.54	1,669.78
FIRE FIGHTING EQUIPMENT																										
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	75	5	10	90	102,960.00	47	2	10	59	67,496.00	1	53	1	55	62,920.00	1	2	5	8	9,152.00	212	1,144.00	242,528.00
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	38	0	21	59	331,181.75	0	1	5	6	33,679.50	0	0	0	0	0.00	0	0	0	0	0.00	65	5,613.25	364,861.25
FLAG OR ACCESSORIES																										
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	69	1	15	85	24,211.40	1	20	0	21	5,981.64	12	1	0	13	3,702.92	0	0	2	2	569.68	121	284.84	34,465.64
FURNITURE AND FURNISHINGS																										
43	56101504-CH-B01	MONOBLOC CHAIR, beige	piece	565	3	12	580	201,497.80	4	1	11	16	5,558.56	37	4	1	42	14,591.22	1	0	10	11	3,821.51	649	347.41	225,469.09
44	56101504-CH-W01	MONOBLOC CHAIR, white	piece	527	8	14	549	189,361.08	1	1	14	16	5,518.72	7	1	4	12	4,139.04	11	1	1	13	4,483.96	590	344.92	203,502.80
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	113	5	71	189	235,872.00	0	3	16	19	23,712.00	29	3	3	35	43,680.00	12	0	4	16	19,968.00	259	1,248.00	323,232.00
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	100	4	1	105	131,040.00	36	2	1	39	48,672.00	37	2	1	40	49,920.00	30	0	1	31	38,688.00	215	1,248.00	268,320.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	10	0	0	10	12,220.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,222.00	12,220.00

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			
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	20	0	0	20	22,193.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	1,109.68	22,193.60
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	856.86	0.00
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	768.56	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
51	43211507-DSK001	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0.00
52	43211507-DSK002	DESKTOP, for Mid-Range Users	unit	300	9	102	411	17,422,454.40	2	2	154	158	6,697,683.20	5	57	151	213	#####	0	0	0	0	0.00	782	42,390.40	33,149,292.80
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	160	15	31	206	575,234.40	15	3	5	23	64,225.20	19	5	22	46	128,450.40	0	0	0	0	0.00	275	2,792.40	767,910.00
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	70	8	25	103	4,365,140.00	6	6	3	15	635,700.00	10	11	21	42	#####	0	0	0	0	0.00	160	42,380.00	6,780,800.00
55	43211503-LAP002	LAPTOP, Lightweight	unit	15	0	0	15	702,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	46,800.00	702,000.00
56	43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	135	11	58	204	30,551.04	20	11	1	32	4,792.32	26	9	62	97	14,526.72	0	0	0	0	0.00	333	149.76	49,870.08
57	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	49	6	0	55	2,095,553.35	9	1	0	10	381,009.70	5	0	1	6	228,605.82	0	0	0	0	0.00	71	38,100.97	2,705,168.87
58	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	63	12	0	75	764,244.00	1	0	2	3	30,569.76	1	1	0	2	20,379.84	0	0	0	0	0.00	80	10,189.92	815,193.60
59	43212105-PR-L01	PRINTER, Laser, Monochrome	unit	64	4	4	72	189,856.08	0	0	1	1	2,636.89	1	1	0	2	5,273.78	0	0	0	0	0.00	75	2,636.89	197,766.75
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	348	67	69	484	36,595.24	22	22	146	190	14,365.90	41	16	46	103	7,787.83	16	65	45	126	9,526.86	903	75.61	68,275.83
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	225	36	94	355	73,066.10	97	45	57	199	40,958.18	108	40	83	231	47,544.42	48	35	69	152	31,284.64	937	205.82	192,853.34
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201610-GL-X01	GLUE, all-purpose, 200 grams	jar	200	30	37	267	18,882.24	37	11	40	88	6,223.36	75	22	14	111	7,849.92	35	6	9	50	3,536.00	516	70.72	36,491.52
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	200	38	73	311	7,013.05	58	28	47	133	2,999.15	92	41	26	159	3,585.45	77	20	37	134	3,021.70	737	22.55	16,619.35
64	31151804-SW-S01	STAPLE WIRE, standard	box	300	53	55	408	9,694.08	118	46	41	205	4,870.80	168	29	55	252	5,967.52	97	35	33	165	3,920.40	1030	23.76	24,472.80
65	31201502-TA-E01	TAPE, electrical	roll	150	8	37	195	3,792.75	18	11	22	51	991.95	52	7	17	76	1,478.20	12	7	7	26	505.70	348	19.45	6,768.60
66	31201503-TA-M01	TAPE, masking, 24mm	roll	200	10	41	251	15,531.88	47	8	39	94	5,816.72	91	12	12	115	7,116.20	37	9	11	57	3,527.16	517	61.88	31,991.96
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	200	16	42	258	31,259.28	28	9	39	76	9,208.16	69	12	13	94	11,389.04	27	7	12	46	5,573.36	474	121.16	57,429.84
