

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2025 FORM

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service – Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 26 September 2011, respectively, the APP-CSE shall serve as the agency's annual request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Modernized Philippine Government Procurement System (mPhilGPPS) 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).

- 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 mPhilGPPS and Downloads page of PS-DBM website (www.ps-phillipsa.gov.ph).
 - 2.0 All information must be provided accurately.
 - 3.0 Kindly refer to the CSE catalogue on the PS-DBM website (www.ps-phillipsa.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
 - 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.
 - 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillipsa.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqO>. Instructions on how to fill-out is included in the reminders of the form.
 - 6.0 Once signed and approved on the file of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phillipsa.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/adeqO>. Instructions on how to fill-out is included in the reminders of the form.
 - 7.0 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 mPhilGPPS 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 0918-2954426 (Smart) or 0962-9255199 (Smart), or email appcse.mpsd@ps-phillipsa.gov.ph, or visit the PS-DBM website (www.ps-phillipsa.gov.ph) for the guide on how to fill-out the APP-CSE.

Department/Bureau/Office: JOSE RIZAL MEMORIAL STATE UN
Region: IX
Address: ZMJC, TAMPULSAN,
ZAMBOANGA DEL NORTE

Agency Code/UACS: NONE
Organization Type: SUGS

Note: The APP-CSE for FY 2025 must be submitted on or before 31 July 2024.
Contact Person: WNGR. BRBX B. CAMILO
Position: PROCUREMENT MNGT. OFFICER
E-mail: jmsu@jmsu.edu.ph
Telephone/Mobile No: 9957524788

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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 ACTONE BASED ANTISEPTICS																									
1	12191601-AL-ER4	ALCOHOL, Ethyl, 500 mL	bottle	0	50	0	50	2,521.50	0	0	0	0	0.00	0	0	0	0.00	20	0	0	20	1,008.60	70	50.43	3,530.10
2	12191601-AL-BR3	ALCOHOL, Ethyl, 1 Gallon	gallon	0	14	0	14	4,999.26	0	0	0	0	0.00	0	0	0	0.00	10	0	0	10	3,570.90	24	357.09	8,570.16
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																									
3	60121413-CB-P01	CLEARBOOK, 44 size	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	20	0	0	20	703.20	20	35.16	703.20
4	60121413-CB-P02	CLEARBOOK, Legal size	piece	0	50	0	50	1,818.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	50	36.36	1,818.00
5	60121534-ER-P01	ERASER, plastic/rubber	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	10	0	0	10	82.60	10	8.26	82.60
6	60121534-SR-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	300	0	300	6,660.00	0	0	0	0	0.00	0	0	0	0.00	50	0	0	50	1,110.00	350	22.30	7,770.00
7	60121534-SR-G04	SIGN PEN, Fine Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
8	60121534-SR-G07	SIGN PEN, Medium Tip, Black	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
9	60121534-SR-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	200	0	200	4,440.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	200	22.20	4,440.00
10	60121534-SR-G05	SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	44.72	0.00
11	60121534-SP-G08	SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
12	60121534-SP-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	40	0	40	888.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	40	22.20	888.00
13	60121534-SR-G06	SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	45.76	0.00
14	60121534-SR-G09	SIGN PEN, Medium Tip, Red	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	57.20	0.00
15	60121234-WR-P01	WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																									
16	46121517-DC-003	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	23,623.60	0.00
17	46111609-M4-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00
BATTERIES AND CELLS AND ACCESSORIES																									
18	26111702-BT-402	BATTERY, dry cell, size AA	pack	0	30	0	30	634.70	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	30	20.49	634.70
19	26111702-BT-401	BATTERY, dry cell, size AAA	pack	0	20	0	20	366.80	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	20	18.34	366.80
CLEANING EQUIPMENT AND SUPPLIES																									
20	4713B012-AP-A01	AIR FRESHENER	can	0	50	0	50	4,365.50	0	0	0	0	0.00	0	0	0	0.00	20	0	0	20	1,746.20	70	87.31	6,111.70

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the Year	Price	Total Amount for the Year					
			Jan												Q2							Q3				
			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	4713164-BR-S01	BROOM (Walls Trimbo)	piece	0	40	0	40	4,992.00	0	0	0	0	0.00	0	0	0	0.00	20	0	0	20	2,496.00	60	124.80	7,488.00	
22	4713164-BR-T01	BROOM (Walls Tng-trng)	piece	0	40	0	40	1,040.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	40	26.00	1,040.00	
