

ANNUAL PROCUREMENT - JAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APPR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2019 template at www.ps-phileps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-phileps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise if based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. A in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no. (02) 589-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Department/Bureau/Office:
Region:
Address:

LAND BANK OF THE PHILIPPINES
MAIN B. NCB
1598 M. H. del Pilar St. Corner Dr. J. Quintos St., Manila

Agency Account Code: X103
Organization Type: Government Owned and Controlled Corporation (GOCC)

Contact Person:
Position:
E-mail:
Telephone/Mobile Nos:

Margarita T. Leguina
Procurement Specialist II
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51200002452

Item & Specifications	Unit Measure	Monthly Quantity Requirement																				Total Quantity for 1 year	Price Catalogue	1
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			

Pesticides or Insect Repellents

1	INSECTICIDE, aerosol type, jet	can				0					0					0					0		0.00	199.35
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Solvents

2	ALCOHOL, ethyl, 68%-72%, scented, 500ml (1.5ml)	bottle				27600					22600					0					0		0.09	45,700.00	43.89
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Color Compounds and Dispersions

3	STAMP PAD INK, purple or violet	bottle				5160					5160					5160					0		0.00	10,320.00	24.69
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Films

4	ACTATE, thickness 0.075mm min (George F3)	roll				0					0					0					0		0.00	799.34	
5	CARBON FILM, PE, black, size 210mm x 297mm	box				600					600					600					0		0.00	1,200.00	208.84
6	CARBON FILM, PE, black, size 210mm x 330mm	box				0					0					0					0		0.00	0.00	208.92

Paper Mills and Products

7	CARTOLINA, assorted colors	pack				0					0					0					0		0.00	0.00	72.78
8	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				7280					7280					4,956,707.20					0		0.00	14,560.00	603.24

Item Specifications				Monthly Quantity Requirement												Inventory	
Item #	Description	Unit	Part #	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY	QTY
9	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box		6480	6480	6,677,808.00										19,440.00	1,000.00
10	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box		0	0	0.00										0.00	1,000.00
11	CONTINUOUS FORM, 2 ply, 280mm x 24mm, carbonless	box		4880	4880	3,735,347.20										4,880.00	705.41
12	CONTINUOUS FORM, 3 PLY, 280 x 24mm, carbonless	box		0	0	0.00										0.00	506.80
13	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box		0	0	0.00										0.00	103.40
14	LOOSELEAF COVER, made of chipboard, for legal	bundle		0	0	0.00										0.00	670.30
15	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad		0	0	0.00										0.00	32.22
16	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad		0	0	0.00										0.00	56.06
17	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad		0	0	0.00										0.00	47.50
18	NOTEBOOK, STENOGRAPHIC, spiral, 40 leaves	piece		0	0	0.00										0.00	12.04
19	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream		34920	34920	4,632,402.30										139,680.00	63.57
20	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		8340	8340	1,290,631.68										33,360.00	144.78
21	PAPER, MULTIPURPOSE (COPY) A4, 70 gsm	ream		0	0	0.00										0.00	144.81
22	PAPER, MULTIPURPOSE (COPY) legal, 70 gsm	ream		0	0	0.00										0.00	129.98
23	PAPER, PAD, ruled, size 216mm x 330mm (4.2mm)	pad		0	0	0.00										0.00	77.58
24	PAPER, PARCHMENT, size 210 x 297mm, multi-purpose	ream		0	0	0.00										0.00	96.20
25	PAPER, THERMAL, 55gsm, size: 216mm x 330mm x 30m-0.3m	roll		0	0	0.00										0.00	48.18
26	RECORD BOOK, 300 PAGES, size: 216mm x 228mm mm	book		0	0	0.00										0.00	70.72
27	RECORD BOOK, 500 PAGES, size: 216mm x 228mm mm	book		0	0	0.00										0.00	101.32
28	TOILET TISSUE PAPER 2-ply sheets, 150 DULS	pack		0	0	0.00										0.00	65.42
Batteries and Cells and Accessories																	
29	BATTERY, dry cell, AA, 2 pieces per blister pack	pack		0	0	0.00										0.00	19.73
30	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack		0	0	0.00										0.00	19.50
31	BATTERY, dry cell, D, 15 volts, alkaline	pack		0	0	0.00										0.00	88.40
Manufacturing Components and Supplies																	
32	GLUE, all purpose, gross weight 200 grams min	jar		0	0	0.00										0.00	47.82
33	STAPLE WIRE for heavy duty staples, (23/63)	box		0	0	0.00										0.00	20.58
34	STAPLE WIRE STANDARD, (26/6)	box		8600	8600	172,440.32										34,400.00	26.05
35	TAPE, ELECTRICAL, 18mm x 16m mm	roll		0	0	0.00										0.00	18.10
36	TAPE, MASKING, width 24mm (4mm)	roll		0	0	0.00										0.00	55.72
37	TAPE, MASKING, width 48mm (4mm)	roll		0	0	0.00										0.00	106.50
38	TAPE, PACKAGING, width 48mm (4mm)	roll		4700	4700	85,540.00										24,464.00	18.10
39	TAPE, TRANSPARENT, width 24mm (4mm)	roll		16760	16760	152,216.00										33,520.00	9.10

