

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

Introduction:

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 (mPhilGEPS) 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 mPhilGEPS 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 the PART I of 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 2024 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/hosS8>.
- 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 mPhilGEPS 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 mPhilGEPS 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 apcse.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.

Department/Bureau/Office: UP Open University
Region: I-6A
Address: Los Baños, Laguna

Agency Code/UACS: 80080036149
Organization Type: State Universities or Colleges (SUC)

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

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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	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4	Q4 AMOUNT
PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	30	85	128	243	12,383.28	15	15	23	53	2,700.88	90	47	45	182	9,274.72	23	20	10	53	2,700.88	531	50.96	27,059.26
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	0	0	2	2	902.72	0	0	2	2	902.72	0	0	2	2	902.72	2	0	0	2	902.72	8	451.36	3,610.88
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
3	60121413-CB-P01	CLEARBOOK, A4 size	box	0	20	51	71	2,510.56	0	0	1	1	35.36	5	10	10	25	884.00	0	0	0	0	0.00	97	35.36	3,429.82
4	60121413-CB-P02	CLEARBOOK, Legal size	box	0	20	25	45	1,731.60	0	0	0	0	0.00	5	10	16	31	1,192.88	1	0	0	1	38.48	77	38.48	2,962.86
5	60121531-ER-P01	ERASER, plastic/rubber	piece	0	0	7	7	65.52	0	0	14	14	131.04	0	0	2	2	16.72	4	0	0	4	37.44	27	9.36	252.72
6	60121521-6P-G01	SIGN PEN, Extra Fine Tip, Black	piece	0	50	60	110	2,860.00	15	15	8	38	988.00	20	20	21	61	1,586.00	12	0	0	12	312.00	221	26.00	5,746.00
7	60121521-6P-G04	SIGN PEN, Fine Tip, Black	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	44.72	0.00
8	60121521-6P-G07	SIGN PEN, Medium Tip, Black	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	57.20	0.00
9	60121521-6P-G02	SIGN PEN, Extra Fine Tip, Blue	piece	0	50	57	107	2,782.00	11	20	20	51	1,326.00	23	23	6	52	1,352.00	3	0	0	3	76.00	213	26.00	5,538.00
10	60121521-6P-G05	SIGN PEN, Fine Tip, Blue	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	44.72	0.00
11	60121521-6P-G08	SIGN PEN, Medium Tip, Blue	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	57.20	0.00
12	60121521-6P-G03	SIGN PEN, Extra Fine Tip, Red	piece	0	0	33	33	858.00	0	0	13	13	338.00	0	9	10	19	494.00	8	0	0	8	208.00	73	26.00	1,898.00
13	60121521-6P-G06	SIGN PEN, Fine Tip, Red	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	45.76	0.00
14	60121521-6P-G09	SIGN PEN, Medium Tip, Red	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	57.20	0.00
15	60121121-4WR-P01	WRAPPING PAPER	pack	0	0	1	1	214.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	214.24	214.24
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
16	45121517-DOC-C03	DOCUMENT CAMERA	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	25,536.16	0.00
17	4511609-WH-P01	MULTIMEDIA PROJECTOR	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	18,470.40	0.00
BATTERIES AND CELLS AND ACCESSORIES																										
18	26111702-6T-A02	BATTERY, dry cell, size AA	pack	0	25	143	168	3,669.12	0	0	55	55	1,201.20	38	34	45	117	2,555.28	26	28	0	54	1,179.36	394	21.84	8,604.96
19	26111702-6T-A01	BATTERY, dry cell, size AAA	pack	0	86	89	175	3,458.00	38	52	22	112	2,213.12	42	48	53	143	2,825.68	25	27	0	52	1,027.52	482	19.76	9,524.32
20	26111702-6T-A03	BATTERY, dry cell, size D	pack	0	0	22	22	2,036.32	0	0	6	6	555.36	0	0	6	6	555.36	6	0	0	6	555.36	40	92.56	3,702.40
CLEANING EQUIPMENT AND SUPPLIES																										
21	47131812-AF-A01	AIR FRESHENER	can	0	6	25	31	2,708.16	0	2	6	8	698.88	6	0	23	29	2,533.44	2	9	0	11	960.26	79	87.36	6,901.44
22	47131601-6B-P01	BROOM (Walis Tambo)	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	127.92	0.00
23	47131601-6B-T01	BROOM (Walis Ting-ting)	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	23.92	0.00
24	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal	bottle	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	44.72	0.00
25	47131805-CL-P01	CLEANSER, Scouring Powder	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	36.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec				Q4
26	47131811-OE-B02	DETERGENT BAR	bar	0	0	10	10	93,60	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	10	9,36	93,60
27	47131811-OE-P02	DETERGENT POWDER, all purpose	pouch	0	0	5	5	442,00	0	0	0	0	0,00	0	0	5	5	442,00	0	0	0	0	10	88,40	884,00
28	47131803-OS-A01	DISINFECTANT SPRAY	can	0	0	30	30	4,524,00	0	0	0	0	0,00	0	0	22	22	3,317,60	0	0	0	0	52	150,80	7,841,60
29	47131601-OU-P01	DUST PAN	piece	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	46,40	0,00
30	47131802-FW-P03	FLOOR WAX, paste 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	135,20	0,00
31	47131830-FC-A01	FURNITURE CLEANER	can	0	5	12	17	3,854,24	0	0	0	0	0,00	0	0	7	7	1,587,04	0	0	0	0	24	226,72	5,441,28
