ANNUAL PROCUREMENT PLAN - COMMOM-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) to the agency's Virtual Store account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

COMMISSION ON AUDIT
REGION VIII
RECEIVED
DATE: 1-30-2023
SIGNATURE
BEAC

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: BFAR RO8
Region: REGION 8
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Agency Code/UACS:
Organization Type:

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	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue *(as of 28 July 2022)*	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	0	117	117	5,598.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	117	47.85	5,598.45
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	29	29	9,585.95	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29	330.55	9,585.95
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	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	32.91	0.00
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	36.36	0.00
5	60121534-ER-P01	ERASER, plastic/ rubber	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	4.47	0.00
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	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	22.20	0.00
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	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	22.20	0.00
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	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	22.20	0.00
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	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	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,623.60	0.00
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	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	16,588.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	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	20.49	0.00
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	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	18.34	0.00
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	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	96.20	0.00
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	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	81.64	0.00
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	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	136.24	0.00
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	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	22.78	0.00
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	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	41.60	0.00
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	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	23.92	0.00
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	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	8.30	0.00

	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			
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	0	0	52	52	2,812.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	52	54.08	2,812.16
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	0	0	20	20	2,797.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	139.89	2,797.80
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	0	0	26	26	718.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	26	27.64	718.64
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	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	309.76	0.00
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	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	120.12	0.00
26	73101612-HS-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	42.95	0.00
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	124.80	0.00
29	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	0.00	0	122.51	0.00
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	53.14	0.00
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	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	57.93	0.00
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	0	0	15	15	2,160.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	144.04	2,160.60
33	47121702-WB-P01	WASTEBASKET, 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	31.91	0.00
COLOR COMPOUNDS AND DISPERSIONS																										
34	12171703-SI-P01	INK, for stamp pad, 50mL	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	28.91	0.00
CONSUMER ELECTRONICS																										
35	52161535-DV-R01	DIGITAL VOICE RECORDER	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	7,339.16	0.00
FACE MASK																										
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	0	0	40	40	3,100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	77.50	3,100.00
FILMS																										
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	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	221.00	0.00
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	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	238.54	0.00
FIRE FIGHTING EQUIPMENT																										
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	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	5,613.25	0.00
FLAG OR ACCESSORIES																										
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	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	284.84	0.00
FURNITURE AND FURNISHINGS																										
43	56101504-CM-B01	MONOBLOC CHAIR, beige	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	347.41	0.00
44	56101504-CM-W01	MONOBLOC CHAIR, white	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	344.92	0.00
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																										
47	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	0	0	0	0.00	0	1,222.00	0.00
48	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	0	0	0	0.00	0	1,109.68	0.00
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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,390.40	0.00
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,792.40	0.00
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00
55	43211503-LAP002	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00

	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			
56	43211708-MO-O01	MOUSE, OPTICAL, USB connection 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	149.76	0.00
57	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins, 136 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	38,100.97	0.00
58	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	10,189.92	0.00
59	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	2,636.89	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
60	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	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	75.61	0.00
61	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	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	205.82	0.00
MANUFACTURING COMPONENTS AND SUPPLIES																										
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	0	0	30	30	2,121.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	70.72	2,121.60
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	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	22.55	0.00
64	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	63	63	1,496.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	63	23.76	1,496.88
65	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	0	0	0	0.00	0	19.45	0.00
66	31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	52	52	3,217.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	52	61.88	3,217.76
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	0	40	40	4,846.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	121.16	4,846.40
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	48	48	1,073.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	48	22.36	1,073.28
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	0	27	27	301.86	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	27	11.18	301.86
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	6	6	135.42	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	22.57	135.42
71	31151507-TW-P01	TWINE, plastic	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	66.62	0.00
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
72	41111604-RU-P02	RULER, plastic, 450 mm	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16.64	0.00
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	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,534.72	0.00
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	6	6	1,597.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	266.24	1,597.44
76	44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00
77	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	8.72	0.00
78	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	14.75	0.00
79	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	25.56	0.00
80	44122105-BF-C04	CLIP, backfold, 50mm	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	56.04	0.00
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	0	0	169	169	1,948.57	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	169	11.53	1,948.57
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	0	0	0	0.00	0	33.43	0.00
83	44111515-DF-B01	DATA FILE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.20	0.00
84	44122011-DF-F01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	68.64	0.00
85	44103202-DS-M01	DATING AND STAMPING MACHINE	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	453.96	0.00
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	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	764.40	0.00
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	0	1	1	980.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	980.72	980.72
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	0	0	8	8	5,907.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	738.40	5,907.20
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	0	0	300	300	9,147.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	30.49	9,147.00
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	0	0	1	1	432.52	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	432.52	432.52
91	44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	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	488.80	0.00
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.41	0.00
101	44122011-FO-L02	FOLDER, L-type, legal, 50 pieces per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	238.57	0.00
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	0	0	100	100	95,264.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	952.64	95,264.00
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	0	0	100	100	28,912.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	289.12	28,912.00