23	4713163-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	0	10	0	10	416.00	0	0	0	0	0.00	0	0	0	0.00	10	0	0	10	416.00	20	41.60	832.00	
24	4713165-CL-P01	CLEANER, Scouring Powder	plastic container	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	23.92	0.00	
25	4713161-DE-B02	DETERGENT BAR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	20	0	0	20	166.80	20	9.34	166.80	
26	4713161-DE-P02	DETERGENT POWDER, all purpose	pouch	0	30	0	30	1,622.40	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	30	54.00	1,622.40	
27	4713163-DS-A01	DISINFECTANT SPRAY	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	139.89	0.00	
28	47131601-DU-P01	DUST PAN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	46.80	0.00	
29	47131602-FV-P03	FLOOR WAX, paste type, red	can	0	10	0	10	3,097.60	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10	309.76	3,097.60	
30	4713163-FC-A01	FURNITURE CLEANER	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	164.39	0.00	
31	72101612-HS-L01	HAND SOAP, liquid, 500mL	bottle	0	10	0	10	429.50	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	10	42.95	429.50	
32	47121604-WP-B01	MOP BUCKET	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	2,286.00	0.00	
33	4713101-RG-C01	RAGS	kilo	0	5	0	5	347.35	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	5	69.47	347.35	
34	47131602-SC-N01	SCOURING PAD	pack	0	20	0	20	1,712.60	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	20	85.63	1,712.60	
35	47212701-TB-P04	TRASHBAG, XXL size	roll/pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	130.00	0.00	
36	47212701-TB-P05	TRASHBAG, Large size	roll/pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	59.38	0.00	
37	47212701-TB-P06	TRASHBAG, XL size	roll/pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	92.56	0.00	
38	4721272-WB-P01	WASTEBASKET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	43.68	0.00	
COLOR COMPOUNDS AND DISPERSIONS																										
39	12171273-SI-P01	INK, for stamp pad	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	28.79	0.00	
CONSUMER ELECTRONICS																										
40	52161535-DV-R02	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	7,339.16	0.00	
FILMS																										
41	13111203-AC-P01	ACETATE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,243.84	0.00	
42	13111201-CF-P02	CARBON FILM, Legal size	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	351.83	0.00	
FIRE FIGHTING EQUIPMENT																										
43	46191601-FE-W01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00	
FLAG OR ACCESSORIES																										
44	55121805-PH-P01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	10	0	0	10	2,496.40	10	284.84	2,496.40	
FURNITURE AND FURNISHINGS																										
45	56101604-CH-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	341.12	0.00	
46	56101604-CH-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	341.12	0.00	
HEATING AND VENTILATION AND AIR CIRCULATION																										
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbic type	unit	0	0	0	0	0.00	0	0	0	0	0.00	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	0.00	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	0.00	0	0	0	0	0.00	0	1,560.00	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	0.00	0	0	0	0	0.00	0	901.68	0.00	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
51	43211507-DS-M03	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	24,793.80	0.00	
52	43211507-DS-M04	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	42,390.40	0.00	
53	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	3,014.96	0.00	
54	43202010-CD-U04	FLASH DRIVE	piece	0	5	0	5	763.70	0	0	0	0	0.00	0	0	0	0.00	5	0	0	5	763.70	10	152.74	1,527.40	
55	43211503-LAP004	LAPTOP COMPUTER, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00	
56	43211503-LAP003	LAPTOP COMPUTER, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00	
57	43211208-MO-O02	COMPUTER MOUSE, Wireless	unit	0	2	0	2	323.84	0	0	0	0	0.00	0	0	0	0.00	5	0	0	5	609.60	7	161.92	1,133.44	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the Year	Price	Total Amount for the Year												
				Q1												Q2															Q3											
				Jan	Feb	Mar	Q1	Amount	April	May	June	Q2	Amount	July	Aug	Sept	Q3	Amount	Oct	Nov	Dec	Q4	Amount																			
58	432105-RF-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,656.89	0.00												
LIGHTING AND FIXTURES AND ACCESSORIES																																										
59	39101628-JB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	75.61	0.00												
60	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	206.82	0.00												
MANUFACTURING COMPONENTS AND SUPPLIES																																										
61	31201610-GL-Q02	GLUE, all-purpose	bottle	0	15	0	15	932.10	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	15	62.14	932.10												
62	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	36.40	0.00												
63	31151804-SW-S01	STAPLE WIRE, standard	box	0	15	0	15	356.40	0	0	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	0	20	475.20	35	23.76	831.60													
