

APP-CSE 2024 FORM - Other Items  
**ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM - OTHER ITEMS**

**Introduction:**  
 This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.

- Reminders:**
- 1.0 The APP-CSE 2024 Form - Other Items must be accomplished using Microsoft Excel format ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which is downloadable from the Downloads page of PS-DBM website ([www.ps-dbm.gov.ph](http://www.ps-dbm.gov.ph)).
  - 2.0 All information must be provided accurately.
  - 3.0 To fill-out, copy the list of items indicated in the UNSPSC tab of this form. Otherwise, the item that you will input will not be accepted. Additional rows for other items may be inserted if necessary.
  - 4.0 Kindly upload the soft copy of the APP-CSE Form - Other Items in Microsoft Excel format on or before the prescribed period or deadline through this link: <https://harriet.at/boosa> (Please copy the link and paste in your browser)
  - 5.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email [apccse.helpdesk@ps-philgeps.gov.ph](mailto:apccse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE Form.

**Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.**

Department/Bureau/Office: SCHOOLS DIVISION OF MARINDUQUE  
 Region: MIMAROPA REGION  
 Address: MALUSUK, BOAC, MARINDUQUE

Agency Code/UA/CSE: \_\_\_\_\_  
 Organization Type: \_\_\_\_\_

Contact Person: RUBY N. TAN  
 Position: ADMINISTRATIVE OFFICER IV  
 E-mail: rbtan@psd.gov.ph  
 Telephone/Mobile Nos: (043)332-1611

No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																										
	51471901-AL-101	ALCOHOL, isopropyl, 60%-72%, 500ml (- 5ml)	bottle	150	0	0	150	12,888.34	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	85.92	12,888.34
	51471901-AL-102	ALCOHOL, isopropyl, 60%-72%, scented, 3.785 liters	gallon	40	0	0	40	24,633.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	615.83	24,633.00
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
	60121524-ER-P01	ERASER, plastic/rubber	piece	24	4	14	42	1,086.75	0	0	0	0	0.00	0	0	9	9	232.80	0	0	0	0	0.00	51	25.00	1,319.63
	60121524-SP-G01	SIGN PEN, black, liquid/gel Ink, 1.0mm needle tip	piece	43	5	29	77	4,538.19	19	5	5	29	1,709.19	19	5	5	29	1,709.19	0	0	0	0	0.00	135	58.94	7,956.56
	60121524-SP-G02	Sign Pen, Blue, liquid/gel Ink, 1.0mm needle tip	piece	30	0	24	62	3,654.13	14	0	0	14	825.13	14	0	0	14	825.13	0	0	0	0	0.00	90	58.94	5,304.38
	60121524-SP-G03	SIGN PEN, red, liquid/gel Ink, 1.0mm needle tip	piece	7	0	0	7	412.56	2	0	0	2	117.80	2	0	0	2	117.80	0	0	0	0	0.00	11	58.94	648.31
		Sign Pen, Black, Liquid/gel Ink, 0.5mm needle tip	piece	51	5	17	73	2,728.38	17	5	5	27	1,009.13	15	2	14	31	1,150.63	0	0	0	0	0.00	131	37.38	4,896.13
		Sign Pen, Blue, Liquid/gel Ink, 0.5mm needle tip	piece	12	0	0	12	448.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	37.38	448.50
		Sign Pen, Red Liquid/gel Ink, 0.5mm needle tip	piece	12	0	0	12	448.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	37.38	448.50
		Sign Pen, Green, Liquid/gel Ink, 0.5mm needle tip	piece	0	0	12	12	448.50	0	0	0	0	0.00	0	0	12	12	448.50	0	0	0	0	0.00	24	37.38	897.00
		Sign Pen, Blue, Liquid/gel Ink, 0.7mm needle tip	piece	12	0	0	12	517.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	43.13	517.50
		Sign Pen, Black, Liquid/gel Ink, 0.7mm needle tip	piece	52	2	14	68	2,932.50	16	2	2	20	862.50	4	2	14	20	862.50	0	0	0	0	0.00	108	43.13	4,657.50
		Sign Pen, Blue, Liquid/gel Ink, 0.8mm needle tip	piece	36	12	12	60	4,899.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	81.65	4,899.00
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
	28111702-BT-A02	BATTERY, dry Cell, size AA, 2 pcs/blister pack	pack	32	2	2	36	1,794.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	36	49.83	1,794.00
	28111702-BT-A01	BATTERY, dry Cell, size AAA, 2 pcs/blister pack	pack	31	1	0	32	1,778.67	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	32	55.58	1,778.67
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										
	47131812-AF-A01	AIR FRESHENER, aerosol type	can	6	6	6	18	5,537.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	18	307.63	5,537.25
	47131604-BR-S01	BROOM, soft, tambo	piece	2	2	2	6	862.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	143.75	862.50
	47131604-BR-T01	BROOM, stick, long-tong	piece	2	2	2	6	370.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	61.61	370.88
	47131829-TB-C01	CLEANER, toilet and urinal, 900 ml	bottle	43	20	20	80	19,780.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	80	247.25	19,780.00
	47131811-DE-B02	DETERGENT BAR, 140g	piece	4	4	4	12	293.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	24.44	293.25
	47131811-DE-P03	DETERGENT POWDER, all-purpose, 1kg	pack	10	11	11	32	4,784.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	32	149.50	4,784.00
	80141505-TS-016	DISWASHING LIQUID, 250ml	bottle	20	10	10	40	5,152.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	128.80	5,152.00
	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 510 grams	can	10	10	10	30	23,287.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	776.25	23,287.50
	73101612-HS-L01	LIQUID HAND SOAP, 500ml	bottle	4	0	4	8	938.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	117.30	938.40
	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 330 ml	can	1	1	1	3	1,299.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	433.17	1,299.50
	47131501-RG-C01	RAGS, all cotton	bundle	5	1	1	7	1,791.13	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	255.00	1,791.13
	53131608	BATHROOM SOAP, FAMILY SIZE	box	9	0	0	9	926.33	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	102.93	926.33
	-	LIQUID BLEACH, 1000ml	bottle	20	20	20	60	4,485.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	74.75	4,485.00
	-	SCRUBBING PAD WITH FOAM	pcr	6	0	0	6	405.38	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	67.56	405.38
	80141505-TS-028	TOILET DEODORIZER, airt scent, 100g	pcr	10	10	10	30	2,199.38	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	73.31	2,199.38