	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			
114	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box	0	0	7	7	61.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	8.82	61.74
115	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	0	0	61	61	840.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	61	13.78	840.58
116	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	0.00	0	0	0	0	0.00	0	9,297.60	0.00
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	0	0	2	2	41.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	20.79	41.58
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	0	0	10	10	2,128.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	212.87	2,128.70
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	0	0	1	1	150.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	150.80	150.80
120	44122037-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	274.23	0.00
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	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	135.20	0.00
122	44121905-SP-F01	STAMP PAD, felt	piece	0	0	3	3	119.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	39.92	119.76
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	33.37	0.00
124	44121615-ST-S01	STAPLER, standard type	piece	0	0	22	22	3,203.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	22	145.60	3,203.20
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	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	888.16	0.00
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	27.87	0.00
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	72.80	0.00
PAPER MATERIALS AND PRODUCTS																										
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per pack	pack	0	0	12	12	1,004.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	83.72	1,004.64
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	0	0	20	20	741.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	37.06	741.20
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	0	0	20	20	1,185.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	59.28	1,185.60
138	14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	52.00	0.00
139	14111514-NB-S01	NOTEBOOK, stenographer	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	12.04	0.00
140	14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	165.65	0.00
141	14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	189.18	0.00
142	14111507-PP-C01	PAPER, MULTIPURPOSE A4, 500 sheets per ream	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	137.74	0.00
143	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL, 500 sheets per ream	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	158.91	0.00
144	14111531-PP-R01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	21.53	0.00
145	14111503-PA-P01	PAPER, parchment, 100 sheets per box	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	98.05	0.00
146	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	0	0	19	19	1,185.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	19	62.40	1,185.60
147	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	0	0	13	13	1,352.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13	104.00	1,352.00
148	14111818-TH-P02	THERMAL PAPER, 216mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	55.64	0.00
149	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL, 150 pulls per pack	pack	0	0	80	80	2,704.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	33.80	2,704.00
150	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply, 12 rolls in a pack	pack	0	3	0	3	258.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	86.32	258.96
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
	COMMON OFFICE SUPPLIES:						0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
		ALCOHOL, Isoprophyl, 500 mL	Gallon			15	15	8,250.00				0	0.00				0	0.00				0	0.00	15	550.00	8,250.00
		BALL PEN, fine point,0.5mm, Black	pcs			1612	1612	24,180.00				0	0.00				0	0.00				0	0.00	1612	15.00	24,180.00
		BALL PEN, fine point,0.5mm, Blue	pcs			1112	1112	16,680.00				0	0.00				0	0.00				0	0.00	1112	15.00	16,680.00
		BALL PEN, gel type point ,0.5mm, Black	pcs			280	280	6,720.00				0	0.00				0	0.00				0	0.00	280	24.00	6,720.00
		BALL PEN, gel typepoint ,0.5mm, Black	pcs			80	80	1,920.00				0	0.00				0	0.00				0	0.00	80	24.00	1,920.00
		Battery (AAA), 4pcs/pack, (heavy duty & best quality)	pack			7	7	1,540.00				0	0.00				0	0.00				0	0.00	7	220.00	1,540.00
		Battery Double A Heavy duty (4pcs/pack)	pack			4	4	1,060.00				0	0.00				0	0.00				0	0.00	4	265.00	1,060.00
		Battery for Canon 70D	piece			1	1	1,500.00				0	0.00				0	0.00				0	0.00	1	1,500.00	1,500.00
		Battery for Canon EOS 750D, (heavy duty & best quality)	piece			1	1	1,500.00				0	0.00				0	0.00				0	0.00	1	1,500.00	1,500.00
		Battery For Canon EOS 90D, (Heavy Duty & Best Quality)	piece			1	1	1,500.00				0	0.00				0	0.00				0	0.00	1	1,500.00	1,500.00
		Binder clip 2 inch	box			5	5	400.00				0	0.00				0	0.00				0	0.00	5	80.00	400.00

