

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

This form contains the common-use supplies and equipment (CSE) being carried by the Procurement Service - Department of Budget and Management (PS-DBM) that shall be purchased by government agencies. Consistent with the DBM Circular Letter Nos. 2011-6 and 2011-6-A dated 25 August 2011 and 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 Modernized Philippine Government Electronic Procurement System (mPHIGEPS) 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 mPHIGEPS and Downloads page of PS-DBM website (www.ps-philgeps.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-philgeps.gov.ph) under the "What We Sell" tab for the detailed technical specifications and sample photo of the items.  
 4.0 Do not delete, add, or revise any items or rows on this form, otherwise the form will be deemed invalid.  
 5.0 For items not included on the list of PART II, a separate file, with the file name APP-CSE 2025 Form - Other Items, can be downloaded from the Downloads page of PS-DBM website (www.ps-philgeps.gov.ph) and must be submitted to PS-DBM through this link: https://shorturl.at/adeqo. Instructions on how to fill-out is included in the reminders of the form.  
 6.0 Once signed and approved 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 mPHIGEPS 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 mPHIGEPS account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.  
 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2954426 (Smart) or 0962-8255199 (Smart), or email appcse.helpdesk@ps-philgeps.gov.ph, or visit the PS-DBM website (www.ps-philgeps.gov.ph) for the guide on how to fill-out the APP-CSE.

Note: The APP-CSE for FY 2025 must be submitted on or before **31 July 2024**.

Department/Bureau/Office: DBM  
 Region: ICR  
 Address: 8335 San Rafael cor. Legarda

Agency Code/UA/CS: \_\_\_\_\_  
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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				Oct	Nov	Dec	Q4 AMOUNT					
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																									
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																									
1 12191601-AL-004 ALCOHOL, Ethyl, 500 mL	bottle	17	17	2017	2051	109,431.93	2047	27	427	2501	1,264,126.43	27	2027	27	2081	104,944.83	27	77	1038	1092	55,069.56	7725	50.43	389,571.75	
2 12191601-AL-003 ALCOHOL, Ethyl, 1 Gallon	gallon	23	17	17	57	20,354.13	108	47	99	254	90,700.86	22	22	22	66	23,567.94	22	22	22	66	23,567.94	443	357.09	159,190.87	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																									
3 60121413-CB-P01 CLEARBOOK, A4 size	piece	0	0	10	10	351.60	0	0	10	10	351.60	0	0	10	10	351.60	0	0	10	10	351.60	40	35.16	1,406.40	
4 60121413-CB-P02 CLEARBOOK, Legal size	piece	50	0	10	60	2,181.60	30	0	10	40	1,454.40	0	0	10	10	363.60	0	0	10	10	363.60	120	36.36	4,363.20	
5 60121514-RR-P01 ERASER, plastic/rubber	piece	0	0	0	0	0.00	0	0	30	30	247.80	5	5	5	15	123.90	5	5	5	15	123.90	60	8.26	493.60	
6 60121524-SP-001 SIGN PEN, Extra Fine Tip, Black	piece	135	110	110	355	7,681.00	210	266	607	3083	24,042.60	116	116	116	348	7,725.60	116	116	116	348	7,725.60	2134	22.20	47,374.80	
7 60121524-SP-004 SIGN PEN, Fine Tip, Black	piece	70	0	0	70	3,130.40	6040	40	40	6120	273,086.40	40	6040	40	40	6120	273,086.40	40	40	40	120	5,366.40	12630	44.72	555,869.60
8 60121524-SP-007 SIGN PEN, Medium Tip, Black	piece	130	30	30	190	10,868.00	90	130	35	255	14,586.00	40	35	30	105	6,006.00	40	30	30	100	5,720.00	660	57.20	37,180.00	