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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							
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																														
4712101-TB-P06		TRASH BAG (THICK, BIG) 37X40X40	psc	900	0	900	1800	22,770.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1800	12.65	22,770.00				
4712101-TB-P05		TRASH BAG (THICK, SMALL) 13X13X33	psc	900	0	900	1800	15,525.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1800	8.63	15,525.00				
47121702-WB-P01		WASTERASKET, non-rigid plastic	piece	1	1	1	3	517.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	172.50	517.50				
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																														
12171703-SI-P01		INK, for stamp pad, Purple	bottle	4	0	1	5	194.06	0	0	0	0	0.00	0	0	1	1	38.81	0	0	0	0	0.00	6	38.81	232.86				
44121905		INK, for stamp pad, Black	bottle	14	0	1	15	582.19	1	0	0	1	38.81	1	0	1	2	77.63	0	0	0	0	0.00	18	30.01	698.63				
44121905		INK, for stamp pad, Red	bottle	2	0	1	3	116.44	0	0	0	0	0.00	0	0	1	1	38.81	0	0	0	0	0.00	4	38.81	155.25				
<b>FILMS</b>																														
13111201-CF-P02		CARBON FILM, legal	box	0	0	1	1	563.50	0	0	0	0	6.00	0	0	0	0	0.00	0	0	0	0	0.00	1	563.50	563.50				
14121810		CARBON FILM, blue, legal size	box	2	0	0	2	1,138.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	569.25	1,138.50				
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																														
-		LED bulb, 5watts Basic daylight series	piece	10	0	0	10	1,339.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	133.98	1,339.75				
-		LED bulb, 5watts Basic daylight series	piece	30	0	0	30	4,312.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	143.75	4,312.50				
-		LED bulb, 15watts Basic daylight series	piece	10	0	0	10	2,760.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	276.00	2,760.00				
-		LED bulb, 20watts Basic daylight series	piece	10	0	0	10	3,992.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	319.25	3,992.50				
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																														
31201610-OL-J01		GLUE, all purpose, 200 grams	jar	43	1	18	62	9,803.75	21	0	0	21	3,320.63	22	0	18	40	6,325.00	0	0	0	0	0.00	122	158.13	19,449.38				
31151804-SW-H01		STAPLE WIRE, heavy duty, binder type, 23/13	box	8	2	3	13	691.44	3	0	0	3	159.55	1	0	0	1	53.19	0	0	0	0	0.00	17	53.19	904.19				
31151804-SW-S01		STAPLE WIRE, standard	box	71	5	6	84	2,801.40	31	1	1	33	1,100.55	31	1	1	33	1,100.55	0	0	0	0	0.00	150	33.35	5,002.50				
31201503-TA-H01		TAPE, masking, 24mm	roll	31	2	14	47	1,553.94	19	0	0	19	628.19	19	0	0	19	628.19	0	0	0	0	0.00	85	33.06	2,810.21				
31201503-TA-H02		TAPE, MASKING, 48mm	roll	30	0	12	42	2,596.13	19	0	0	19	1,174.44	19	0	7	26	1,607.13	0	0	0	0	0.00	87	61.81	5,377.69				
31201517-TA-P01		TAPE, packaging, 48mm	roll	39	2	11	52	2,765.75	2	0	0	2	106.38	2	0	7	9	478.69	0	0	0	0	0.00	63	53.19	3,350.81				