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			
Bond paper letter size, subs 20, branded	ream			135	135	29,700.00				0	0.00				0	0.00				0	0.00	135	220.00	29,700.00
Bond paper, A3 size, subs. 20, branded	ream			90	90	43,200.00				0	0.00				0	0.00				0	0.00	90	480.00	43,200.00
Bond paper, A4 subs 20, branded	ream			500	500	115,000.00				0	0.00				0	0.00				0	0.00	500	230.00	115,000.00
Bond paper, legal size subs 20, branded	ream			230	230	57,500.00				0	0.00				0	0.00				0	0.00	230	250.00	57,500.00
Book paper, legal size,80GSM, branded	ream			175	175	51,625.00				0	0.00				0	0.00				0	0.00	175	295.00	51,625.00
Book paper, letter size,80GSM, branded	ream			30	30	7,500.00				0	0.00				0	0.00				0	0.00	30	250.00	7,500.00
Book paper,A4 size,80GSM, branded	ream			387	387	100,620.00				0	0.00				0	0.00				0	0.00	387	260.00	100,620.00
Box Filer	piece			10	10	2,500.00				0	0.00				0	0.00				0	0.00	10	250.00	2,500.00
Certificate Holder A4	pcs			35	35	1,750.00				0	0.00				0	0.00				0	0.00	35	50.00	1,750.00
Coated board #60 (11 ¾ x 16 ½) 25x38	pcs			200	200	5,000.00				0	0.00				0	0.00				0	0.00	200	25.00	5,000.00
Colored Plastic Folder Thick Material Long	pcs			50	50	1,250.00				0	0.00				0	0.00				0	0.00	50	25.00	1,250.00
Denatured alcohol	liter			10	10	1,470.00				0	0.00				0	0.00				0	0.00	10	147.00	1,470.00
ID Coated Board 12x18	sheet			30	30	450.00				0	0.00				0	0.00				0	0.00	30	15.00	450.00
Expanded Folder Long	pcs			200	200	6,000.00				0	0.00				0	0.00				0	0.00	200	30.00	6,000.00
File Organizer, expanding legal, plastic, assorted colors	pcs			12	12	2,880.00				0	0.00				0	0.00				0	0.00	12	240.00	2,880.00
Flash Drive 64 GB android phone compatible retractable cover OTG	pcs			12	12	16,200.00				0	0.00				0	0.00				0	0.00	12	1,350.00	16,200.00
Flash Drive 4GB	pcs			10	10	6,000.00				0	0.00				0	0.00				0	0.00	10	600.00	6,000.00
Heavy Duty Desktop Sharpener, Big	pcs			2	2	1,100.00				0	0.00				0	0.00				0	0.00	2	550.00	1,100.00
Manila Paper, 36 x 48 inches (10 pcs per set)	pack			5	5	350.00				0	0.00				0	0.00				0	0.00	5	70.00	350.00
Marker permanent, broad type, black	box			35	35	18,900.00				0	0.00				0	0.00				0	0.00	35	540.00	18,900.00
Marker permanent, broad type, blue	box			33	33	17,820.00				0	0.00				0	0.00				0	0.00	33	540.00	17,820.00
Marker, permanent (blue) fine	piece			12	12	720.00				0	0.00				0	0.00				0	0.00	12	60.00	720.00
Marker, whiteboard bullet (blue)	piece			12	12	780.00				0	0.00				0	0.00				0	0.00	12	65.00	780.00
Marker, Whiteboard, Bullet (Black)	piece			6	6	930.00				0	0.00				0	0.00				0	0.00	6	155.00	930.00
Marking pen refillable, broad type, black	box			5	5	4,080.00				0	0.00				0	0.00				0	0.00	5	816.00	4,080.00
Marking pen refillable, broad type, blue	box			2	2	1,632.00				0	0.00				0	0.00				0	0.00	2	816.00	1,632.00
Metal/Stainless mesh scourer, Steel wool, heavy duty , 4 pcs/pack	pack			20	20	5,000.00				0	0.00				0	0.00				0	0.00	20	250.00	5,000.00
Mouse pad w/ wrist rest foam, anti-slip	piece			17	17	935.00				0	0.00				0	0.00				0	0.00	17	55.00	935.00
Notebook 40 lvs	piece			1510	1510	22,650.00				0	0.00				0	0.00				0	0.00	1510	15.00	22,650.00
Paper Cutter Metal A3	piece			1	1	1,800.00				0	0.00				0	0.00				0	0.00	1	1,800.00	1,800.00
Paper Fastener, plastic coated -Big	box			36	36	5,940.00				0	0.00				0	0.00				0	0.00	36	165.00	5,940.00
Pentel pen ink refill (black)	bottle			5	5	475.00				0	0.00				0	0.00				0	0.00	5	95.00	475.00
Permanent Marker (black)	piece			12	12	540.00				0	0.00				0	0.00				0	0.00	12	45.00	540.00
Push pins, small	box			2	2	60.00				0	0.00				0	0.00				0	0.00	2	30.00	60.00
Scissors, stainless 8",heavy duty & best quality	piece			21	21	5,775.00				0	0.00				0	0.00				0	0.00	21	275.00	5,775.00
Sign pen fine point C4 -blue	piece			70	70	5,460.00				0	0.00				0	0.00				0	0.00	70	78.00	5,460.00
Sign pen fine,(.5mm) black	piece			50	50	3,900.00				0	0.00				0	0.00				0	0.00	50	78.00	3,900.00
Sign pen fine,(.5mm) blue	piece			80	80	6,240.00				0	0.00				0	0.00				0	0.00	80	78.00	6,240.00
Sign pen liquid gel ink 0.5mm needle tip (black)	piece			187	187	14,586.00				0	0.00				0	0.00				0	0.00	187	78.00	14,586.00
Sign pen liquid gel ink 0.5mm needle tip (blue)	piece			162	162	12,636.00				0	0.00				0	0.00				0	0.00	162	78.00	12,636.00
Specialty Board 8.5x11 inches	pack			30	30	1,800.00				0	0.00				0	0.00				0	0.00	30	60.00	1,800.00
Specialty paper, 8.5"x13" (long size white)	box			5	5	6,000.00				0	0.00				0	0.00				0	0.00	5	1,200.00	6,000.00
Stamping pad ink violet, small	bottle			16	16	880.00				0	0.00				0	0.00				0	0.00	16	55.00	880.00
Sticker paper,A4	piece			102	102	7,650.00				0	0.00				0	0.00				0	0.00	102	75.00	7,650.00
Tape 1" double sided	roll			5	5	240.00				0	0.00				0	0.00				0	0.00	5	48.00	240.00

