

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 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 DBM Circular No.

Instructions:

- Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
- Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
- The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
- Agency must not delete any item in the template; neither should revise the template.
- An APP-CSE is considered incorrect or invalid if
 - form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - correct format is used but fields were deleted and/or inserted in PART I of the template
- Fill out the 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 the unit prices based on
- Once accomplished and finalized, the APP-CSE 2021 form should be:
 - Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021_DBM_Central Office, APP2021_DBM_Region IVA).
 - 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.
- The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be allowed to upload APP-CSEs.)
- 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. All requirements in
- For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25, the APP-CSE for FY 2021 must be submitted on or before December 15, 2020.

Department/Bureau/Office: BUREAU OF SOILS AND WATER MANAGEMENT

Region: NCR

Address: SRDC BLDG., VISAYAS AVENUE COR ELLIPTICAL ROAD,
DILIMAN, QUEZON CITY

Agency Account Code: DO53

Organization Type: National Government Agency

Contact Person:

Position:

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HEAD, PROCUREMENT MANAGEMENT SECTION

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Item & Specifications		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				
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																										
PESTICIDES OR PEST REPELLENTS																										
1	10191509-IN-A01 INSECTICIDE, aerosol type, net content: 600ml min	can	45	3	16	64	8,919.04	28	1	26	55	7,664.80	28	0	15	43	5,992.48	34	0	5	39	5,435.04	201.00	139.36	28,011.36	
PERFUMES OR COLOGNES OR FRAGRANCES																										
2	53131626-HS-S01 HAND SANITIZER, 500 ml	bottle	74	7	18	99	14,991.57	53	3	23	79	11,962.97	48	3	18	69	10,448.67	48	3	3	54	8,177.22	301.00	151.43	45,580.43	
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
3	12191601-AL-E01 ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	182	52	47	281	12,245.98	99	29	69	197	8,585.26	99	29	39	167	7,277.86	99	29	39	167	7,277.86	812.00	43.58	35,386.96	
4	12191601-AL-E02 ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	87	12	11	110	50,336.00	43	4	4	51	23,337.60	63	4	8	75	34,320.00	38	4	4	46	21,049.60	282.00	457.60	129,043.20	
5	51471901-AL-I01 ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	40	0	0	40	1,743.20	40	0	30	70	3,050.60	25	0	0	25	1,089.50	25	0	0	25	1,089.50	160.00	43.58	6,972.80	
6	51471901-AL-I02 ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	15	3	0	18	8,190.00	19	0	0	19	8,645.00	19	0	0	19	8,645.00	18	0	0	18	8,190.00	74.00	455.00	33,670.00	
7	51471505-PO-P01 POVIDONE IODINE, 10 % solution, 120 ml	gallon	0	0	1	1	207.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	207.75	207.75	
COLOR COMPOUNDS AND DISPERSIONS																										
8	12171703-SI-P01 STAMP PAD INK, purple or violet, 50ml (min.)	bottle	18	6	8	32	1,008.64	8	6	3	17	535.84	13	3	3	19	598.88	8	3	3	14	441.28	82.00	31.52	2,584.64	
FILMS																										
9	13111203-AC-F01 ACETATE, thickness: 0.075mm min (gauge #3)	roll	32	0	7	39	33,064.98	5	0	0	5	4,239.10	0	0	0	0	0.00	0	0	0	0	0.00	44.00	847.82	37,304.08	
	13111201-CF-P01 CARBON FILM, PE, black, size 210mm x 297mm	box	30	0	4	34	7,514.00	0	0	3	3	663.00	0	0	3	3	663.00	0	0	3	3	663.00	43.00	221.00	9,503.00	
	13111201-CF-P02 CARBON FILM, PE, black, size 216mm x 330mm	box	1	0	8	9	1,876.68	1	0	3	4	834.08	1	0	3	4	834.08	1	0	3	4	834.08	21.00	208.52	4,378.92	
MATERIALS AND PRODUCTS																										
12	14111525-CA-A01 CARTOLINA, assorted colors	pack	2	1	5	8	669.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8.00	83.72	669.76	
13	14111506-CF-L11 CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	882.55	-	
14	14111506-CF-L12 CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	2	0	0	2	2,059.20	1	0	0	1	1,029.60	2	0	0	2	2,059.20	1	0	0	1	1,029.60	6.00	1029.60	6,177.60	
15	14111506-CF-L22 CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1528.80	-	
16	14111506-CF-L21 CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	906.36	-	
17	14111506-CF-L31 CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	884.00	-	
18	14111506-CF-L32 CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	165	0	0	165	248,820.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	165.00	1508.00	248,820.00	
19	14111609-LL-C01 LOOSELEAF COVER, made of chipboard, for legal	bundle	125	0	1	126	100,164.96	0	0	1	1	794.96	0	0	1	1	794.96	0	0	1	1	794.96	129.00	794.96	102,549.84	
20	14111514-NP-S02 NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	141	46	77	264	9,783.84	48	21	16	85	3,150.10	88	11	11	110	4,076.60	42	10	5	57	2,112.42	516.00	37.06	19,122.96	
21	14111514-NP-S04 NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	193	58	89	340	20,155.20	45	23	18	86	5,098.08	90	23	13	126	7,469.28	44	22	7	73	4,327.44	625.00	59.28	37,050.00	
22	14111514-NP-S03 NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	104	59	85	248	11,837.04	41	24	9	74	3,532.02	51	14	9	74	3,532.02	35	13	8	56	2,672.88	452.00	47.73	21,573.96	
23	14111514-NB-S01 NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	567	74	115	756	9,102.24	7	2	5	14	168.56	217	2	5	224	2,696.96	2	2	5	9	108.36	1,003.00	12.04	12,076.12	
24	14111507-PP-M01 PAPER, MULTICOPY, 80qsm, size: 210mm x 297mm	reams	580	48	55	683	116,492.48	150	25	20	195	33,259.20	390	25	20	435	74,193.60	115	25	20	160	27,289.60	1,473.00	170.56	251,234.88	
25	14111507-PP-M02 PAPER, MULTICOPY, 80qsm, size: 216mm x 330mm	reams	326	54	46	426	77,284.92	111	21	16	148	26,850.16	136	21	16	173	31,385.66	101	21	16	138	25,035.96	885.00	181.42	160,556.70	
26	14111507-PP-C01 PAPER, Multi-Purpose (COPY) A4, 70 qsm	reams	282	42	69	393	52,316.16	52	22	44	118	15,708.16	152	22	39	213	28,354.56	69	22	24	115	15,308.80	839.00	133.12	111,687.68	
27	14111507-PP-C02 PAPER, Multi-Purpose (COPY) Legal, 70 qsm	reams	88	16	40	144	20,011.68	30	13	30	73	10,144.81	31	13	30	74	10,283.78	50	13	10	73	10,144.81	364.00	138.97	50,585.08	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue	Total Amount for the year		
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28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	203	0	3	206	6,320.08	3	0	3	6	184.08	0	0	3	3	92.04	0	0	3	3	92.04	218.00	30.68	6,688.24