9 60121524-SP-022 SIGN PEN, Extra Fine Tip, Blue	piece	285	78	78	441	9,790.20	125	65	353	543	12,054.60	65	65	65	195	4,329.00	65	65	65	195	4,329.00	1374	22.20	30,502.80	
10 60121524-SP-005 SIGN PEN, Fine Tip, Blue	piece	0	0	0	0	0.00	20	20	20	60	2,483.20	20	20	20	60	2,483.20	20	20	20	60	2,483.20	180	44.72	8,049.60	
11 60121524-SP-008 SIGN PEN, Medium Tip, Blue	piece	0	0	0	0	0.00	90	30	31	151	8,837.20	40	35	40	115	6,576.00	40	35	33	108	6,177.60	374	57.20	21,392.80	
12 60121524-SP-003 SIGN PEN, Extra Fine Tip, Red	piece	20	20	20	60	1,332.00	30	30	30	90	1,998.00	30	30	30	90	1,998.00	30	30	30	90	1,998.00	330	22.20	7,326.00	
13 60121524-SP-006 SIGN PEN, Fine Tip, Red	piece	0	0	0	0	0.00	20	70	20	110	5,033.60	70	20	20	60	2,745.60	70	20	20	60	2,745.60	230	45.76	10,524.80	
14 60121524-SP-009 SIGN PEN, Medium Tip, Red	piece	12	12	12	36	2,059.20	12	12	12	36	2,059.20	12	12	12	36	2,059.20	12	12	12	36	2,059.20	144	57.20	8,236.80	
15 60121214-WR-P01 WRAPPING PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00	
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																									
16 4511517-DC-003 DOCUMENT CAMERA	unit	1	0	0	1	25,623.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	25,623.60	25,623.60	
17 4511509-PR-P01 MULTIMEDIA PROJECTOR	unit	1	0	0	1	16,588.00	0	1	1	2	33,176.00	0	0	0	0	0.00	0	0	0	0	0.00	3	16,588.00	49,764.00	
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																									
18 26111702-BF-A02 BATTERY, dry cell, size AA	pack	65	55	55	175	1,536.75	265	105	47	417	8,444.13	15	65	5	75	1,536.75	15	5	5	25	512.25	592	20.49	12,130.08	
19 26111702-BF-A01 BATTERY, dry cell, size AAA	pack	65	55	55	175	3,209.50	65	155	42	262	4,805.08	65	5	5	75	1,375.50	15	5	5	25	458.50	537	18.34	9,848.58	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																									
20 47131812-AF-A01 AIR FRESHENER	can	512	9	9	530	46,274.30	35	46	302	383	33,438.73	15	10	12	37	3,230.47	15	12	10	37	3,230.47	967	87.31	86,174.97	
21 47131604-BR-001 BROOM (Walls Tambon)	piece	1388	5	105	1498	196,950.40	140	26	53	219	27,331.20	8	5	5	18	2,246.40	8	5	5	18	2,246.40	1753	124.80	218,774.40	
22 47131604-BR-101 BROOM (Walls Tripling)	piece	1390	5	181	1576	46,976.00	168	15	53	236	6,136.00	8	5	5	18	468.00	8	5	5	18	468.00	1848	26.00	48,048.00	
23 47131825-TB-C01 CLEANER, Toilet Bowl and Urinal	bottle	13	10	70	93	3,668.80	83	34	154	271	11,275.60	13	10	10	33	1,372.80	13	10	10	33	1,372.80	430	41.60	17,688.00	
24 47131805-CL-P01 CLEANSER, Scouring Powder	plastic container	3	0	100	103	2,463.76	63	24	144	231	5,525.52	3	1	0	4	95.68	2	0	0	2	47.84	340	21.92	6,132.80	

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
25 47131811-DE-802	piece	1853	50	3050	4853	46,261.02	173	86	3650	3909	36,510.06	53	50	50	153	1,429.02	53	50	50	153	1,429.02	9168	86,628.12
26 47131811-DE-P02	pouch	15103	100	650	15853	857,330.24	103	124	1236	1463	79,119.04	103	100	100	303	16,386.24	103	100	100	303	16,386.24	17922	969,221.76
27 47131803-DS-A01	can	165	10	62	237	31,153.83	15	46	250	311	43,905.79	15	10	10	35	4,896.15	15	10	10	35	4,896.15	618	86,432.02
28 47131801-DU-P01	piece	201	5	85	291	13,618.80	68	10	353	433	20,170.80	8	5	5	18	842.40	8	5	5	18	842.40	758	35,474.40
29 47131802-FW-P03	can	2	0	0	2	619.52	0	12	240	252	78,095.52	0	0	0	0	0.00	0	0	0	0	0.00	254	78,679.04
30 47131803-FC-A01	can	3	0	0	3	424.17	33	36	36	105	14,845.95	3	5	5	13	1,838.07	3	4	2	9	1,272.51	130	18,380.70
31 71016162-HE-L01	bottle	1393	10	10	1413	60,688.35	133	46	214	393	16,879.35	13	10	10	33	1,417.35	11	10	10	31	1,331.45	1870	121,264.00