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
		Tape, masking tape 1"	roll			85	85	4,250.00				0	0.00				0	0.00				0	0.00	85	50.00	4,250.00
		Whiteboard with aluminum frame, size 242cm length x 122cm with (4x8)	piece			1	1	5,500.00				0	0.00				0	0.00				0	0.00	1	5,500.00	5,500.00
		Wireless mouse	unit			2	2	1,200.00				0	0.00				0	0.00				0	0.00	2	600.00	1,200.00
		Yellow pad	pad			10	10	650.00				0	0.00				0	0.00				0	0.00	10	65.00	650.00
		White board marker with eraser (12pcs/box)	box			1	1	350.00				0	0.00				0	0.00				0	0.00	1	350.00	350.00
		USB External Drive(1TB)	piece			2	2	9,000.00				0	0.00				0	0.00				0	0.00	2	4,500.00	9,000.00
		Type C 64GB OTG Flash Drive	piece			19	19	28,500.00				0	0.00				0	0.00				0	0.00	19	1,500.00	28,500.00
		2 TB external hard drive, compatible with MS windows with 1 year warranty Specifications: USB 3.0 Interface; at least 5Gbit/s max transfer rate; USB bus power (max 900mA)	unit			6	6	35,700.00				0	0.00				0	0.00				0	0.00	6	5,950.00	35,700.00
	JANITORIAL & OTHER SUPPLIES	Anti-Bacterial Liquid handwash/soap, 500mL	bottle			10	10	2,500.00				0	0.00				0	0.00				0	0.00	10	250.00	2,500.00
		anti-bacterial scrub sponge heavy duty, 100x75x30mm	piece			20	20	600.00				0	0.00				0	0.00				0	0.00	20	30.00	600.00
		#22 Scalpel Handle, Stainless Steel,branded	piece			20	20	10,000.00				0	0.00				0	0.00				0	0.00	20	500.00	10,000.00
		Aluminum foil (.016mm thick, 36cm x 8m length)	roll			20	20	3,000.00				0	0.00				0	0.00				0	0.00	20	150.00	3,000.00
		Aluminum foil, 8 meters long, 30cm x 8cm; heavy duty	roll			30	30	4,500.00				0	0.00				0	0.00				0	0.00	30	150.00	4,500.00
		Aluminum/Stainless Bowl set	piece			26	26	10,400.00				0	0.00				0	0.00				0	0.00	26	400.00	10,400.00
		Bath Soap, (big)	piece			30	30	1,500.00				0	0.00				0	0.00				0	0.00	30	50.00	1,500.00
		Biodegradable Garbage Bag, L, 10pcs/roll	roll			30	30	1,500.00				0	0.00				0	0.00				0	0.00	30	50.00	1,500.00
		Braided Doormat Rug	piece			15	15	525.00				0	0.00				0	0.00				0	0.00	15	35.00	525.00
		Brass or Stainless Swivel (1.5-2 inches)	piece			678	678	13,560.00				0	0.00				0	0.00				0	0.00	678	20.00	13,560.00
		BROOM, soft (tambo)	piece			2	2	500.00				0	0.00				0	0.00				0	0.00	2	250.00	500.00
		Chlorine powder, 1 kg	kilo			3	3	840.00				0	0.00				0	0.00				0	0.00	3	280.00	840.00
		Chopping Board	piece			52	52	31,200.00				0	0.00				0	0.00				0	0.00	52	600.00	31,200.00
		Clear Transparent Acrylic Desk Stand Name Plate Holder (Double-sided)	piece			15	15	3,000.00				0	0.00				0	0.00				0	0.00	15	200.00	3,000.00
		Collapsible Cardboard Storage Box Plain 16"L x 12"W x12"H	piece			10	10	4,500.00				0	0.00				0	0.00				0	0.00	10	450.00	4,500.00
		Cooking pan (LARGE, Hammered Carbon Steel)	piece			26	26	156,000.00				0	0.00				0	0.00				0	0.00	26	6,000.00	156,000.00
		Cooking pot (LARGE, Hammered Carbon Steel)	piece			26	26	234,000.00				0	0.00				0	0.00				0	0.00	26	9,000.00	234,000.00
		Corkboard with aluminum frame, size 242cm length x 122cm width	piece			1	1	5,500.00				0	0.00				0	0.00				0	0.00	1	5,500.00	5,500.00
		Deep Fryer (Gas Type)	unit			26	26	150,826.00				0	0.00				0	0.00				0	0.00	26	5,801.00	150,826.00
		Digital Weighing Scale (3-way, 30kg)	unit			26	26	78,000.00				0	0.00				0	0.00				0	0.00	26	3,000.00	78,000.00
		Dish washing liquid, 500ml	bottle			30	30	6,000.00				0	0.00				0	0.00				0	0.00	30	200.00	6,000.00
		Dishwashing liquid (big),500ml/bot-lemon flavor, branded	bottle			25	25	3,625.00				0	0.00				0	0.00				0	0.00	25	145.00	3,625.00
		Dishwashing liquid (big),500ml/bot-lemon flavor, branded and ammonia free	bottle			50	50	7,250.00				0	0.00				0	0.00				0	0.00	50	145.00	7,250.00
		Dishwashing liquid (gallon), branded	gal			16	16	8,800.00				0	0.00				0	0.00				0	0.00	16	550.00	8,800.00
		Dishwashing sponge, 25mm x 75mm x 100mm,heavy duty, branded	piece			106	106	6,890.00				0	0.00				0	0.00				0	0.00	106	65.00	6,890.00
		Disinfectant bleaching solution, 1-gallon	gal			20	20	4,000.00				0	0.00				0	0.00				0	0.00	20	200.00	4,000.00
		Disinfectant bleaching solution,1000ml, original, branded	bottle			30	30	2,100.00				0	0.00				0	0.00				0	0.00	30	70.00	2,100.00
		Disinfectant Bleaching Solution,1gall, Original Scent, Branded	gal			10	10	3,000.00				0	0.00				0	0.00				0	0.00	10	300.00	3,000.00
		Duct tape, 3" x 25 meters, silver	roll			13	13	5,850.00				0	0.00				0	0.00				0	0.00	13	450.00	5,850.00
		Durable Apron (water resistant)	piece			130	130	13,000.00				0	0.00				0	0.00				0	0.00	130	100.00	13,000.00
		dymo label maker	unit			1	1	2,500.00				0	0.00				0	0.00				0	0.00	1	2,500.00	2,500.00
		DYMO label/embossing tapes (assorted colors) @10pcs/box	box			11	11	18,249.00				0	0.00				0	0.00				0	0.00	11	1,659.00	18,249.00
		Dymo Pro Embossing label maker	piece			5	5	7,975.00				0	0.00				0	0.00				0	0.00	5	1,595.00	7,975.00
		Extension cord voltage surge protector, 10m, 4 universal outlet with neon switches 4 outlet and 1 ½ meter	piece			2	2	3,600.00				0	0.00				0	0.00				0	0.00	2	1,800.00	3,600.00
		Extension Cord Voltage Surge Protector, 10m, 4-Universal Outlet with Neo Switches (4-Outlet and 1 1/2 meter)	piece			1	1	1,600.00				0	0.00				0	0.00				0	0.00	1	1,600.00	1,600.00
		Extension Wheel 15 Meters (Rain Proof)	piece			1	1	1,000.00				0	0.00				0	0.00				0	0.00	1	1,000.00	1,000.00