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	200	7	39	246	5,500.56	19	6	37	62	1,386.32	68	5	12	85	1,900.60	15	5	11	31	693.16	424	22.36	9,480.64
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	254	27	56	337	3,767.66	129	22	49	200	2,236.00	104	16	35	155	1,732.90	106	32	17	155	1,732.90	847	11.18	9,469.46
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	210	7	43	260	5,868.20	67	11	38	116	2,618.12	76	5	23	104	2,347.28	54	6	11	71	1,602.47	551	22.57	12,436.07
71	31151507-TW-P01	TWINE, plastic	roll	67	1	13	81	5,396.22	2	2	10	14	932.68	17	0	5	22	1,465.64	3	0	0	3	199.86	120	66.62	7,994.40
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	150	6	35	191	3,178.24	14	4	23	41	682.24	5	40	0	45	748.80	3	4	6	13	216.32	290	16.64	4,825.60
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
73	44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.82	0.00
74	44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	46	1	4	51	486,270.72	3	3	0	6	57,208.32	11	5	1	17	162,090.24	1	1	0	2	19,069.44	76	9,534.72	724,638.72
75	44101807-CA-C01	CALCULATOR, Compact	unit	86	3	17	106	28,221.44	4	9	5	18	4,792.32	12	0	0	12	3,194.88	1	0	1	2	532.48	138	266.24	36,741.12
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	67	0	33	100	3,297.00	1	3	30	34	1,120.98	36	0	33	69	2,274.93	1	0	2	3	98.91	206	32.97	6,791.82
77	44122105-BF-C01	CLIP, backfold, 19mm	box	188	33	52	273	2,380.56	73	22	93	188	1,639.36	79	26	48	153	1,334.16	58	32	79	169	1,473.68	783	8.72	6,827.76
78	44122105-BF-C02	CLIP, backfold, 25mm	box	257	37	52	346	5,103.50	63	19	88	170	2,507.50	72	49	33	154	2,271.50	54	23	71	148	2,183.00	818	14.75	12,065.50
79	44122105-BF-C03	CLIP, backfold, 32mm	box	179	33	49	261	6,671.16	63	21	84	166	4,294.08	79	21	35	135	3,450.60	49	26	65	140	3,578.40	704	25.56	17,894.24
80	44122105-BF-C04	CLIP, backfold, 50mm	box	167	37	50	254	14,234.16	72	32	76	180	10,087.20	96	17	56	169	9,470.76	57	22	74	153	8,574.12	756	56.04	42,366.24
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	300	64	110	474	5,465.22	155	35	108	296	3,435.94	194	70	89	353	4,070.09	156	65	102	323	3,724.19	1448	11.53	16,695.44
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	102	0	102	3,409.86	102	33.43	3,409.86

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 26 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			
83	44111515-DF-B01	DATA FILE BOX	piece	699	44	128	871	67,241.20	181	44	106	331	25,553.20	230	102	111	443	34,199.60	122	43	102	267	20,612.40	1912	77.20	147,606.40
84	44122011-DF-F01	DATA FOLDER	piece	598	33	100	731	50,175.84	24	131	105	260	17,846.40	20	102	67	189	12,972.96	85	15	125	225	15,444.00	1405	68.64	96,439.20
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	20	0	0	20	9,079.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	453.96	9,079.20
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	200	22	16	238	181,927.20	64	24	25	113	86,377.20	72	9	9	90	68,796.00	55	8	7	70	53,508.00	511	764.40	390,606.40
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	265	21	19	305	299,119.60	63	13	25	101	99,052.72	71	12	9	92	90,226.24	57	6	8	71	69,631.12	569	980.72	558,029.68
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	199	14	15	228	168,355.20	24	9	10	43	31,751.20	53	9	10	72	53,164.80	16	7	10	33	24,367.20	376	738.40	277,638.40
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	288	38	120	446	13,598.54	72	32	101	205	6,250.45	147	59	86	292	8,903.08	66	29	81	176	5,366.24	1119	30.49	34,118.31
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	102	4	13	119	51,469.88	9	6	12	27	11,678.04	14	3	6	23	9,947.96	8	4	3	15	6,487.80	184	432.52	79,583.68
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	102	2	18	122	59,633.60	9	6	7	22	10,753.60	17	3	6	26	12,708.80	14	4	3	21	10,264.80	191	488.80	93,360.80
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	230	5	53	288	3,286.08	47	2	71	120	1,369.20	93	12	2	107	1,220.87	95	1	2	98	1,118.18	613	11.41	6,994.33
93	44101714-FX-M01	FACSIMILE MACHINE	unit	50	0	1	51	287,742.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	51	5,642.00	287,742.00
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	400	51	107	558	52,809.12	71	27	91	189	17,886.96	118	23	20	161	15,237.04	90	35	23	148	14,006.72	1056	94.64	99,939.84
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	254	16	14	284	24,196.80	73	21	37	131	11,161.20	87	12	13	112	9,542.40	50	14	19	83	7,071.60	610	85.20	51,972.00
96	44122018-FT-D01	FILE TAB/INDEX DIVIDER, bristol board, A4	set	124	1	19	144	1,602.72	18	6	35	59	656.67	43	3	6	52	578.76	17	5	8	30	333.90	285	11.13	3,172.05