32 47131804-HP-801	unit	4	3	3	10	22,880.00	16	3	4	23	52,624.00	4	3	3	10	22,880.00	4	3	3	10	22,880.00	53	80,316.50
33 47131501-RC-C01	unit	3	0	0	3	208.41	25	35	30	90	6,292.30	37	15	15	67	4,654.49	15	15	15	45	3,126.15	205	14,741.35
34 47131602-SC-A01	pack	3	0	100	103	8,819.89	123	0	144	267	22,863.21	3	0	0	3	256.89	3	0	0	3	256.89	376	32,194.88
35 47121701-TB-P04	roll/pack	868	30	30	928	120,640.00	160	54	90	304	39,520.00	40	30	30	100	13,000.00	70	60	60	190	24,700.00	1522	197,860.00
36 47121701-TB-P05	roll/pack	878	50	50	978	57,975.84	150	74	210	434	25,727.52	50	50	50	150	8,892.00	50	50	50	150	8,892.00	1712	101,487.36
37 47121701-TB-P06	roll/pack	876	50	50	976	90,339.56	180	50	112	342	31,655.52	50	50	50	150	13,884.00	50	50	50	150	13,884.00	1618	149,762.00
38 47121702-WB-P01	piece	14	8	8	30	1,310.40	10	34	40	84	3,669.12	10	10	10	30	1,310.40	10	10	10	30	1,310.40	174	7,608.32
<b>COLOR COMPOUNDS AND DISPENSERS</b>																							
39 12171702-SF-P01	bottle	34	5	8	47	1,353.13	67	5	8	80	2,303.20	27	5	8	40	1,151.60	27	5	5	37	1,055.23	204	5,873.16
<b>CONSUMER ELECTRONICS</b>																							
40 52161535-OV-P02	unit	1	0	0	1	7,339.16	6	4	0	10	73,391.60	0	0	0	0	0.00	0	0	0	0	0.00	11	80,730.76
<b>FILMS</b>																							
41 13111203-AC-P01	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00
42 13111201-CF-P02	box	5	0	0	5	1,759.15	8	3	3	14	4,925.62	8	3	3	14	4,925.62	8	3	3	14	4,925.62	47	16,534.01
<b>FIRE FIGHTING EQUIPMENT</b>																							
43 46191601-FE-P01	unit	12	0	0	12	13,728.00	100	20	0	120	137,280.00	20	0	0	20	22,880.00	0	0	0	0	0.00	152	173,888.00
<b>FLAG OR ACCESSORIES</b>																							
44 55121905-PR-P01	piece	0	0	0	0	0.00	10	0	2	12	3,418.08	0	0	0	0	0.00	0	0	0	0	0.00	12	3,418.08
<b>FURNITURE AND FURNISHINGS</b>																							
45 56101504-CH-P01	piece	0	0	0	0	0.00	100	0	0	100	34,111.00	0	500	0	500	170,560.00	0	0	0	0	0.00	600	204,671.00
46 56101504-CH-P01	piece	0	0	0	0	0.00	250	0	0	250	85,280.00	0	0	0	0	0.00	0	0	0	0	0.00	250	85,280.00
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																							
47 40101604-EF-C01	unit	0	0	0	0	0.00	40	0	0	40	48,880.00	45	0	0	45	54,990.00	0	0	0	0	0.00	85	103,870.00
48 40101604-EF-C01	unit	1	0	0	1	1,109.68	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,109.68
49 40101604-EF-C01	unit	1	0	0	1	1,560.00	40	16	16	72	112,320.00	30	16	16	62	96,720.00	16	15	15	46	71,760.00	181	282,360.00
50 40101604-EF-W01	unit	0	0	0	0	0.00	25	25	25	75	67,626.00	25	25	25	75	67,626.00	24	23	23	70	63,117.60	220	198,369.60
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																							
51 43211507-R50003	unit	2	0	0	2	49,587.20	7	0	0	7	173,555.20	2	0	0	2	49,587.20	0	0	0	0	0.00	11	273,735.60
52 43211507-R50004	unit	3	0	0	3	127,171.20	13	10	0	10	423,904.00	0	0	0	0	0.00	0	0	0	0	0.00	13	551,075.20
53 43201827-HD-P02	unit	7	0	0	7	21,104.72	13	4	25	42	126,638.32	0	0	0	0	0.00	0	0	0	0	0.00	49	147,753.04
54 43202010-FD-P04	piece	27	10	10	47	7,178.78	50	10	110	170	25,995.80	12	10	12	34	5,193.16	12	12	12	36	5,198.64	287	43,838.38
55 43211503-LAP004	unit	3	0	0	3	127,140.00	0	0	10	10	423,800.00	0	0	0	0	0.00	0	0	0	0	0.00	13	550,940.00
56 43211503-LAP003	unit	3	0	0	3	140,400.00	10	4	10	24	1,121,200.00	0	5	5	10	468,000.00	0	0	0	0	0.00	37	1,731,600.00
57 43211708-MO-C02	unit	1	0	0	1	161.92	5	10	10	25	4,048.00	0	0	0	0	0.00	0	0	0	0	0.00	26	4,209.92
58 43212105-PR-L01	unit	2	0	0	2	5,273.78	0	0	50	50	133,844.50	3	3	3	9	23,732.01	0	0	0	0	0.00	61	160,850.29
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																							