Item & Specifications										Monthly Quantity Requirement												Total Quantity for the year		Price
Item No.	Item Description	Unit	Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT	Oct	Nov	Dec	Q4 AMOUNT	Total AMOUNT	Total Quantity for the year	Unit Price			
40	320927-A1-20 TAPE, TRANSPARENT, width: 48mm (4mm)	roll			0	0.00				0	0.00			0.00	0			0	0.00	0.00	18.10			
41	31050731-P01 TWINE, plastic, one (1) kilo per roll	roll			160	8,153.60				0	0.00			80				80	4,076.80	2,400.00	50.96			
Heating and Ventilation and Air Conditioning																								
42	4001604-EF-COI ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00			0	0.00				0			0	0.00	0.00	974.48			
43	4001604-EF-COI ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00			0	0.00				0			0	0.00	0.00	149.88			
44	4001604-EF-501 ELECTRIC FAN, STAND type, plastic blade	unit				0	0.00			0	0.00				0			0	0.00	0.00	1,005.19			
45	4001604-EF-WOI ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00			0	0.00				0			0	0.00	0.00	869.65			
Lighting and Electrical Accessories																								
46	3901605-F-101 FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece				0	0.00			0	0.00				0			0	0.00	0.00	40.96			
47	3901628-18-LIN Light Bulb, LED, 7 watts 1 pc. in individual box	piece				0	0.00			0	0.00				0			0	0.00	0.00	72.49			
Measuring and Observing and Testing Equipment																								
48	401064-RU-P02 RULER, plastic, 450mm (18") width: 38mm min	piece			700	10,632.64				0	0.00	700			700			700	10,632.64	1,400.00	15.48			
Cleaning Equipment and Supplies																								
49	473382-AF-A01 AIR FRESHENER, aerosol, 280ml/508 ml	can				0	0.00			0	0.00				0			0	0.00	0.00	66.86			
50	473364-BR-B01 BROOM, soft (bambo)	piece				0	0.00			0	0.00				0			0	0.00	0.00	95.00			
51	4733604-BR-101 BROOM, STICK (TING-TING), usable length: 760mm min	piece				0	0.00			0	0.00				0			0	0.00	0.00	30.58			
52	4733829-TR-COI CLEANER, TOILET BOWL/LAND URINAL, 900ml/400ml cap	bottle				0	0.00			0	0.00				0			0	0.00	0.00	41.90			
53	4733805-CL-P01 CLEANER, SCOURING POWDER, 350g min./can	can				0	0.00			0	0.00				0			0	0.00	0.00	23.97			
54	4733811-DE-B02 DETERGENT BAR, 140 grams as packed	bar				0	0.00			0	0.00				0			0	0.00	0.00	8.01			
55	4733811-DE-P02 DETERGENT POWDER, all purpose, 1kg	pack				0	0.00			0	0.00				0			0	0.00	0.00	37.43			
56	4733808-DS-A01 DISINFECTANT SPRAY, aerosol type, 200-550 grams	can				0	0.00			0	0.00				0			0	0.00	0.00	35.25			
57	4733801-DU-P01 DUST PAN, non-rigid plastic, w/ detachable handle	piece				0	0.00			0	0.00				0			0	0.00	0.00	24.84			
58	4733802-FV-P02 FLOOR WAX, PASTE, RED	can				0	0.00			0	0.00				0			0	0.00	0.00	259.36			
59	4733809-FC-A01 FURNITURE CLEANER, aerosol type, 300ml min per can	can				0	0.00			0	0.00				0			0	0.00	0.00	57.36			
60	4733804-MP-B01 MOP BUCKET, heavy duty, hard plastic	unit				0	0.00			0	0.00				0			0	0.00	0.00	1,911.00			
61	4733815-MP-H02 MOP HANDLE, heavy duty, aluminum, screw type	piece				0	0.00			0	0.00				0			0	0.00	0.00	145.60			
62	4733816-MP-P01 MOP HEAD, made of rayon, weight: 400 grams min	piece				0	0.00			0	0.00				0			0	0.00	0.00	110.44			
63	4733804-HC-COI RACS, all cotton, 32 pieces per kilogram min	bundle				0	0.00			0	0.00				0			0	0.00	0.00	49.69			
64	4733805-SC-M01 SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack				0	0.00			0	0.00				0			0	0.00	0.00	102.96			
65	4733807-TR-P02 TRASH BAG, plastic, transparent	roll				0	0.00			0	0.00				0			0	0.00	0.00	193.88			
66	4733802-WB-P01 WASTEBASKET, non-rigid plastic	piece			320	7,547.90				440					440			440	10,378.37	760.00	23.59			
Information and Communication Technology (ICT) Equipment and Devices and Accessories																								
67	4321920-DC-CT-03 Desktop Computer, branded	unit				0	0.00			0	0.00				0			0	0.00	0.00	39,208.00			

Item & Specifications		Unit & Measure	Monthly Quantity Requirement												Year-to-Date Quantity	Price per Unit								
			Jan	Feb	Mar	Q1	Q1 Amount	Apr	May	June	Q2	Q2 Amount	July	Aug			Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount
68	4302003-DV-W01 DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece				0	0.00	12500			12500	274,528.00				0	0.00				0	0.00	12,500.00	21.79
69	4300027-HD-X02 EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,124.80
70	4300010-FD-U01 FLASH DRIVE, 16 GB capacity	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	275.64
71	4321099-LCT-02 Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	35,916.40
72	4321098-MO-O01 MOUSE, optical, USB connection type	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	94.99
73	4321023-PR-O02 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	33,312.8
74	4321002-PR-D01 pins, 80 columns PRINTER, IMPACT DOT MATRIX, 9	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,995.82
75	4321009-PR-U01 PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	724.80
76	N/A PRINTER, LASER, Color	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	
77	N/A PRINTER, Inkjet, Monochrome	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	
78	N/A PRINTER, Inkjet, Color	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	
79	N/A Hub/Switches	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	
80	N/A Network Routers	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	
81	N/A Wireless Access Point	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	