97	44122018-FT-D02	FILE TAB/INDEX DIVIDER, bristol board, legal	set	100	11	29	140	1,992.20	23	16	43	82	1,166.86	48	3	6	57	811.11	11	5	7	23	327.29	302	14.23	4,297.46
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	154	8	25	187	50,564.80	26	9	33	68	18,387.20	63	19	12	94	25,417.60	15	14	8	37	10,004.80	386	270.40	104,374.40
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	108	3	24	135	38,680.20	29	9	33	71	20,342.92	63	19	12	94	26,932.88	15	14	8	37	10,601.24	337	286.52	96,557.24
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	166	9	25	200	37,508.00	13	24	14	51	9,564.54	48	14	22	84	15,753.36	15	24	4	43	8,064.22	378	187.54	70,890.12
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	189	5	47	241	57,495.37	16	27	17	60	14,314.20	74	15	21	110	26,242.70	56	25	5	86	20,517.02	497	238.57	118,569.29
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	100	2	8	110	104,790.40	11	5	9	25	23,816.00	35	15	6	56	53,347.84	13	2	5	20	19,052.80	211	952.64	201,007.04
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	402	18	101	521	150,631.52	29	43	24	96	27,755.52	87	24	40	151	43,657.12	24	42	14	80	23,129.60	848	289.12	245,173.76
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	489	10	83	582	193,957.32	82	24	17	123	40,990.98	156	17	16	189	62,986.14	118	20	22	160	53,321.60	1054	333.26	351,256.04
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	350	4	22	376	23,729.36	106	18	168	292	18,428.12	48	25	13	86	5,427.46	17	17	53	87	5,490.57	841	63.11	53,075.51
106	44111515-MF-B02	MAGAZINE FILE BOX, Large	piece	380	9	30	419	17,430.40	55	20	225	300	12,480.00	131	31	22	184	7,654.40	32	215	16	263	10,940.80	1166	41.60	48,505.60
107	44121716-MA-F01	MARKER, Fluorescent, 3 colors per set	set	156	4	31	191	7,002.06	34	20	12	66	2,419.56	82	17	15	114	4,179.24	31	9	17	57	2,089.62	428	36.66	15,690.48
108	44121708-MP-B01	MARKER, Permanent, Black	piece	700	157	422	1279	9,554.13	253	153	163	569	4,250.43	316	178	367	861	6,431.67	228	134	131	493	3,682.71	3202	7.47	23,918.94
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	645	143	1874	2662	19,885.14	231	148	167	546	4,078.62	275	163	137	575	4,295.25	224	139	136	499	3,727.53	4282	7.47	31,986.54
110	44121708-MP-B03	MARKER, Permanent, Red	piece	611	142	188	941	7,029.27	196	148	167	511	3,817.17	243	164	138	545	4,071.15	191	138	136	465	3,473.55	2462	7.47	18,391.14
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	526	27	69	622	6,002.30	109	36	47	192	1,852.80	150	55	30	235	2,267.75	61	20	19	100	965.00	1149	9.65	11,087.85
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	475	27	53	555	5,355.75	63	28	35	126	1,215.90	43	19	32	94	907.10	63	11	0	74	714.10	849	9.65	8,192.85
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	457	16	46	519	5,008.35	59	30	36	125	1,206.25	134	15	31	180	1,737.00	51	16	14	81	781.65	905	9.65	8,733.25
114	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	225	24	100	349	3,078.18	97	32	88	217	1,913.94	98	21	84	203	1,790.46	65	13	10	88	776.16	857	8.82	7,558.74
115	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	289	29	108	426	5,870.28	94	30	70	194	2,673.32	160	26	86	272	3,748.16	96	29	74	199	2,742.22	1091	13.78	15,833.98
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	44	1	4	49	455,582.40	3	1	1	5	46,488.00	8	2	0	10	92,976.00	1	2	0	3	27,892.80	67	9,297.60	622,939.20
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	130	15	72	217	4,511.43	71	71	71	213	4,428.27	61	68	4	133	2,765.07	41	33	11	85	1,767.15	648	20.79	13,471.92
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	115	7	16	138	29,376.06	6	2	4	12	2,554.44	24	24	2	50	10,643.50	3	2	4	9	1,915.83	209	212.67	44,469.83
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	10	0	0	10	1,508.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	150.80	1,508.00
120	44122037-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	160	28	45	233	63,895.59	43	26	23	92	25,229.16	186	30	17	233	63,895.59	50	13	9	72	19,744.56	630	274.23	172,764.90
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	55	5	22	82	11,086.40	9	4	3	16	2,163.20	13	5	2	20	2,704.00	2	2	2	6	811.20	124	135.20	16,764.80
122	44121905-SP-F01	STAMP PAD, felt	piece	99	3	39	141	5,628.72	23	2	4	29	1,157.68	36	8	1	45	1,796.40	15	0	3	18	718.56	233	39.92	9,301.36

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	159	3	38	200	6,674.00	26	4	8	38	1,268.06	40	11	7	58	1,935.46	21	0	1	22	734.14	318	33.37	10,611.66