29	14111503-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	box	134	41	0	175	17,158.75	0	0	0	0	0.00	31	0	0	31	3,039.55	0	0	0	0	0.00	206.00	98.05	20,198.30
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll	100	0	0	100	5,564.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100.00	55.64	5,564.00
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	207	8	89	304	21,498.88	32	3	9	44	3,111.68	37	3	9	49	3,465.28	22	3	4	29	2,050.88	426.00	70.72	30,126.72
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	189	18	70	277	28,231.84	27	3	10	40	4,076.80	27	3	10	40	4,076.80	22	3	5	30	3,057.60	387.00	101.92	39,443.04
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	229	9	63	301	26,307.40	124	4	18	146	12,760.40	119	4	18	141	12,323.40	104	4	3	111	9,701.40	699.00	87.40	61,092.60
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	113	47	80	240	8,361.60	40	0	5	45	1,567.80	32	0	5	37	1,289.08	30	0	5	35	1,219.40	357.00	34.84	12,437.88
BATTERIES AND CELLS AND ACCESSORIES																										
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	253	16	48	317	11,507.10	78	11	22	111	4,029.30	108	11	28	147	5,336.10	84	10	9	103	3,738.90	678.00	36.30	24,611.40
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	267	15	47	329	6,491.17	72	10	21	103	2,032.19	102	10	27	139	2,742.47	84	10	9	103	2,032.19	674.00	19.73	13,298.02
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	35	0	12	47	4,521.40	0	0	12	12	1,154.40	0	0	12	12	1,154.40	12	0	0	12	1,154.40	83.00	96.20	7,984.60
MANUFACTURING COMPONENTS AND SUPPLIES																										
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	45	7	18	70	4,347.00	9	0	1	10	621.00	4	0	2	6	372.60	4	0	1	5	310.50	91.00	62.10	5,651.10
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	5	0	5	10	197.60	0	0	5	5	98.80	0	0	5	5	98.80	5	0	0	5	98.80	25.00	19.76	494.00
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	121	17	29	167	3,522.03	25	5	9	39	822.51	38	5	9	52	1,096.68	23	5	4	32	674.88	290.00	21.09	6,116.10
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	45	10	46	101	1,885.67	0	0	6	6	112.02	15	0	6	21	392.07	5	0	1	6	112.02	134.00	18.67	2,501.78
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	153	38	122	313	17,089.80	28	3	7	38	2,074.80	33	3	7	43	2,347.80	28	3	2	33	1,801.80	427.00	54.60	23,314.20
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	147	37	121	305	32,513.00	17	2	6	25	2,665.00	62	2	6	70	7,462.00	22	2	1	25	2,665.00	425.00	106.60	45,305.00
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	83	17	96	196	3,914.12	27	2	6	35	698.95	52	2	6	60	1,198.20	17	2	1	20	399.40	311.00	19.97	6,210.67
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	156	21	105	282	2,845.38	31	11	15	57	575.13	79	9	13	101	1,019.09	34	9	8	51	514.59	491.00	10.09	4,954.19
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	73	10	69	152	3,035.44	7	2	9	18	359.46	17	2	9	28	559.16	12	2	4	18	359.46	216.00	19.97	4,313.52
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	20	5	50	75	4,368.00	0	0	0	0	0.00	15	0	0	15	873.60	0	0	0	0	0.00	90.00	58.24	5,241.60
HEATING AND VENTILATION AND AIR CIRCULATION																										
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	20	0	0	20	22,193.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	1109.68	22,193.60
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	20	2	0	22	30,132.96	0	0	0	0	0.00	3	0	0	3	4,109.04	0	0	0	0	0.00	25.00	1369.68	34,242.00
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	20	2	2	24	20,564.64	0	0	0	0	0.00	2	0	0	2	1,713.72	0	0	0	0	0.00	26.00	856.86	22,278.36
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	20	0	0	20	13,499.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	674.96	13,499.20
MEDICAL THERMOMETERS AND ACCESSORIES																										
52	41112224-TG-T01	THERMOGUN	piece	2	0	1	3	9,204.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	3068.00	9,204.00
LIGHTING AND FIXTURES AND ACCESSORIES																										
53	39101628-LT-L01	LED LINEAR TUBE, 18 WATTS FRO SERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	205.82	-
54	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	0	10	34	44	3,615.04	10	0	10	20	1,643.20	10	0	10	20	1,643.20	20	0	0	20	1,643.20	104.00	82.16	8,544.64
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	25	5	44	74	1,308.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	74.00	17.68	1,308.32
CLEANING EQUIPMENT AND SUPPLIES																										
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	129	11	40	180	16,239.60	50	7	27	84	7,578.48	104	7	27	138	12,450.36	70	7	7	84	7,578.48	486.00	90.22	43,846.92
57	47131604-BR-S01	BROOM, soft (tambo)	piece	12	0	48	60	8,174.40	10	0	0	10	1,362.40	12	0	0	12	1,634.88	10	0	0	10	1,362.40	92.00	136.24	12,534.08
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	10	0	20	30	546.00	10	0	0	10	182.00	10	0	0	10	182.00	10	0	0	10	182.00	60.00	18.20	1,092.00
59	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	15	0	72	87	3,619.20	15	0	0	15	624.00	15	0	0	15	624.00	15	0	0	15	624.00	132.00	41.60	5,491.20
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	15	0	48	63	1,506.96	15	0	0	15	358.80	15	0	0	15	358.80	15	0	0	15	358.80	108.00	23.92	2,583.36
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece	15	0	60	75	677.25	15	0	0	15	135.45	15	0	0	15	135.45	15	0	0	15	135.45	120.00	9.03	1,083.60
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	20	5	34	59	2,208.37	15	0	0	15	561.45	15	0	0	15	561.45	15	0	0	15	561.45	104.00	37.43	3,892.72
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	165	9	44	218	28,113.28	54	3	60	7,737.60	124	3	3	130	16,764.80	54	3	3	60	7,737.60	468.00	128.96	60,353.28	
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	12	0	15	27	670.41	0	0	0	0	0.00	12	0	0	12	297.96	0	0	0	0	0.00	39.00	24.83	968.37
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	0	0	1	1	131.25	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	131.25	131.25
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle	46	1	37	84	8,648.64	25	0	0	25	2,574.00	45	0	0	45	4,633.20	25	0	0	25	2,574.00	179.00	102.96	18,429.84
67	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	309.76	-
68	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	30	0	5	35	4,043.55	25	0	0	25	2,888.25	25	0	0	25	2,888.25	25	0	0	25	2,888.25	110.00	115.53	12,708.30
69	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	0	2	11	13	29,744.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	13.00	2288.00	29,744.00
70	47131613-MP-H02	MOPHANDLE,																								

