

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2024 FORM

APP-CSE 2024 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 28 September 2011, respectively, the APP-CSE shall serve as the agency's annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store (VS) 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 Virtual Store (VS) and Downloads page of PS-DBM website (www.ps-phileps.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-phileps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.
- 4.0 For items not included on the list of PART I, a separate file, with the name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phileps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hss88>.
- 5.0 For items not included on the list of PART II, a separate file, with the name APP-CSE 2024 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-phileps.gov.ph) and must be submitted to PS-DBM through this link: <https://shorturl.at/hss88>.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store (VS) account on or before the prescribed period or deadline. Any APP-CSE form that is unsigned or has incomplete signature shall be deemed invalid.
- 7.0 Should there be changes in the agency's CSE requirements, the agency may edit their uploaded APP-CSE directly on their Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0927-8478245 (Globe) or 0918-2954426 (Smart), or email appcsehelpdesk@ps-phileps.gov.ph, or visit the PS-DBM website (www.ps-phileps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2024 must be submitted on or before 31 July 2023.
 Department/Bureau/Office: UNIVERSITY OF THE PHILIPPINES BAGUIO
 Region: CORDILLERA ADMINISTRATIVE REGION
 Address: GOVERNOR PARRON, BAGUIO CITY, BANGALAY, 2600

Agency Code/UAUCS: 2116
 Organization Type: STATE UNIVERSITY AND COLLEGES

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year
		Jan	Feb	Mar	Q1 AMOUNT	April	May	June	Q2 AMOUNT	July	Aug	Sept	Q3 AMOUNT			

ALCOHOL OR ACETONE BASED ANTISEPTICS

1	1219501-AL-004	ALCOHOL, Ethyl, 500 ml	bottle	135	0	0	0	135	6,879.60	70	0	0	70	3,567.20	100	0	0	100	5,096.00	68	0	0	68	3,465.28	373	50.96	19,008.08
2	1219501-AL-003	ALCOHOL, Ethyl, 1 Gallon	gallon	54	0	0	0	54	24,373.44	22	0	0	22	9,929.92	37	0	0	37	16,700.32	11	0	0	11	4,864.56	124	451.36	55,968.64

ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES

3	6012143-CB-P01	CLEARBOOK, A4 size	box	26	0	0	0	26	919.36	5	0	0	5	176.80	1	0	0	1	35.36	0	0	0	0	0	0	0	0	0	0	32	35.36	1,131.52	
4	6012143-CB-P02	CLEARBOOK, Legal size	box	24	0	0	0	24	923.52	5	0	0	5	192.40	1	0	0	1	38.48	0	0	0	0	0	0	0	0	0	0	30	38.48	1,154.40	
5	6012154-ER-P01	ERASER, plastic/rubber	piece	40	0	0	0	40	374.40	0	0	0	0	0.00	8	0	0	8	74.88	0	0	0	0	0	0	0	0	0	48	9.36	446.28		
6	6012154-ER-001	SIGN PEN, Extra Fine Tip, Black	piece	58	0	0	0	58	1,508.00	13	0	0	13	338.00	26	0	0	26	936.00	17	0	0	0	0	0	0	0	0	17	442.00	124	26.00	3,224.00
7	6012154-ER-004	SIGN PEN, Fine Tip, Black	piece	25	0	0	0	25	1,118.00	0	0	0	0	0.00	7	0	0	7	313.04	0	0	0	0	0	0	0	0	0	0	32	44.72	1,431.04	
8	6012154-ER-002	SIGN PEN, Medium Tip, Black	piece	120	0	0	0	120	6,864.00	15	0	0	15	889.00	67	0	0	67	3,832.40	5	0	0	0	0	0	0	0	0	5	286.00	207	57.20	11,840.40
9	6012154-ER-005	SIGN PEN, Extra Fine Tip, Blue	piece	44	0	0	0	44	1,144.00	8	0	0	8	208.00	26	0	0	26	676.80	8	0	0	0	0	0	0	0	0	8	208.00	86	26.00	2,266.00
10	6012154-ER-006	SIGN PEN, Fine Tip, Blue	piece	16	0	0	0	16	715.52	0	0	0	0	0.00	4	0	0	4	178.88	0	0	0	0	0	0	0	0	0	0	20	44.72	894.40	
11	6012154-ER-008	SIGN PEN, Medium Tip, Blue	piece	115	0	0	0	115	6,578.00	15	0	0	15	889.00	62	0	0	62	3,546.40	5	0	0	0	0	0	0	0	0	5	286.00	197	57.20	11,268.40
12	6012154-ER-003	SIGN PEN, Extra Fine Tip, Red	piece	17	0	0	0	17	442.00	0	0	0	0	0.00	12	0	0	12	312.00	0	0	0	0	0	0	0	0	0	0	29	26.00	754.00	
13	6012154-ER-006	SIGN PEN, Fine Tip, Red	piece	9	0	0	0	9	411.64	0	0	0	0	0.00	4	0	0	4	183.04	0	0	0	0	0	0	0	0	0	0	13	46.76	594.88	
14	6012154-ER-009	SIGN PEN, Medium Tip, Red	piece	49	0	0	0	49	2,802.80	0	0	0	0	0.00	14	0	0	14	800.80	0	0	0	0	0	0	0	0	0	0	63	57.20	3,603.60	
15	6012114-WR-P01	WRAPPING PAPER	pack	7	0	0	0	7	1,499.68	0	0	0	0	0.00	1	0	0	1	214.34	0	0	0	0	0	0	0	0	0	0	8	214.34	1,713.92	

AUDIO AND VISUAL EQUIPMENT AND SUPPLIES

16	4512151-DO-C03	DOCUMENT CAMERA	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00
17	4511809-MM-P01	MULTIMEDIA PROJECTOR	unit	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00