124	44121615-ST-S01	STAPLER, standard type	piece	187	6	37	230	33,488.00	11	2	21	34	4,950.40	35	5	0	40	5,824.00	10	0	3	13	1,892.80	317	145.60	46,155.20
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	65	3	25	93	82,598.88	4	0	1	5	4,440.80	7	2	0	9	7,993.44	1	0	0	1	888.16	108	888.16	95,921.28
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	148	6	32	186	5,183.82	8	2	4	14	390.18	162	22	0	184	5,128.08	3	1	1	5	139.35	389	27.87	10,841.43
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	99	6	30	135	9,828.00	6	0	5	11	800.80	35	1	1	37	2,693.60	3	0	1	4	291.20	187	72.80	13,613.60
PAPER MATERIALS AND PRODUCTS																										
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	146	56	54	256	21,432.32	67	68	25	160	13,395.20	48	34	33	115	9,627.80	36	24	22	82	6,865.04	613	83.72	51,320.36
129	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm, 2,000 sheets per box	box	10	0	0	10	8,825.50	0	1	0	1	882.55	0	0	1	1	882.55	0	0	0	0	0.00	12	882.55	10,590.60
130	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm, 2,000 sheets per box	box	10	0	0	10	11,668.80	0	1	0	1	1,166.88	0	0	1	1	1,166.88	0	0	0	0	0.00	12	1,166.88	14,002.56
131	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm, 1,000 sets per box	box	5	0	0	5	7,644.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,528.80	7,644.00
132	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm, 1,000 sets per box	box	5	0	0	5	5,132.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	1,026.48	5,132.40
133	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm, 500 sets per box	box	10	0	1	11	8,694.40	0	1	0	1	790.40	0	1	0	1	790.40	1	0	0	1	790.40	14	790.40	11,065.60
134	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm, 500 sets per box	box	5	1	0	6	9,048.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	1,508.00	9,048.00
135	14111609-LL-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	137	3	6	146	116,064.16	5	6	3	14	11,129.44	6	3	6	15	11,924.40	3	3	3	9	7,154.64	184	794.96	146,272.64
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	159	28	41	228	8,449.68	63	27	44	134	4,966.04	106	85	46	237	8,783.22	62	29	39	130	4,817.80	729	37.06	27,016.74
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	147	18	35	200	11,856.00	41	20	36	97	5,750.16	92	19	42	153	9,069.84	43	14	46	103	6,105.84	553	59.28	32,781.84
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	138	21	38	197	10,244.00	41	20	36	97	5,044.00	72	19	42	133	6,916.00	43	14	46	103	5,356.00	530	52.00	27,560.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	58	4	7	69	830.76	17	20	6	43	517.72	23	6	8	37	445.48	12	9	7	28	337.12	177	12.04	2,131.08
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	708	90	780	1578	261,395.70	548	133	738	1419	235,057.35	656	88	793	1537	254,604.05	583	145	752	1480	245,162.00	6014	165.65	996,219.10
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	822	81	149	1052	199,017.36	586	128	107	821	155,316.78	829	230	166	1225	231,745.50	646	289	102	1037	196,179.66	4135	189.18	782,259.30
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	507	197	275	979	134,847.46	326	188	276	790	108,814.60	414	192	254	860	118,456.40	285	189	276	750	103,305.00	3379	137.74	465,423.46
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	651	197	275	1123	178,455.93	193	276	409	878	139,522.98	197	254	254	705	112,031.55	285	189	276	750	119,182.50	3456	158.91	549,192.96
144	14111531-PP-R01	PAD PAPER, ruled	pad	57	3	8	68	1,464.04	6	8	3	17	366.01	29	3	8	40	861.20	9	3	3	15	322.95	140	21.53	3,014.20
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	box	50	1	201	252	24,708.60	6	8	201	215	21,080.75	22	1	207	230	22,551.50	6	1	201	208	20,394.40	905	98.05	88,735.25
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	274	10	60	344	21,465.60	59	19	38	116	7,238.40	89	20	29	138	8,611.20	73	8	14	95	5,928.00	693	62.40	43,243.20
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	287	15	48	350	36,400.00	71	22	35	128	13,312.00	93	14	38	145	15,080.00	71	7	11	89	9,256.00	712	104.00	74,048.00
148	14111818-TH-P02	THERMAL PAPER, 216mm	roll	10	2	7	19	1,057.16	38	84	20	142	7,900.88	29	0	0	29	1,613.56	1	0	0	1	55.64	191	55.64	10,627.24
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	10	0	0	10	338.00	5	0	0	5	169.00	5	0	0	5	169.00	5	0	0	5	169.00	25	33.80	845.00
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	287	69	93	449	38,757.68	96	65	99	260	22,443.20	142	68	96	306	26,413.92	107	66	96	269	23,220.08	1284	86.32	110,834.88