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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			
PERSONAL PROTECTIVE EQUIPMENT																								
76 46181503-CA-C01 COVERALL, non-sterile, protective, medical grade	piece	20	0	0	20	22,880.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20.00	1144.00	22,880.00
77 46181702-FSH01 FACE SHIELD, direct splash protection	piece	98	0	44	142	17,721.60	78	0	0	78	9,734.40	78	0	0	78	9,734.40	78	0	0	78	9,734.40	376.00	124.80	46,924.80
78 46181804-GG-G01 PROTECTIVE SAFETY GOGGLES	piece	36	0	0	36	5,616.00	6	0	0	6	936.00	6	0	0	6	936.00	6	0	0	6	936.00	54.00	156.00	8,424.00
79 42131601-PA-A01 Polyethylene Apron (50q)	piece	6	0	0	6	90.48	6	0	0	6	90.48	6	0	0	6	90.48	6	0	0	6	90.48	24.00	15.08	361.92
80 42131702-SG-O1 SURGICAL GOWN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	299.52	-
81 42131711-HC-H01 HEAD COVER, disposable	piece	18	0	24	42	109.20	18	0	0	18	46.80	18	0	0	18	46.80	18	0	0	18	46.80	96.00	2.60	249.60
82 42131609-SC-S01 SHOE COVER, disposable	pair	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	8.32	-
83 42132203-MG-G01 NITRILE GLOVES	piece	956	920	520	2396	7,355.72	56	20	20	96	294.72	56	20	20	96	294.72	56	20	20	96	294.72	2,684.00	3.07	8,239.88
84 42132203-MG-G02 PREMIUM LATEX GLOVES	piece	38	0	100	138	692.76	36	0	0	36	180.72	36	0	0	36	180.72	36	0	0	36	180.72	246.00	5.02	1,234.92
85 42131713-SM-M01 SURGICAL MASK, 3-ply	piece	2572	1072	777	4421	62,070.84	1872	672	672	3216	45,152.64	972	672	677	2321	32,586.84	872	672	677	2221	31,182.84	12,179.00	14.04	170,993.16
86 46182008-KN-M01 KN95 FACE MASK	piece	522	79	29	630	65,520.00	64	4	4	72	7,488.00	59	4	4	67	6,968.00	59	4	4	67	6,968.00	836.00	104.00	86,944.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																								
87 43211507-DSK001 MITHI DESKTOP, basic	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	0.00	24,793.60	-
88 43211507-DSK002 MITHI DESKTOP, mid-range	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	0.00	42,390.40	-
89 43211503-LAP001 MITHI LAPTOP, mid-range	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	0.00	41,392.00	-
90 43201827-HD-X02 EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	28	0	15	43	113,985.69	1	0	0	1	2,650.83	1	0	0	1	2,650.83	1	0	0	1	2,650.83	46.00	2650.83	121,938.18
91 43202010-FD-X01 FLASH DRIVE, 16 GB capacity	piece	256	7	47	310	51,906.40	16	14	17	47	7,869.68	39	2	17	58	9,711.52	19	2	12	33	5,525.52	448.00	167.44	75,013.12
92 43211708-MO-O01 MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	9	0	16	25	2,782.50	0	0	1	1	111.30	0	0	1	1	111.30	2	0	0	2	222.60	29.00	111.30	3,227.70
93 43211708-MO-O02 MOUSE, WIRELESS, USB	unit	16	0	3	19	2,926.00	1	6	3	10	1,540.00	1	0	3	4	616.00	4	0	0	4	616.00	37.00	154.00	5,698.00
94 43212102-PR-D02 PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	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	0.00	38100.97	-
95 43212102-PR-D01 PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	9191.52	-
96 43212105-PR-L01 PRINTER, laser, monochrome	unit	2	0	0	2	1,449.76	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	724.88	1,449.76
97 43212105-PR-L02 PRINTER, laser, colored	unit	3	0	0	3	23,697.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	7899.00	23,697.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																								
98 44121710-CH-W01 CHALK, molded, white, dustless, length: 78mm min	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	29.64	-
99 44122105-BF-C01 CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	122	7	6	135	1,221.75	12	2	1	15	135.75	62	2	1	65	588.25	12	2	1	15	135.75	230.00	9.05	2,081.50
100 44122105-BF-C02 CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	123	0	12	135	2,061.45	12	0	7	19	290.13	60	0	7	67	1,023.09	10	0	7	17	259.59	238.00	15.27	3,634.26
101 44122105-BF-C03 CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	183	5	12	200	4,160.00	12	0	7	19	395.20	60	0	7	67	1,393.60	10	0	7	17	353.60	303.00	20.80	6,302.40