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			
Face towel, 12 pcs/pack, white	pack			2	2	600.00				0	0.00				0	0.00				0	0.00	2	300.00	600.00
Filleting Knife	piece			26	26	14,300.00				0	0.00				0	0.00				0	0.00	26	550.00	14,300.00
Flex Wire (L/R)	piece			2	2	3,000.00				0	0.00				0	0.00				0	0.00	2	1,500.00	3,000.00
Flour Colander Sifter	piece			52	52	10,400.00				0	0.00				0	0.00				0	0.00	52	200.00	10,400.00
Food Tong (Stainless, Large)	piece			26	26	5,096.00				0	0.00				0	0.00				0	0.00	26	196.00	5,096.00
Food Tong (Stainless, Medium)	piece			26	26	4,420.00				0	0.00				0	0.00				0	0.00	26	170.00	4,420.00
Garbage bag, Medium size 100 pcs/bundle	pack			5	5	2,500.00				0	0.00				0	0.00				0	0.00	5	500.00	2,500.00
Globe Prepaid Load Card (Php300)	piece			24	24	8,280.00				0	0.00				0	0.00				0	0.00	24	345.00	8,280.00
Gloves, surgical gloves, lightly-powder nitrile examination gloves, 100/box fully-textured, ambidextrous, for medical use, non-latex, non-sterile, medium	box			10	10	7,500.00				0	0.00				0	0.00				0	0.00	10	750.00	7,500.00
Hairnets	piece			520	520	7,800.00				0	0.00				0	0.00				0	0.00	520	15.00	7,800.00
Hand wash (liquid) 250ml, branded	bottle			30	30	4,500.00				0	0.00				0	0.00				0	0.00	30	150.00	4,500.00
Highlighters (pastel assorted colors)	piece			12	12	576.00				0	0.00				0	0.00				0	0.00	12	48.00	576.00
Heavy Duty Stove (2 gas burner w/ gas tank)	set			26	26	143,000.00				0	0.00				0	0.00				0	0.00	26	5,500.00	143,000.00
Horizontal seminar badge with an elastic band (4 1/4\" x 3 3/4\")	piece			200	200	4,800.00				0	0.00				0	0.00				0	0.00	200	24.00	4,800.00
Laddle Big	piece			26	26	5,200.00				0	0.00				0	0.00				0	0.00	26	200.00	5,200.00
Laddle Small	piece			52	52	3,640.00				0	0.00				0	0.00				0	0.00	52	70.00	3,640.00
Laundry detergent powder	kilogram			5	5	275.00				0	0.00				0	0.00				0	0.00	5	55.00	275.00
Liquid Disinfectant Concentrate, hospital grade, 350ml	bottle			6	6	3,000.00				0	0.00				0	0.00				0	0.00	6	500.00	3,000.00
Measuring Cup	set			52	52	10,400.00				0	0.00				0	0.00				0	0.00	52	200.00	10,400.00
Measuring Spoon	set			52	52	6,760.00				0	0.00				0	0.00				0	0.00	52	130.00	6,760.00
Metal Ring Binder Clip ¾"	set			20	20	1,000.00				0	0.00				0	0.00				0	0.00	20	50.00	1,000.00
Microfiber Super absorbent hand towel, white & Large	piece			10	10	2,500.00				0	0.00				0	0.00				0	0.00	10	250.00	2,500.00
Mosquito Forceps (Straight)	piece			52	52	8,580.00				0	0.00				0	0.00				0	0.00	52	165.00	8,580.00
Multi Storage box (120L), heavy duty	piece			5	5	7,750.00				0	0.00				0	0.00				0	0.00	5	1,550.00	7,750.00
Multi-insect killer spray,500ml, water based, branded	piece			6	6	2,520.00				0	0.00				0	0.00				0	0.00	6	420.00	2,520.00
Multi-purpose wood laundry brush, large	piece			10	10	990.00				0	0.00				0	0.00				0	0.00	10	99.00	990.00
Muriatic Acid, gallon	gal			3	3	900.00				0	0.00				0	0.00				0	0.00	3	300.00	900.00
Oil Pot Strainer Laddle	piece			52	52	15,600.00				0	0.00				0	0.00				0	0.00	52	300.00	15,600.00
Plastic Basin (White)	piece			52	52	26,000.00				0	0.00				0	0.00				0	0.00	52	500.00	26,000.00
Plastic Garbage Bin (Foot Operated)	piece			26	26	10,400.00				0	0.00				0	0.00				0	0.00	26	400.00	10,400.00
Plastic Pallets	piece			26	26	130,000.00				0	0.00				0	0.00				0	0.00	26	5,000.00	130,000.00
Plastic Strainer (finemesh)	piece			26	26	15,548.00				0	0.00				0	0.00				0	0.00	26	598.00	15,548.00
rectangular Microwaveable plastic container, 500mL, 5pcs/pack	pack			10	10	1,100.00				0	0.00				0	0.00				0	0.00	10	110.00	1,100.00
Red Rectangular Fish Crates Banyera Wash Basin	piece			130	130	130,000.00				0	0.00				0	0.00				0	0.00	130	1,000.00	130,000.00
Retractable Gel Ink Sign Pen 0.7 (Blue)	piece			24	24	1,800.00				0	0.00				0	0.00				0	0.00	24	75.00	1,800.00
Roll-up Banner for Tarpaulin 2.75ft x 6.5ft.	piece			5	5	5,000.00				0	0.00				0	0.00				0	0.00	5	1,000.00	5,000.00
Rubber bond #18, 350 grams	box			3	3	795.00				0	0.00				0	0.00				0	0.00	3	265.00	795.00
Sealer	unit			26	26	39,000.00				0	0.00				0	0.00				0	0.00	26	1,500.00	39,000.00
Shucking Knife	piece			26	26	15,600.00				0	0.00				0	0.00				0	0.00	26	600.00	15,600.00
Stainless Basin	piece			26	26	26,000.00				0	0.00				0	0.00				0	0.00	26	1,000.00	26,000.00
Stainless Butcher\'s Knife	piece			26	26	19,500.00				0	0.00				0	0.00				0	0.00	26	750.00	19,500.00
Stainless Chef Knife	piece			26	26	18,174.00				0	0.00				0	0.00				0	0.00	26	699.00	18,174.00
Stainless Colander	piece			26	26	13,000.00				0	0.00				0	0.00				0	0.00	26	500.00	13,000.00
Stainless Food Trays(Rectangular)	piece			26	26	7,540.00				0	0.00				0	0.00				0	0.00	26	290.00	7,540.00