Office Equipment and Accessories and Supply

82	4421710-CH-W01 CHALK, molded white, dustless, length: 38mm min	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	25.68
83	4422009-BF-C01 CLIP, BACKFOLD, all metal, clamping 19mm (mm)	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	7.57
84	4422009-BF-C02 CLIP, BACKFOLD, all metal, clamping 25mm (mm)	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	15.40
85	4422009-BF-C03 CLIP, BACKFOLD, all metal, clamping 32mm (mm)	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	20.85
86	4422009-BF-C04 CLIP, BACKFOLD, all metal, clamping 50mm (mm)	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	39.92
87	4422000-CT-R01 CORRECTION TAPE, film base type, 11.5cm wide	piece			1037	1037	18,204.74				0	0.00				0	0.00				0	0.00	1,037.00	7.26
88	4411955-OF-B01 DATA FILE BOX, made of chipboard, with closed ends	piece			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	69.78
89	4422001-DF-R01 DATA FOLDER, made of chipboard, tagline lock	piece			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	68.64
90	4422106-EN-D01 ENVELOPE, DOCUMENTARY, for A4 size document	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	403.14
91	4422106-EN-D02 ENVELOPE, DOCUMENTARY, for legal size document	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	918.08
92	4422106-EN-X01 ENVELOPE, EXPANDING, KRAFT BOARD, for legal size doc	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	728.40
93	4422106-EN-X02 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	80.49
94	4422106-EN-H01 ENVELOPE, MAILING, white, 80gsm (- 52)	box			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	308.64
95	4422106-EN-W01 ENVELOPE, mailing, white, with window	box			2580	2580	1,059,864.00				0	0.00				0	0.00				0	0.00	2,580.00	410.80
96	4411952-BF-B01 ERASER, FELT, for blackboard/whiteboard	piece			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.24
97	4422106-FA-P01 FASTENER, METAL, 70mm between prongs	box			8270	8270	652,628.70				8270	652,628.70				8270	652,628.70				8270	652,628.70	33,080.00	78.32
98	4411956-FO-X01 FILE ORGANIZER, expanding, plastic, 12 pockets	piece			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	70.84
99	4422000-FD-D01 FILE TAB DIVIDER, Bristol board, for A4	set			0	0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.48