102 44122105-BF-C04 CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	98	0	1	99	4,736.16	12	0	1	13	621.92	10	0	1	11	526.24	10	0	1	11	526.24	134.00	47.84	6,410.56
103 44121801-CT-R01 CORRECTION TAPE, film base type, UL 6m min	piece	77	2	1	80	1,121.60	12	2	1	15	210.30	12	2	1	15	210.30	12	2	1	15	210.30	125.00	14.02	1,752.50
104 44111515-DF-B01 DATA FILE BOX, made of chipboard, with closed ends	piece	193	3	32	228	17,601.60	3	3	2	8	617.60	22	2	1	25	1,930.00	2	2	1	5	386.00	266.00	77.20	20,535.20
105 44122011-DF-F01 DATA FOLDER, made of chipboard, taglia lock	piece	562	13	44	619	42,488.16	177	3	2	182	12,492.48	146	2	13	161	11,051.04	26	2	1	29	1,990.56	991.00	68.64	68,022.24
106 44121506-EN-D01 ENVELOPE, DOCUMENTARY, for A4 size document	box	127	1	1	129	86,828.61	0	0	0	0	0.00	0	0	1	1	673.09	0	0	0	0	0.00	130.00	673.09	87,501.70
107 44121506-EN-D02 ENVELOPE, DOCUMENTARY, for legal size document	box	13	1	0	14	12,980.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	927.16	12,980.24
108 44121506-EN-X01 ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	61	1	1	63	46,519.20	0	0	0	0	0.00	0	0	1	1	738.40	0	0	0	0	0.00	64.00	738.40	47,257.60
109 44121506-EN-X02 ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	121	0	6	127	3,872.23	0	0	0	0	0.00	0	0	6	6	182.94	0	0	0	0	0.00	133.00	30.49	4,055.17
110 44121506-EN-M02 ENVELOPE, mailing, white, 70gsm	box	154	0	1	155	58,621.00	2	0	0	2	756.40	0	0	1	1	378.20	0	0	0	0	0.00	158.00	378.20	59,755.60
111 44121504-EN-W02 ENVELOPE, mailing, white, with window	box	5	0	0	5	2,168.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5.00	433.68	2,168.40
112 44111912-ER-B01 ERASER, FELT, for blackboard/whiteboard	piece	15	0	0	15	154.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15.00	10.30	154.50
113 44122118-FA-P01 FASTENER, METAL, 70mm between prongs	box	50	7	3	60	5,004.60	4	2	3	9	750.69	2	2	3	7	583.87	2	2	3	7	583.87	83.00	83.41	6,923.03
114 44111515-FO-X01 FILE ORGANIZER, expanding, plastic, 12 pockets	piece	189	19	46	254	21,854.16	4	4	5	13	1,118.52	22	2	4	28	2,409.12	2	2	4	8	688.32	303.00	86.04	26,070.12
115 44122018-FT-D01 FILE TAB DIVIDER, bristol board, for A4	set	25	5	86	116	1,291.08	4	0	1	5	55.65	4	0	1	5	55.65	4	0	1	5	55.65	131.00	11.13	1,458.03
116 44122018-FT-D02 FILE TAB DIVIDER, bristol board, for legal	set	30	5	46	81	1,152.63	14	0	1	15	213.45	14	0	1	15	213.45	14	0	1	15	213.45	126.00	14.23	1,792.98
117 44122011-FO-F01 FOLDER, FANCY, for A4 size documents	bundle	23	1	1	25	6,760.00	3	1	1	5	1,352.00	2	0	0	2	540.80	2	0	0	2	540.80	34.00	270.40	9,193.60
118 44122011-FO-F02 FOLDER, FANCY, for legal size documents	bundle	34	4	1	39	12,163.32	3	7	1	11	3,430.68	5	6	0	11	3,430.68	2	6	0	8	2,495.04	69.00	311.88	21,519.72
119 44122011-FO-L01 FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	137	8	31	176	30,171.68	4	2	1	7	1,200.01	4	2	1	7	1,200.01	4	2	1	7	1,200.01	197.00	171.43	33,771.71
120 44122011-FO-L02 FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	14	6	6	26	6,324.24	2	0	0	2	486.48	2	0	0	2	486.48	2	0	0	2	486.48	32.00	243.24	7,783.68
121 44122027-FO-P01 FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	23	0	0	23	21,910.72	0	0	0	0	0.00	3	0	0	3	2,857.92	0	0	0	0	0.00	26.00	952.64	24,768.64
122 44122011-FO-T03 FOLDER, TAGBOARD, for A4 size documents	pack	29	0	5	34	9,486.00	2	0	5	7	1,953.00	2	0	5	7	1,953.00	2	0	1	3	837.00	51.00	279.00	14,229.00
123 44122011-FO-T04 FOLDER, TAGBOARD, for legal size documents	pack	23	0	5	28	8,998.08	2	0	5	7	2,249.52	2	0	5	7	2,249.52	2	0	1	3	964.08	45.00	321.36	14,461.20
124 44122008-IT-T01 INDEX TAB, self-adhesive, transparent	box	14	0	3	17	963.56	2	0	0	2	113.36	2	0	3	5	283.40	2	0	0	2	113.36	26.00	56.68	1,473.68
125 44111515-MF-B02 MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	33	1	56	90	3,744.00	3	1	6	10	416.00	2	0	5	7	291.20	2	0	0	2	83.20	109.00	41.60	4,534.40
126 44121716-																								