59 39101628-LB-L01	piece	0	0	0	0	0.00	0	100	0	100	7,581.00	0	0	0	0	0.00	0	0	0	0	0.00	100	7,581.00
60 39101628-LT-L01	piece	0	0	0	0	0.00	0	50	0	50	10,391.00	70	0	0	70	14,407.40	0	0	0	0	0.00	120	24,698.40
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																							

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price	Total Amount for this 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	
61	31201610-GL-02	GLUE, all-purpose	69	3	73	146	9,010.30	1,70	18	183	371	23,053.94	23	8	8	39	2,423.46	21	8	37	2,250.18	592	62.14	36,796.88		
62	31151804-SW-H01	STAPLE WIRE, heavy duty (blinder type), 23/13	box	5	0	0	5	182.00	22	2	32	56	2,038.40	2	2	2	6	218.40	2	2	6	218.40	73	36.40	2,657.20	
63	31151804-SW-S01	STAPLE WIRE, standard	box	78	0	20	98	2,328.48	300	15	180	496	11,784.96	35	15	15	65	1,544.40	26	5	36	855.36	695	23.76	16,513.20	
64	31201502-TA-E02	TAPE, electrical	roll	12	0	20	32	622.40	70	10	132	212	4,123.40	1	1	0	2	38.90	0	0	0	0.00	246	19.45	4,784.70	
65	31201503-TA-H01	TAPE, masking, 24mm	roll	42	5	35	82	4,565.76	200	75	27	302	16,815.36	35	11	11	57	3,173.76	10	10	30	1,670.40	471	55.68	26,225.28	
66	31201503-TA-H02	TAPE, masking, 48 mm	roll	3	0	100	103	12,479.48	78	5	125	208	25,201.28	5	5	5	15	1,817.40	7	5	17	2,057.72	343	121.16	41,557.88	
67	31201517-TA-H01	TAPE, packaging, 48 mm	roll	0	0	0	0	0.00	125	65	25	215	4,807.40	5	5	5	15	335.40	5	5	16	357.76	246	22.36	5,500.56	
68	31201512-TA-T01	TAPE, transparent, 24mm	roll	103	10	160	273	4,826.64	468	20	1272	1760	31,116.80	38	20	20	78	1,779.04	38	20	78	1,779.04	2189	17.68	38,701.52	
69	31201512-TA-T02	TAPE, transparent, 48 mm	roll	23	20	40	83	1,873.31	357	25	26	409	9,231.13	28	27	27	82	1,850.74	27	27	81	1,828.17	655	22.57	14,783.35	
70	31151507-TW-P01	TWINE, plastic	roll	0	0	0	0	0.00	10	5	100	115	7,661.30	0	0	0	0	0.00	0	0	0	0.00	115	66.62	7,661.30	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																										
71	41111604-RU-H02	RULER, plastic, 450mm	piece	38	0	0	38	757.34	20	10	5	35	697.55	5	5	5	15	298.95	5	5	15	298.95	103	19.93	2,052.79	
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																										
72	4121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	20	0	0	20	327.40	0	10	0	10	163.70	20	0	0	20	327.40	0	0	0	0.00	50	16.37	818.50	
73	41101602-PP-H01	BINDING AND PUNCHING MACHINE	unit	1	0	0	1	9,534.72	0	0	0	0	0.00	1	0	0	1	9,534.72	0	0	0	0.00	2	9,534.72	19,069.44	
74	4112037-RB-F10	BINDING RING/COMB, plastic, 32 mm	bundle	1	0	0	1	259.89	0	0	0	0	0.00	1	0	0	1	259.89	0	0	0	0.00	2	259.89	519.78	
75	41101803-CA-C01	CALCULATOR, Compact	unit	36	5	5	46	10,845.42	165	15	10	190	44,796.30	26	10	10	46	10,845.42	25	10	45	10,659.65	327	235.77	77,096.79	
76	41121710-CH-W01	CHALK, white enamel	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	32.97	0.00	
77	41121105-BF-C01	CLIP, backfold, 19mm	box	73	5	5	83	776.88	50	30	581	661	6,186.96	35	5	5	45	421.20	48	5	58	542.88	847	9.36	7,927.92	
78	41121105-BF-C02	CLIP, backfold, 25mm	box	103	5	5	113	1,762.80	85	30	581	696	10,857.60	35	5	5	45	702.00	48	5	58	904.80	912	15.60	14,227.20	
79	41121105-BF-C03	CLIP, backfold, 32mm	box	53	25	5	83	2,762.24	55	30	611	696	23,162.88	35	5	5	45	1,497.60	48	5	58	1,530.24	882	33.28	28,351.96	
80	41121105-BF-C04	CLIP, backfold, 50mm	box	83	5	55	143	8,625.76	85	35	581	701	42,284.32	35	5	5	45	2,714.40	48	5	58	3,498.56	947	60.32	57,121.04	
81	41121801-CT-R02	CORRECTION TAPE	piece	117	20	60	197	2,659.50	6380	50	1362	7792	105,192.00	78	6010	10	6098	82,323.00	68	10	10	1,188.00	14175	13.50	191,362.50	