BATTERIES AND CELLS AND ACCESSORIES

18	26111702-BT-A02	BATTERY, dry cell, size AA	pack	128	0	0	0	128	2,795.52	75	0	0	75	1,632.00	51	0	0	51	1,113.84	15	0	0	0	0	0	0	0	0	15	327.60	269	21.84	5,874.96
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Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year									
			Jan	Feb	Mar	Q1	Q2	Q3	Q4	Jan	Feb	Mar	Q1	Q2				Q3	Q4							
			Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount	Amount				Amount	Amount	Amount						
19	2611120-RT-A01	BATTERY, dry cell, size AAA	pack	133	0	0	133	2,633.88	78	0	0	78	1,541.28	42	0	0	42	829.92	18	0	0	18	355.68	271	19.76	5,394.56
20	2611120-RT-A03	BATTERY, dry cell, size D	pack	1	0	0	1	92.56	0	0	0	0	0.00	2	0	0	2	185.12	0	0	0	0	0.00	3	92.56	277.68
CLEANING EQUIPMENT AND SUPPLIES																										
21	47131812-AP-A01	AIR FRESHENER	can	96	0	0	96	8,386.56	23	0	0	23	2,009.28	79	0	0	79	6,901.44	14	0	0	14	1,221.04	212	87.26	18,520.32
22	47131604-BK-S01	BROOM (Walls Tendo)	piece	65	0	0	65	8,314.80	5	0	0	5	639.60	45	0	0	45	5,758.40	6	0	0	6	767.52	121	127.92	15,478.32
23	47131604-BK-T01	BROOM (Walls Ting-tong)	piece	59	0	0	59	1,411.28	5	0	0	5	119.60	48	0	0	48	1,148.16	5	0	0	5	119.60	117	23.92	2,798.64
24	47131828-TR-C01	CLEANER, Toilet Bowl and Urinal	bottle	62	0	0	62	2,722.64	8	0	0	8	357.76	53	0	0	53	2,270.16	2	0	0	2	89.44	125	44.72	5,590.00
25	47131805-CL-P01	CLEANSER, Scouring Powder	can	54	0	0	54	1,944.00	36	0	0	36	1,366.00	52	0	0	52	1,872.00	39	0	0	39	1,404.00	181	36.00	6,516.00
26	47131811-DE-R02	DETERGENT BAR	bar	67	0	0	67	627.12	5	0	0	5	46.80	57	0	0	57	533.52	5	0	0	5	46.80	134	9.36	1,254.24
27	47131811-DE-P02	DETERGENT POWDER, all purpose	pouch	119	0	0	119	10,519.60	83	0	0	83	7,337.20	98	0	0	98	8,633.20	80	0	0	80	7,072.00	389	88.40	33,992.00
28	47131803-DS-A01	DISINFECTANT SPRAY	can	95	0	0	95	14,326.00	46	0	0	46	6,936.80	68	0	0	68	10,254.40	36	0	0	36	5,428.80	245	150.80	36,946.00
29	47131601-DU-P01	DUST PAN	piece	52	0	0	52	2,433.60	4	0	0	4	187.20	36	0	0	36	1,684.80	2	0	0	2	93.60	94	46.80	4,399.20
30	47131602-FW-P03	FLOOR WAX, piece type, 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	135.20	0.00
31	47131639-FC-R01	FURNITURE CLEANER	can	50	0	0	50	11,336.00	22	0	0	22	4,987.84	29	0	0	29	6,574.88	17	0	0	17	3,854.24	118	226.72	26,752.96
32	73101612-HS-L01	HAND SOAP, liquid	bottle	65	0	0	65	2,791.75	42	0	0	42	1,803.90	63	0	0	63	2,705.85	40	0	0	40	1,716.00	210	42.95	9,019.50
33	47121804-HP-R01	MOP BUCKET	unit	1	0	0	1	2,288.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,288.00	2,288.00
34	47131613-HP-H02	MOPHANDLE, heavy duty	piece	40	0	0	40	5,386.40	5	0	0	5	670.80	39	0	0	39	5,232.24	0	0	0	0	0.00	84	134.16	11,269.44
35	47131619-HP-R01	MOPHANDLE, made of rayon	piece	53	0	0	53	6,044.12	34	0	0	34	3,877.36	45	0	0	45	5,311.80	34	0	0	34	3,877.36	166	114.94	18,930.64
36	47131901-RC-C01	RAGS	hd	64	0	0	64	3,668.80	27	0	0	27	1,544.40	47	0	0	47	2,688.40	26	0	0	26	1,489.20	164	57.20	9,380.80
37	47131622-SC-N01	SCOURING PAD	pack	40	0	0	40	3,577.60	23	0	0	23	2,057.12	40	0	0	40	3,177.60	23	0	0	23	2,057.12	126	89.44	11,369.44
38	47121701-TR-P04	TRASHBAG, XXL size	pack/roll	16	0	0	16	2,088.00	8	0	0	8	1,040.00	6	0	0	6	780.00	6	0	0	6	780.00	36	130.00	4,680.00
39	47121701-TR-P05	TRASHBAG, Large size	pack/roll	40	0	0	40	2,371.20	17	0	0	17	1,007.76	31	0	0	31	1,637.68	17	0	0	17	1,007.76	105	59.28	6,234.40
40	47121701-TR-P06	TRASHBAG, XL size	pack/roll	34	0	0	34	3,147.04	22	0	0	22	2,056.32	32	0	0	32	2,951.92	23	0	0	23	2,128.88	111	92.96	10,274.16
41	47121702-WB-P01	WASTEBASKET	piece	29	0	0	29	1,266.72	0	0	0	0	0.00	26	0	0	26	1,135.68	0	0	0	0	0.00	55	43.88	2,402.40
COLOR COMPOUNDS AND DISPERSIONS																										
42	12171203-ST-R01	INK, for stamp pad	bottle	6	0	0	6	187.20	0	0	0	0	0.00	2	0	0	2	62.40	0	0	0	0	0.00	8	31.20	249.60
CONSUMER ELECTRONICS																										
43	52161835-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,803.76	0.00
FACE MASK																										
44	42131713-SM-K06	FACE MASK	box	69	0	0	69	3,588.00	7	0	0	7	364.00	51	0	0	51	2,652.00	8	0	0	8	416.00	135	52.00	7,020.00
FILMS																										
45	13111323-AC-R01	ACETATE	roll	1	0	0	1	1,048.32	1	0	0	1	1,048.32	0	0	0	0	0.00	0	0	0	0	0.00	2	1,048.32	2,096.64
46	13111201-CF-P02	CARBON FILM, Legal size	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	266.88	0.00
FIRE FIGHTING EQUIPMENT																										
47	46191601-FE-N01	FIRE EXTINGUISHER, dry chemical	unit	1	0	0	1	1,398.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,398.80	1,398.80
48	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00
FLAG OR ACCESSORIES																										
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	1	0	0	1	284.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	284.64	284.64
FURNITURE AND FURNISHINGS																										
50	56101504-CH-R01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	375.44	0.00
51	56101504-CH-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	372.32	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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4		
			Q1	Q2	Q3	Q4																	
52	5610159-TM-S01 MONOLOC TUBE, white	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,346.88	0.00		
53	5610159-TM-S02 MONOLOC TUBE, beige	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,346.88	0.00		
HEATING AND VENTILATION AND AIR CIRCULATION																							
54	4010164-EF-C01 ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,380.08	0.00		
55	4010164-EF-G01 ELECTRIC FAN, industrial, ground type	unit	1	0	0	1	1,109.68	0	0	0	0	0	0	0	0	0	0	0	1	1,109.68	1,109.68		
56	4010164-EF-S01 ELECTRIC FAN, stand type	unit	5	0	0	5	5,033.60	0	0	0	0	0	0	0	0	0	0	0	5	1,066.72	5,033.60		
57	4010164-EF-W01 ELECTRIC FAN, wall mount	unit	1	0	0	1	914.16	0	0	0	0	0	0	0	0	0	0	0	1	914.16	914.16		
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																							
58	4311507-DS-K03 DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	24,793.60	0.00		
59	4311507-DS-K04 DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	42,390.40	0.00		
60	4300167-HD-X02 EXTERNAL HARD DRIVE	unit	8	0	0	8	24,144.64	0	0	0	0	0	0	0	0	0	0	0	8	3,018.08	24,144.64		
61	4300200-FV-L04 FLASH DRIVE	piece	18	0	0	18	4,043.52	0	0	0	0	0	0	0	0	0	0	0	23	224.64	5,166.72		
62	4311503-LA-B04 LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	42,380.00	0.00		
63	4311503-LA-K03 LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	46,800.00	0.00		
64	4311708-MO-Q02 COMPUTER MOUSE, Wireless	unit	5	0	0	5	847.60	0	0	0	0	0	0	0	0	0	0	0	5	169.52	847.60		
65	4312102-PR-K02 PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	33,015.84	0.00		
66	4312102-PR-K01 PRINTER, Impact, Dot Matrix, 9 pins	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	11,014.64	0.00		
67	4312105-PR-L01 PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	23,063.04	0.00		
LIGHTING AND FIXTURES AND ACCESSORIES																							
68	3910162-BL-L01 LIGHT-EMITTING DIODE (LED) LIGHT TUBE, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	81.12	0.00		
69	3910162-BL-T-L01 LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	16	0	0	16	3,293.12	0	0	0	0	0	0	0	0	0	0	0	16	205.82	3,293.12		
MANUFACTURING COMPONENTS AND SUPPLIES																							
70	3130161-QC-J01 GLUE, all-purpose	jar	18	0	0	18	1,229.56	10	0	0	10	707.20	12	0	0	12	846.64	9	0	9	49	70.72	3,465.28
71	3115160-SW-H01 STAR-E WIRE, Heavy duty (Gender Type), 23/13	box	1	0	0	1	22.55	0	0	0	0	0.00	1	0	0	1	22.55	0	0	0	2	22.55	45.10
72	3115160-SW-S01 STAR-E WIRE, standard	box	42	0	0	42	997.92	6	0	0	6	140.56	21	0	0	21	493.96	1	0	1	70	23.76	1,663.20
73	3130163-7A-E01 TAPE, electrical	roll	24	0	0	24	466.80	0	0	0	0	0.00	19	0	0	19	369.55	0	0	0	43	19.45	836.35
74	3130163-7A-M01 TAPE, masking, 24mm	roll	77	0	0	77	4,764.76	20	0	0	20	1,237.60	32	0	0	32	1,580.16	9	0	9	138	61.88	8,539.44
75	3130163-7A-M02 TAPE, masking, 48 mm	roll	33	0	0	33	3,998.28	14	0	0	14	1,698.24	13	0	0	13	1,575.08	9	0	9	69	121.16	8,360.04
76	3130151-7A-H01 TAPE, padding, 48 mm	roll	23	0	0	23	693.68	3	0	0	3	90.48	11	0	0	11	331.76	2	0	2	39	30.16	1,176.34
77	3130151-7A-H01 TAPE, transparent, 24mm	roll	109	0	0	109	1,246.96	26	0	0	26	297.44	70	0	0	70	800.80	19	0	19	224	11.44	2,562.56
78	3130151-7A-T02 TAPE, transparent, 48 mm	roll	56	0	0	56	1,338.52	12	0	0	12	287.04	27	0	0	27	645.84	7	0	7	102	23.92	2,439.84
79	3115167-TW-R01 TYING, plastic	roll	11	0	0	11	777.92	3	0	0	3	212.16	0	0	0	0	0.00	0	0	0	14	70.72	990.08
MEASURING AND TESTING EQUIPMENT																							
80	4111604-RU-R02 RULER, Flexible, plastic, 45mm	piece	24	0	0	24	499.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	24	20.80	499.20
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																							
81	4412161-RL-H01 BLADE, for general purpose cutter/utility knife	tube	12	0	0	12	192.00	0	0	0	0	0.00	6	0	0	6	96.00	0	0	0	18	16.80	288.00
82	4410162-PR-M01 BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	10,104.64	0.00
83	4410167-CA-C01 CALCULATOR, Compact	unit	5	0	0	5	1,435.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	5	287.04	1,435.20
84	4412170-CA-H01 CALC, white standard	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	32.97	0.00
85	4412105-BF-C01 CLIP, backfold, 18mm	box	30	0	0	30	260.80	4	0	0	4	37.44	24	0	0	24	224.64	4	0	4	62	9.36	580.32
86	4412105-BF-Q02 CLIP, backfold, 25mm	box	22	0	0	22	343.20	5	0	0	5	76.00	16	0	0	16	249.60	2	0	2	45	15.60	702.80