Item & Specifications				Monthly Quantity Requirement																Total Monthly Requirement		Price	
Item ID	Description	Unit	Category	Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Q4	Q4 AMOUNT	Total	Cost/24m	Unit Price
100	44122018-FT-D02 FILE TAB DIVIDER, Bristol board, for legal	set					0	0.00				0	0.00				0	0.00			0.00	16.64	
101	44122018-FO-F01 FOLDER, FANCY, for A4 size documents	bundle					0	0.00				0	0.00				0	0.00			0.00	289.79	
102	44122018-FO-F02 FOLDER, FANCY, for legal size documents	bundle					0	0.00				0	0.00				0	0.00			0.00	291.20	
103	44122018-FO-L01 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack					0	0.00				0	0.00				0	0.00			0.00	171.08	
104	44122018-FO-L02 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack					0	0.00				0	0.00				0	0.00			0.00	915.72	
105	44122027-FO-P01 FOLDER, PRESSBOARD, size: 240mm x 370mm (5mm)	box			353	353	263,592.16					0	0.00	353			353	263,592.16			706.00	246.72	
106	44122018-FO-T03 FOLDER, TAGBOARD, for A4 size documents	pack					0	0.00				0	0.00				0	0.00			0.00	217.36	
107	44122018-FO-T04 FOLDER, TAGBOARD, for legal size documents	pack			1410	1410	394,285.63					0	0.00				0	0.00			1,410.00	219.64	
108	44122028-IT-T01 INDEX TAB, self-adhesive, transparent	box					0	0.00				0	0.00				0	0.00			0.00	51.88	
109	4411155-MH-B02 MAGAZINE FILE BOX, LARGE size, made of chipboard	piece					0	0.00				0	0.00				0	0.00			0.00	41.60	
110	4412716-MH-A01 MARKER, FLUORESCENT, 3 assorted colors per set	set			2010	2010	74,836.32					0	0.00	2010			2010	74,836.32			5,800.00	37.43	
111	4412708-MH-A01 MARKER, whiteboard, blue, felt tip, bullet type	piece					0	0.00			495	495	5,101.67				0	0.00			0.00	495.00	
112	4412708-MH-A02 MARKER, whiteboard, blue, felt tip, bullet type	piece			265	265	2,731.20					0	0.00				0	0.00			549.00	10.81	
113	4412708-MH-A03 MARKER, whiteboard, red, felt tip, bullet type	piece			265	265	2,731.20					0	0.00				0	0.00			265.00	10.81	
114	4412708-MH-B01 MARKER, PERMANENT, bullet type, black	piece			1220	1220	11,774.46					0	0.00	1220			1220	11,774.46			6,107.29	8,768.00	
115	4412708-MH-B02 MARKER, PERMANENT, bullet type, blue	piece			1220	1220	11,774.46					0	0.00	1220			1220	11,774.46			0.00	2,440.00	
116	4412708-MH-B03 MARKER, PERMANENT, bullet type, red	piece					0	0.00				0	0.00				0	0.00			0.00	9.85	
117	4412104-PC-C01 PAPER CLIP, vinylplastic coat, length: 32mm min	box			3250	3250	19,435.00				1050	6,279.00				3250	19,435.00			45,149.00	15,100.00		
118	4412204-PC-L02 PAPER CLIP, vinylplastic coat, length: 48mm min	box					0	0.00				0	0.00				0	0.00			0.00	12.74	
119	4412708-PE-L01 PENCIL, lead, w/ eraser, wood cased, hardness: HB	box					0	0.00				0	0.00				0	0.00			0.00	20.79	
120	4412203-RB-P00 RING BINDER, 80 rings, plastic, 32mm x 1.2m	bundle					0	0.00				0	0.00				0	0.00			0.00	301.64	
121	4412210-RU-B01 RUBBER BAND, 70mm min lay flat length (4x6)	box					0	0.00		3010		3010	291,127.20				0	0.00			3010	291,127.20	
122	4412190-SF-F01 STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece					0	0.00				0	0.00				0	0.00			0.00	27.68	
123	4412167-BL-H01 CUTTER BLADE, for heavy duty cutter	piece					0	0.00				0	0.00				0	0.00			0.00	14.71	
124	4412167-BL-H01 CUTTER KNIFE, for general purpose	piece					0	0.00				0	0.00				0	0.00			0.00	27.10	
125	4410302-DS-H01 DATING AND STAMPING MACHINE, heavy duty	piece					0	0.00				0	0.00				0	0.00			0.00	478.38	
126	4412167-PS-M01 PENCIL SHARPENER, manual, single cutter head	piece					0	0.00				0	0.00				0	0.00			0.00	187.20	
127	4410160-PU-F01 PUNCHER, paper, heavy duty, with two hole guide	piece			1205	1205	159,006.02				1205	159,006.02					0	0.00			0.00	2,410.00	
128	4412161-SS-S01 SCISSORS, symmetrical, blade length: 65mm min	pair			3040	3040	47,424.00					0	0.00			1895	1956	30,315.60			4,995.00	19.60	
129	4412161-SS-S01 STAPLER, STANDARD TYPE, load cap: 200 staples min	piece			2120	2120	774,179.20					0	0.00	2120			2120	774,179.20			95,305.60	5,400.00	
130	4412161-ST-B01 STAPLER, BINDER TYPE, heavy duty, desktop	unit					0	0.00				0	0.00				0	0.00			0.00	878.80	
131	4412161-SR-F01 STAPLE REMOVER, PLEER-TYPE	piece					0	0.00				0	0.00				0	0.00			0.00	18.18	
132	4412161-TD-T04 TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece					0	0.00				0	0.00				0	0.00			0.00	55.83	