31201512-TA-T01		TAPE, transparent, 24mm	roll	47	3	23	73	1,637.03	21	0	0	21	470.93	20	0	7	27	605.48	0	0	0	0	0.00	121	22.43	2,713.43				
31201512-TA-T02		TAPE, transparent, 48mm	roll	45	2	16	63	3,260.25	22	0	0	22	1,138.50	20	0	0	20	1,035.00	0	0	0	0	0.00	105	51.75	5,433.75				
31201505		TAPE, Double Sided Adhesive with Foam, 24mm	roll	31	3	23	57	4,434.63	19	1	1	21	1,630.13	19	1	8	28	2,173.90	0	0	0	0	0.00	106	77.63	8,228.25				
31201505		TAPE, Double Sided Adhesive with Foam, 48mm	roll	29	1	5	35	10,062.50	19	1	1	21	6,037.50	19	1	1	21	6,037.50	0	0	0	0	0.00	77	287.50	22,137.50				
80141505-TS-005		TAPE, Double Sided Adhesive Non-Foam, 24mm	roll	42	13	33	88	3,036.00	20	2	2	24	828.00	20	2	9	31	1,069.50	0	0	0	0	0.00	143	34.50	4,933.50				
<b>MEDICINE AND OTHER LABORATORY SUPPLIES</b>																														
		Amoxicillin 500 mg	cap	25	0	0	25	10,000.00	25	0	0	25	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	50	400.00	20,000.00				
		Banded Box, 1.9 cm x 7.6 m	box	1	0	0	1	12.00	1	0	0	1	12.00	0	0	0	0	0.00	0	0	0	0	0.00	2	12.00	24.00				
		Aluminum hydroxide, magnesium hydroxide, simethicone	tab	25	0	0	25	30,000.00	15	0	0	15	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	1,200.00	48,000.00				
		Omeprazole 40 mg	tab	20	0	0	20	8,000.00	15	0	0	15	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	35	400.00	14,000.00				
		Antibacterial Cream	tube	2	0	0	2	48.00	2	0	0	2	48.00	0	0	0	0	0.00	0	0	0	0	0.00	4	24.00	96.00				
		Ceftriaxone 10 mg	tab	20	0	0	20	8,000.00	20	0	0	20	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	400.00	16,000.00				
		Disposable Gloves, Small	box	1	0	0	1	4.00	1	0	0	1	4.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4.00	8.00				
		Disposable Gloves, Medium	box	1	0	0	1	4.00	1	0	0	1	4.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4.00	8.00				
		Heferanic acid 500 mg	tab	25	0	0	25	10,000.00	20	0	0	20	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	45	400.00	18,000.00				
		Paracetamol 500 mg	tab	25	0	0	25	10,000.00	20	0	0	20	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	45	400.00	18,000.00				
		Phenylephrine HCl + Chlorpheniramine Maleate + Paracetamol 25 mg/2mg/325mg	tab	20	0	0	20	10,000.00	20	0	0	20	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	500.00	20,000.00				
		Embroceton, medicated oil (methylsalicylate) 5 mL	bottle	10	0	0	10	100.00	10	0	0	10	100.00	0	0	0	0	0.00	0	0	0	0	0.00	20	10.00	200.00				
		Cotton Balls	pack	1	0	0	1	12.00	1	0	0	1	12.00	0	0	0	0	0.00	0	0	0	0	0.00	2	12.00	24.00				
		Povidone-Iodine, 5%, 30 mL	bottle	1	0	0	1	12.00	1	0	0	1	12.00	0	0	0	0	0.00	0	0	0	0	0.00	2	12.00	24.00				
		Tranexamic acid 500 mg	cap	20	0	0	20	8,000.00	20	0	0	20	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	400.00	16,000.00				
		Sterilizing and disinfecting solution	gallon	1	0	0	1	8.00	1	0	0	1	8.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8.00	16.00				
		Dental Needle 0.30 (Tarumo Shot)	box	3	0	0	3	45.00	3	0	0	3	45.00	0	0	0	0	0.00	0	0	0	0	0.00	6	15.00	90.00				