64	31201602-TA-E02	TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	194.50	10	19.45	194.50													
65	31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	556.80	10	55.68	556.80													
66	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	1,211.60	10	121.16	1,211.60													
67	31201517-TA-M01	TAPE, packaging, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	221.60	10	22.16	223.60													
68	31201512-TA-M01	TAPE, transparent, 24mm	roll	0	21	0	21	371.26	0	0	0	0	0	0	0.00	0	0	0	0	0.00	30	0	0	0	30	530.40	51	17.06	901.66													
69	31201512-TA-M02	TAPE, transparent, 48 mm	roll	0	27	0	27	669.39	0	0	0	0	0	0	0.00	0	0	0	0	0.00	30	0	0	0	30	677.10	57	22.57	1,266.49													
70	31151607-TW-P01	TWINE, plastic	roll	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	66.62	0.00												
MEASURING AND OBSERVING AND TESTING EQUIPMENT																																										
71	4111604-RU-P02	RULER, plastic, 450mm	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	199.30	10	19.93	199.30													
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																																										
72	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	0	5	81.85	5	16.37	61.85													
73	44101602-PB-M01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	9,534.72	0.00													
74	44122037-AB-P10	BINDING RING/COMB, plastic, 32 mm	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	259.89	0.00													
75	44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	235.77	0.00													
76	44121710-CH-W01	CHALK, white enamel	box	0	30	0	30	989.10	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	30	32.97	989.10													
77	44122105-BE-C01	CLIP, backdtd, 19mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	93.60	10	9.36	93.60													
78	44122105-BE-C02	CLIP, backdtd, 25mm	box	0	7	0	7	109.20	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	156.00	17	15.60	265.20													
79	44122105-BE-C03	CLIP, backdtd, 32mm	box	0	5	0	5	166.40	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	332.80	15	33.28	499.20													
80	44122105-BE-C04	CLIP, backdtd, 50mm	box	0	9	0	9	542.88	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	603.20	19	60.32	1,166.08													
81	44121801-CT-H02	CORRECTION TAPE	piece	0	40	0	40	564.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	30	0	0	0	30	405.00	70	13.50	945.00													
82	44121612-CA-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	0	20	634.40	20	31.72	634.40													
83	44111515-OF-R01	DATA FILE BOX	piece	0	5	0	5	729.45	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	1,489.90	15	148.89	2,188.35													
84	44122011-OF-R01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	63.01	0.00													
85	44103202-OS-M01	DATER STAMP	piece	0	1	0	1	434.95	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	0	3	1,304.85	4	434.95	1,739.80													
86	44121906-EN-M01	ENVELOPE, Documentary, A4	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	0	1	829.92	1	829.92	829.92													
87	44121906-EN-M02	ENVELOPE, Documentary, legal,	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	0	1	1,057.58	1	1,057.58	1,057.58													
88	44121906-EN-M01	ENVELOPE, Expanding, Kraft	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	939.95	0.00													
89	44121906-EN-M02	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	30.49	0.00													
90	44121906-EN-M02	ENVELOPE, Mailing	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	432.52	0.00													
91	44121904-EN-M02	ENVELOPE, Mailing, with window	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	0	0	0	1	512.72	1	512.72	512.72													
92	44111912-ER-R01	ERASER, felt, for blackboard/whiteboard	piece	0	52	0	52	752.96	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	0	10	144.80	62	14.48	897.76													
93	44122118-FA-M01	FASTENER	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	94.64	0.00													
94	44111515-FO-M01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	90.20	0.00													
95	44122018-FT-M01	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	11.13	0.00													
96	44122018-FT-M02	FILE TAB DIVIDER, legal	set	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	14.23	0.00													
97	44122011-FO-M01	FOLDER, Fancy with slide, A4	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	270.40	0.00													
98	44122011-FO-M02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0.00	0	291.20	0.00													

Item & Specifications				Unit of Measure	Monthly Quantity Requirement																Total Quantity for the Year	Price	Total Amount for the Year						
					Q1												Q2												
					Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct				Nov	Dec	Q4	Q4 Amount		
99	4412011-FQ-L01	FOLDER, L-type, A4	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	200.28		0.00
100	4412011-FQ-L02	FOLDER, L-type, Legal	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	249.08		0.00