Item & Specifications				Monthly Quantity Requirement												Total Quantity		Price
Item ID	Description	Unit	Part	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount	Total Qty	Unit Price		
133	4410502-78-M01 BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00			0	0.00			0	0.00	0.00		
134	4410503-CA-C01 CALCULATOR, compact, 12 digits	unit				0	0.00			0	0.00			0	0.00	0.00		
135	4410747-4K-M01 FACSIMILE MACHINE, uses thermal paper	unit				0	0.00			0	0.00			0	0.00	0.00		
136	4410505-PT-M01 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00			0	0.00			0	0.00	0.00		
137	4410503-5-M01 PAPER SHREDDER, cutting width: 3mm-41mm (Entry Level)	unit				0	0.00			0	0.00			0	0.00	0.00		
138	4410503-75-M02 PAPER SHREDDER, cutting width: 3mm-41mm (Mid-Level)	unit				0	0.00			0	0.00			0	0.00	0.00		
Printer & Facsimile or Photocopier Supplies																		
139	4410505-BR-B05 DRUM CART, BROTHER DR-3455	cart				0	0.00			0	0.00			0	0.00	0.00		
140	4410505-CA-C04 INK CART, CANON CL-747, Col.	cart				0	0.00			0	0.00			0	0.00	0.00		
141	4410505-CA-C03 INK CART, CANON CL-874, Colored	cart				0	0.00			0	0.00			0	0.00	0.00		
142	4410505-CA-B04 INK CART, CANON PG-740, Black	cart				0	0.00			0	0.00			0	0.00	0.00		
143	4410505-CA-B02 INK CART, CANON PG-810, Black	cart				0	0.00			0	0.00			0	0.00	0.00		
144	4410505-EP-B17 INK CART, EPSON C317664100 (T6641), Black	cart				0	0.00			0	0.00			0	0.00	0.00		
145	4410505-EP-C17 INK CART, EPSON C317664200 (T6642), Cyan	cart				0	0.00			0	0.00			0	0.00	0.00		
146	4410505-EP-M17 INK CART, EPSON C317664300 (T6643), Magenta	cart				0	0.00			0	0.00			0	0.00	0.00		
147	4410505-EP-Y17 INK CART, EPSON C317664400 (T6644), Yellow	cart				0	0.00			0	0.00			0	0.00	0.00		
148	4410505-HP-B40 INK CART, HP C27064AA (HP62), Black	cart				0	0.00			0	0.00			0	0.00	0.00		
149	4410505-HP-T40 INK CART, HP C2706AA (HP62), Tri- color	cart				0	0.00			0	0.00			0	0.00	0.00		
150	4410505-HP-B09 INK CART, HP C9397AA, (HP72), Black	cart				0	0.00			0	0.00			0	0.00	0.00		
151	4410505-HP-T10 INK CART, HP C9397AA, (HP72), Tri- color	cart				0	0.00			0	0.00			0	0.00	0.00		
152	4410505-HP-T30 INK CART, HP C9397AA, (HP72), Tri- color	cart				0	0.00			0	0.00			0	0.00	0.00		
153	4410505-HP-B48 INK CART, HP C9397A (HP72), 69ml Photo Black	cart				0	0.00			0	0.00			0	0.00	0.00		
154	4410505-HP-C48 INK CART, HP C9398A (HP72), 69ml Cyan	cart				0	0.00			0	0.00			0	0.00	0.00		
155	4410505-HP-M48 INK CART, HP C9399A (HP72), 69ml Magenta	cart				0	0.00			0	0.00			0	0.00	0.00		
156	4410505-HP-Y48 INK CART, HP C9400A (HP72), 69ml Yellow	cart				0	0.00			0	0.00			0	0.00	0.00		
157	4410505-HP-C48 INK CART, HP C9401A (HP72), 69ml Gray	cart				0	0.00			0	0.00			0	0.00	0.00		
158	4410505-HP-B48 INK CART, HP C9403A (HP72), 130ml Matte Black	cart				0	0.00			0	0.00			0	0.00	0.00		
159	4410505-HP-B17 INK CART, HP CC640WA, (HP60), Black	cart				0	0.00			0	0.00			0	0.00	0.00		
160	4410505-HP-T17 INK CART, HP CC643WA, (HP60), Tri- color	cart				0	0.00			0	0.00			0	0.00	0.00		
161	4410505-HP-B55 INK CART, HP CD887AA, (HP703), Black	cart				0	0.00			0	0.00			0	0.00	0.00		
162	4410505-HP-T35 INK CART, HP CD888AA, (HP703), Tri- color	cart				0	0.00			0	0.00			0	0.00	0.00		
163	4410505-INK-C40 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00			0	0.00			0	0.00	0.00		
164	4410505-INK-M40 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00			0	0.00			0	0.00	0.00		

Item & Specifications										Monthly Quantity Requirement										Total Quantity for the year		Price		
Item No.	Item Name	Unit	Jan	Feb	Mar	Q1	Q1 AMOUNT	Apr	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	Total	Price
198	4410305-HP-B51 INK CART, HP T6M05AA (HP905XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	74128
199	4410305-HP-C49 INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
200	4410305-HP-M49 INK CART, HP T6M13AA (HP905XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
201	4410305-HP-Y49 INK CART, HP T6M17AA (HP905XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
202	4410305-HP-B19 INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
203	4410312-EP-B05 RIBBON CART, EPSON C13S015316 (#8750), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	76.73
204	4410312-EP-R07 RIBBON CART, EPSON C13S015331 (S095086), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	724.88
205	4410312-EP-R13 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	75.94
206	4410305-HP-B09 TONER CART, BROTHER TN-202S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,955.32
207	4410305-HP-B04 TONER CART, BROTHER TN-2190, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,825.00
208	4410305-HP-B09 TONER CART, BROTHER TN-2150, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,015.60
209	4410305-HP-B09 TONER CART, BROTHER TN-3320, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,941.95
210	4410305-HP-B11 TONER CART, BROTHER TN-3350, Black, for HL5590DN (CU Primer)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,288.54
211	4410305-HP-B12 TONER CART, HP CB435A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,837.92
212	4410305-HP-B14 TONER CART, HP CB430A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,312.40
213	4410305-HP-B18 TONER CART, HP CE355A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,779.20
214	4410305-HP-B21 TONER CART, HP CE378A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,179.28
215	4410305-HP-B22 TONER CART, HP CE385A (HP85A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,939.60
216	4410305-HP-B23 TONER CART, HP CE310A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,386.80
217	4410305-HP-C23 TONER CART, HP CE311A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,490.80
218	4410305-HP-Y23 TONER CART, HP CE312A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,490.80
219	4410305-HP-M23 TONER CART, HP CE313A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,490.80
220	4410305-HP-B24 TONER CART, HP CE320A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,894.80
221	4410305-HP-C24 TONER CART, HP CE321A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80
222	4410305-HP-Y24 TONER CART, HP CE322A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80
223	4410305-HP-M24 TONER CART, HP CE323A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,010.80
224	4410305-HP-B25 TONER CART, HP CE390A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,690.80
225	4410305-HP-B26 TONER CART, HP CE400A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,734.80
226	4410305-HP-C26 TONER CART, HP CE401A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,978.80
227	4410305-HP-Y26 TONER CART, HP CE402A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,978.80
228	4410305-HP-M26 TONER CART, HP CE403A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,978.80
229	4410305-HP-B27 TONER CART, HP CE410A, (HP305), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,868.80
230	4410305-HP-C27 TONER CART, HP CE411A, (HP305), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,512.80