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<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
		Oral Rehydrating Solution	sachet	15	0	0	15	750.00	5	0	0	5	250.00	0	0	0	0	0.00	0	0	0	0	0.00	20	50.00	1,000.00
		Stethoscope	pcs	3	0	0	3	9.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3.00	9.00
		BP Cuff, XL Adult, 46 cm	piece	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
		Glucometer	unit	1	0	0	1	2.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2.00	2.00
		Glucometer Lanced 100/box	box	1	0	0	1	8.00	1	0	0	1	8.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8.00	16.00
		Glucometer 5bp (50 strips/box)	box	1	0	0	1	8.00	1	0	0	1	8.00	0	0	0	0	0.00	0	0	0	0	0.00	2	8.00	16.00
		Microspore tape 1"	pcs	3	0	0	3	72.00	3	0	0	3	72.00	0	0	0	0	0.00	0	0	0	0	0.00	6	24.00	144.00
		Sterile Gauze 4x4 10/box	box	2	0	0	2	40.00	2	0	0	2	40.00	0	0	0	0	0.00	0	0	0	0	0.00	4	20.00	80.00
		Mouth Mirror	pcs	20	0	0	20	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	200.00	4,000.00
		Polytub	pcs	3	0	0	3	60.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	20.00	60.00
		Plastic Instrument Tray	pcs	20	0	0	20	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	90.00	1,600.00
		SODIUM ASCORBATE WITH ZINC 500MG/10MG LIGHT PEACH, BICOINEX, ELIPTICAL, FILM-COATED TABLET, PLAIN ON BOTH SIDES (100 TAB/BOX)	box	75	75	1	151	205,905.49	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	151	1,363.64	205,905.49
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
		Balpen (BPS-Fine, Black)	box	78	1	14	93	33,368.40	40	0	0	40	14,352.00	37	0	9	46	16,204.00	0	0	0	0	0.00	179	398.80	64,225.20
		Balpen (BPS-Fine, Blue)	box	22	0	1	23	7,935.00	1	0	0	1	345.00	1	0	0	1	345.00	0	0	0	0	0.00	25	345.00	8,625.00
	80141505-T5-001	Balpen (Ordinary, Black)	box	62	0	10	72	4,864.50	42	0	0	42	2,837.63	39	0	0	39	2,634.94	0	0	0	0	0.00	153	67.56	10,337.64
		Balpen (Ordinary, Red)	piece	17	0	1	18	108.68	7	0	0	7	42.26	1	0	0	1	6.04	0	0	0	0	0.00	26	6.04	156.96
	44122105-BF-C01	CLIP, backfold, 19mm	box	104	0	8	114	2,195.93	87	0	0	87	1,675.86	42	0	0	42	869.63	0	0	0	0	0.00	243	19.26	4,660.73
	44122105-BF-C02	CLIP, backfold, 25mm	box	114	0	8	122	2,961.38	95	0	0	95	2,321.56	87	0	0	87	2,126.06	0	0	0	0	0.00	304	24.44	7,429.00
	44122105-BF-C03	CLIP, backfold, 32mm	box	114	0	5	121	4,139.71	97	0	0	97	3,318.61	87	0	0	87	2,976.49	0	0	0	0	0.00	305	34.21	10,434.81
	44122105-BF-C04	CLIP, backfold, 50mm	box	109	0	5	114	9,144.23	90	0	0	90	7,219.13	87	0	0	87	6,978.49	0	0	0	0	0.00	291	80.21	23,341.86
		Correction Pen	piece	1	3	6	10	546.25	1	3	0	4	216.50	1	3	0	4	216.50	0	0	0	0	0.00	18	54.62	983.25
		Correction Tape 30M	pcs.	55	3	35	93	9,197.70	43	3	0	46	4,549.40	43	3	30	76	7,516.40	0	0	0	0	0.00	215	98.90	21,263.50
	44121801-CT-R02	CORRECTION TAPE, 8m	piece	101	1	6	108	3,229.20	49	1	1	51	1,524.90	46	1	1	48	1,435.20	0	0	0	0	0.00	207	29.90	6,189.30