101	4412027-FQ-P01	FOLDER, pressboard	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	952.64		0.00
102	4412011-FQ-T01	FOLDER with tab, A4	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	759.20	2	379.60		759.20
103	4412011-FQ-T02	FOLDER with tab, Legal	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	827.84	2	413.92		827.84
104	4412008-IT-T01	INDEX TAB	box	0	10	0	10	674.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	676.00	20	67.60		1,352.00
105	4412716-WA-P01	MARKER, Fluorescent	set	0	4	0	4	124.44	0	0	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	155.55	9	31.11		279.99
106	4412708-WP-B01	MARKER, Permanent, Black	piece	0	40	0	40	330.80	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	8.27		330.80
107	4412708-WP-B02	MARKER, Permanent, Blue	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8.27		0.00
108	4412708-WP-B03	MARKER, Permanent, Red	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8.27		0.00
109	4412708-WM-B01	MARKER, Whiteboard, Black	piece	0	102	0	102	984.30	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	102	9.45		984.30
110	4412708-WM-B02	MARKER, Whiteboard, Blue	piece	0	48	0	48	463.20	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	48	9.65		463.20
111	4412708-WM-B03	MARKER, Whiteboard, Red	piece	0	48	0	48	463.20	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	48	9.65		463.20
112	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	28	0	28	246.96	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	88.20	38	8.82		335.16
113	44122104-PC-G02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	0	29	0	29	564.34	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	194.60	39	19.46		759.94
114	44101603-PS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	18,713.96		0.00
115	44101601-PT-M02	PAPER TRIMMER/CUTTING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,297.60		0.00
116	4412706-PE-L01	PENCIL, lead/graphite, with eraser	box	0	6	0	6	268.26	0	0	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	20	894.30	26	44.71		1,162.46
117	4412618-PP-M01	PENCIL, SHARPENER	piece	0	2	0	2	472.16	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	708.24	5	236.08		1,180.40
118	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	0	3	0	3	461.76	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	307.84	5	153.92		769.60
119	44122101-RU-B01	RUBBER BAND No. 18	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	0	0	3	405.60	3	135.20		405.60
120	44121805-SP-P01	STAMP PAD, felt	piece	0	2	0	2	79.84	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	39.92		79.84
121	4412618-SS-S01	SCISSORS, symmetrical/haymetrical	pair	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	20	1,310.40	20	65.52		1,310.40
122	4412615-ST-S01	STAPLER, standard type	piece	0	13	0	13	2,566.80	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	1,976.00	23	197.60		4,544.80
123	4412615-ST-S01	STAPLER, heavy duty (binder)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	693.15		0.00
124	4412613-SR-P02	STAPLE REMOVER, piee-type	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46.51		0.00
125	4412605-TD-T01	TAPE DISPENSER, table top	piece	0	1	0	1	77.58	0	0	0	0	0	0	0.00	0	0	0	0	0.00	5	0	0	5	387.90	6	77.58		465.48
PAPER MATERIALS AND PRODUCTS																													
126	1411525-CA-M01	CARTOLINA, assorted colors	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	837.20	10	83.72		837.20
127	1411506-CS-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	945.36		0.00
128	1411506-CS-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 379mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,973.92		0.00
129	1411514-WP-S02	NOTEPAD, stick-on, 50mm x 76mm	pad	0	10	0	10	370.60	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	370.60	20	37.06		741.20
130	1411514-WP-S04	NOTEPAD, stick-on, 76mm x 100mm	pad	0	10	0	10	592.80	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	592.80	20	59.28		1,185.60
131	1411514-WP-S03	NOTEPAD, stick-on, 76mm x 76mm	pad	0	10	0	10	520.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	520.00	20	52.00		1,040.00
132	1411514-WB-S02	STENO NOTEBOOK	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.04		0.00
133	1411507-PP-M01	PAPER, MULTICOPIY A4	ream	0	128	0	128	27,366.40	0	0	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	21,380.00	228	213.80		48,746.40
134	1411507-PP-M02	PAPER, MULTICOPIY LEGAL	ream	0	254	0	254	59,171.84	0	0	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	23,256.00	354	232.96		82,467.84
135	1411507-PP-C01	PAPER, MULTIPURPOSE A4	ream	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	137.74		0.00
136	1411507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	158.91		0.00
137	1411531-PP-P01	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	34.82		0.00
138	1411503-PA-P01	PAPER, parchment	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	1,542.10	10	154.21		1,542.10
139	1411531-RE-S01	RECORD BOOK, 300 PAGES	book	0	14	0	14	1,283.80	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	917.00	24	91.70		2,200.80