Item #	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	
87	4412105-BF-C03	CLIP, backfold, 3mm	25	0	0	25	676.00	4	0	0	4	108.16	21	0	0	21	567.84	2	0	0	2	54.08	52	22.94	1,466.88	
88	4412105-BF-C04	CLIP, backfold, 50mm	39	0	0	39	2,383.48	4	0	0	4	241.28	24	0	0	24	1,497.68	4	0	0	4	241.28	71	60.32	4,282.72	
89	4412101-CT-R02	CORRECTION TAPE	149	0	0	149	1,717.97	42	0	0	42	484.26	126	0	0	126	1,452.78	35	0	0	35	403.55	352	11.53	4,058.56	
90	44121612-CL-H01	CUTTER/UTILITY KNIFE, for general purpose	25	0	0	25	793.00	2	0	0	2	63.44	5	0	0	5	158.60	2	0	0	2	63.44	34	31.27	1,078.48	
91	44111515-DF-B01	DATA FILE BOX	30	0	0	30	2,316.00	7	0	0	7	546.40	2	0	0	2	154.40	2	0	0	2	154.40	41	77.20	3,165.20	
92	44121011-DF-R01	DATA FOLDER	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
93	44103022-SS-K01	DATA STAMP	8	0	0	8	3,793.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
94	44121566-BV-001	ENVELOPE, Documentary, A4	2	0	0	2	1,680.64	0	0	0	0	0.00	1	0	0	1	840.32	0	0	0	0	0	0	0	0.00	0.00
95	44121566-BV-002	ENVELOPE, Documentary, legal,	2	0	0	2	2,156.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
96	44121566-BV-X01	ENVELOPE, Expanding, Kraft	8	0	0	8	10,999.04	2	0	0	2	2,749.26	1	0	0	1	1,374.88	0	0	0	0	0	0	0	0.00	0.00
97	44121566-BV-X02	ENVELOPE, Expanding, Plastic	16	0	0	16	487.84	1	0	0	1	30.49	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
98	44121566-BV-M02	ENVELOPE, Mailing	2	0	0	2	933.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
99	44121566-BV-M02	ENVELOPE, Mailing, with window	1	0	0	1	528.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
100	44111912-BV-B01	ERASER, flat, for backboard/whiteboard	8	0	0	8	98.64	0	0	0	0	0.00	2	0	0	2	24.66	0	0	0	0	0	0	0	0.00	0.00
101	44121118-FM-R01	FASTENER	30	0	0	30	2,639.20	0	0	0	0	0.00	10	0	0	10	946.40	0	0	0	0	0	0	0	0.00	0.00
102	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	5	0	0	5	436.00	5	0	0	5	436.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
103	44122018-FT-001	FILE TAB DIVIDER, A4	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
104	44122018-FT-002	FILE TAB DIVIDER, legal	10	0	0	10	260.00	0	0	0	0	0.00	10	0	0	10	260.00	0	0	0	0	0	0	0	0.00	0.00
105	44122011-FO-R01	FOLDER, Fancy with side, A4	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
106	44122011-FO-R02	FOLDER, Fancy with side, legal	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
107	44122011-FO-L01	FOLDER, L-style, A4	10	0	0	10	1,875.40	1	0	0	1	187.54	7	0	0	7	1,312.78	0	0	0	0	0	0	0	0.00	0.00
108	44122011-FO-L02	FOLDER, L-style, legal	8	0	0	8	1,908.56	1	0	0	1	238.57	5	0	0	5	1,192.85	0	0	0	0	0	0	0	0.00	0.00
109	44122027-FO-R01	FOLDER, presboard	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
110	44122011-FO-R03	FOLDER with tab, A4	6	0	0	6	2,333.76	0	0	0	0	0.00	2	0	0	2	773.92	0	0	0	0	0	0	0	0.00	0.00
111	44122011-FO-R04	FOLDER with tab, legal	6	0	0	6	2,564.64	0	0	0	0	0.00	2	0	0	2	854.88	0	0	0	0	0	0	0	0.00	0.00
112	44122008-IT-701	INDEX TAB	2	0	0	2	126.22	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
113	44111515-FW-B02	MAGAZINE FILE BOX, Large	12	0	0	12	1,522.56	0	0	0	0	0.00	12	0	0	12	1,522.56	0	0	0	0	0	0	0	0.00	0.00
114	44121716-FA-R01	MARKER, Fluorescent	16	0	0	16	682.24	0	0	0	0	0.00	2	0	0	2	85.28	0	0	0	0	0	0	0	0.00	0.00
115	44121708-FA-R01	MARKER, Permanent, Black	33	0	0	33	514.80	3	0	0	3	46.80	21	0	0	21	377.60	3	0	0	3	46.80	60	15.60	936.00	
116	44121708-FA-R02	MARKER, Permanent, Blue	36	0	0	36	561.60	3	0	0	3	46.80	26	0	0	26	495.60	3	0	0	3	46.80	69	15.60	1,062.80	
117	44121708-FA-R03	MARKER, Permanent, Red	17	0	0	17	265.20	23	0	0	23	356.80	31	0	0	31	483.60	23	0	0	23	356.80	94	15.60	1,466.40	
118	44121708-FA-R01	MARKER, Whiteboard, Black	238	0	0	238	2,475.20	76	0	0	76	795.40	100	0	0	100	1,040.00	25	0	0	25	260.00	439	10.40	4,565.60	
119	44121708-FA-R02	MARKER, Whiteboard, Blue	203	0	0	203	2,111.20	72	0	0	72	794.80	93	0	0	93	967.20	21	0	0	21	218.40	399	10.40	4,045.60	
120	44121708-FA-R03	MARKER, Whiteboard, Red	186	0	0	186	1,934.40	72	0	0	72	794.80	77	0	0	77	808.80	21	0	0	21	218.40	356	10.40	3,702.40	
121	44121204-FC-C01	PAPER CLIP, vinyl/plastic coated, 13mm	34	0	0	34	318.24	1	0	0	1	9.26	26	0	0	26	243.26	0	0	0	0	0	0	0	0.00	0.00
122	44121204-FC-C02	PAPER CLIP, vinyl/plastic coated, Junko, 50mm	30	0	0	30	717.60	0	0	0	0	0.00	26	0	0	26	621.92	0	0	0	0	0	0	0	0.00	0.00
123	44101603-FF-M02	PAPER SHREDDER	6	0	0	6	34,156.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
124	44101601-FF-M01	PAPER TRIMMER/CUTTING MACHINE	1	0	0	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
125	44121706-FC-L01	PENCIL, lead/graphite, with eraser	39	0	0	39	1,622.40	1	0	0	1	41.60	15	0	0	15	634.00	0	0	0	0	0	0	0	0.00	0.00
126	4411619-FA-M01	PENCIL SHARPENER	11	0	0	11	2,345.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00
127	44101602-FA-R01	PUNCHER, paper, heavy duty	3	0	0	3	486.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0.00