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				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
		Stainless Mixing Bowl	piece			26	26	13,000.00				0	0.00				0	0.00				0	0.00	26	500.00	13,000.00
		Stainless Working Table (1x1.5m)	piece			26	26	182,000.00				0	0.00				0	0.00				0	0.00	26	7,000.00	182,000.00
		Storage Box (High Impact Resistant) 120 L	piece			26	26	48,360.00				0	0.00				0	0.00				0	0.00	26	1,860.00	48,360.00
		Strainer	piece			26	26	5,720.00				0	0.00				0	0.00				0	0.00	26	220.00	5,720.00
		styrobox, large	piece			15	15	5,250.00				0	0.00				0	0.00				0	0.00	15	350.00	5,250.00
		styrobox, medium	piece			25	25	6,250.00				0	0.00				0	0.00				0	0.00	25	250.00	6,250.00
		Surgical blades, # 22 , carbon steel, 100 pcs/box	box			10	10	15,000.00				0	0.00				0	0.00				0	0.00	10	1,500.00	15,000.00
		Surgical facemask, with earloop, 3 ply, 50pcs/box, FDA approved (Surgical face mask with ear loop, 3 ply China)	box			30	30	5,550.00				0	0.00				0	0.00				0	0.00	30	185.00	5,550.00
		T8 LED tube & box type set, 40 watts	piece			50	50	75,000.00				0	0.00				0	0.00				0	0.00	50	1,500.00	75,000.00
		Tissue ,3ply 12 roll/pack	pack			17	17	6,460.00				0	0.00				0	0.00				0	0.00	17	380.00	6,460.00
		Tissue paper (bathroom tissue paper, extra jumbo, 3ply, size:100mmx98mm,9rolls/pack)	pack			51	51	15,045.00				0	0.00				0	0.00				0	0.00	51	295.00	15,045.00
		Tissue Roll, 3ply, 12 Rolls/pack, 600 sheet	pack			50	50	17,500.00				0	0.00				0	0.00				0	0.00	50	350.00	17,500.00
		Toilet deodizer,100g (apple, lemon, strawberry scent) refill, branded	piece			10	10	680.00				0	0.00				0	0.00				0	0.00	10	68.00	680.00
		Transparent Re-Sealable Bag, 12x18\", 100pcs/pack, 2kg Capacity	pack			3	3	6,000.00				0	0.00				0	0.00				0	0.00	3	2,000.00	6,000.00
		transparent re-sealable bag, 5x5\", 100pcs/pack, 500g capacity	pack			5	5	4,000.00				0	0.00				0	0.00				0	0.00	5	800.00	4,000.00
		Transparent Re-Sealable Bag, 8.5x11\", 100pcs/pack, 1kg Capacity	pack			5	5	6,000.00				0	0.00				0	0.00				0	0.00	5	1,200.00	6,000.00
		Trash Bag, Large, Black, (100pcs/pack)	pack			23	23	9,177.00				0	0.00				0	0.00				0	0.00	23	399.00	9,177.00
		Trash Bin with Wheels and Cover, 80L	piece			2	2	8,700.00				0	0.00				0	0.00				0	0.00	2	4,350.00	8,700.00
		Tray Crates	piece			26	26	27,300.00				0	0.00				0	0.00				0	0.00	26	1,050.00	27,300.00
		Vacuum Sealing Bags(9x12, bylon PE vaccuum sealing bags, clear, 85 microns thickness)	piece			2600	2600	39,000.00				0	0.00				0	0.00				0	0.00	2600	15.00	39,000.00
		White Boots	pair			130	130	58,500.00				0	0.00				0	0.00				0	0.00	130	450.00	58,500.00