Item & Specifications			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
136	44122037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	10	5	5	20	4,795.80	10	0	0	10	2,397.90	10	0	0	10	2,397.90	10	0	0	10	2,397.90	50.00	239.79	11,989.50
137	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	23	1	12	36	3,942.00	1	0	2	3	328.50	2	0	2	4	438.00	1	0	2	3	328.50	46.00	109.50	5,037.00
138	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	15	0	3	18	629.10	0	0	3	3	104.85	0	0	3	3	104.85	0	0	3	3	104.85	27.00	34.95	943.65
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	17	12	6	35	518.70	2	2	6	10	148.20	12	2	6	20	296.40	7	2	1	10	148.20	75.00	14.82	1,111.50
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	24	9	82	115	3,844.45	2	2	1	5	167.15	7	2	1	10	334.30	2	2	1	5	167.15	135.00	33.43	4,513.05
141	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	14	0	2	16	7,263.36	0	3	0	3	1,361.88	0	0	0	0	0.00	0	0	0	0	0.00	19.00	453.96	8,625.24
142	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	12	0	2	14	2,839.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	14.00	202.80	2,839.20
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	31	0	6	37	4,882.52	0	0	1	1	131.96	0	0	0	0	0.00	1	0	0	1	131.96	39.00	131.96	5,146.44
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	27	5	104	136	5,516.16	7	0	0	7	283.92	7	0	0	7	283.92	7	0	0	7	283.92	157.00	40.56	6,367.92
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	82	7	3	92	16,265.60	7	2	1	10	1,768.00	17	2	3	22	3,889.60	2	2	1	5	884.00	129.00	176.80	22,807.20
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	10	0	0	10	9,141.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10.00	914.16	9,141.60
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	35	16	10	61	1,518.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	61.00	24.90	1,518.90
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	26	2	5	33	2,118.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	33.00	64.20	2,118.60
149	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1	0	0	1	9,534.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1.00	9534.72	9,534.72
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	27	0	33	60	20,811.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60.00	346.85	20,811.00
151	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	2	0	0	2	11,284.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	5642.00	11,284.00
152	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	2	0	1	3	27,892.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	9297.60	27,892.80
153	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	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	0.00	5699.20	-
INK OR FACSIMILE OR PHOTOCOPIER SUPPLIES																										
154	44103109-BR-D05	DRUM CART, BROTHER DR-3455	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	0.00	6947.20	-
155	44103105-BR-B04	INK CART, BROTHER LC67B, 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	0.00	910.00	-
156	44103105-BR-B05	INK CART, BROTHER LC67HYBK, 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	0.00	1601.60	-
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	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	0.00	6760.00	-
158	44103103-BR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	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	0.00	5080.40	-
159	44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	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	0.00	8569.60	-
160	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	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	0.00	8569.60	-
161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	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	0.00	8569.60	-
162	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, 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	0.00	5116.80	-
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	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	0.00	989.04	-
164	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	21	1	1	23	23,680.80	11	1	1	13	13,384.80	11	1	1	13	13,384.80	1	1	1	3	3,088.80	52.00	1029.60	53,539.20
165	44103105-CA-B04	INK CART, CANON PG-740, 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	0.00	754.00	-
166	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	23	2	3	28	21,840.00	12	3	2	17	13,260.00	13	2	3	18	14,040.00	2	3	2	7	5,460.00	70.00	780.00	54,600.00
167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	74	1	1	76	18,969.60	12	7	1	20	4,992.00	42	1	1	44	10,982.40	12	1	1	14	3,494.40	154.00	249.60	38,438.40
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	44	1	1	46	11,481.60	2	7	1	10	2,496.00	27	1	1	29	7,238.40	2	1	1	4	998.40	89.00	249.60	22,214.40
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	44	1	1	46	11,481.60	2	7	1	10	2,496.00	27	1	1	29	7,238.40	2	1	1	4	998.40	89.00	249.60	22,214.40
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	39	1	1	41	10,233.60	2	7	1	10	2,496.00	27	1	1	29	7,238.40	2	1	1	4	998.40	84.00	249.60	20,966.40
171	44103105-HP-B40	INK CART, HP C2P04AA (HP62) 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	0.00	773.76	-
172	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	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	0.00	950.56	-
173	44103105-HP-B09	INK CART, HP C9351AA, (HP21), 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	0.00	795.60	-
174	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	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	0.00	920.40	-
175	44103105-HP-P48	INK Cartridge, HP C9397A (HP72) 69ml Photo 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	0.00	1996.80	-
176	44103105-HP-C48	INK Cartridge, HP C9398A (HP72) 69ml Cyan	cart	0	0	0	0	0.																		