Item A Specifications										Monthly Quantity Requirement												Total Quantity		Unit Price
Item A	Specifications	Material	Jan	Feb	Mar	Q1	Q1 Amount	Apr	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	Year Total	Unit Price
231	440303-HP-V27 TONER CART, HP CE43A (HP309), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,590.00
232	440303-HP-M47 TONER CART, HP CE43A (HP305), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,800.00
233	440303-HP-B38 TONER CART, HP CE505A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,079.92
234	440303-HP-B38 TONER CART, HP CE505X, Black, High Cap	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,445.44
235	440303-HP-932 TONER CART, HP CF37A (HP77A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,932.80
236	440303-HP-B35 TONER CART, HP CF32A (HP26A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,932.80
237	440303-HP-B30 TONER CART, HP CF326X (HP26X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
238	440303-HP-B35 TONER CART, HP CF280A, LaserJet Pro M40/M45 27K Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
239	440303-HP-B31 TONER CART, HP CF280X TONER CART, HP CF280X	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,969.60
240	440303-HP-B36 TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,940.85
241	440303-HP-B37 TONER CART, HP CF285A (HP85A) LaserJet Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,940.40
242	440303-HP-B31 BIK Contract L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,940.80
243	440303-HP-B38 TONER CART, HP CF287A (HP87) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,051.60
244	440303-HP-B39 TONER CART, HP CF310AC (HP826) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,600
245	440303-HP-C39 TONER CART, HP CF311AC (HP826) Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,000
246	440303-HP-Y39 TONER CART, HP CF312AC (HP826) Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,000
247	440303-HP-M39 TONER CART, HP CF313AC (HP826) Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,000
248	440303-HP-B32 TONER CART, HP CF325X (HP25X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,515.00
249	440303-HP-B30 TONER CART, HP CF350A Black L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,901.69
250	440303-HP-C30 TONER CART, HP CF351A Cyan L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,843.20
251	440303-HP-Y30 TONER CART, HP CF351A Yellow L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,943.20
252	440303-HP-M30 TONER CART, HP CF351A Magenta L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,943.20
253	440303-HP-B31 Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,889.20
254	440303-HP-B35 TONER CART, HP CF360X (HP508X) Black Contract L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
255	440303-HP-C31 TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,974.40
256	440303-HP-C35 TONER CART, HP CF361X (HP508X) Cyan Contract L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
257	440303-HP-Y31 TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,974.40
258	440303-HP-M33 TONER CART, HP CF362X (HP508X) Yellow Contract L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
259	440303-HP-M36 TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,974.40
260	440303-HP-M33 TONER CART, HP CF363X (HP508X) Magenta Contract L	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
261	440303-HP-B32 TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
262	440303-HP-C33 TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
263	440303-HP-Y33 TONER CART, HP CF401A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00

Item & Specifications										Monthly Quantity Requirement												Total Quantity		Price
Item No.	Item Name	Unit	Jan	Feb	Mar	Q1	Q1 Amount	Apr	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount	Total Quantity	Unit Price
264	440303-HP-M65 TONER CART, HP CF400A (HP400A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
265	440303-HP-893 TONER CART, HP CF400A (HP400A) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
266	440303-HP-B94 TONER CART, HP CF400A (HP400A) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
267	440303-HP-C93 TONER CART, HP CF400A (HP400A) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
268	440303-HP-C94 TONER CART, HP CF400A (HP400A) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
269	440303-HP-Y95 TONER CART, HP CF400A (HP400A) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
270	440303-HP-Y94 TONER CART, HP CF400A (HP400A) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
271	440303-HP-M65 TONER CART, HP CF400A (HP400A) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
272	440303-HP-M64 TONER CART, HP CF400A (HP400A) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
273	440303-HP-B94 TONER CART, HP Q2602A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
274	440303-HP-B99 TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
275	440303-HP-B48 TONER CART, HP Q7555A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
276	440303-HP-B09 TONER CART, LEXMARK E360HIF, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
277	440303-HP-B05 TONER CART, LEXMARK 1650HIF, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
278	440303-HP-B06 TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
279	440303-HP-B07 TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
280	440303-HP-B08 TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
281	440303-HP-B09 TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
282	440303-HP-B14 TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
283	440303-HP-B21 TONER CART, SAMSUNG MLT-D109F, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
284	440303-HP-B18 TONER CART, SAMSUNG MLT-D109L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
285	440303-HP-B00 TONER CART, SAMSUNG MLT-D109L, black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
286	440303-HP-B12 TONER CART, SAMSUNG MLT-D109F, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
287	440303-HP-B05 TONER CART, SAMSUNG MLT-D109L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
288	440303-HP-B10 TONER CART, SAMSUNG SCX-D655SA, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
289	440303-HP-B15 TONER CARTRIDGE, for printer HL-6400DW	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
290	440303-HP-B00 TONER CARTRIDGE, CANON 324 II, for printer LP6780X	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
Audio and Visual Equipment and Supplies																								
291	432157-DOC-001 DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
292	4311609-MM-P01 MULTIMEDIA PROJECTOR, 4000 min ANSI lumens	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
Flags of Accessories																								
293	5327995-PM-P01 PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00
Printed Publications																								

Item & Specifications										Monthly Quantity Requirements												Total Quantity		Price						
Category										Unit		Jan		Feb		Mar		Q1		Q1 Amount		Add'l		Qty		Q1 Amount		Total Quantity		Category