	IT Supplies/ Accessories	Brother Genuine refill for MFC T800W BT5000C,48.8 ml (black)	bottle			5	5	2,000.00				0	0.00				0	0.00				0	0.00	5	400.00	2,000.00
		Brother genuine refill for MFC T800W BT5000C,48.8 ml (cyan)	bottle			5	5	2,000.00				0	0.00				0	0.00				0	0.00	5	400.00	2,000.00
		Brother Genuine refill for MFC T800W BT5000C,48.8 ml (magenta)	bottle			5	5	2,000.00				0	0.00				0	0.00				0	0.00	5	400.00	2,000.00
		Brother Genuine refill for MFC T800W BT5000C,48.8 ml (yellow)	bottle			5	5	2,000.00				0	0.00				0	0.00				0	0.00	5	400.00	2,000.00
		brother T500W refill (ink refill)	set			2	2	4,000.00				0	0.00				0	0.00				0	0.00	2	2,000.00	4,000.00
		Canon G4010 Ink (Complete set B,C,Y,M)	bottle			15	15	22,500.00				0	0.00				0	0.00				0	0.00	15	1,500.00	22,500.00
		Canon Ink, C740 (black)	piece			10	10	13,500.00				0	0.00				0	0.00				0	0.00	10	1,350.00	13,500.00
		Canon Ink, C740 (color)	piece			10	10	14,500.00				0	0.00				0	0.00				0	0.00	10	1,450.00	14,500.00
		CANON INK, G1-790 (BK)	piece			4	4	1,840.00				0	0.00				0	0.00				0	0.00	4	460.00	1,840.00
		CANON INK, G1-790 (C)	piece			4	4	1,600.00				0	0.00				0	0.00				0	0.00	4	400.00	1,600.00
		CANON INK, G1-790 (M)	piece			4	4	1,600.00				0	0.00				0	0.00				0	0.00	4	400.00	1,600.00
		CANON INK, G1-790 (Y)	piece			4	4	1,600.00				0	0.00				0	0.00				0	0.00	4	400.00	1,600.00
		Canon LBP2900, Genuine Cartridge 303, Monochrome	Cartridge			6	6	24,000.00				0	0.00				0	0.00				0	0.00	6	4,000.00	24,000.00
		Epson Refill Ink for L3110 Black	bottle			5	5	1,500.00				0	0.00				0	0.00				0	0.00	5	300.00	1,500.00
		Epson Refill Ink for L3110 Black	bottle			43	43	13,115.00				0	0.00				0	0.00				0	0.00	43	305.00	13,115.00
		Epson Refill Ink for L3110 Cyan	bottle			5	5	1,500.00				0	0.00				0	0.00				0	0.00	5	300.00	1,500.00
		Epson Refill Ink for L3110 Cyan	bottle			14	14	4,270.00				0	0.00				0	0.00				0	0.00	14	305.00	4,270.00
		Epson Refill Ink for L3110 Magenta	bottle			5	5	1,500.00				0	0.00				0	0.00				0	0.00	5	300.00	1,500.00
		Epson Refill Ink for L3110 Magenta	bottle			14	14	4,270.00				0	0.00				0	0.00				0	0.00	14	305.00	4,270.00
		Epson Refill Ink for L3110 Yellow	bottle			5	5	1,500.00				0	0.00				0	0.00				0	0.00	5	300.00	1,500.00
		Epson Refill Ink for L3110 Yellow	bottle			14	14	4,270.00				0	0.00				0	0.00				0	0.00	14	305.00	4,270.00
		Epson ink for Epson L220/120 (set of 4) color: Y.M.C. BK.	set			10	10	16,000.00				0	0.00				0	0.00				0	0.00	10	1,600.00	16,000.00
		Epson Refill Ink - 003 CMYK	set			9	9	13,500.00				0	0.00				0	0.00				0	0.00	9	1,500.00	13,500.00