82	41121612-CJ-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	2	0	0	2	63.44	2035	10	48	2093	66,389.96	0	0	0	0	0.00	0	0	0	0.00	2095	31.72	66,453.40	
83	41111515-DF-R01	DATA FILE BOX	piece	28	0	0	28	4,064.92	85	25	130	240	35,013.60	35	25	25	85	12,400.65	50	25	100	14,589.00	453	145.89	66,088.17	
84	41122011-DF-F01	DATA FOLDER	piece	10	10	10	30	2,490.30	50	10	510	570	47,315.70	20	10	10	40	3,320.40	20	10	40	3,320.40	680	83.01	56,446.80	
85	4110202-DS-H01	DATE STAMP	piece	16	0	0	16	6,959.20	10	4	12	26	11,306.70	3	0	0	3	1,304.85	0	0	0	0.00	45	434.95	19,572.75	
86	41121506-EH-S01	ENVELOPE, Documentary, A4	box	13	0	0	13	10,788.96	8	0	10	18	14,938.56	5	0	0	5	4,169.60	15	0	15	12,486.80	51	629.52	42,325.92	
87	41121506-EH-S02	ENVELOPE, Documentary, legal	box	32	3	6	41	43,360.78	21	3	13	37	39,130.46	18	3	3	24	25,381.92	18	3	24	25,381.92	126	1,097.58	133,255.08	
88	41121506-EH-S01	ENVELOPE, Expanding, Kraft	box	3	1	1	5	4,699.75	49	11	210	270	253,785.50	20	0	0	20	18,799.00	20	0	20	18,799.00	315	939.95	296,084.25	
89	41121506-EH-S02	ENVELOPE, Expanding, Plastic	piece	0	0	0	0	0.00	110	20	30	160	4,878.40	10	3	4	17	518.33	10	4	18	548.82	195	30.49	5,946.55	
90	41121506-EH-S02	ENVELOPE, Mailing	box	3	0	0	3	1,297.56	2	1	1	4	1,730.08	1	0	0	1	432.52	1	0	1	432.52	9	432.52	3,802.08	
91	41121504-EH-W02	ENVELOPE, Mailing, with window	box	10	0	0	10	5,127.20	0	0	0	0	0.00	0	0	0	0	0.00	10	0	10	5,127.20	20	512.72	10,254.40	
92	4111912-ER-R01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	20	0	20	40	579.20	0	0	0	0	0.00	0	0	0	0.00	40	14.48	579.20	
93	41121118-FA-R01	FASTENER	box	145	20	50	215	20,347.60	1275	34	230	1539	145,650.96	25	10	10	45	4,258.80	25	10	45	4,258.80	1844	94.64	174,518.16	
94	4111515-FO-S01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	0	0	0.00	60	0	0	60	667.80	0	0	0	0	0.00	0	0	0	0.00	60	11.13	667.80	
95	41122018-FT-D01	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	50	0	0	50	711.50	0	0	0	0	0.00	0	0	0	0.00	50	14.23	711.50	
96	41122018-FT-D02	FILE TAB DIVIDER, Legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	0.00	0.00	
97	41122011-FO-F01	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	270.40	0.00	
98	41122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	0	291.20	0.00	
99	41122011-FO-L01	FOLDER, L-type, A4	pack	5	0	0	5	1,001.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0.00	5	200.28	1,001.40	
100	41122011-FO-L02	FOLDER, L-type, Legal	pack	55	0	0	55	13,699.40	0	0	0	0	0.00	50	0	0	50	12,454.00	0	0	0	0.00	105	249.08	26,153.40	
101	41122027-FO-R01	FOLDER, pressboard	box	41	0	600	641	610,642.24	74	10	20	104	99,074.56	0	0	0	0	0.00	10	3	0	13	12,384.32	758	952.64	722,101.12
102	41122011-FO-T01	FOLDER with tab, A4	pack	5	0	0	5	1,896.00	20	20	0	40	15,184.00	10	0	0	10	3,796.00	10	0	10	3,796.00	65	379.60	24,674.00	
103	41122011-FO-T02	FOLDER with tab, Legal	pack	55	0	200	255	106,549.60	620	10	30	860	273,187.20	55	0	0	55	22,785.60	5	0	5	2,069.60	975	413.92	403,571.00	

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	
104	44122008-11-701	INDEX TAB	13	0	0	13	878.80	0	0	0	0	0	0.00	0	0	0	0	0	0	0	13	878.80	26	67.60	1,757.60	
105	44121716-MA-F01	MARKER, Fluorescent	20	0	0	20	622.20	60	0	110	170	5,288.70	10	0	0	10	311.10	10	8	7	25	777.75	225	31.11	6,996.75	
106	44121708-HP-801	MARKER, Permanent, Black	piece	69	10	90	1,397.63	710	70	220	1000	8,270.00	36	15	15	66	945.82	15	15	15	45	372.15	1380	8.27	10,585.60	
107	44121708-HP-802	MARKER, Permanent, Blue	piece	85	15	10	909.70	60	25	130	215	1,778.05	5	5	5	15	124.05	5	5	5	15	124.05	205	8.27	2,938.85	
108	44121708-HP-803	MARKER, Permanent, Red	piece	150	20	100	82.70	655	20	240	915	8,429.75	10	10	10	30	289.50	4	2	2	8	77.20	1223	9.65	11,801.95	