Item & Specifications		Monthly Quantity Requirement																				Total Quantity for the year	Price for the year
		Q1				Q2				Q3				Q4				Q1 for the year					
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount	Oct	Nov	Dec	Q4 Amount						
14	4330000-STR-04 Security and protection software				0	0.00			0	0.00				0	0.00					0	0.00	0.00	
15	4330000-STR-05 Utility and device driver software				0	0.00			0	0.00				0	0.00					0	0.00	0.00	
16	4330000-STR-06 Information exchange software				0	0.00			0	0.00				0	0.00					0	0.00	0.00	

OTHER SOFTWARE																						
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00

PASSENGER AIR TRANSPORTATION																						
1	7800000-GR-00 * Airline Ticket	ticket			0	0.00				0	0.00				0	0.00				0	0.00	0.00

PART II. OTHER ITEMS NOT AVAILABLE AT FS BUT REGULARLY PURCHASED FROM OTHER SOURCES (NOTE: Please indicate price of items)																						
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

COMMON ELECTRICAL SUPPLIES																						
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00

COMMON OFFICE EQUIPMENT																						
1	curtains (must have Delrin, Teac, 14 blades with Print and Display)				0	9,000.00	12			12	9,000.00				12	9,000.00				12	9,000.00	35.00
2	14 blades with Print and Display				0	0.00	10			10	4,000.00				10	4,000.00				15	4,000.00	25.00
3	14 blades with Print and Display				0	0.00	10			10	4,000.00				10	4,000.00				15	4,000.00	25.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00

COMMON OFFICE SUPPLIES																						
1	Adding Machine Tape, 11840 rolls	rolls			0	0.00				0	0.00				0	0.00				0	0.00	11,340.00
2	0.7mm point (technical spec) must	piece			68,250	8.50				68,250	8.50				68,250	8.50				68,250	8.50	580,125.00
3	Calculator Ribbon fits All Black and Red (Double spec) 2,800 pieces	piece			0	0.00				2,800	16.50				0	0.00				0	0.00	2,800.00
	Carson Film, Polyethylene 600 boxes	box			0	0.00				600	350.00				0	0.00				0	0.00	600.00
	Compact Disk Recorder (CD-R)	piece			8,333	15.80				8,333	15.80				8,333	15.80				8,333	15.80	33,332.00
	Compact Disk Recorder (CD-RW)	piece			0	0.00				12,950	29.75				12,950	29.75				0	0.00	25,900.00
	25,900 pieces	piece								0	0.00				65	2,510.00				0	0.00	130.00
	Drum DR 225 for Brother 2850 fax	piece			65	2,510.00				0	0.00				65	2,510.00				0	0.00	2,510.00
	Machine Cartridge 180 fax	piece								0	0.00				8030	7.00				8030	7.00	34,120.00
	DVD Recordable (DVD-R) 22,100 pieces	piece			8030	7.00				8030	7.00				8030	7.00				8030	7.00	17.00
	DVD-R Dual Layer 8.5 GB with	piece			2250	39.70				0	0.00				2250	39.70				0	0.00	4,500.00
	Cartridge 4,500 pieces	piece								0	0.00				2250	39.70				0	0.00	39.70

Item & Specifications	Unit Measure	Monthly Quantity Requirement												Total Monthly Quantity	Price Catalogue								
		By Month																					
		Jan	Feb	Mar	Q1	Amount	April	May	June	Q2	Amount	July	Aug			Sept	Q3	Amount	Oct	Nov	Dec	Q4	Amount
SDP Binder, Plastic, 4,000 Pieces	piece		2000		2000	69.80		0		0	0.00				2000	69.80				0	0.00	4,000.00	69.80
Mechanical Pencil (0.5 (Pencil Type))	piece		520		520	28.00		0		0	0.00				520	28.00				0	0.00	1,040.00	28.00
Mechanical Pencil (0.7 (Pencil Type))	piece		510		510	49.80		0		0	0.00				510	49.80				0	0.00	1,020.00	49.80
1,020 Pieces																							
White Paper, 4,400 Reams	ream		4800		4800	117.00		0		4800	117.00				4800	117.00				0	0.00	14,400.00	117.00
Plastic Loan Folder (Green) With Two Fasteners, 6,900 Pieces	piece		2250		3750	73.50		0		0	0.00				3750	73.50				0	0.00	6,500.00	73.50
Post Binder without Key, 540 Pieces	piece		770		770	190.00		0		0	0.00				770	190.00				0	0.00	340.00	190.00
Refill for Sign Pen Plot Vg, 0.6 mm, Color 9 Pack, 2,400 Pieces	piece		600		600	25.75		0		600	25.75				600	25.75				0	0.00	2,400.00	25.75
Refill for Sign Pens BKS V/Rt, 0.7 mm, Color Black, 280 Pieces	piece		140		140	26.00		0		0	0.00				140	26.00				0	0.00	280.00	26.00
Refill for Sign Pens BKS V/SST 0.5mm, Color Blue, 2,820 Pieces	piece		1410		1410	25.80		0		0	0.00				1410	25.80				0	0.00	2,820.00	25.80
Sign Pen V/SST 0.5mm, Color Blue, 3,500 Pieces	piece		875		875	50.00		0		875	0.00				875	50.00				875	43,750.00	3,500.00	50.00
Sign Pen V/SST 0.5mm, Color Black, 4,750 Pieces	piece		1190		1190	50.00		0		1190	0.00				1190	50.00				1190	59,500.00	4,750.00	50.00
Sign Pen V/SST 0.5mm, Color Green, 360 Pieces	piece		190		190	50.00		0		0	0.00				190	50.00				0	0.00	380.00	50.00
Refill for Sign Pens BKS V/SST 0.5mm, Color Green, 120 Pieces	piece		60		60	25.75		0		0	0.00				60	25.75				0	0.00	120.00	25.75
Ribbon for EPSON FX 210 Dot Matrix Printer, Genuine, 2,200 Pieces	piece		1150		1150	260.00		0		0	0.00				1150	260.00				3700	962,000.00	6,000.00	260.00
Ribbon for Unisys M/CN Encoding Machine AID30, Genuine, 800 Pieces	piece		400		400	818.00		0		0	0.00				400	818.00				0	0.00	800.00	818.00
Sign Pen V/Rt 0.5mm, Color Blue, 770 Pieces	piece		385		385	50.00		0		0	0.00				385	50.00				0	0.00	770.00	50.00
Sponge Set With Glass or Plastic Holder, 240 Pieces	piece		270		270	30.00		0		0	0.00				270	30.00				0	0.00	540.00	30.00
Stamp Pad Ink, Violet, 500 Hand with Fasteners, 4,221 Pieces	piece		0		0	27.00		0		2216	0				0	0.00				0	0.00	2,216.00	27.00
Staple Wire Remover, Twin Jaws, 5,720 Pieces	piece		0		0	0.00		0		1860	0				0	0.00				1860	9.00	3,720.00	9.00
Toner TN-230 for Brother 2340 Fax Machine, Genuine, 500 Pieces	piece		250		250	2,550.00		0		0	0.00				250	2,550.00				0	0.00	500.00	2,550.00
Ribbon for Passbook Printer, Model P-100, 2,500 Pieces	piece		0		0	0.00		0		970	250.00				0	0.00				970	250.00	1,940.00	250.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
COMMON JANITORIAL SUPPLIES																							
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
Office Equipment and Accessories																							
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00	