140	1411531-RE-S02	RECORD BOOK, 500 PAGES	book	0	4	0	4	498.24	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	0	0	10	1,245.60	14	124.56		1,743.84
141	1411704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	80	0	80	2,704.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	3,380.00	180	33.80		6,084.00
142	1411704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	100	0	0	100	9,984.00	100	99.84		9,984.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement																Total Quantity for the Year	Price	Total Amount for the Year					
			Q1												Q2											
			Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct	Nov	Dec				Q4 Amount				
39	4410305-1X-946	INK CARTRIDGE, HP U572AA (HP9550X), Black Original	cart	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	1,817.92	0.00
40	4410305-HP-CS1	INK CARTRIDGE, HP T6189AA (HP903), Cyan Original	cart	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	468.00	0.00
41	4410305-HP-M51	INK CARTRIDGE, HP T6183AA (HP903), Magenta Original	cart	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	468.00	0.00
42	4410305-HP-V51	INK CARTRIDGE, HP T6197AA (HP903), Yellow Original	cart	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	468.00	0.00
43	4410305-HP-851	INK CARTRIDGE, HP T6101AA (HP905), Black Original	cart	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	774.80	0.00
44	4410312-EP-M05	RIBBON CARTRIDGE, EPSON C13015516 (88750), Black	cart	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	77.43	0.00
45	4410312-EP-M13	RIBBON CARTRIDGE, EPSON C13015632, Black	cart	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	77.94	0.00
46	4410312-EP-M07	RIBBON CARTRIDGE, EPSON C13015531 (S015085)	cart	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	818.48	0.00
47	4410303-8R-M09	TONER CARTRIDGE, BROTHER TN-3320, Black	cart	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	3,567.20	0.00
48	4410303-8R-M11	TONER CARTRIDGE, BROTHER TN-3350, Black	cart	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	5,002.40	0.00
49	4410303-8R-M15	TONER CARTRIDGE, BROTHER TN-3478, Black	cart	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	5,579.44	0.00
50	4410303-8R-M16	TONER CARTRIDGE, BROTHER TN-456 Black, High Yield	cart	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	4,564.56	0.00
51	4410303-8R-M03	TONER CARTRIDGE, BROTHER TN-456 Cyan, High Yield	cart	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	7,716.80	0.00
52	4410303-8R-M03	TONER CARTRIDGE, BROTHER TN-456 Magenta, High Yield	cart	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	7,716.80	0.00
53	4410303-8R-M03	TONER CARTRIDGE, BROTHER TN-456 Yellow, High Yield	cart	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	7,716.80	0.00
54	4410303-CA-B00	TONER CARTRIDGE, CANON CRG-324 II	cart	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	13,999.36	0.00
55	4410303-HP-B12	TONER CARTRIDGE, HP C4135A, Black	cart	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	3,439.28	0.00
56	4410303-HP-B18	TONER CARTRIDGE, HP CE255A, Black	cart	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	7,705.36	0.00
57	4410303-HP-B21	TONER CARTRIDGE, HP CE278A, Black	cart	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	4,152.72	0.00
58	4410303-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	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	3,598.40	0.00
59	4410303-HP-B23	TONER CARTRIDGE, HP CE310A, Black	cart	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	2,608.32	0.00
60	4410303-HP-C23	TONER CARTRIDGE, HP CE311A, Cyan	cart	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	2,897.44	0.00
61	4410303-HP-Y23	TONER CARTRIDGE, HP CE312A, Yellow	cart	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	2,897.44	0.00
62	4410303-HP-M23	TONER CARTRIDGE, HP CE313A, Magenta	cart	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	2,897.44	0.00
63	4410303-HP-B28	TONER CARTRIDGE, HP CE303A, Black	cart	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	4,995.92	0.00
64	4410303-HP-B52	TONER CARTRIDGE, HP CE217A (HP17A), Black LaserJet	cart	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	3,194.88	0.00
65	4410303-HP-B53	TONER CARTRIDGE, HP CE226A (HP226A), Black LaserJet	cart	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	5,822.96	0.00
66	4410303-HP-B56	TONER CARTRIDGE, HP CE281A (HP81A), Black LaserJet	cart	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	8,658.00	0.00
67	4410303-HP-B57	TONER CARTRIDGE, HP CE287A (HP87A), LaserJet Black	cart	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	3,367.52	0.00
68	4410303-HP-B58	TONER CARTRIDGE, HP CE287A (HP87A), Black	cart	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	30,008.56	0.00
69	4410303-HP-B60	TONER CARTRIDGE, HP CE303A, Black LaserJet	cart	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	2,856.88	0.00
70	4410303-HP-C60	TONER CARTRIDGE, HP CE311A, Cyan LaserJet	cart	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	2,843.20	0.00
71	4410303-HP-M60	TONER CARTRIDGE, HP CE312A, Yellow LaserJet	cart	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	2,843.20	0.00