		Item & Specifications	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			
198	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), 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	0.00	1165.84	-
199	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	38	2	2	42	15,375.36	13	2	2	17	6,223.36	17	2	2	21	7,687.68	7	2	2	11	4,026.88	91.00	366.08	33,313.28
200	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	37	1	1	39	14,277.12	12	1	1	14	5,125.12	17	2	2	21	7,687.68	6	1	1	8	2,928.64	82.00	366.08	30,018.56
201	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	43	2	2	47	17,205.76	8	2	2	12	4,392.96	2	2	2	6	2,196.48	2	2	2	6	2,196.48	71.00	366.08	25,991.68
202	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	43	2	2	47	17,205.76	8	2	2	12	4,392.96	2	2	2	6	2,196.48	2	2	2	6	2,196.48	71.00	366.08	25,991.68
203	44103105-HP-B42	INK CART, HP CZ121A (HP685A), 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	0.00	366.08	-
204	44103105-HP-C33	INK CART, HP CZ122A (HP685A), 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	0.00	366.08	-
205	44103105-HP-M33	INK CART, HP CZ123A (HP685A), 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	0.00	366.08	-
206	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), 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	0.00	366.08	-
207	44103105-HP-T43	INK Cartridge, HP F6V26AA (HP680) Tri-color	cart	150	18	18	186	75,441.60	40	18	18	76	30,825.60	38	18	18	74	30,014.40	18	18	18	54	21,902.40	390.00	405.60	158,184.00
208	44103105-HP-B43	INK Cartridge, HP F6V27AA (HP680) Black	cart	140	18	18	176	71,385.60	40	18	18	76	30,825.60	28	18	18	64	25,958.40	18	18	18	54	21,902.40	370.00	405.60	150,072.00
209	44103105-HP-C50	INK Cartridge, HP L0S51AA (HP955) 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	0.00	995.75	-
210	44103105-HP-M50	INK Cartridge, HP L0S54AA (HP955) 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	0.00	995.75	-
211	44103105-HP-Y50	INK Cartridge, HP L0S57AA (HP955) 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	0.00	995.75	-
212	44103105-HP-B50	INK Cartridge, HP L0S60AA (HP955) 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	0.00	995.75	-
213	44103105-HX-C48	INK Cartridge, HP L0S63AA (HP955XL) 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	0.00	4956.60	-
214	44103105-HX-M48	INK Cartridge, HP L0S66AA (HP955XL) Magenta Origin	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	0.00	1212.64	-
215	44103105-HX-Y48	INK Cartridge, HP L0S69AA (HP955XL) Yellow Origina	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	0.00	1212.64	-
216	44103105-HX-B48	INK Cartridge, HP L0S72AA (HP955XL) 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	0.00	1212.64	-
217	44103105-HP-C51	INK Cartridge, HP T6L89AA (HP905) Cyan Original	cart	15	0	0	15	6,804.30	0	0	0	0	0.00	15	0	0	15	6,804.30	0	0	0	0	0.00	30.00	453.62	13,608.60
218	44103105-HP-M51	INK Cartridge, HP T6L93AA (HP905) Magenta Original	cart	15	0	0	15	6,804.30	0	0	0	0	0.00	15	0	0	15	6,804.30	0	0	0	0	0.00	30.00	453.62	13,608.60
219	44103105-HP-Y51	INK Cartridge, HP T6L97AA (HP905) Yellow Original	cart	15	0	0	15	6,804.30	0	0	0	0	0.00	15	0	0	15	6,804.30	0	0	0	0	0.00	30.00	453.62	13,608.60
220	44103105-HP-B51	INK Cartridge, HP T6M01AA (HP905) Black Original	cart	20	0	0	20	14,825.60	0	0	0	0	0.00	20	0	0	20	14,825.60	0	0	0	0	0.00	40.00	741.28	29,651.20
221	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), 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	0.00	77.43	-
222	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), 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	0.00	736.32	-
223	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, forLX-310	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	0.00	77.94	-
224	44103103-BR-B03	TONER CART, BROTHER TN-2025, 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	0.00	2685.28	-
225	44103103-BR-B04	TONER CART, BROTHER TN-2130, 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	0.00	1892.80	-
226	44103103-BR-B05	TONER CART, BROTHER TN-2150, 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	0.00	2685.28	-
227	44103103-BR-B09	TONER CART, 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	0.00	3567.20	-
228	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN	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	0.00	5002.40	-
229	44103103-HP-B12	TONER CART, HP CB435A, 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	0.00	3380.00	-
230	44103103-HP-B14	TONER CART, HP CB540A, 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	0.00	3337.36	-
231	44103103-HP-B18	TONER CART, 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	0.00	7332.00	-
232	44103103-HP-B21	TONER CART, 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	0.00	3952.00	-
233	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	5	0	0	5	17,160.00	0	0	0	0	0.00	5	0	0	5	17,160.00	0	0	0	0	0.00	10.00	3432.00	34,320.00
234	44103103-HP-B23	TONER CART, 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	0.00	2360.80	-
235	44103103-HP-C23	TONER CART, 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	0.00	2542.80	-
236	44103103-HP-Y23	TONER CART, 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	0.00	2542.80	-
237	44103103-HP-M23	TONER CART, 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	0.00	2542.80	-
238	44103103-HP-B24	TONER CART, HP CE320A, 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	0.00	2916.16	-
239	44103103-HP-C24	TONER CART, HP CE321A, 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	0.00	3072.16	-
240	44103103-HP-Y24	TONER CART, HP CE322A, 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	0.00	3072.16	-
241	44103103-HP-M24	TONER CART, HP CE323A, 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	0.00	3072.16	-
242	44103103-HP-B25	TONER CART, HP CE390A, 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	0.00	7856.16	-
243	44103103-HP-B26	TONER CART, HP CE400A, 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	0.00	6900.40	-
244	44103103-HP-C26	TONER CART, HP CE401A, 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	0.00	10193.04	-
245	44103103-HP-Y26	TONER CART, HP CE402A, 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	0.00	10193.04	-
246	44103103-HP-M26	TONER CART, HP CE403A, 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	0.00	10193.04	-
247	44103103-HP-B27	TONER CART, HP CE410A, (HP305), 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	0.00	4201.60	-
248	44103103-HP-C27	TONER CART, HP CE411A, (HP305), 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	0.00	6011.20	-
249	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), 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	0.00	6011.20	-
250	44103103-HP-M27	TONER CART, HP CE413A, (HP305), 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	0.00	4466.80	-
251	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	0	0	0																				