PERFUMES OR COLOGNES OR FRAGRANCES																										
151	53131626-HS-S01	LIQUID HAND SANITIZER, 500mL	bottle	50	10	14	74	5,982.90	13	14	10	37	2,991.45	16	10	14	40	3,234.00	13	14	7	34	2,748.90	185	80.85	14,857.25
PESTICIDES OR PEST REPELLENTS																										
152	10191509-IN-A01	INSECTICIDE, 600mL	can	12	15	20	47	6,549.92	16	8	14	38	5,295.68	58	45	17	120	16,723.20	74	8	40	122	17,001.92	327	139.36	45,570.72
PRINTED PUBLICATIONS																										
153	55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184)	book	0	0	0	0	0.00	0	0		0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.21	0.00
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																										
1	44103109-BR-D05	DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	40	0	0	40	277,888.00	0	6	3	9	62,524.80	1	5	0	6	41,683.20	0	0	0	0	0.00	55	6,947.20	382,496.00
2	44103105-BR-B04	INK CARTRIDGE, BROTHER LC67B, Black	cart	5	0	0	5	4,550.00	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	2,730.00	8	910.00	7,280.00
3	44103105-BR-B05	INK CARTRIDGE, BROTHER LC67HYBK, Black	cart	44	0	0	44	70,470.40	0	0	0	0	0.00	20	0	0	20	32,032.00	0	1	0	1	1,601.60	65	1,601.60	104,104.00
4	44103105-CA-C04	INK CARTRIDGE, CANON CL-741, Colored	cart	10	1	1	12	13,515.84	1	1	1	3	3,378.96	30	1	1	32	36,042.24	1	1	1	3	3,378.96	50	1,126.32	56,316.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 26 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			
5	44103105-CA-C02	INK CARTRIDGE, CANON CL-811, Colored	cart	8	1	1	10	11,783.20	1	1	1	3	3,534.96	1	1	1	3	3,534.96	1	1	1	3	3,534.96	19	1,178.32	22,388.08
6	44103105-CA-B04	INK CARTRIDGE, CANON PG-740, Black	cart	11	0	0	11	9,472.32	0	0	0	0	0.00	1	0	0	1	861.12	0	0	0	0	0.00	12	861.12	10,333.44
7	44103105-CA-B02	INK CARTRIDGE, CANON PG-810, Black	cart	12	2	2	16	14,277.12	2	2	2	6	5,353.92	2	2	2	6	5,353.92	2	2	2	6	5,353.92	34	892.32	30,338.88
8	44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	220	82	118	420	104,832.00	179	100	101	380	94,848.00	217	97	100	414	103,334.40	169	96	71	336	83,665.60	1550	249.60	386,880.00
9	44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	199	74	118	391	97,593.60	154	100	92	346	86,361.60	204	80	100	384	95,846.40	139	66	63	268	66,892.80	1389	249.60	346,694.40
10	44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	179	74	118	371	92,601.60	165	100	92	357	89,107.20	187	0	0	187	46,675.20	10	0	0	10	2,496.00	925	249.60	230,880.00
11	44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	233	86	136	455	113,568.00	166	100	99	365	91,104.00	175	80	97	352	87,859.20	134	172	68	374	93,350.40	1546	249.60	385,881.60
12	44103105-HP-B40	INK CARTRIDGE, HP C2P04AA (HP62), Black	cart	54	11	9	74	63,107.20	14	100	10	124	105,747.20	5	10	5	20	17,056.00	5	5	6	16	13,644.80	234	852.80	199,555.20
13	44103105-HP-T40	INK CARTRIDGE, HP C2P06AA (HP62), Tri-color	cart	52	11	11	74	77,575.68	12	7	6	25	26,208.00	6	9	6	21	22,014.72	5	5	6	16	16,773.12	136	1,048.32	142,571.52
14	44103105-HP-B09	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	14	6	5	25	22,750.00	4	0	0	4	3,640.00	4	0	0	4	3,640.00	4	0	0	4	3,640.00	37	910.00	33,670.00
15	44103105-HP-T10	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	24	0	0	24	25,284.48	4	0	0	4	4,214.08	4	0	0	4	4,214.08	4	0	0	4	4,214.08	36	1,053.52	37,926.72
16	44103105-HP-P48	INK CARTRIDGE, HP C9397A (HP72), 69ml, Photo Black	cart	24	0	0	24	47,923.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	36	1,996.80	71,884.80
17	44103105-HP-C48	INK CARTRIDGE, HP C9398A (HP72), 69ml, Cyan	cart	24	0	0	24	47,923.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	36	1,996.80	71,884.80
18	44103105-HP-M48	INK CARTRIDGE, HP C9399A (HP72), 69ml, Magenta	cart	24	0	0	24	47,923.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	36	1,996.80	71,884.80
19	44103105-HP-Y48	INK CARTRIDGE, HP C9400A (HP72), 69ml, Yellow	cart	24	0	0	24	47,923.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	36	1,996.80	71,884.80
20	44103105-HP-G48	INK CARTRIDGE, HP C9401A (HP72), 69ml, Gray	cart	24	0	0	24	47,923.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	4	0	0	4	7,987.20	36	1,996.80	71,884.80
21	44103105-HP-B48	INK CARTRIDGE, HP C9403A (HP72), 130ml, Matte Black	cart	24	0	0	24	72,384.00	4	0	0	4	12,064.00	4	0	0	4	12,064.00	4	0	0	4	12,064.00	36	3,016.00	108,576.00