Item #	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price	Total Amount for the Year																				
			Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sep	Q3				Oct	Nov	Dec	Q4																
			Q1 Amt	Q2 Amt	Q3 Amt	Q4 Amt																															
128	4412037-RB-P10 BINDING RING/COMB, plastic, 32 mm	piece	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	274.23	0.00						
129	4412101-RIU-B01 RUBBER BAND No. 18	box	4	0	0	4	661.44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	661.44	0.00					
130	4412105-SR-F01 STAMP PAD, felt	piece	17	0	0	17	724.88	1	0	0	1	42.64	0	0	0	0	0	0	0	0	1	42.64	0	0	0	0	1	42.64	0	20	42.64	832.80					
131	4412161-RSS-S01 SCISSORS, symmetrical/asymmetrical	pair	48	0	0	48	1,998.80	2	0	0	2	83.20	12	0	0	0	0	0	0	0	12	499.20	0	0	0	0	0	0	0	62	41.60	2,579.20					
132	4412165-ST-S01 STAPLER, standard type	piece	18	0	0	18	2,620.80	0	0	0	0	0	0	0	0	0	0	0	0	0	1	145.60	0	0	0	0	0	0	0	19	145.60	2,766.40					
133	4412165-ST-B01 STAPLER, heavy duty (binder)	unit	1	0	0	1	954.72	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	954.72	954.72					
134	4412163-SR-P02 STAPLE REMOVER, pile-type	piece	3	0	0	3	143.52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	47.84	143.52				
135	4412165-TO-T01 TAPE DISPENSER, table top	piece	12	0	0	12	956.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	78.00	934.00				
PAPER MATERIALS AND PRODUCTS																																					
136	1411153-CA-A01 CARTOLINA, assorted colors	sheet	7	0	0	7	633.36	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	12	50.48	1,085.76			
137	1411156-CF-L11 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	953.68	0.00			
138	1411156-CF-L12 COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,750.48	0.00			
139	1411156-CF-L22 COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,653.56	0.00			
140	1411156-CF-L21 COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,108.64	0.00			
141	1411156-CF-L31 COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	853.84	0.00			
142	1411156-CF-L32 COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	box	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,629.68	0.00			
143	14111609-L-011 LOOSELEAF COVER	bundle	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	794.96	0.00			
144	1411154-WF-S02 NOTEPAD, stick-on, 50mm x 76mm	pad	59	0	0	59	2,331.68	17	0	0	17	671.84	39	0	0	0	0	0	0	0	39	1,541.28	10	0	0	0	0	0	10	0	0	0	395.20	125	39.52	4,940.00	
145	1411154-WF-S04 NOTEPAD, stick-on, 76mm x 100mm	pad	44	0	0	44	2,791.36	10	0	0	10	634.40	38	0	0	0	0	0	0	0	38	2,410.72	10	0	0	0	0	10	0	0	0	0	634.40	102	63.44	6,470.88	
146	1411154-WF-S03 NOTEPAD, stick-on, 76mm x 76mm	pad	44	0	0	44	2,654.08	17	0	0	17	1,025.44	32	0	0	0	0	0	0	0	32	1,930.24	12	0	0	0	0	12	0	0	0	0	723.84	105	60.32	6,313.60	
147	1411154-WF-S02 STENO NOTEBOOK	piece	16	0	0	16	382.72	0	0	0	0	0	6	0	0	0	0	0	0	6	0	143.52	0	0	0	0	0	0	0	0	0	0	23.92	526.34			
148	1411157-PF-A01 PAPER, MULTICOPY A4	ream	221	0	0	221	39,763.32	115	0	0	115	20,620.80	128	0	0	0	0	0	0	128	23,029.76	61	0	0	0	0	61	0	0	0	61	10,975.12	525	179.92	94,458.00		
149	1411157-PF-A02 PAPER, MULTICOPY LEGAL	ream	112	0	0	112	23,645.44	60	0	0	60	12,667.20	60	0	0	0	0	0	0	60	12,667.20	40	0	0	0	0	40	0	0	40	8,444.80	272	211.12	57,474.64			
150	1411157-PF-C01 PAPER, MULTIPURPOSE A4	ream	95	0	0	95	15,511.60	38	0	0	38	6,204.64	62	0	0	0	0	0	0	62	10,123.36	39	0	0	0	0	39	0	0	0	0	6,803.92	234	163.28	38,207.52		
151	1411157-PF-C02 PAPER, MULTIPURPOSE LEGAL	ream	49	0	0	49	9,070.88	18	0	0	18	3,332.16	41	0	0	0	0	0	0	41	7,289.92	17	0	0	0	0	17	0	0	0	0	3,149.04	125	165.12	23,140.00		
152	1411151-PF-P01 PAD PAPER, ruled	pad	21	0	0	21	742.56	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35.36	35.36		
153	1411153-PF-P01 PAPER, parchment	box	10	0	0	10	1,892.80	1	0	0	1	189.28	2	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	189.28	2,462.64	
154	1411151-RE-B01 RECORD BOOK, 300 PAGES	book	25	0	0	25	1,820.00	0	0	0	0	0	10	0	0	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	0	72.80	2,548.80		
155	1411151-RE-B02 RECORD BOOK, 500 PAGES	book	29	0	0	29	3,046.16	5	0	0	5	525.20	8	0	0	0	0	0	0	8	840.32	0	0	0	0	0	0	0	0	0	0	0	0	0	105.04	4,411.68	
156	1411154-TT-P04 TISSUE, INTERGLOUED PAPER TOWEL	pack	127	0	0	127	3,669.24	66	0	0	66	1,971.92	92	0	0	0	0	0	0	92	2,679.04	35	0	0	0	0	35	0	0	0	0	0	0	29.12	5,318.40		
157	1411154-TT-P02 TOWEL TISSUE PAPER, 2 ply	pack	183	0	0	183	18,461.04	83	0	0	83	8,373.04	141	0	0	0	0	0	0	141	14,224.08	68	0	0	0	0	68	0	0	0	0	0	0	100.88	47,918.00		
PETROLEUMS OR COLOGNES OR FRAGRANCES																																					
158	5131626-PS-S01 HAND SANITIZER	bottle	22	0	0	22	1,821.92	11	0	0	11	960.96	18	0	0	0	0	0	0	18	1,572.48	11	0	0	0	0	11	0	0	0	0	0	0	87.36	5,416.32		
PESTICIDES OR PEST REPELLENTS																																					
159	10191509-N-A01 INSECTICIDE	can	67	0	0	67	17,288.64	42	0	0	42	10,832.64	55	0	0	0	0	0	0	55	14,155.60	40	0	0	0	0	40	0	0	0	0	0	0	10,316.80	204	257.92	52,615.68
PRINTED PUBLICATIONS																																					
160	5510234-H01 HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (PA 9184)	book	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37.21	0.00		
PRINTER OR FACSIMILE OR PHOTOGRAPHER SUPPLIES (CONSUMABLES)																																					
1	4410109-BR-B05 DRUM CARTRIDGE, BROTHER DR-3455, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,547.20	0.00		
2	4410105-CA-C04 INK CARTRIDGE, CANON C-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,128.32	0.00		
3	4410105-CA-C02 INK CARTRIDGE, CANON C-811, Colored	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,178.32	0.00		