Item & Specifications			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			
261	44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) 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	0.00	13156.00	-
262	44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	cart	14	0	0	14	40,622.40	0	0	0	0	0.00	5	0	0	5	14,508.00	0	0	0	0	0.00	19.00	2901.60	55,130.40
263	44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	cart	14	0	0	14	41,350.40	0	0	0	0	0.00	5	0	0	5	14,768.00	0	0	0	0	0.00	19.00	2953.60	56,118.40
264	44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	cart	14	0	0	14	41,350.40	0	0	0	0	0.00	5	0	0	5	14,768.00	0	0	0	0	0.00	19.00	2953.60	56,118.40
265	44103103-HP-M60	Toner Cartridge, HP CF353A Magenta LJ	cart	14	0	0	14	41,350.40	0	0	0	0	0.00	5	0	0	5	14,768.00	0	0	0	0	0.00	19.00	2953.60	56,118.40
266	44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) 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	0.00	7056.40	-
267	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) 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	0.00	8846.24	-
268	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow LaserJe	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	0.00	8846.24	-
269	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta LaserJ	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	0.00	8846.24	-
270	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black LaserJet	cart	4	0	0	4	13,719.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	3429.78	13,719.12
271	44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	cart	3	0	0	3	12,131.49	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	4043.83	12,131.49
272	44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow LaserJe	cart	3	0	0	3	12,131.49	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3.00	4043.83	12,131.49
273	44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	2	0	0	2	8,087.66	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	4043.83	8,087.66
274	44103103-HP-B63	Toner Cartridge, HP CF410A (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	0.00	4440.80	-
275	44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) 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	0.00	7441.20	-
276	44103103-HP-C63	Toner Cartridge, HP CF411A (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	0.00	5616.00	-
277	44103103-HX-C54	Toner Cartridge, HP CF411XC (HP410XC) 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	0.00	7472.40	-
278	44103103-HP-Y63	Toner Cartridge, HP CF412A (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	0.00	5616.00	-
	44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) 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	0.00	7472.40	-
	44103103-HP-M63	Toner Cartridge, HP CF413A (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	0.00	5616.00	-
281	44103103-HX-M54	Toner Cartridge, HP CF413XC (HP410XC) 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	0.00	7472.40	-
282	44103103-HP-B34	TONER CART, 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	0.00	3900.00	-
283	44103103-HP-B48	TONER CART, HP Q7553A, 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	0.00	4399.20	-
284	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, 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	0.00	3406.00	-
285	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, 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	0.00	2350.40	-
286	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, 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	0.00	2454.40	-
287	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, 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	0.00	3380.00	-
288	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, 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	0.00	2875.58	-
289	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, 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	0.00	7259.20	-
290	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, 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	0.00	3458.00	-
291	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, 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	0.00	6442.80	-
292	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, 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	0.00	7321.14	-
293	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, 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	0.00	3962.24	-
294	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, 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	0.00	4066.40	-
295	44103103-BR-B15	TONER CART, 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	0.00	6370.00	-
296	44103103-CA-B00	TONER CART, 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	0.00	13399.36	-
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
297	45121517-DO-C02	DOCUMENT CAMERA	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	0.00	23623.60	-
298	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	2	0	0	2	34,944.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2.00	17472.00	34,944.00
FLAG OR ACCESSORIES																										
299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0	2	5	7	1,993.88	0	0	0	0	0.00	2	0	0	2	569.68	0	0	0	0	0.00	9.00	284.84	2,563.56
PRINTED PUBLICATIONS																										
300	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	37.21	-
FIRE FIGHTING EQUIPMENT																										
	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0	0	4	4	4,576.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	1144.00	4,576.00
	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	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	0.00	5613.25	-
CONSUMER ELECTRONICS																										
303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	2	1	3	6	38,493.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6.00	6415.64	38,493.84
FURNITURE AND FURNISHINGS																										
304	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o amrest	piece	0	0	4	4	1,214.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4.00	303.68	1,214.72
305	56101504-CM-W01	CHAIR, monobloc, white, with backrest, w/o amrest	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	301.60	-
306	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1336.40	-
307	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0.00	1315.60	-