72	4410303-HP-M60	TONER CARTRIDGE, HP CE313A, Magenta LaserJet	cart	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	2,843.20	0.00
73	4410303-HP-B61	TONER CARTRIDGE, HP CE360A (HP538A), Black LaserJet	cart	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	7,203.12	0.00
74	4410303-HP-C61	TONER CARTRIDGE, HP CE361A (HP538A), Cyan LaserJet	cart	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	9,783.28	0.00
75	4410303-HP-Y61	TONER CARTRIDGE, HP CE362A (HP538A), Yellow LaserJet	cart	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	9,783.28	0.00
76	4410303-HP-M61	TONER CARTRIDGE, HP CE363A (HP538A), Magenta LaserJet	cart	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	9,783.28	0.00
77	4410303-HP-B62	TONER CARTRIDGE, HP CE400A (HP201A), Black LaserJet	cart	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	3,439.28	0.00
78	4410303-HP-C62	TONER CARTRIDGE, HP CE401A (HP201A), Cyan LaserJet	cart	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	4,063.28	0.00
79	4410303-HP-M62	TONER CARTRIDGE, HP CE402A (HP201A), Yellow LaserJet	cart	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	4,063.28	0.00
80	4410303-HP-M62	TONER CARTRIDGE, HP CE403A (HP201A), Magenta LaserJet	cart	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	4,063.28	0.00
81	4410303-HP-B63	TONER CARTRIDGE, HP CE410A (HP410A), Black	cart	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	4,328.48	0.00
82	4410303-HP-C63	TONER CARTRIDGE, HP CE411A (HP410A), Cyan	cart	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	5,392.08	0.00
83	4410303-HP-Y63	TONER CARTRIDGE, HP CE412A (HP410A), Yellow	cart	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	5,392.08	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																Total Quantity for the Year	Price	Total Amount for the Year					
				Monthly Quantity Requirement																							
				Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug	Sept	Q3	Q3 Amount	Oct				Nov	Dec	Q4	Q4 Amount	
84	4410303-PP-M63	TONER CARTRIDGE, HP CM13A (HP410A), Magenta	cart	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	5,992.08		0.00
85	4410303-PP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	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	4,155.84		0.00
86	4410303-PP-B46	TONER CARTRIDGE, HP Q2553A, Black	cart	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	4,680.00		0.00
SOFTWARE																											
1	4321513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
2	4321602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
3	4323004-SFT-003	Computer game or entertainment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
4	4323107-SFT-004	Content authoring and editing software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
5	4323202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
6	4323204-SFT-006	Data management and query software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
7	4323402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
8	4323505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
9	4323603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
10	4323801-SFT-016	Information exchange software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
11	4323201-SFT-010	Network applications software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
12	4322802-SFT-011	Network management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
13	4322905-SFT-012	Networking software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
14	4323004-SFT-013	Operating environment software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
15	4323205-SFT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
16	4323405-SFT-015	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Notes: Please indicate price of items)																											
1	80141505-TS-001	BALPEN	piece	0	300	0	300	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	15.00		4,500.00
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
3	80141505-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
4	80141505-TS-004	STICKER PAPER	pack	0	1000	0	1000	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1000	10.00		10,000.00
5	80141505-TS-005	DOUBLE SIZED PAPER	roll	0	50	0	50	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	30.00		1,500.00
6	80141505-TS-006	PHOTO PAPER	pack	0	500	0	500	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	500	10.00		5,000.00
7	80141505-TS-007	BLEACHING SOLUTION	bottle	0	30	0	30	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	150.00		4,500.00
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	100	0	100	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	150.00		15,000.00
9	80141505-TS-009	CERTIFICATE HOLDER	piece	0	150	0	150	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	100.00		15,000.00
10	80141505-TS-010	UNINTERUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
11	80141505-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
12	80141505-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