	44111515-DF-B01	DATA FILE BOX	piece	35	3	2	40	17,537.50	2	0	0	2	876.88	0	0	0	0	0.00	0	0	0	0	0.00	42	438.44	18,414.38
	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	3	0	0	3	690.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	239.00	690.00
		DVD -R 4.7 GB (with case)	piece	150	0	0	150	4,743.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	31.63	4,743.75
		DVD Rewritable, speed-4x min, 4.7 gb capacity (with case)	piece	150	0	0	150	8,366.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	55.76	8,366.25
	44121506-EN-D01	ENVELOPE, documentary, A4	box	4	0	0	4	12,420.00	1	0	0	1	3,165.00	1	0	0	1	3,165.00	0	0	0	0	0.00	6	3,105.00	18,630.00
	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	5	0	0	5	5,962.50	1	0	0	1	1,000.50	1	0	0	1	1,000.50	0	0	0	0	0.00	7	1,000.50	7,003.50
		Envelope, Expanded, Kraftboard for legal size doc (blue)	piece	10	0	0	10	172.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	17.25	172.50
		Envelope, Expanded, Kraftboard for legal size doc (red)	piece	0	12	0	12	207.00	0	0	0	0	0.00	0	12	0	12	207.00	0	0	0	0	0.00	24	17.25	414.00
		Envelope, Expanded, Kraftboard for legal size doc (yellow)	piece	30	0	0	30	517.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	17.25	517.50
	44121506-EN-X01	ENVELOPE, expanding, kraft, legal	box	8	0	0	8	10,816.00	2	0	0	2	2,782.50	2	0	0	2	2,782.50	0	0	0	0	0.00	12	1,351.25	16,215.00
		Envelope, expanded, glossy, long with garter (assorted colors)	pcs	200	0	108	308	4,958.80	50	0	0	50	805.00	40	0	0	40	644.00	0	0	0	0	0.00	398	16.10	6,407.80
	44121506-EN-M02	Envelope, mailing (long)	box	2	0	9	11	3,330.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	11	300.00	3,300.00
		Expanded Folder (long)	pcs.	78	12	0	90	1,759.50	78	0	0	78	1,524.90	68	0	0	68	1,329.40	0	0	0	0	0.00	235	19.55	4,613.80
		Fastener (funky plastic, 5/pack)	pack	122	3	3	128	3,642.00	21	2	1	24	683.04	21	2	1	24	683.04	0	0	0	0	0.00	176	28.46	5,008.94
		FASTENER (PLASTIC, 70mm LONG)	box	8	0	18	26	3,214.38	1	0	0	1	123.63	1	0	18	19	2,348.97	0	0	0	0	0.00	46	123.63	5,686.98
	80141505-T5-017	FASTENER (PLASTIC, ORDINARY)	box	28	2	19	49	1,634.15	23	1	1	25	833.75	21	1	19	41	1,367.35	0	0	0	0	0.00	115	33.35	3,895.25
	44122110-FA-P01	FASTENER, metal, non-sharp edges	box	5	0	0	5	345.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	69.00	345.00
	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	2	0	12	14	8,855.00	2	0	0	2	1,265.00	2	0	0	2	1,265.00	0	0	0	0	0.00	18	632.50	11,385.00
	44122018-FT-D01	FILE TAB DIVIDER, Bristol board, for A4	set	37	0	1	38	4,588.50	1	0	0	1	120.75	1	0	0	1	120.75	0	0	0	0	0.00	40	120.75	4,830.00
		Folder (long, blue)	piece	140	0	25	165	1,897.50	50	0	0	50	575.00	50	0	25	75	862.50	0	0	0	0	0.00	290	11.50	3,335.00
		Folder (long, red)	piece	80	6	25	111	1,276.50	90	0	0	90	575.00	50	6	25	81	931.50	0	0	0	0	0.00	242	11.50	2,783.00