109	44121708-MW-801	MARKER, Whiteboard, Black	piece	70	0	0	675.90	210	10	152	372	3,589.80	30	2	2	34	328.10	0	0	0	0	0	0.00	296	9.65	4,953.40
110	44121708-MW-802	MARKER, Whiteboard, Blue	piece	50	0	0	482.50	122	22	52	196	1,691.40	40	2	2	44	424.60	2	2	2	6	57.90	296	9.65	2,856.40	
111	44121708-MW-803	MARKER, Whiteboard, Red	piece	30	10	30	617.40	145	35	115	295	2,601.90	15	15	15	45	395.80	25	15	15	55	485.10	465	8.82	4,101.30	
112	44122104-PC-601	PAPER CLIP, vinyl/plastic coated, 33mm	box	45	10	10	1,264.80	130	40	220	990	7,589.40	30	20	20	70	1,362.20	30	20	20	70	1,362.20	595	19.46	11,578.70	
113	44122104-PC-202	PAPER CLIP, vinyl/plastic coated, jumbo, 50mm	box	2	0	0	37,437.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	2	18,748.96	37,437.92	
114	44101603-PS-402	PAPER SHREDDER	unit	0	0	0	0.00	2	0	0	2	18,995.20	0	0	0	0	0.00	0	0	0	0	0	0	2	9,297.60	18,995.20
115	44101601-PT-802	PAPER TRIMMER/CUTTING MACHINE	unit	42	0	0	1,877.82	25	55	275	355	15,872.05	25	25	25	76	3,397.96	5	4	4	13	581.23	486	44.71	21,729.06	
116	44121706-HE-L01	PENCIL, lead/graphite, with eraser	box	7	0	0	1,652.56	20	4	20	44	10,387.52	3	0	0	3	708.24	0	0	0	0	0	0	54	236.08	12,748.32
117	44121619-PS-401	PENCIL SHARPENER	piece	30	0	10	6,156.80	170	10	60	240	36,940.80	12	0	0	12	1,847.04	10	0	0	10	1,339.20	302	153.92	46,483.84	
118	44101602-RU-901	PUNCHER, paper, heavy duty	piece	49	20	20	12,032.80	47	20	22	89	12,032.80	40	20	20	80	10,816.00	35	20	20	75	10,140.00	333	135.20	45,021.60	
119	44121615-SP-901	RUBBER BAND No. 18	box	49	10	10	69	2,754.48	55	10	40	105	4,191.60	25	10	10	45	1,796.40	20	10	10	40	1,596.80	259	39.92	10,336.28
120	44121906-SP-901	STAMP PAD, felt	piece	30	0	0	1,965.60	450	5	5	460	30,139.20	5	1	1	7	458.64	1	0	0	1	65.52	498	66.52	32,628.96	
121	4411618-SS-501	SCISSORS, symmetrical/asymmetrical	pair	43	5	25	73	14,424.80	90	15	105	210	41,996.00	10	4	4	18	3,558.80	4	4	4	12	2,371.20	313	197.60	61,848.80
122	44121615-ST-901	STAPLER, standard type	piece	1	0	0	693.15	7	4	0	11	7,624.65	0	0	0	0	0.00	0	0	0	0	0	0	12	693.15	8,317.80
123	44121615-ST-601	STAPLER, heavy duty (blinder)	piece	52	11	16	79	3,674.29	55	20	40	115	5,348.65	20	10	10	40	1,860.40	20	15	15	50	2,325.50	284	46.51	13,208.84
124	44121613-SR-902	STAPLE REMOVER, pier-type	piece	27	0	5	32	2,482.56	250	10	55	315	24,437.70	10	0	5	15	1,163.70	10	0	5	15	1,163.70	377	77.58	29,247.66
125	44121605-TD-701	TAPE DISPENSER, table top	piece	38	0	0	38	3,181.36	295	0	35	330	27,627.60	3	0	0	3	251.16	5	0	0	5	418.60	376	83.72	31,478.72
126	14111525-CA-401	CARTOLINA, assorted colors	box	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	0.00
127	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	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	0.00
128	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	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	0.00
129	1411514-HP-502	NOTEPAD, slide-on, 50mm x 76mm	pad	20	0	0	741.20	100	50	50	200	7,412.00	20	0	0	20	741.20	20	0	0	20	741.20	260	37.06	9,635.60	
130	1411514-HP-504	NOTEPAD, slide-on, 76mm x 100mm	pad	20	0	0	1,185.60	80	50	50	180	7,706.40	20	0	0	20	1,185.60	20	0	0	20	1,185.60	190	58.28	11,265.20	
131	1411514-HP-503	NOTEPAD, slide-on, 76mm x 76mm	pad	20	0	0	1,040.00	80	50	50	180	9,360.00	20	0	0	20	1,040.00	20	0	0	20	1,040.00	240	52.00	12,480.00	
132	1411514-HP-502	STENO NOTEBOOK	piece	48	18	19	85	1,193.40	1648	68	118	1834	25,749.36	28	18	18	64	898.56	28	18	18	64	898.56	2047	14.04	28,738.88