13	80141505-TS-013	WHITE BOARD	pieces	0	3	0	3	4,248.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,416.15		4,248.46
14	80141505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
15	80141505-TS-015	MEDICAL	pieces	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
16	80141505-TS-016	DISHWASHING LIQUID	bottle	0	10	0	10	2,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	220.00		2,200.00
17	80141505-TS-017	PLASTIC FASTENER	box	0	20	0	20	1,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	70.00		1,400.00
18	80141505-TS-018	STEEL FILING CABINET	pieces	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
19	80141505-TS-019	VELLUM BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
20	80141505-TS-020	EXTENSION CORD	pieces	0	10	0	10	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00		0.00
21	80141505-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00		0.00
22	80141505-TS-022	COLORED PAPER	pack	0	20	0	20	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	0.00		0.00
23	80141505-TS-023	BOND PAPER	ream	0	75	0	75	15,750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75	210.00		15,750.00
24	80141505-TS-024	PUSH PIN	pack	0	10	0	10	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	0.00		0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	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		
25	80141505-TS-025	DOOR MAT	piece	0	10	0	10	1,200.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	10	120.00	1,200.00
26	80141505-TS-026	GLUE STICK (PASTE)	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
27	80141505-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	100	0	100	1,000.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	100	10.00	1,000.00
28	80141505-TS-028	DEODORANT CAKE	piece	0	50	0	50	2,000.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	50	40.00	2,000.00
29	80141505-TS-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
30	80141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
31	80141505-TS-031	MANILA PAPER	pack	0	50	0	50	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	50	0.00	0.00
32	80141505-TS-032	AUTOMOTIVE BATTERIES	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
33	80141505-TS-033	PADLOCK	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
34	80141505-TS-034	MOBILE PHONE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
35	80141505-TS-035	COMPACT DISC	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
36	80141505-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
37	80141505-TS-037	STORAGE BOX	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
38	80141505-TS-038	PLASTIC ENVELOPE	pieces	0	100	0	100	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	100	0.00	0.00
39	80141505-TS-039	DOCUMENT SCANNER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
40	80141505-TS-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
41	80141505-TS-041	PACKAGE/ANOL	pack	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
42	80141505-TS-042	GLUE GUN	unit	0	5	0	5	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	5	0.00	0.00
43	80141505-TS-043	INKJET PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
44	80141505-TS-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
45	80141505-TS-045	POYDOME JOHNE	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-046	KEYBOARD	unit	0	3	0	3	2,250.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	750.00	2,250.00
47	80141505-TS-047	DSLR CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-048	STEEL RACK	set	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-049	LANDING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-050	FUEL FILTERS	pieces	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-051	AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-052	AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-053	CAR (Sedan or Hatchback)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
46	80141505-TS-054	MULTI-PURPOSE VEHICLE (MPV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
47	80141505-TS-055	SPORTS UTILITY VEHICLE (SUV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
48	80141505-TS-056	PASSENGER VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49	80141505-TS-057	VAN	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-058	TWO-WHEEL VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-059	PICK-UP TRUCK	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-060	ALL-TERRAIN VEHICLE (ATV)	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-061	ASSEMBLED OWNER-TYPE JEEP	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50	80141505-TS-062	ASSEMBLED PASSENGER-JEEPNEY-TYPE VEHICLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
51	80141505-TS-063	MOTORCYCLE	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52	80141505-TS-064	BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53	80141505-TS-065	MINI BUS	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
A. TOTAL																						337,651.53		
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							33,765.16	