Item #	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
4	4410305-CA-804	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	861.12	0.00	
5	4410305-CA-802	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	892.32	0.00	
6	4410305-EP-817	INK CARTRIDGE, EPSON C131664100 (T6641), Black	cart	5	0	0	5	1,159.50	1	0	0	1	231.90	5	0	0	0	0	0	0	0.00	0	231.90	2,792.80	
7	4410305-EP-117	INK CARTRIDGE, EPSON C131664200 (T6642), Cyan	cart	4	0	0	4	968.80	1	0	0	1	242.20	3	0	0	0	0	0	0	0.00	0	242.20	2,179.80	
8	4410305-EP-117	INK CARTRIDGE, EPSON C131664300 (T6643), Magenta	cart	4	0	0	4	968.80	1	0	0	1	242.20	3	0	0	0	0	0	0	0.00	0	242.20	2,179.80	
9	4410305-EP-117	INK CARTRIDGE, EPSON C131664400 (T6644), Yellow	cart	4	0	0	4	968.80	1	0	0	1	242.20	3	0	0	0	0	0	0	0.00	0	242.20	2,179.80	
10	4410305-HP-940	INK CARTRIDGE, HP CE994AA (HP94), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	852.80	0.00	
11	4410305-HP-740	INK CARTRIDGE, HP CE996AA (HP92), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,946.32	0.00	
12	4410305-HP-809	INK CARTRIDGE, HP CE351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	910.00	0.00	
13	4410305-HP-710	INK CARTRIDGE, HP CE352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,051.52	0.00	
14	4410305-HP-817	INK CARTRIDGE, HP CE649WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	880.88	0.00	
15	4410305-HP-117	INK CARTRIDGE, HP CE649WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,047.28	0.00	
16	4410305-HP-C60	INK CARTRIDGE, HP CE972AA (HP920A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	823.68	0.00	
17	4410305-HP-K40	INK CARTRIDGE, HP CE972AA (HP920A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	823.68	0.00	
18	4410305-HP-K40	INK CARTRIDGE, HP CE972AA (HP920A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	823.68	0.00	
19	4410305-HP-K40	INK CARTRIDGE, HP CE972AA (HP920A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,541.28	0.00	
20	4410305-HP-820	INK CARTRIDGE, HP CE551WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	868.28	0.00	
21	4410305-HP-120	INK CARTRIDGE, HP CE552WA (HP62), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,066.00	0.00	
22	4410305-HP-649	INK CARTRIDGE, HP CE552WA (HP62), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	955.00	0.00	
23	4410305-HP-C69	INK CARTRIDGE, HP CE556AA (HP62), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	740.00	0.00	
24	4410305-HP-849	INK CARTRIDGE, HP CE649WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,970.80	0.00	
25	4410305-HP-KC3	INK CARTRIDGE, HP CE649WA (HP60), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,517.36	0.00	
26	4410305-HP-K43	INK CARTRIDGE, HP CE649WA (HP60), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,517.36	0.00	
27	4410305-HP-K43	INK CARTRIDGE, HP CE649WA (HP60), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,517.36	0.00	
28	4410305-HP-436	INK CARTRIDGE, HP CE692AA (HP701), Black	cart	9	0	0	9	3,772.08	6	0	0	6	2,514.72	9	0	0	0	0	0	0	0.00	0	419.12	12,973.60	
29	4410305-HP-178	INK CARTRIDGE, HP CE693AA (HP701), Tri-color	cart	7	0	0	7	2,933.84	5	0	0	5	2,095.60	7	0	0	0	0	0	0	0.00	0	419.12	10,058.88	
30	4410305-HP-833	INK CARTRIDGE, HP CE107AA (HP678), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	494.56	0.00	
31	4410305-HP-733	INK CARTRIDGE, HP CE108AA (HP678), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	494.56	0.00	
32	4410305-HP-842	INK CARTRIDGE, HP CE121AA (HP685A), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	312.00	0.00	
33	4410305-HP-C33	INK CARTRIDGE, HP CE122A (HP685A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	256.88	0.00	
34	4410305-HP-K33	INK CARTRIDGE, HP CE123A (HP685A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	256.88	0.00	
35	4410305-HP-K33	INK CARTRIDGE, HP CE124A (HP685A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	256.88	0.00	
36	4410305-HP-443	INK CARTRIDGE, HP CE626AA (HP660), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	424.32	0.00	
37	4410305-HP-843	INK CARTRIDGE, HP CE627AA (HP660), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	424.32	0.00	
38	4410305-HP-C50	INK CARTRIDGE, HP CE628AA (HP660), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	882.80	0.00	
39	4410305-HP-K50	INK CARTRIDGE, HP CE629AA (HP660), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	882.80	0.00	
40	4410305-HP-V50	INK CARTRIDGE, HP CE629AA (HP660), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	882.80	0.00	
41	4410305-HP-850	INK CARTRIDGE, HP CE629AA (HP660), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,394.80	0.00	
42	4410305-HP-K56	INK CARTRIDGE, HP CE629AA (HP660), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,394.80	0.00	
43	4410305-HP-K48	INK CARTRIDGE, HP CE629AA (HP660), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,394.80	0.00	
44	4410305-HP-K48	INK CARTRIDGE, HP CE629AA (HP660), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0	1,394.80	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				
45 4410105-HP-846 INK CARTRIDGE, HP US2734A (HP950L), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	1,617.92	0.00		
46 4410105-HP-C1 INK CARTRIDGE, HP T61834A (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	468.00	0.00		
47 4410105-HP-M1 INK CARTRIDGE, HP T61934A (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	468.00	0.00		
48 4410105-HP-Y1 INK CARTRIDGE, HP T61974A (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	468.00	0.00		
49 4410105-HP-851 INK CARTRIDGE, HP T61904AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	774.80	0.00		
50 4410112-EP-405 RIBBON CARTRIDGE, EPSON C135015516 (#870), Black	cart	2	0	0	2	154.86	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	2	77.43	154.86	
51 4410112-EP-413 RIBBON CARTRIDGE, EPSON C135015522, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	77.94	0.00		
52 4410112-EP-407 RIBBON CARTRIDGE, EPSON C135015531 (S015089)	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	818.48	0.00	
53 4410109-BR-006 TONER CARTRIDGE, BROTHER DR-451CL, High Yield 3000	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	6,790.00	0.00	
54 4410103-BR-409 TONER CARTRIDGE, BROTHER TN-320, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	3,697.20	0.00		
55 4410103-BR-811 TONER CARTRIDGE, BROTHER TN-350, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	5,002.40	0.00	
56 4410103-BR-815 TONER CARTRIDGE, BROTHER TN-3476, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	5,575.44	0.00	
57 4410103-BR-818 TONER CARTRIDGE, BROTHER TN-466 Black, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	4,564.56	0.00	
58 4410103-BR-403 TONER CARTRIDGE, BROTHER TN-466 Cyan, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	7,716.80	0.00	
59 4410103-BR-403 TONER CARTRIDGE, BROTHER TN-466 Magenta, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	7,716.80	0.00	
60 4410103-BR-403 TONER CARTRIDGE, BROTHER TN-466 Yellow, High Yield	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	7,716.80	0.00	
61 4410103-CR-800 TONER CARTRIDGE, CANON CJC-324 II	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	13,999.36	0.00	
62 4410103-HP-812 TONER CARTRIDGE, HP CE314A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	3,099.20	0.00	
63 4410103-HP-814 TONER CARTRIDGE, HP CE340A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	3,603.60	0.00	
64 4410103-HP-818 TONER CARTRIDGE, HP CE255A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	6,342.00	0.00	
65 4410103-HP-821 TONER CARTRIDGE, HP CE279A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	3,741.92	0.00	
66 4410103-HP-822 TONER CARTRIDGE, HP CE283A (HP654), Black	cart	2	0	0	2	6,465.44	1	0	0	1	3,242.72	1	0	0	1	3,242.72	1	0	0	1	0	1	0	1	3,242.72	5	3,242.72	16,213.60
67 4410103-HP-823 TONER CARTRIDGE, HP CE310A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	2,350.40	0.00	
68 4410103-HP-823 TONER CARTRIDGE, HP CE311A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	2,610.40	0.00	
69 4410103-HP-823 TONER CARTRIDGE, HP CE312A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	2,610.40	0.00	
70 4410103-HP-823 TONER CARTRIDGE, HP CE313A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	2,610.40	0.00	
71 4410103-HP-824 TONER CARTRIDGE, HP CE320A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	3,192.80	0.00	
72 4410103-HP-824 TONER CARTRIDGE, HP CE321A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	3,083.60	0.00
73 4410103-HP-824 TONER CARTRIDGE, HP CE322A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	3,083.60	0.00
74 4410103-HP-824 TONER CARTRIDGE, HP CE323A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	3,083.60	0.00
75 4410103-HP-825 TONER CARTRIDGE, HP CE390A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	7,872.80	0.00
76 4410103-HP-826 TONER CARTRIDGE, HP CE400A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	6,786.00	0.00
77 4410103-HP-826 TONER CARTRIDGE, HP CE401A, Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	10,103.60	0.00
78 4410103-HP-826 TONER CARTRIDGE, HP CE402A, Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	10,103.60	0.00
79 4410103-HP-826 TONER CARTRIDGE, HP CE403A, Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	10,103.60	0.00
80 4410103-HP-827 TONER CARTRIDGE, HP CE410A (HP305), Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	3,827.60	0.00
81 4410103-HP-827 TONER CARTRIDGE, HP CE411A (HP305), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	5,460.00	0.00
82 4410103-HP-827 TONER CARTRIDGE, HP CE412A (HP305), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	5,460.00	0.00
83 4410103-HP-827 TONER CARTRIDGE, HP CE413A (HP305), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	6,011.20	0.00
84 4410103-HP-828 TONER CARTRIDGE, HP CE355A, Black	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	4,050.80	0.00
85 4410103-HP-828 TONER CARTRIDGE, HP CE355V, Black, high cap	cart	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	7,232.00	0.00