No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price Catalogue	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
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
-		Folder (long, yellow)	piece	100	0	0	100	1,150.00	80	0	0	80	575.00	50	0	0	50	575.00	0	0	0	0	0.00	200	11.50	2,300.00
-		Folder (short, blue)	piece	170	0	5	175	1,811.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	175	10.35	1,811.25
-		Folder (short, red)	piece	70	0	5	75	776.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	75	10.35	776.25
-		Folder (short, yellow)	piece	120	0	0	120	1,242.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	120	10.35	1,242.00
-		Folder, Expanded (long, assorted colors)	piece	0	0	106	106	2,235.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	106	20.70	2,235.60
-		Folder, Expanded (long, blue)	piece	134	0	0	134	2,927.90	0	0	0	0	0.00	10	0	0	10	218.50	0	0	0	0	0.00	144	21.85	3,146.40
		Folder, Expanded (long, red)	piece	35	0	0	35	764.75	0	0	0	0	0.00	10	0	0	10	218.50	0	0	0	0	0.00	45	21.85	983.25
		Folder, Expanded (long, yellow)	piece	110	0	0	110	2,403.50	0	0	0	0	0.00	10	0	0	10	218.50	0	0	0	0	0.00	120	21.85	2,622.00
		Folder, Expanded (long, green)	piece	50	0	0	50	1,092.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	21.85	1,092.50
		Folder, Expanded (short, blue)	piece	50	0	36	86	1,780.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	86	20.70	1,780.20
		Folder, Expanded (short, red)	piece	50	0	36	86	1,780.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	86	20.70	1,780.20
		Folder, Expanded (short, yellow)	piece	50	0	36	86	1,780.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	86	20.70	1,780.20
		Folder, long 14 pts	pcs	90	20	70	160	1,035.00	20	20	20	60	345.00	30	20	70	120	690.00	0	0	0	0	0.00	360	5.75	2,070.00
		Folder, long 14 pts with Plastic Cover	pcs	20	26	50	96	1,876.80	10	10	10	30	586.50	10	15	40	65	1,290.30	0	0	0	0	0.00	192	19.55	3,753.60
		Folder, short 14 pts	piece	150	0	0	150	777.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	150	5.18	777.00
	44122011-FO-T03	FOLDER, with tab, A4	pack	100	0	0	100	63,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	632.50	63,250.00
	44122011-FO-T04	FOLDER, with tab, legal	pack	20	0	2	22	11,390.74	0	0	2	2	1,027.34	0	0	2	2	1,027.34	0	0	0	0	0.00	26	513.67	13,355.42
		Marker, Fluorescent, yellow	piece	64	2	12	80	2,300.00	43	0	12	55	1,581.25	37	2	12	51	1,466.25	0	0	0	0	0.00	106	28.75	3,047.50
	44121716-MA-F01	MARKER, fluorescent	set	48	1	4	53	3,805.43	20	0	0	20	1,466.20	20	0	0	20	1,466.20	0	0	0	0	0.00	93	73.71	6,817.83
	44121708-MP-801	MARKER, permanent, black, bullet type	piece	60	7	8	75	2,113.50	37	1	1	39	1,099.02	37	2	1	40	1,127.20	0	0	0	0	0.00	154	28.18	4,329.72
	44121708-MW-601	MARKER, whiteboard, black	piece	13	0	0	13	478.40	2	0	0	2	73.60	2	0	0	2	73.60	0	0	0	0	0.00	17	36.80	625.60
		Morocco Folder, Short, Blue	piece	21	1	1	23	254.50	1	1	1	3	34.50	1	1	1	3	34.50	0	0	0	0	0.00	29	11.50	333.50
	44122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	74	5	4	83	1,898.09	6	1	1	8	105.84	3	2	1	6	79.38	0	0	0	0	0.00	97	13.23	1,283.31
	44122104-PC-J02	PAPER CLIP, vinyl/plastic coated, 50mm	box	94	5	5	104	2,452.32	24	0	0	24	385.92	21	0	0	21	495.18	0	0	0	0	0.00	145	23.58	3,513.42
	44121706-PE-L01	PENCIL, lead, with eraser	box	52	0	20	72	7,727.76	1	0	0	1	107.33	19	0	0	19	2,039.27	0	0	0	0	0.00	92	107.33	9,874.36
		Permanent Marker Ink, Black	bottle	4	1	23	20	966.00	1	0	0	1	34.50	1	0	0	1	34.50	0	0	0	0	0.00	30	34.50	1,035.00
		Permanent Marker, Black	pcs	4	0	4	8	189.00	4	0	0	4	92.00	4	0	0	4	92.00	0	0	0	0	0.00	16	23.00	368.00
		Permanent Marker, Broad, Black	piece	8	0	22	30	776.40	4	0	0	4	103.52	4	0	0	4	103.52	0	0	0	0	0.00	38	25.88	983.44
		PVC Cover Long Blue	pack	0	0	1	1	437.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	437.00	437.00
		PVC Cover Long Clear	pack	1	0	1	2	874.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	437.00	874.00
		PVC Cover Long Green	pack	0	0	1	1	437.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	437.00	437.00
		PVC Cover Long Red	pack	0	0	1	1	437.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	437.00	437.00
		PVC Cover Long Yellow	pack	0	0	1	1	437.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	437.00	437.00
		PVC Cover Short clear	pack	0	0	1	1	391.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	391.00	391.00
		Replacement Pad (for S-402)	piece	11	0	3	14	8,452.50	8	0	0	8	4,830.00	5	0	3	8	4,830.00	0	0	0	0	0.00	30	603.75	18,112.50
		Replacement Pad (Trodal Priny 40313)	piece	6	0	0	6	6,037.50	3	0	0	3	3,018.75	0	0	0	0	0.00	0	0	0	0	0.00	9	1,004.25	9,056.25
		Replacement Pad for Trodal S-300	box	2	0	3	5	1,293.75	0	0	0	0	0.00	0	0	3	3	776.25	0	0	0	0	0.00	8	288.75	2,070.00
		REPLACEMENT PAD FOR SHINY MINI DATER S-300-7	piece	3	0	0	3	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	150.00	450.00
		Rubber Band, (Transparent and Multi-Color)	box	5	0	0	5	1,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	276.00	1,380.00
		Rubber Band, Big	box	13	0	0	13	3,588.00	6	0	0	6	1,656.00	0	0	0	0	0.00	0	0	0	0	0.00	19	276.00	5,244.00
	44122101-RU-801	RUBBER BAND, No. 18	box	24	0	19	43	11,250.09	0	0	0	0	0.00	0	0	18	18	4,709.34	0	0	0	0	0.00	61	261.63	15,959.43
		Rubber Band, Small	box	9	0	0	9	2,277.00	3	0	0	3	759.00	0	0	0	0	0.00	0	0	0	0	0.00	12	253.00	3,030.00
		Scissors, asymmetrical, heavy duty	pair	6	0	0	6	448.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	74.75	448.50
	44121905-SP-F01	STAMP PAD, felt	piece	9	0	1	10	747.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	74.75	747.50
		Staple Wire for Heavy Duty Staplers (23/6)	box	12	0	0	12	644.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	53.67	644.04