22	44103105-HP-B17	INK CARTRIDGE, HP CC640WA (HP60), Black	cart	24	0	0	24	21,141.12	4	0	0	4	3,523.52	4	0	0	4	3,523.52	4	0	0	4	3,523.52	36	880.88	31,711.68
23	44103105-HP-T17	INK CARTRIDGE, HP CC643WA (HP60), Tri-color	cart	24	0	0	24	25,134.72	4	0	0	4	4,189.12	4	0	0	4	4,189.12	4	0	0	4	4,189.12	36	1,047.28	37,702.08
24	44103105-HP-B35	INK CARTRIDGE, HP CD887AA (HP703), Black	cart	24	0	0	24	10,058.88	4	0	0	4	1,676.48	4	0	0	4	1,676.48	4	0	0	4	1,676.48	36	419.12	15,088.32
25	44103105-HP-T35	INK CARTRIDGE, HP CD888AA (HP703), Tri-color	cart	24	0	0	24	10,058.88	4	0	0	4	1,676.48	4	0	0	4	1,676.48	4	0	0	4	1,676.48	36	419.12	15,088.32
26	44103105-HX-C40	INK CARTRIDGE, HP CD972AA (HP920XL), Cyan	cart	24	0	0	24	19,768.32	4	0	0	4	3,294.72	4	0	0	4	3,294.72	4	0	0	4	3,294.72	36	823.68	29,652.48
27	44103105-HX-M40	INK CARTRIDGE, HP CD973AA (HP920XL), Magenta	cart	24	0	0	24	19,768.32	4	0	0	4	3,294.72	4	0	0	4	3,294.72	4	0	0	4	3,294.72	36	823.68	29,652.48
28	44103105-HX-Y40	INK CARTRIDGE, HP CD974AA (HP920XL), Yellow	cart	24	0	0	24	19,768.32	4	0	0	4	3,294.72	4	0	0	4	3,294.72	4	0	0	4	3,294.72	36	823.68	29,652.48
29	44103105-HX-B40	INK CARTRIDGE, HP CD975AA (HP920XL), Black	cart	24	0	0	24	36,990.72	4	0	0	4	6,165.12	4	0	0	4	6,165.12	4	0	0	4	6,165.12	36	1,541.28	55,486.08
30	44103105-HP-B20	INK CARTRIDGE, HP CH561WA (HP61), Black	cart	24	0	3	27	23,362.56	4	0	3	7	6,056.96	4	3	0	7	6,056.96	4	0	0	4	3,461.12	45	865.28	38,937.60
31	44103105-HP-T20	INK CARTRIDGE, HP CH562WA (HP61), Tri-color	cart	24	0	3	27	28,782.00	4	0	3	7	7,462.00	4	3	0	7	7,462.00	4	0	0	4	4,264.00	45	1,066.00	47,970.00
32	44103105-HP-B49	INK CARTRIDGE, HP CH565A (HP82), Black	cart	24	0	0	24	22,440.00	4	0	0	4	3,740.00	4	0	0	4	3,740.00	4	0	0	4	3,740.00	36	935.00	33,660.00
33	44103105-HP-C49	INK CARTRIDGE, HP CH566A (HP82), Cyan	cart	24	0	0	24	17,760.00	4	0	0	4	2,960.00	4	0	0	4	2,960.00	4	0	0	4	2,960.00	36	740.00	26,640.00
34	44103105-HP-M49	INK CARTRIDGE, HP CH567A (HP82), Magenta	cart	24	0	0	24	17,760.00	4	0	0	4	2,960.00	4	0	0	4	2,960.00	4	0	0	4	2,960.00	36	740.00	26,640.00
35	44103105-HP-Y49	INK CARTRIDGE, HP CH568A (HP82), Yellow	cart	24	0	0	24	17,760.00	4	0	0	4	2,960.00	4	0	0	4	2,960.00	4	0	0	4	2,960.00	36	740.00	26,640.00
36	44103105-HX-B43	INK CARTRIDGE, HP CN045AA (HP950XL), Black	cart	24	0	0	24	47,299.20	4	0	0	4	7,883.20	4	0	0	4	7,883.20	4	0	0	4	7,883.20	36	1,970.80	70,948.80
37	44103105-HX-C43	INK CARTRIDGE, HP CN046AA (HP951XL), Cyan	cart	24	0	0	24	36,416.64	4	0	0	4	6,069.44	4	0	0	4	6,069.44	4	0	0	4	6,069.44	36	1,517.36	54,624.96
38	44103105-HX-M43	INK CARTRIDGE, HP CN047AA (HP951XL), Magenta	cart	24	0	0	24	36,416.64	4	0	0	4	6,069.44	4	0	0	4	6,069.44	4	0	0	4	6,069.44	36	1,517.36	54,624.96
39	44103105-HX-Y43	INK CARTRIDGE, HP CN048AA (HP951XL), Yellow	cart	24	0	0	24	36,416.64	4	0	0	4	6,069.44	4	0	0	4	6,069.44	4	0	0	4	6,069.44	36	1,517.36	54,624.96
40	44103105-HP-B36	INK CARTRIDGE, HP CN692AA (HP704), Black	cart	34	0	0	34	14,250.08	19	10	10	39	16,345.68	20	10	0	30	12,573.60	4	0	0	4	1,676.48	107	419.12	44,845.84
41	44103105-HP-T36	INK CARTRIDGE, HP CN693AA (HP704), Tri-color	cart	29	0	0	29	12,154.48	19	0	10	29	12,154.48	25	0	5	30	12,573.60	4	0	0	4	1,676.48	92	419.12	38,559.04
42	44103105-HP-B33	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	29	0	0	29	11,732.24	4	0	0	4	1,618.24	25	0	0	25	10,114.00	4	0	0	4	1,618.24	62	404.56	25,082.72
43	44103105-HP-T33	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	29	0	0	29	11,732.24	4	0	0	4	1,618.24	25	0	0	25	10,114.00	4	0	0	4	1,618.24	62	404.56	25,082.72
44	44103105-HP-B42	INK CARTRIDGE, HP CZ121A (HP685A), Black	cart	29	0	0	29	9,048.00	4	0	0	4	1,248.00	25	0	0	25	7,800.00	4	0	0	4	1,248.00	62	312.00	19,344.00

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
45	44103105-HP-C33	INK CARTRIDGE, HP CZ122A (HP685A), Cyan	cart	29	0	0	29	7,449.52	4	0	0	4	1,027.52	25	0	0	25	6,422.00	4	0	0	4	1,027.52	62	256.88	15,926.56
46	44103105-HP-M33	INK CARTRIDGE, HP CZ123A (HP685A), Magenta	cart	29	0	0	29	7,449.52	4	0	0	4	1,027.52	25	0	0	25	6,422.00	4	0	0	4	1,027.52	62	256.88	15,926.56
47	44103105-HP-Y33	INK CARTRIDGE, HP CZ124A (HP685A), Yellow	cart	29	0	0	29	7,449.52	4	0	0	4	1,027.52	25	0	0	25	6,422.00	4	0	0	4	1,027.52	62	256.88	15,926.56
48	44103105-HP-T43	INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	17	0	0	17	7,213.44	17	0	10	27	11,456.64	25	0	0	25	10,608.00	4	0	3	7	2,970.24	76	424.32	32,248.32
49	44103105-HP-B43	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	20	0	0	20	8,486.40	20	0	10	30	12,729.60	25	0	0	25	10,608.00	4	0	6	10	4,243.20	85	424.32	36,067.20