Item #	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		
			0	0	0	0	0.00	0	0	0	0	0.00	0	0				0	0	0.00	0	0	0	0	0	0.00	0
			1	0	0	1	5,246.80	1	0	0	1	5,246.80	0	0				0	0	0.00	0	0	0	0	0	0.00	2
86	4410103-HP-852	TONER CARTRIDGE, HP CE712A (HP12A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0	0.00	0	2,673.20	0.00			
87	4410103-HP-853	TONER CARTRIDGE, HP CE728A (HP26A), Black LaserJet	cart	1	0	0	1	5,246.80	1	0	0	1	5,246.80	0	0	0	0	0	0	0	0.00	0	5,246.80	10,493.60			
88	4410103-HP-855	TONER CARTRIDGE, HP CE780A, LaserJet Pro M401/M425	cart	2	0	0	2	9,380.80	2	0	0	2	9,380.80	0	0	0	0	0	0	0	0.00	0	4,690.40	14,761.60			
89	4410103-HP-851	TONER CARTRIDGE, HP CE780XC	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8,399.52	0.00			
90	4410103-HP-895	TONER CARTRIDGE, HP CE781A (HP81A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	7,800.00	0.00			
91	4410103-HP-857	TONER CARTRIDGE, HP CE783A (HP83A), LaserJet Black	cart	8	0	0	8	24,277.76	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	18	3,024.72	54,524.96			
92	4410103-HP-851	TONER CARTRIDGE, HP CE783XC (HP83X), Black Compact L	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,796.00	0.00			
93	4410103-HP-898	TONER CARTRIDGE, HP CE781A (HP81), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	9,828.00	0.00			
94	4410103-HP-852	TONER CARTRIDGE, HP CE720XC (HP25X), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	13,728.00	0.00			
95	4410103-HP-860	TONER CARTRIDGE, HP CE350A, Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2,574.00	0.00			
96	4410103-HP-860	TONER CARTRIDGE, HP CE351A, Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2,652.00	0.00			
97	4410103-HP-860	TONER CARTRIDGE, HP CE352A, Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2,652.00	0.00			
98	4410103-HP-860	TONER CARTRIDGE, HP CE353A, Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	2,652.00	0.00			
99	4410103-HP-861	TONER CARTRIDGE, HP CE360A (HP360A), Black LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	7,020.40	0.00			
100	4410103-HP-861	TONER CARTRIDGE, HP CE361A (HP361A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8,514.00	0.00			
101	4410103-HP-861	TONER CARTRIDGE, HP CE362A (HP362A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8,514.00	0.00			
102	4410103-HP-861	TONER CARTRIDGE, HP CE363A (HP363A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	8,514.00	0.00			
103	4410103-HP-862	TONER CARTRIDGE, HP CE401A (HP201A), Black LaserJet	cart	1	0	0	1	3,099.20	1	0	0	1	3,099.20	0	0	0	0	0	0	0	0.00	0	4,514.00	0.00			
104	4410103-HP-862	TONER CARTRIDGE, HP CE402A (HP202A), Cyan LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,660.80	0.00			
105	4410103-HP-862	TONER CARTRIDGE, HP CE403A (HP203A), Yellow LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,660.80	0.00			
106	4410103-HP-862	TONER CARTRIDGE, HP CE404A (HP204A), Magenta LaserJet	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	3,660.80	0.00			
107	4410103-HP-863	TONER CARTRIDGE, HP CE410A (HP410A), Black	cart	1	0	0	1	3,900.00	1	0	0	1	3,900.00	1	0	0	1	3,900.00	0	0	0	0.00	3	3,900.00	11,700.00		
108	4410103-HP-864	TONER CARTRIDGE, HP CE410XC (HP410XC), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6,848.40	0.00			
109	4410103-HP-863	TONER CARTRIDGE, HP CE411A (HP411A), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5,028.80	0.00			
110	4410103-HP-864	TONER CARTRIDGE, HP CE411XC (HP411XC), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6,522.00	0.00			
111	4410103-HP-863	TONER CARTRIDGE, HP CE412A (HP412A), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5,028.00	0.00			
112	4410103-HP-864	TONER CARTRIDGE, HP CE412XC (HP412XC), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6,522.80	0.00			
113	4410103-HP-863	TONER CARTRIDGE, HP CE413A (HP413A), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	5,028.80	0.00			
114	4410103-HP-864	TONER CARTRIDGE, HP CE413XC (HP413XC), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	6,522.80	0.00			
115	4410103-HP-834	TONER CARTRIDGE, HP Q2612A, Black	cart	1	0	0	1	3,744.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	1	3,744.00	3,744.00			
116	4410103-HP-848	TONER CARTRIDGE, HP Q2615A, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	4,680.00	0.00			
SOFTWARE																											
1	44231513-SFT-001	Business function specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00			
2	44231602-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	0	0	0.00	0	0.00	0.00			
3	44232004-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	0	0	0.00	0	0.00	0.00			
4	44232107-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	0	0	0.00	0	0.00	0.00			
5	44232202-SFT-005	Content management software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00			
6	44232304-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	0	0	0.00	0	0.00	0.00			
7	44232402-SFT-007	Development software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00			
8	44232505-SFT-008	Educational or reference software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00			
9	44232603-SFT-009	Industry specific software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0.00	0	0.00	0.00			

Item #	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			
			Q1	Q2	Q3	Q4	Q1 Amount	Q2 Amount	Q3 Amount	Q4 Amount	Q1	Q2	Q3	Q4				Q1	Q2	Q3	Q4							
10	423301-SPT-016	Information exchange software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00	0.00
11	423301-SPT-010	Network applications software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
12	423302-SPT-011	Network management software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
13	423305-SPT-012	Networking software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
14	423304-SPT-013	Operating environment software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
15	423305-SPT-014	Security and protection software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
16	423305-SPT-015	Utility and device driver software	license	0	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DEM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																												
1	80141505-TS-001	BALLPEN	piece	22	0	0	22	154.00	6	0	0	6	42.00	17	0	17	119.00	6	0	0	6	42.00	51	7.50	387.00			
2	80141505-TS-002	MULTIFUNCTION PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
3	80141505-TS-003	LANGUATING FILM	pack	6	0	0	6	5,100.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	850.00	
4	80141505-TS-004	STOCKER PAPER	pack	6	0	0	6	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
5	80141505-TS-005	DOUBLE SIDED TAPE	roll	15	0	0	15	525.00	0	0	0	0	0.00	7	0	7	245.00	0	0	0	0	0	0	0	0	0.00	35.00	
6	80141505-TS-006	PHOTO PAPER	pack	9	0	0	9	450.00	1	0	0	1	50.00	6	0	6	300.00	1	0	0	1	50.00	17	50.00	850.00			
7	80141505-TS-007	BLEACHING SOLUTION	bottle	10	0	0	10	750.00	10	0	0	10	750.00	10	0	10	750.00	0	0	0	0	0	30	75.00	2,250.00			
8	80141505-TS-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
9	80141505-TS-009	CERTIFICATE HOLDER	piece	15	0	0	15	0.00	15	0	0	15	0.00	0	0	15	0.00	15	0	0	15	0.00	60	0.00	0.00			
10	80141505-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	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	0.00	0	0	0	0	0	0	0	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	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
13	80141505-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
14	80141505-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
15	80141505-TS-015	MEDICAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
16	80141505-TS-016	DISHWASHING LIQUID	bottle	21	0	0	21	4,200.00	11	0	0	11	2,200.00	19	0	19	3,800.00	5	0	0	5	1,000.00	56	200.00	11,200.00			
17	80141505-TS-017	PLASTIC FASTENER	box	0	0	0	0	0.00	0	0	0	0	0.00	5	0	5	0.00	0	0	0	0	0	5	0.00	0.00			
18	80141505-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	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	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
20	80141505-TS-020	EXTENSION CORD	piece	10	0	0	10	10,000.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	10,000.00	
21	80141505-TS-021	PAINT	gallon	5	0	0	5	3,750.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	750.00	
22	80141505-TS-022	COLORLED PAPER	pack	6	0	0	6	2,400.00	0	0	0	0	0.00	6	0	6	2,400.00	0	0	0	0	0	0	0	0	0	0.00	4,800.00
23	80141505-TS-023	BOND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
24	80141505-TS-024	RUSH PIN	pack	2	0	0	2	70.00	0	0	0	0	0.00	1	0	1	35.00	0	0	0	0	0	0	0	0	0.00	35.00	
25	80141505-TS-025	DOOR MAT	piece	13	0	0	13	3,280.00	11	0	0	11	2,780.00	11	0	11	2,780.00	11	0	0	11	2,780.00	46	250.00	11,500.00			
26	80141505-TS-026	GLUE STICK (PASTE)	piece	23	0	0	23	276.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	276.00	
27	80141505-TS-027	GLUE STICK (FOR GLE GUN)	pack	45	0	0	45	9,000.00	10	0	0	10	2,000.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	11,000.00	
28	80141505-TS-028	DECORANT CAKE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
29	80141505-TS-029	DISPOSABLE GLOVES	box	11	0	0	11	5,800.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	40.00	
30	80141505-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	500.00	
31	80141505-TS-031	MANILA PAPER	pack	12	0	0	12	96.00	12	0	0	12	96.00	12	0	12	96.00	4	0	0	4	32.00	40	8.00	320.00			
32	80141505-TS-032	AUTOMATIC BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	0.00	
33	80141505-TS-033	PADLOCK	piece	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0.00	0	0	0	0	0	0	0	0	0.00	500.00	
												4	2,000.00	0	0.00	4	500.00	2,000.00										