No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	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
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																										
		TWO-RING BINDER for side punched, back,1"	piece	10	0	0	10	1,875.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	187.50	1,875.00
		TWO-RING BINDER for side punched, blue,3"	piece	29	0	0	29	3,625.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	29	125.00	3,625.00
		TWO-RING BINDER for top punched, blue,3"	piece	5	0	0	5	625.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	125.00	625.00
<b>PAPER, MATERIALS AND PRODUCTS</b>																										
	14111514-PP-502	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	42	12	13	67	5,567.93	19	1	1	21	1,744.89	19	4	1	24	1,994.16	0	0	0	0	0.00	112	83.09	9,306.06
	14111514-PP-504	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	19	1	5	25	2,328.75	19	1	1	21	1,956.15	19	1	1	21	1,956.15	0	0	0	0	0.00	67	93.15	6,241.05
	14111514-PP-503	NOTE PAD, stick on, 3" x 3"	pad	47	9	13	69	4,364.25	24	1	1	26	1,644.50	19	1	1	21	1,328.25	0	0	0	0	0.00	116	63.25	7,337.00
		NOTE PAD, stick on, 3" x 1"	pad	8	8	8	24	316.80	6	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	24	13.20	316.80
	14111514-NB-501	NOTEBOOK, stenographer	piece	1	1	2	4	155.24	1	1	1	3	116.43	1	1	1	3	116.43	0	0	0	0	0.00	10	30.81	388.10
	14111507-PP-M01	PAPER, MULTICOPY, A4, 60 gsm	reams	60	20	18	114	26,075.50	10	13	13	44	10,373.00	13	23	13	49	11,551.75	0	0	0	0	0.00	207	235.75	48,900.25
	14111507-PP-M02	PAPER, MULTICOPY, Legal, 80gsm	reams	70	11	11	92	24,730.52	21	11	11	43	11,558.63	11	11	11	33	8,870.73	0	0	0	0	0.00	168	268.81	45,160.00
	14111507-PP-C01	PAPER, Multi-Purpose, A4, 70 gsm	reams	0	10	110	120	22,425.60	0	0	25	25	4,672.00	0	10	25	35	6,540.00	0	0	0	0	0.00	100	196.88	32,438.40
	14111507-PP-C02	PAPER, multi-purpose, legal, 70gsm	reams	20	5	85	110	23,086.80	0	0	25	25	5,247.00	0	0	50	50	10,494.00	0	0	0	0	0.00	105	209.88	36,827.80
	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	29	2	14	45	7,697.70	1	0	0	1	171.06	1	2	5	8	1,368.48	0	0	0	0	0.00	54	171.06	9,237.24
	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	25	0	5	30	6,210.00	1	0	0	1	207.00	1	0	5	6	1,242.00	0	0	0	0	0.00	37	207.00	7,659.00
		Columnar Notebook (24 columns)	piece	3	0	0	3	241.50	3	0	0	3	241.50	0	0	0	0	0.00	0	0	0	0	0.00	6	90.50	483.00
		PAPER, MULTICOPY, Short, 60 gsm	ream	59	13	7	79	16,510.49	9	7	7	23	5,389.13	5	9	3	17	3,903.27	0	0	0	0	0.00	119	234.31	27,882.09
		PAPER, Multi-Purpose (COPY) SHORT, 70 gsm	ream	1	1	28	30	5,563.20	0	0	25	25	4,636.00	0	0	25	25	4,636.00	0	0	0	0	0.00	80	185.44	14,835.20
		Premium Digital Inkjet & Laser Paper, long, 100gsm	ream	0	0	3	3	2,017.50	0	0	0	0	6.00	0	0	0	0	0.00	0	0	0	0	0.00	3	672.50	2,017.50
		Record Book (150 pages)	piece	33	0	3	36	2,277.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	36	63.25	2,277.00
		Special Paper, Letter size, P. Cream, Vellum, 10/pack	pack	28	0	25	53	1,462.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	53	27.60	1,462.80
		Specialty Paper Cornfield Cream Legal size 85gsm	pack	40	0	0	40	1,380.00	40	0	0	40	1,380.00	40	0	0	40	1,380.00	0	0	0	0	0.00	120	34.50	4,140.00
		STICK-ON NOTE ARROW 1/2" X 1 1/2"	pack	98	9	45	152	7,429.76	6	4	0	10	488.80	0	4	30	34	1,661.92	0	0	0	0	0.00	196	48.88	9,500.46
		Sticker Paper, Glossy, 10/pack	pack	5	0	0	5	258.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	51.75	258.75
		TISSUE, fiberfolded paper towel	pack	30	0	0	30	2,156.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	71.88	2,156.40
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																										
	53131626-HS-501	LIQUID HAND SANITIZER, 500ml	bottle	2	0	0	2	381.22	2	0	0	2	381.22	2	0	0	2	381.22	0	0	0	0	0.00	6	190.61	1,143.66
<b>PESTICIDES OR PEST REPELLENTS</b>																										
		MULTI-INSECT KILLER, AEROSOL TYPE 500ML	can	12	10	10	32	12,000.00	2	0	0	2	805.00	2	0	0	2	805.00	0	0	0	0	0.00	36	402.50	14,490.00
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES</b>																										
	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	bottle	22	10	14	46	12,828.48	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	46	278.88	12,828.48
	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	bottle	16	5	10	31	8,645.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	31	278.88	8,645.28
	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	bottle	16	5	10	31	8,645.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	31	278.88	8,645.28
	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	bottle	16	5	10	31	8,645.28	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	31	278.88	8,645.28
	44103105-HP-T43	INK Cartridge, HP F6V26AA (HP680) Tri-color	cart	2	0	5	7	6,087.83	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	869.69	6,087.83
	44103105-HP-B43	INK Cartridge, HP F6V27AA (HP690) Black	cart	23	0	5	28	24,351.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28	869.69	24,351.32
	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black	cart	9	0	0	9	2,070.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	9	230.00	2,070.00
	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	3	0	0	3	15,180.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	5,060.00	15,180.00
		HP CC388A TONER CARTRIDGE for HP ml28fn	tube	3	0	0	3	22,770.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	7,590.00	22,770.00
		Toner Cartridge for Brother DCP-L2540DW	tube	3	0	0	3	10,350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3,450.00	10,350.00
		Epson 744BK (Black)	bottle	1	0	0	1	690.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	690.00	690.00
		Epson Ink 001 BLACK	bottle	14	0	5	19	8,603.39	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	19	452.81	8,603.39
		Epson Ink 001 CYAN	bottle	15	2	0	17	7,697.77	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17	452.81	7,697.77
		Epson Ink 001 MAGENTA	bottle	15	2	0	17	7,697.77	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17	452.81	7,697.77
		Epson Ink 001 YELLOW	bottle	15	2	0	17	7,697.77	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	17	452.81	7,697.77