Item & Specifications			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	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	129	30	45	204	8,115.12	0	0	0	0	0.00	80	0	1	81	3,222.18	0	0	0	0	0.00	285.00	39.78	11,337.30	
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	117	58	1	176	7,458.88	0	0	0	0	0.00	30	0	1	31	1,313.78	0	0	0	0	0.00	207.00	42.38	8,772.66	
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	24	4	76	104	459.68	4	4	2	10	44.20	4	4	2	10	44.20	4	4	2	10	44.20	134.00	4.42	592.28	
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	393	56	135	584	20,212.24	51	36	21	108	3,737.88	131	26	35	192	6,645.12	61	26	21	108	3,737.88	992.00	34.61	34,333.12	
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	122	40	20	182	6,299.02	35	15	10	60	2,076.60	70	15	10	95	3,287.95	30	15	10	55	1,903.55	392.00	34.61	13,567.12	
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	50	15	12	77	2,664.97	30	15	12	57	1,972.77	19	9	6	34	1,176.74	19	9	6	34	1,176.74	202.00	34.61	6,991.22	
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	2	0	5	7	1,083.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7.00	154.84	1,083.88	
A. TOTAL																						P		4,578,255.50			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																						P		457,825.58			
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (1%																						P		-			
D. GRAND TOTAL (A + B + C)																						P		5,036,081.05			
E. APPROVED BUDGET BY THE AGENCY HEAD																						P					
F. MONTHLY CASH REQUIREMENTS																						P					
G.1 Available at Procurement Service Stores								2,994,784.55					489,875.75					728,502.42					365,092.78	P	4,578,255.50		
G.2 Other Items not available at PS but regularly purchased from other sources								-					-					-					-	P	-		
TOTAL MONTHLY CASH REQUIREMENTS								2,994,784.55					489,875.75					728,502.42					365,092.78	P	4,578,255.50		
*Agency must put the monthly requirement for air tickets both local and international																											

*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:

DENISE A. SOLANO / CARMEN P. DEL ROSARIO
Procurement Head / OIC, Property

Date Prepared: December 4, 2020

Certified Funds Available:

Certified Appropriate Funds Available:

Approved by:

RODRIGO I. ABLAZA / MAUREEN D. MABANAN
Chief Accountant / OIC, Budget Section

SONIA M. SALGUERO
OIC, Director