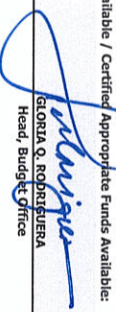
Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for the year					
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount	
A. TOTAL																					1,276,693.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																					127,669.30
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																					
D. GRAND TOTAL (A + B + C)																					1,350,592.30
E. APPROVED BUDGET BY THE AGENCY HEAD																					

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:


 MARY ANNE R. RIVERA
 Head, SPWO

Certified Funds Available / Certified Appropriate Funds Available:


 GLORIA O. ROBRESUERA
 Head, Budget Office

Approved by:


 NOEL M. ADNAWIE
 BAC Chair


 SANTOS JOSE O. DAGMAY III
 Vice Chancellor for Administration


 CONAZON L. ABANSI, Ph.D.
 Chancellor, UP Baguio

Date Prepared: AUGUST 3, 2023

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		
82		Removable adhesive cover (gel-washable) strong absorption double-sided clear silicone tuckless tape for wall, zinc-free	roll	5			5	500.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	180.00	900.00
83		Foil, 50µm, black, 63 µm	piece	12			12	330.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	24	28.80	672.00
84		Double-Flex Standard Deck Block, 10x10x10, 0.5mm	piece	8			8	960.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	71.00	568.00
85		Book End, metal, 2.5" high	piece	15			15	3750.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	230.00	3450.00
86		Plastic film, ultra clear draw up (USG type)-csg, 18 µm, high quality, J1	piece	7			7	4200.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	600.00	4200.00
87		plastic cover roll 487x20m	roll	1			1	2000.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	2000.00	2000.00
88		cover roll paper 307x60m	roll	1			1	500.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	500.00	500.00

MAINTENANCE SUPPLIES

1		Acetone, laboratory, 99%, 500ml (500ml)	bottle	43			43	5,180.00	34	34	4,080.00	41	41	4,500.00	34	34	4,980.00	34	34	4,980.00	152	120.00	18,240.00	
2		Acetone, laboratory, 99%, 750ml, standard, 1.25 liters	gallon	17			17	10,000.00	4	4	2,400.00	13	13	7,600.00	5	5	3,000.00	39	39	600.00	39	60.00	23,400.00	
3		Bleach, liquid, lemon scented	gallon	36			36	6,120.00	21	21	3,270.00	25	25	4,250.00	16	16	2,220.00	88	88	170.00	88	16.60	14,608.00	
4		Dry and stain remover	can	10			10	1,100.00	1	1	110.00	6	6	660.00	0	0	0.00	17	17	110.00	24	6.60	157.00	
5		Disinfecting spray with lemon	piece	73			73	4,980.00	25	25	1,500.00	46	46	2,940.00	24	24	1,440.00	171	171	66.00	171	7.20	1,240.00	
6		Floor mat, textured	piece	42			42	2,940.00	0	0	0.00	12	12	840.00	0	0	0.00	54	54	79.00	54	7.20	378.00	
7		Gloves, nitrile with rubber padding (both sides)	pair	91			91	1,790.00	43	43	3,140.00	44	44	3,200.00	34	34	2,220.00	212	212	80.00	212	8.00	1,696.00	
8		Gloves, nitrile	box	5			5	1,790.00	0	0	0.00	3	3	1,050.00	0	0	0.00	8	8	350.00	16	40.00	640.00	
9		Gloves, nitrile, large	pair	6			6	480.00	0	0	0.00	6	6	480.00	0	0	0.00	12	12	80.00	12	80.00	960.00	
10		Gloves, rubber, medium	pair	8			8	720.00	0	0	0.00	6	6	480.00	0	0	0.00	0	0	0.00	14	80.00	1,120.00	
11		Gloves, nitrile, large, medium	box	6			6	2,400.00	1	1	400.00	4	4	1,600.00	0	0	0.00	34	34	3,890.00	115	91.00	10,390.00	
12		Hand sanitizer, 500ml per bottle	bottle	18			18	3,420.00	0	0	0.00	15	15	2,850.00	0	0	0.00	0	0	0.00	33	150.00	4,950.00	
13		Hand sanitizer, 500ml per bottle	can	28			28	11,360.00	15	15	9,300.00	10	10	6,200.00	1	1	620.00	54	54	620.00	54	62.00	3,348.00	
14		Hand-free soap, red, easy dry, starburst after dry, odorless	box	3			3	1,875.00	0	0	0.00	3	3	1,875.00	0	0	0.00	0	0	0.00	6	62.50	375.00	
15		Mask, face mask	box	22			22	3,300.00	11	11	1,650.00	10	10	1,500.00	1	1	150.00	44	44	150.00	66	62.50	4,125.00	
16		Mask, face mask, KF95	piece	0			0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0.00	0.00	
17		Mop, mop, mop, adjustable handle, stainless steel-PPA, PVA sponge mop head, 150x24 cm	piece	43			43	11,610.00	2	2	540.00	38	38	10,260.00	0	0	0.00	0	0	0.00	81	81	271.00	22,410.00
18		Muscle decontaminant, 500ml	bottle	45			45	3,600.00	41	41	3,280.00	32	32	2,560.00	20	20	2,400.00	148	148	80.00	148	80.00	11,840.00	
19		Oil, multipurpose oil	piece	8			8	640.00	1	1	80.00	6	6	480.00	0	0	0.00	15	15	80.00	29	80.00	2,320.00	
20		Push broom, 4 ft aluminum handle, 12" bristles	piece	22			22	4,400.00	2	2	400.00	18	18	3,600.00	0	0	0.00	0	0	0.00	42	40.00	1,680.00	
21		Scrubbing pad without foam, heavy duty	piece	27			27	121.50	4	4	180.00	22	22	960.00	2	2	90.00	55	55	2,475.00	86	90.00	7,740.00	
22		Spray, anti-bacterial hand soap (in bottle dispenser), 450ml per bottle	bottle	60			60	12,000.00	43	43	8,600.00	45	45	9,000.00	33	33	6,600.00	181	181	204.00	181	204.00	36,744.00	
23		Spray, disinfectant, 500ml	piece	55			55	2,475.00	34	34	1,530.00	46	46	2,205.00	29	29	1,255.00	168	168	45.00	168	45.00	7,560.00	
24		Spray, disinfectant, 1 liter	bottle	65			65	9,750.00	42	42	6,300.00	29	29	4,350.00	20	20	3,000.00	156	156	156.00	156	156.00	23,400.00	
25		Spray, disinfectant, 150ml	bottle	30			30	4,800.00	24	24	3,840.00	29	29	4,440.00	24	24	3,840.00	107	107	160.00	107	160.00	17,120.00	
26		Tray, metal, 100% virgin plastic, 2 ply, 160 sheets or pack	piece	17			17	1,530.00	0	0	0.00	11	11	990.00	5	5	450.00	33	33	90.00	56	90.00	5,040.00	
27		Towel, hand, 100% virgin plastic, round head, end to end length 38 cm, brush size 3mm	piece	26			26	4,680.00	19	19	3,620.00	26	26	4,680.00	18	18	3,240.00	89	89	180.00	89	180.00	16,020.00	
28		Towel, hand, 100% virgin plastic, round head, end to end length 38 cm, brush size 3mm	piece	23			23	2,070.00	0	0	0.00	11	11	990.00	5	5	450.00	39	39	90.00	56	90.00	5,040.00	
29		Towel, hand, 100% virgin plastic, round head, end to end length 38 cm, brush size 3mm	piece	57			57	2,850.00	41	41	2,655.00	37	37	1,850.00	30	30	1,500.00	165	165	50.00	165	50.00	8,250.00	
30		Towel, hand, 100% virgin plastic, round head, end to end length 38 cm, brush size 3mm	bottle	15			15	11,250.00	0	0	0.00	9	9	7,200.00	0	0	0.00	24	24	880.00	24	880.00	21,120.00	
31		Towel, hand, 100% virgin plastic, round head, end to end length 38 cm, brush size 3mm	piece	4			4	800.00	0	0	0.00	0	0	0.00	0	0	0.00	4	4	200.00	4	200.00	800.00	
32		Window glass cleaner/disinfectant, rubber, long handle	piece	1			1	500.00	0	0	0.00	0	0	0.00	0	0	0.00	0	0	0.00	1	500.00	500.00	
33		Tissue, unscented, 3-ply, 100% virgin plastic, anti-bacterial, eco-friendly, 12 rolls per pack	pack	3			3	1,200.00	3	3	1,200.00	3	3	1,200.00	3	3	1,200.00	12	12	400.00	12	400.00	4,800.00	
34		Tissue, 12 rolls per pack, 3-ply, unscented	pack	2			2	800.00	2	2	800.00	2	2	800.00	2	2	800.00	8	8	400.00	8	400.00	3,200.00	
35		Basket, decorative, bamboo, fresh, 50cm	bottle	10			10	770.00	10	10	770.00	10	10	770.00	10	10	770.00	40	40	77.00	40	77.00	3,080.00	