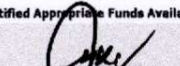
No.	UNSPSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement																	Total Quantity for the year	Price Catalogue	Total Amount for the year																									
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov				Dec	Q4	Q4 AMOUNT																						
<b>OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																																																
		Epson Ink 003 BLACK	bottle	30	7	12	49	11,974.62	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	49	244.36	11,974.62																						
		Epson Ink 003 CYAN	bottle	19	4	4	27	6,598.26	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	27	244.36	6,598.26																						
		Epson Ink 003 MAGENTA	bottle	19	4	4	27	6,598.26	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	27	244.36	6,598.26																						
		Epson Ink 003 YELLOW	bottle	19	4	4	27	6,598.26	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	27	244.36	6,598.26																						
		Epson Ink 006, Black	bottle	1	0	9	10	12,972.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	1,297.20	12,972.00																						
		HP 955XL Black Officejet Ink Cartridge (~1,000 pages)	piece	0	0	3	3	8,021.25	0	0	3	3	8,021.25	0	0	0	0	0.00	0	0	0	0	0.00	6	2,673.75	16,042.50																						
		HP 955XL Cyan Officejet Ink Cartridge (~825 pages)	piece	0	0	2	2	3,277.50	0	0	2	2	3,277.50	0	0	0	0	0.00	0	0	0	0	0.00	4	1,638.75	6,555.00																						
		HP 955XL Magenta Officejet Ink Cartridge (~825 pages)	piece	0	0	2	2	3,277.50	0	0	2	2	3,277.50	0	0	0	0	0.00	0	0	0	0	0.00	4	1,638.75	6,555.00																						
		HP 955L Yellow Officejet Inkjet Cartridge (~825 pages)	piece	0	0	2	2	3,277.50	0	0	2	2	3,277.50	0	0	0	0	0.00	0	0	0	0	0.00	4	1,638.75	6,555.00																						
		MDH57AA HP GT 51 Black Original Ink Bottle (~5,000 pages)	bottle	5	0	0	5	2,515.63	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	503.13	2,515.63																						
		MDH54AA HP GT 52 Cyan Original Ink Bottle (~8,000 pages)	bottle	5	0	0	5	2,515.63	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	503.13	2,515.63																						
		MDH55AA HP GT 52 Magenta Original Ink Bottle (~6,000 pages)	bottle	5	0	0	5	2,515.63	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	503.13	2,515.63																						
		MDH56AA HP GT 52 Yellow Original Ink Bottle (~6,000 pages)	bottle	5	0	0	5	2,515.63	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	503.13	2,515.63																						
		Ink Brother BT 5000, Cyan	bottle	4	0	0	4	1,552.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	380.13	1,552.50																						
		Ink Brother BT 5000, Magenta	bottle	4	0	0	4	1,552.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	380.13	1,552.50																						
		Ink Brother BT 5000, Yellow	bottle	4	0	0	4	1,552.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	380.13	1,552.50																						
		Ink Brother BT D60, Black	bottle	4	0	0	4	2,070.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	517.50	2,070.00																						
		Typewriter ribbon	pcs	2	0	5	7	161.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	23.00	161.00																						
<b>OTHER SUPPLIES AND EQUIPMENTS</b>																																																
		Epson L1450 Printer Maintenance Box	piece	1	0	0	1	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	450.00	450.00																						
		Steel Cabinet, 4 drawers, powder coated, gauge 22	unit	6	0	0	6	64,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	10,800.00	64,800.00																						
		Printer 3-in-1	unit	2	0	0	2	22,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	11,000.00	22,000.00																						
		PLASTIC BIN (2-1000)	piece	10	0	0	10	12,990.00	0	0	0	0	0.00	10	0	0	10	12,990.00	0	0	0	0	0.00	20	1,299.00	25,980.00																						
		PLASTIC BIN (2-900)	piece	5	0	0	5	4,600.00	0	0	0	0	0.00	5	0	0	5	4,600.00	0	0	0	0	0.00	10	920.00	9,200.00																						
<b>A. TOTAL</b>																																															1,812,128.98	
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																																																181,212.90
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																																																-
<b>D. GRAND TOTAL (A + B + C)</b>																																																1,993,339.87
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b>																																																
<b>In Figures and Words:</b>																																																

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.

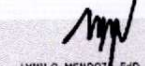
Prepared by:

  
 RUBY M. T...  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 ANNETTE M. MARZIGAN  
 Accountant/ Budget Officer

Approved by:

  
 LYNN G. MENDOZA, EdD  
 Head of Office/Agency

Date Prepared: July 25, 2023