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			
		Epson Refill Ink for L3156 Black	bottle			41	41	12,300.00				0	0.00				0	0.00				0	0.00	41	300.00	12,300.00
		Epson Refill Ink for L3156 Cyan	bottle			35	35	10,500.00				0	0.00				0	0.00				0	0.00	35	300.00	10,500.00
		Epson Refill Ink for L3156 Magenta	bottle			35	35	10,500.00				0	0.00				0	0.00				0	0.00	35	300.00	10,500.00
		Epson Refill Ink for L3156 Yellow	bottle			35	35	10,500.00				0	0.00				0	0.00				0	0.00	35	300.00	10,500.00
		Epson Refill Ink for L360 CMYK	set			5	5	10,000.00				0	0.00				0	0.00				0	0.00	5	2,000.00	10,000.00
		HP 680, ink cartridge, black	piece			11	11	4,950.00				0	0.00				0	0.00				0	0.00	11	450.00	4,950.00
		HP 680, ink cartridge, colored	piece			10	10	4,500.00				0	0.00				0	0.00				0	0.00	10	450.00	4,500.00
		INK REFILL For Epson L15150 - Black	bottle			6	6	6,000.00				0	0.00				0	0.00				0	0.00	6	1,000.00	6,000.00
		INK REFILL for EPSON L15150 - Cyan	bottle			6	6	5,160.00				0	0.00				0	0.00				0	0.00	6	860.00	5,160.00
		INK REFILL for EPSON L15150 - Magenta	bottle			6	6	5,160.00				0	0.00				0	0.00				0	0.00	6	860.00	5,160.00
		INK REFILL for EPSON L15150-Yellow	bottle			6	6	5,160.00				0	0.00				0	0.00				0	0.00	6	860.00	5,160.00
		Toner cartridge, Develop Ineo 206	piece			5	5	16,000.00				0	0.00				0	0.00				0	0.00	5	3,200.00	16,000.00
		Smart Prepaid Load Card (Php300)	piece			24	24	8,280.00				0	0.00				0	0.00				0	0.00	24	345.00	8,280.00
		SD Card for DSLR Camera 64GB	unit			5	5	5,500.00				0	0.00				0	0.00				0	0.00	5	1,100.00	5,500.00
		4GB Audio Voice Sound Recorder MP3 Player (ILD-Px470)	unit			2	2	13,000.00				0	0.00				0	0.00				0	0.00	2	6,500.00	13,000.00
		4k Wireless WIFI Outdoor Underwater Riding, Anti-shake Riding Anti-Shake Waterproof Camera	unit			1	1	5,000.00				0	0.00				0	0.00				0	0.00	1	5,000.00	5,000.00
		Camera Bag shouldercase for DSLR Camera	piece			2	2	1,600.00				0	0.00				0	0.00				0	0.00	2	800.00	1,600.00
		DSLR cable adaptor with 2.0 USB Cable extension (20 m)	unit			2	2	3,000.00				0	0.00				0	0.00				0	0.00	2	1,500.00	3,000.00
		Lapel for Canon DSLR Camera, compatible with EOS 90D and EOS 70	unit			2	2	2,000.00				0	0.00				0	0.00				0	0.00	2	1,000.00	2,000.00
		Professional Aluminum Video Tripod (preferably with 65 mm fluid head with mid-level)	piece			1	1	8,000.00				0	0.00				0	0.00				0	0.00	1	8,000.00	8,000.00
		Professional Camera Cleaning Kit for DSLR Cameras (Canon, Nikon, Pentax, Sony) including 1 Double Sided Lens Cleaning Pen / 1 Bottle of Alcohol Free Optical Lens Cleaning Fluid / 1 Booklet of 50 Sheet	set			3	3	4,500.00				0	0.00				0	0.00				0	0.00	3	1,500.00	4,500.00
		Micro SD Card, 256 GB- Class 10	piece			2	2	1,600.00				0	0.00				0	0.00				0	0.00	2	800.00	1,600.00
		Microfiber Super absorbent hand towel, white & Large	piece			10	10	2,500.00				0	0.00				0	0.00				0	0.00	10	250.00	2,500.00
		Mosquito Forceps (Straight)	piece			52	52	8,580.00				0	0.00				0	0.00				0	0.00	52	165.00	8,580.00
	Furnitures & Fixtures	360 Rotating Bookshelf - Creative Multi-Tier Display Rack with Adjustable Height	unit			1	1	8,500.00				0	0.00				0	0.00				0	0.00	1	8,500.00	8,500.00
		Lateral Steel Cabinet (3-drawer, heavy duty)	unit			1	1	15,000.00				0	0.00				0	0.00				0	0.00	1	15,000.00	15,000.00
		Office/ Computer Chair with Comfortable/ Breathable Backrest and Armrest	unit			9	9	31,500.00				0	0.00				0	0.00				0	0.00	9	3,500.00	31,500.00
		steel filing cabinet, 4 drawer, lockable, durable, cream color	unit			2	2	21,000.00				0	0.00				0	0.00				0	0.00	2	10,500.00	21,000.00
		Office table with six drawers and lockable brown color	unit			2	2	10,000.00				0	0.00				0	0.00				0	0.00	2	5,000.00	10,000.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

A. TOTAL		₱ 3,459,639.61
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		₱ 345,963.96
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		₱ -
D. GRAND TOTAL (A + B+ C)		₱ 3,805,603.57
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:

JENNIFER G. CHAN
Property Supply Officer

Date Prepared: 1/27/2023

Certified Funds Available / Certified Appropriate Funds Available:

KARLEEN R. DESTURA
Accountant / Budget Officer

Approved by:

DR. HANNIBAL M. CHAVEZ
Head of Office/Agency

By the authority of the Regional Director:

MR. NORBERTO T. BERIDA
RFT FCD - Chief