INK CONSUMABLES

1		Drum cartridge, DocuPrint 5320	unit	3			3	52,500.00	1	1	10,500.00	2	2	21,000.00	1	1	10,500.00	9	9	16,500.00	9	16,500.00	147,000.00
2		Drum cartridge, Fuji Xerox Aficio 1540	unit	1			1	14,000.00	0	0	0.00	0	0	0.00	0	0	0.00	1	1	14,000.00	1	14,000.00	14,000.00
3		Ink cartridge, HP C7211, black	unit	2			2	22,000.00	2	2	22,000.00	2	2	22,000.00	2	2	22,000.00	8	8	11,000.00	8	11,000.00	88,000.00



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	
55		ORTHODONTIC CLIPPE BING + PRACTICUM 650mg, opaque, individually wrapped, 100's	box	1			1	4200.00	0		0			0	0.00	1								2	4200.00	8,400.00	
56		PRACTICUM, 500mg, round, compressed, flat, bevel-edged tablet, boxed with an insert on one side and plain on the other side in blister pack of 20's, 50's	box	1			1	2,500.00	1		1			1	2,500.00	1								3	2,500.00	7,500.00	
57		PHENYLEPHRINE HCl 10mg + PARACETAMOL 500mg + CHLORPHENIRAMINE MALEATE 2mg, green and white elongated convex, one-layer tablet, dosed with an insert on the green layer and plain on the white layer in blister pack of 10's, 50's	box	0			0	0.00	1		1			1	514.60	0								1	514.60	514.60	
58		PHENYLEPHRINE HCl 10mg + PARACETAMOL 500mg + CHLORPHENIRAMINE MALEATE 2mg, green and white elongated convex, one-layer tablet, dosed with an insert on the green layer and plain on the white layer in blister pack of 10's, 50's	box	1			1	3,000.00	0		0			0	0.00	1								2	3,000.00	6,000.00	
59		POVONINE BICONE, 100mg, 120ml	bottle	0			0	0.00	1		1			95.81	0								1	95.81	95.81		
60		PREDNICONE acetate, 10g	bottle	1			1	270.00	1		1			270.00	1								4	270.00	1,080.00		
61		SALBUTAMOL 2.5mg + PROPRANOLOL 500mg tablets	table	1			1	280.00	1		1			280.00	1								4	280.00	1,120.00		
62		SALBUTAMOL 2.5mg + GUAFENESIN 10mg + BROMHEXINE HCl 100mg, white, blister pack, 100's	box	1			1	1,878.60	0		0			0	0.00	1							2	1,878.60	3,757.20		
63		SALBUTAMOL 2.5mg + PROPRANOLOL 500mg tablets	table	1			1	280.00	1		1			280.00	1								4	280.00	1,120.00		
64		SALBUTAMOL 2.5mg + GUAFENESIN 10mg + BROMHEXINE HCl 100mg, white, blister pack, 100's	box	1			1	1,878.60	0		0			0	0.00	1							2	1,878.60	3,757.20		
65		SALBUTAMOL 2.5mg + PROPRANOLOL 500mg tablets	table	1			1	280.00	1		1			280.00	1								4	280.00	1,120.00		
66		SALBUTAMOL 2.5mg + GUAFENESIN 10mg + BROMHEXINE HCl 100mg, white, blister pack, 100's	box	1			1	1,878.60	0		0			0	0.00	1							2	1,878.60	3,757.20		
67		SALBUTAMOL 2.5mg + PROPRANOLOL 500mg tablets	table	1			1	280.00	1		1			280.00	1								4	280.00	1,120.00		
68		SALBUTAMOL 2.5mg + GUAFENESIN 10mg + BROMHEXINE HCl 100mg, white, blister pack, 100's	box	1			1	1,878.60	0		0			0	0.00	1							2	1,878.60	3,757.20		
69		STERIL STERILIZATION CLOSURES 1/2" x 4" pack	box	0			0	0.00	0		0			0	0.00	0							0	0.00	0.00		
70		STERIL STERILIZATION CLOSURES 1/2" x 4" pack	box	0			0	0.00	0		0			0	0.00	0							0	0.00	0.00		
71		STERIL STERILIZATION CLOSURES 1/2" x 4" pack	box	0			0	0.00	0		0			0	0.00	0							0	0.00	0.00		
72		STERIL STERILIZATION CLOSURES 1/2" x 4" pack	box	0			0	0.00	0		0			0	0.00	0							0	0.00	0.00		
KATHMAN SUPPLIES																											
1		Coffee, instant, 100's/pack	pack	29			29	1,249.00	15		15			900.00	20		20						11	660.00	75	60.00	4,500.00
2		Coffee, instant, 100's/pack	pack	49			49	24,500.00	37		37			18,500.00	46		46						34	17,000.00	160	500.00	80,000.00
3		Coffee, instant, 100's/pack	pack	55			55	11,700.00	45		45			8,100.00	41		41						32	5,760.00	183	180.00	32,940.00
4		Coffee, instant, 100's/pack	pack	68			68	4,120.00	46		46			4,140.00	60		60						37	3,380.00	211	90.00	18,990.00
5		Coffee, instant, 100's/pack	pack	76			76	1,560.00	15		15			900.00	21		21						10	600.00	72	60.00	4,320.00
6		Coffee, instant, 100's/pack	pack	40			40	3,200.00	29		29			2,200.00	33		33						22	1,760.00	124	80.00	9,920.00
7		Coffee, instant, 100's/pack	pack	39			39	1,740.00	18		18			1,080.00	24		24						13	780.00	84	60.00	5,040.00
8		Coffee, instant, 100's/pack	pack	60			60	4,800.00	45		45			3,600.00	41		41						32	2,560.00	178	80.00	14,240.00
9		Coffee, instant, 100's/pack	pack	8			8	1,200.00	8		8			1,200.00	8		8						8	1,200.00	32	15.00	4,800.00
10		Coffee, instant, 100's/pack	pack	20			20	1,200.00	12		12			720.00	11		11						11	660.00	54	60.00	3,240.00
11		Coffee, instant, 100's/pack	pack	1			1	1,000.00	0		0			0.00	0		0						1	1,000.00	2	1,000.00	2,000.00
OTHER ITEMS NOT FOUND IN LIST																											
		Drinking Water, 5gal	hd	18			18	900.00	0		0			0.00	18		18						0	0.00	36	50.00	1,800.00
		Drinking Water, 5gal	hd	40			40	1,600.00	40		40			1,600.00	0		0						0	0.00	80	40.00	3,200.00
		Drinking Water, 5gal	hd	9			9	360.00	9		9			360.00	9		9						0	0.00	36	40.00	1,440.00
		Drinking Water, 5gal	hd	1			1	12,888.00	0		0			0.00	0		0						0	0.00	1	12,888.00	12,888.00
		Drinking Water, 5gal	hd	1			1	6,000.00	0		0			0.00	0		0						0	0.00	1	6,000.00	6,000.00
		Drinking Water, 5gal	hd	90			90	19,800.00	0		0			0.00	0		0						0	0.00	90	220.00	19,800.00



No.	UNSSC Code	Item Description	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogues	Total Amount for the year					
				Jan	Feb	Mar	Q1 amount	April	May	June	Q2 amount	July	Aug	Sept	Q3 amount				Oct	Nov	Dec	Q4 amount	
A. TOTAL																							
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)																							
D. GRAND TOTAL (A + B + C)																							
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																							

We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:


 MARY ANNE B. RIVERA
 Head, SPHO


Certified Funds Available / Certified Appropriate Funds Available:


 GLORIA Q. RODRIGUEZA
 Head, Budget Office

Approved by:


 JOEL H. ADDAVE
 BAC Chair


 SANTOS JESSE O. DACANAY III
 Vice Chancellor for Administration


 CORAZON L. ABANSI, PH.D.
 Chancellor, UP Baguio

Date Prepared: AUGUST 3, 2023