133	14115107-PP-401	PAPER, MULTICOPY A4	ream	500	500	500	1500	320,700.00	4155	250	594	4999	1,068,786.20	150	1420	35	1608	343,149.00	100	55	55	210	44,898.00	8314	213.80	1,777,533.20
134	14115107-PP-402	PAPER, MULTICOPY LEGAL	ream	200	150	198	548	127,652.08	745	250	544	1539	358,525.44	120	245	160	525	122,304.00	146	100	100	346	80,604.16	2958	232.96	689,095.68
135	14115107-PP-021	PAPER, MULTIPURPOSE A4	ream	100	100	100	300	41,322.00	500	75	75	650	89,531.00	52	52	50	154	21,211.96	50	50	50	150	20,651.00	1254	137.74	172,725.96
136	14115107-PP-022	PAPER, MULTIPURPOSE LEGAL	ream	0	0	0	0.00	150	0	0	150	23,436.50	0	0	0	0	0.00	0	0	0	0	0	0	150	158.91	23,836.50
137	14115131-PP-801	PAD PAPER, ruled	pad	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	0.00
138	14115103-PA-901	PAPER, parchment	box	20	0	0	20	3,084.20	11	0	0	11	1,696.31	0	0	0	0	0.00	0	0	0	0	0	31	154.21	4,780.51
139	14115131-RE-801	RECORD BOOK, 300 PAGES	book	63	0	0	63	5,777.10	73	24	75	172	15,772.40	13	0	0	13	1,192.10	13	0	0	13	1,192.10	261	91.70	23,933.70
140	14115131-RE-802	RECORD BOOK, 500 PAGES	book	90	30	60	180	22,420.80	173	15	95	283	35,260.48	13	50	15	78	9,716.68	15	15	15	45	5,005.20	586	134.56	77,997.16
141	14111704-TT-904	TISSUE, INTERFOLDED PAPER TOWEL	pack	858	0	50	908	30,690.40	130	210	10	390	11,830.00	20	10	10	40	1,352.00	20	10	10	40	1,352.00	1338	33.80	45,224.40
142	14111704-TT-902	TOILET TISSUE PAPER, 2 ply	pack	858	0	150	1008	100,638.72	120	100	250	470	46,924.80	10	0	0	10	898.40	10	0	0	10	998.40	1498	99.84	149,568.32
PERFUMES OR COLOGNES OR FRAGRANCES																										
143	53131626-HS-501	HAND SANITIZER	bottle	0	0	0	0	0.00	69	36	0	105	8,933.40	14	1	1	16	1,361.28	14	1	1	16	1,361.28	137	85.08	11,655.96
PESTICIDES OR PEST REPELLENTS																										
144	10191509-IN-401	INSECTICIDE	can	834	0	40	874	121,800.64	467	36	520	1023	142,965.28	5	40	1	46	6,410.56	1	0	0	1	139.36	1944	139.36	270,915.84
PRINTED PUBLICATIONS																										

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	Apr	May	June	Q2	Q2 amount	July	Aug				Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount
		6	0	0	6	233.26	6	0	0	6	233.26	5	0				0	0	5	186.06	5	0	0	5
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)</b>																								
145 55101524-RA-H01	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9184 and its PR)	book	6	0	0	6	233.26	6	0	0	6	233.26	5	0	0	5	186.06	5	0	0	5	186.06		
1	4410109-HP-005	DRUM CARTRIDGE, BROTHER DR-345, Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
2	4410105-CA-04	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
3	4410105-CA-02	INK CARTRIDGE, CANON CL-811, Colored	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
4	4410105-CA-804	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
5	4410105-CA-802	INK CARTRIDGE, CANON PG-810, Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
6	4410105-EP-817	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	100	100	100	69,570.00	100	100	100	300	69,570.00	100	60	55	215	49,858.50	100	20	20	140	32,466.00		
7	4410105-EP-017	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	100	100	100	72,660.00	100	80	0	180	43,996.00	40	0	0	40	9,688.00	40	0	0	40	9,688.00		
8	4410105-EP-417	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	100	100	100	72,660.00	100	80	0	180	43,996.00	40	0	0	40	9,688.00	40	0	0	40	9,688.00		
9	4410105-EP-417	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	10	0	0	2,422.00	80	20	0	100	24,220.00	30	1	0	31	7,508.20	40	0	0	40	9,688.00		
10	4410105-HP-940	INK CARTRIDGE, HP CZP04AA (HP82), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