Item & Specifications		Unit Measure		Monthly Quantity Requirement												Total Quantity Requirement		Price Category		
				Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT				Oct	Nov
Office Supplies																				
1					0	0.00				0	0.00				0	0.00			0	0.00
2					0	0.00				0	0.00				0	0.00			0	0.00
3					0	0.00				0	0.00				0	0.00			0	0.00
					0	0.00				0	0.00				0	0.00			0	0.00
Audio and Visual presentation and composing equipment																				
1					0	0.00				0	0.00				0	0.00			0	0.00
2					0	0.00				0	0.00				0	0.00			0	0.00
3					0	0.00				0	0.00				0	0.00			0	0.00
					0	0.00				0	0.00				0	0.00			0	0.00
Photographic or filming or video equipment																				
1					0	0.00				0	0.00				0	0.00			0	0.00
2					0	0.00				0	0.00				0	0.00			0	0.00
3					0	0.00				0	0.00				0	0.00			0	0.00
					0	0.00				0	0.00				0	0.00			0	0.00
Cleaning Equipment and Supplies																				
					0	0.00				0	0.00				0	0.00			0	0.00
2					0	0.00				0	0.00				0	0.00			0	0.00
3					0	0.00				0	0.00				0	0.00			0	0.00
					0	0.00				0	0.00				0	0.00			0	0.00
Paper, Materials and Products																				
1					0	0.00				0	0.00				0	0.00			0	0.00
2					0	0.00				0	0.00				0	0.00			0	0.00
3					0	0.00				0	0.00				0	0.00			0	0.00
					0	0.00				0	0.00				0	0.00			0	0.00
Lighting and fixtures and accessories																				
1					0	0.00				0	0.00				0	0.00			0	0.00

Item & Specifications	Unit Measure	Monthly Quantity Requirement												Total Quantity for FY 2024	Price Category									
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug			Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT	
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
Electrical Equipment and Components and Supplies																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
Computer Supplies																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
Common ICT Equipment																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
CONSUMABLES																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
Other Categories																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		

Item & Specifications	Unit of Measure	Monthly Quantity Requirements																Total Quantity for the year	Price Category
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4		
		AMOUNT							AMOUNT				AMOUNT				AMOUNT		
					0	0.00			0	0.00			0	0.00			0	0.00	0.00
					0	0.00			0	0.00			0	0.00			0	0.00	0.00

A. TOTAL																			
B. ADDITIONAL PROVISION FOR INFLATION (% of TOTAL)																			
C. GRAND TOTAL (A + B)																			
D. APPROVED BUDGET BY THE AGENCY HEAD in figures and words																			
E. MONTHLY CASH REQUIREMENTS																			
G.1 Available at Procurement Service Stores					25,864,236.47				19,586,536.89				8,887,536.01				14,441,38.38	P	
G.2 Other Items not available at PS but regularly purchased from other sources					16,107.40				19,616.30				16,119.30				1,664,442.55	P	
TOTAL MONTHLY CASH REQUIREMENTS					25,880,343.87				19,606,153.19				8,903,655.31				16,105,580.93	P	

*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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:

Macario T. Legulin
Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

Benjamin P. Villanueva, Jr.
Accountant / Local Budget Officer

Approved by:

Atty. V. Buenaventura
Head of Office/Agency

Date Prepared: August 15, 2018

[Signature] *[Signature]* *[Signature]*
MTC