50	44103105-HP-C50	INK CARTRIDGE, HP L0S51AA (HP955), Cyan Original	cart	20	0	0	20	19,656.00	4	0	0	4	3,931.20	25	0	0	25	24,570.00	4	0	0	4	3,931.20	53	982.80	52,088.40
51	44103105-HP-M50	INK CARTRIDGE, HP L0S54AA (HP955), Magenta Original	cart	20	0	0	20	19,656.00	4	0	0	4	3,931.20	25	0	0	25	24,570.00	4	0	0	4	3,931.20	53	982.80	52,088.40
52	44103105-HP-Y50	INK CARTRIDGE, HP L0S57AA (HP955), Yellow Original	cart	20	0	0	20	19,656.00	4	0	0	4	3,931.20	25	0	0	25	24,570.00	4	0	0	4	3,931.20	53	982.80	52,088.40
53	44103105-HP-B50	INK CARTRIDGE, HP L0S60AA (HP955), Black Original	cart	20	0	0	20	25,896.00	4	0	0	4	5,179.20	25	0	0	25	32,370.00	4	0	0	4	5,179.20	53	1,294.80	68,624.40
54	44103105-HX-C48	INK CARTRIDGE, HP L0S63AA (HP955XL), Cyan Original	cart	20	0	0	20	26,790.40	4	0	0	4	5,358.08	25	0	0	25	33,488.00	4	0	0	4	5,358.08	53	1,339.52	70,994.56
55	44103105-HX-M48	INK CARTRIDGE, HP L0S66AA (HP955XL), Magenta	cart	20	0	0	20	26,790.40	4	0	0	4	5,358.08	25	0	0	25	33,488.00	4	0	0	4	5,358.08	53	1,339.52	70,994.56
56	44103105-HX-Y48	INK CARTRIDGE, HP L0S69AA (HP955XL), Yellow	cart	20	0	0	20	26,790.40	4	0	0	4	5,358.08	25	0	0	25	33,488.00	4	0	0	4	5,358.08	53	1,339.52	70,994.56
57	44103105-HX-B48	INK CARTRIDGE, HP L0S72AA (HP955XL), Black Original	cart	20	0	0	20	36,358.40	4	0	0	4	7,271.68	25	0	0	25	45,448.00	4	0	0	4	7,271.68	53	1,817.92	96,349.76
58	44103105-HP-C51	INK CARTRIDGE, HP T6L89AA (HP905), Cyan Original	cart	20	0	0	20	9,360.00	4	0	0	4	1,872.00	25	0	0	25	11,700.00	4	0	0	4	1,872.00	53	468.00	24,804.00
59	44103105-HP-M51	INK CARTRIDGE, HP T6L93AA (HP905), Magenta Original	cart	20	0	0	20	9,360.00	4	0	0	4	1,872.00	25	0	0	25	11,700.00	4	0	0	4	1,872.00	53	468.00	24,804.00
60	44103105-HP-Y51	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	20	0	0	20	9,360.00	4	0	0	4	1,872.00	25	0	0	25	11,700.00	4	0	0	4	1,872.00	53	468.00	24,804.00
61	44103105-HP-B51	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	20	0	0	20	15,496.00	4	0	0	4	3,099.20	25	0	0	25	19,370.00	4	0	0	4	3,099.20	53	774.80	41,064.40
62	44103112-EP-R05	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black	cart	8	0	5	13	1,006.59	3	5	0	8	619.44	25	0	5	30	2,322.90	5	3	5	13	1,006.59	64	77.43	4,955.52
63	44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	1,948.50	0	0	0	0	0.00	25	77.94	1,948.50
64	44103112-EP-R07	RIBBON CARTRIDGE, EPSON C13S015531 (S015086)	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	20,462.00	0	0	0	0	0.00	25	818.48	20,462.00
65	44103109-BR-D06	TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	10	0	0	10	67,600.00	0	0	0	0	0.00	25	2	0	27	182,520.00	0	0	0	0	0.00	37	6,760.00	250,120.00
66	44103103-BR-B03	TONER CARTRIDGE, BROTHER TN-2025, Black	cart	20	0	0	20	53,705.60	0	0	0	0	0.00	25	0	0	25	67,132.00	0	0	0	0	0.00	45	2,685.28	120,837.60
67	44103103-BR-B04	TONER CARTRIDGE, BROTHER TN-2130, Black	cart	20	0	0	20	37,856.00	0	0	0	0	0.00	25	0	0	25	47,320.00	0	0	0	0	0.00	45	1,892.80	85,176.00
68	44103103-BR-B05	TONER CARTRIDGE, BROTHER TN-2150, Black	cart	20	0	0	20	53,705.60	0	0	0	0	0.00	25	1	0	26	69,817.28	0	0	0	0	0.00	46	2,685.28	123,522.88
69	44103103-BR-B09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	31	0	0	31	110,583.20	0	0	0	0	0.00	25	0	0	25	89,180.00	0	0	0	0	0.00	56	3,567.20	199,763.20
70	44103103-BR-B11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	30	0	0	30	150,072.00	0	0	0	0	0.00	25	0	0	25	125,060.00	0	0	0	0	0.00	55	5,002.40	275,132.00
71	44103103-BR-B15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	3	0	0	3	16,726.32	0	0	2	2	11,150.88	25	0	0	25	139,386.00	0	0	0	0	0.00	30	5,575.44	167,263.20
72	44103103-BR-B16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	4	0	0	4	18,258.24	4	0	0	4	18,258.24	25	0	0	25	114,114.00	4	0	0	4	18,258.24	37	4,564.56	168,888.72
73	44103103-BR-C03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	192,920.00	0	0	0	0	0.00	25	7,716.80	192,920.00
74	44103103-BR-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	192,920.00	0	0	0	0	0.00	25	7,716.80	192,920.00
75	44103103-BR-Y03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	192,920.00	0	0	0	0	0.00	25	7,716.80	192,920.00
76	44103103-CA-B00	TONER CARTRIDGE, CANON CRG-324 II	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	334,984.00	0	0	0	0	0.00	25	13,399.36	334,984.00
77	44103103-HP-B12	TONER CARTRIDGE, HP CB435A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	77,480.00	0	0	0	0	0.00	25	3,099.20	77,480.00