11	4410105-HP-140	INK CARTRIDGE, HP CZP06AA (HP82), Tri-color	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
12	4410105-HP-809	INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
13	4410105-HP-710	INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
14	4410105-HP-817	INK CARTRIDGE, HP C0640WA (HP60), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
15	4410105-HP-717	INK CARTRIDGE, HP C0643WA (HP60), Tri-color	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
16	4410105-HP-010	INK CARTRIDGE, HP CD972AA (HP920XL), Cyan	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
17	4410105-HP-040	INK CARTRIDGE, HP CD973AA (HP920XL), Magenta	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
18	4410105-HP-040	INK CARTRIDGE, HP CD974AA (HP920XL), Yellow	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
19	4410105-HP-840	INK CARTRIDGE, HP CD975AA (HP920XL), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
20	4410105-HP-820	INK CARTRIDGE, HP CH61WA (HP61), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
21	4410105-HP-720	INK CARTRIDGE, HP CH62WA (HP61), Tri-color	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
22	4410105-HP-843	INK CARTRIDGE, HP CNH5AA (HP950XL), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
23	4410105-HP-043	INK CARTRIDGE, HP CNH6AA (HP951XL), Cyan	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
24	4410105-HP-043	INK CARTRIDGE, HP CNH7AA (HP951XL), Magenta	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
25	4410105-HP-143	INK CARTRIDGE, HP CNH8AA (HP951XL), Yellow	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
26	4410105-HP-836	INK CARTRIDGE, HP CN92AA (HP704), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
27	4410105-HP-736	INK CARTRIDGE, HP CN93AA (HP704), Tri-color	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
28	4410105-HP-833	INK CARTRIDGE, HP CZ107AA (HP678), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
29	4410105-HP-733	INK CARTRIDGE, HP CZ108AA (HP678), Tri-color	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
30	4410105-HP-743	INK CARTRIDGE, HP F6V26AA (HP680), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
31	4410105-HP-843	INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
32	4410105-HP-030	INK CARTRIDGE, HP L0551AA (HP955), Cyan Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
33	4410105-HP-050	INK CARTRIDGE, HP L0554AA (HP955), Magenta Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
34	4410105-HP-750	INK CARTRIDGE, HP L0557AA (HP955), Yellow Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
35	4410105-HP-850	INK CARTRIDGE, HP L0560AA (HP955), Black Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
36	4410105-HP-048	INK CARTRIDGE, HP L0563AA (HP950XL), Cyan Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
37	4410105-HP-048	INK CARTRIDGE, HP L0566AA (HP950XL), Magenta	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
38	4410105-HP-048	INK CARTRIDGE, HP L0569AA (HP950XL), Yellow	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
39	4410105-HP-848	INK CARTRIDGE, HP L0572AA (HP950XL), Black Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
40	4410105-HP-031	INK CARTRIDGE, HP T6L82AA (HP905), Cyan Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
41	4410105-HP-031	INK CARTRIDGE, HP T6L92AA (HP905), Magenta Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
42	4410105-HP-031	INK CARTRIDGE, HP T6L97AA (HP905), Yellow Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		
43	4410105-HP-031	INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00		