78	44103103-HP-B14	TONER CARTRIDGE, HP CB540A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	90,090.00	0	0	0	0	0.00	25	3,603.60	90,090.00
79	44103103-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	173,550.00	0	0	0	0	0.00	25	6,942.00	173,550.00
80	44103103-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	25	0	0	25	93,548.00	0	0	0	0	0.00	25	3,741.92	93,548.00
81	44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	50	0	1	51	165,378.72	0	1	0	1	3,242.72	25	0	1	26	84,310.72	1	0	0	1	3,242.72	79	3,242.72	256,174.88
138	44103103-SA-B21	TONER CARTRIDGE, SAMSUNG MLT-D203E, Black	cart	15	7	3	25	207,610.00	3	7	3	13	107,957.20	25	7	0	32	265,740.80	0	0	4	4	33,217.60	74	8,304.40	614,525.60
139	44103103-SA-B18	TONER CARTRIDGE, SAMSUNG MLT-D203L, Black	cart	15	4	3	22	87,035.52	3	4	3	10	39,561.60	25	0	0	25	98,904.00	0	0	1	1	3,956.16	58	3,956.16	229,457.28
140	44103103-SA-B20	TONER CARTRIDGE, SAMSUNG MLT-D203U, Black	cart	15	0	0	15	96,642.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	6,442.80	96,642.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue <i>(as of 26 July 2022)</i>	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			
141	44103103-SA-B12	TONER CARTRIDGE, SAMSUNG MLT-D205E, Black	cart	15	0	0	15	109,817.10	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	7,321.14	109,817.10
142	44103103-SA-B05	TONER CARTRIDGE, SAMSUNG MLT-D205L, Black	cart	15	0	0	15	68,000.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	4,533.36	68,000.40
143	44103103-SA-B10	TONER CARTRIDGE, SAMSUNG SCX-D655SA, Black	cart	15	0	0	15	60,996.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	4,066.40	60,996.00
SOFTWARE																										
1	43231513-SFT-001	Business function specific software	license	10	0	0	10	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00	0.00
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	3	0	0	3	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	0.00	0.00
3	43232004-SFT-003	Computer game or entertainment software	license	2	0	2	4	0.00	2	2	0	4	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	0.00	0.00
4	43232107-SFT-004	Content authoring and editing software	license	55	0	0	55	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	55	0.00	0.00
5	43232202-SFT-005	Content management software	license	4	0	0	4	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	0.00	0.00
6	43232304-SFT-006	Data management and query software	license	57	0	0	57	0.00	0	1	0	1	0.00	1	0	0	1	0.00	0	0	0	0	0.00	59	0.00	0.00
7	43232402-SFT-007	Development software	license	4	0	0	4	0.00	0	1	0	1	0.00	1	0	0	1	0.00	0	0	0	0	0.00	6	0.00	0.00
8	43232505-SFT-008	Educational or reference software	license	6	0	1	7	0.00	0	1	0	1	0.00	1	0	0	1	0.00	0	0	0	0	0.00	9	0.00	0.00
9	43232603-SFT-009	Industry specific software	license	4	0	0	4	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	0.00	0.00
10	43233501-SFT-016	Information exchange software	license	5	1	0	6	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	0.00	0.00
11	43232701-SFT-010	Network applications software	license	4	1	0	5	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	0.00	0.00
12	43232802-SFT-011	Network management software	license	4	0	0	4	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	0.00	0.00
13	43232905-SFT-012	Networking software	license	59	0	0	59	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	59	0.00	0.00
14	43233004-SFT-013	Operating environment software	license	5	1	0	6	0.00	1	0	0	1	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	0.00	0.00
15	43233205-SFT-014	Security and protection software	license	5	1	0	6	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	0.00	0.00
16	43233405-SFT-015	Utility and device driver software	license	4	0	0	4	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	0.00	0.00
A. TOTAL																							P	80,570,241.11		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	8,057,024.11		
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							P	-		
D. GRAND TOTAL (A + B+ C)																							P	88,627,265.22		
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:

ATTY. DARIUS B. DE GUZMAN - BAC SECRETARIAT

Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

DR. MARIA CORAZON B. PUZON - VP for Planning & Finance
Management

Accountant / Budget Officer

Approved by:

DR. DEXTER R. BUTED - UNIVERSITY PRESIDENT

Head of Office/Agency

Date Prepared: _____