32	73101612-HS-L01	HAND SOAP, liquid	bottle	0	23	11	34	1,466,30	0	0	6	6	257,70	0	23	11	34	1,466,30	6	0	0	6	80	42,95	3,436,00
33	47121804-MP-B01	MOP BUCKET	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	2,288,00	0,00
34	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	134,16	0,00
35	47131619-MP-B01	MOPHEAD, made of rayon	piece	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	114,04	0,00
36	47131501-RG-C01	RAGS	kilo	0	0	3	3	171,60	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	3	57,20	171,60
37	47131602-SC-A01	SCOURING PAD	pack	0	20	8	28	2,504,32	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	28	89,44	2,594,32
38	47121701-TB-P04	TRASHBAG, XXL size	pack/roll	0	0	40	40	5,200,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	40	130,00	5,200,00
39	47121701-TB-P05	TRASHBAG, Large size	pack/roll	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	59,28	0,00
40	47121701-TB-P06	TRASHBAG, XL size	pack/roll	0	0	41	41	3,794,96	0	0	9	9	833,04	0	0	19	19	1,758,64	9	0	0	9	78	92,56	7,219,68
41	47121702-WB-P01	WASTEBASKET	piece	0	0	20	20	873,60	0	0	5	5	218,40	0	0	6	6	262,08	0	0	0	0	31	43,68	1,354,08
COLOR COMPOUNDS AND DISPERSIONS																									
42	12171703-61-J01	INK, for stamp pad	bottle	0	0	31	31	967,20	0	0	18	18	561,60	0	0	13	13	405,60	7	0	0	7	69	31,20	2,152,80
CONSUMER ELECTRONICS																									
43	52161535-OW-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0,00	0	0	1	1	4,803,76	0	0	0	0	0,00	1	0	0	1	2	4,803,76	9,607,52
FACE MASK																									
44	42131713-6M-H06	FACE MASK	box	0	0	10	10	520,00	0	0	20	20	1,040,00	0	10	0	10	520,00	10	0	0	10	50	52,00	2,600,00
FILMS																									
45	13111203-AC-F01	ACETATE	roll	0	6	5	11	11,531,52	0	0	0	0	0,00	0	0	3	3	3,144,96	0	0	0	0	14	1,046,32	14,676,48
46	13111201-CT-F02	CARBON FILM, Legal size	box	0	0	2	2	513,76	0	0	2	2	513,76	0	0	2	2	513,76	2	0	0	2	8	256,88	2,055,04
FIRE FIGHTING EQUIPMENT																									
47	46191601-4E-H01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	1,398,80	0,00
48	46191601-4E-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	5,613,25	0,00
FLAG OR ACCESSORIES																									
49	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0,00	0	5	0	5	1,424,20	0	0	0	0	0,00	0	0	0	0	5	284,84	1,424,20
FURNITURE AND FURNISHINGS																									
50	56101504-CM-B01	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	375,44	0,00
51	56101504-CM-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	372,32	0,00
52	56101519-TM-S01	MONOBLOC TABLE, white	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	1,348,88	0,00
53	56101519-TM-S02	MONOBLOC TABLE, beige	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	1,348,88	0,00
HEATING AND VENTILATION AND AIR CIRCULATION																									
54	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	1,380,08	0,00
55	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	25	25	27,742,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	25	1,109,68	27,742,00
56	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	7	7	7,047,04	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	7	1,006,72	7,047,04
57	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	914,16	0,00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																									
58	43211507-OS-K003	DESKTOP, for Basic Users	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	24,793,60	0,00
59	43211507-OS-K004	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	42,390,40	0,00
60	43201827-HD-X02	EXTERNAL HARD DRIVE	unit	0	0	17	17	51,307,26	0	2	1	3	9,054,24	0	0	4	4	12,072,32	0	0	0	0	24	3,018,08	72,433,02
61	43202010-FD-H04	FLASH DRIVE	piece	0	0	37	37	8,311,68	0	0	4	4	898,56	0	0	10	10	2,246,40	0	0	0	0	51	224,64	11,456,64
62	43211503-LAP004	LAPTOP, for Mid-Range Users	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	42,380,00	0,00
63	43211503-LAP003	LAPTOP, Lightweight	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	46,880,00	0,00
64	43211708-MO-D02	COMPUTER MOUSE, Wireless	unit	0	1	7	8	1,356,16	0	6	0	6	1,017,12	6	0	2	8	1,356,16	1	0	0	1	23	169,52	3,898,06
65	43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins	unit	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0	33,015,84	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			
66	43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins	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	11,014,64	0,00
67	43212105-PR-L01	PRINTER, Laser, Monochrome	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	23,063,04	0,00
LIGHTING AND FIXTURES AND ACCESSORIES																										
68	39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	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	81,12	0,00
69	39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	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	205,82	0,00
MANUFACTURING COMPONENTS AND SUPPLIES																										
70	31201610-GI-J01	GLUE, all-purpose	jar	0	9	38	47	3,323,24	1	0	17	18	1,272,96	1	3	16	20	1,414,40	1	6	0	7	495,04	92	70,72	6,506,24
71	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	3	28	31	699,05	0	0	7	7	157,85	3	0	0	3	67,65	0	0	0	0	0,00	41	22,55	924,55
72	31151804-SW-S01	STAPLE WIRE, standard	box	0	0	61	61	1,449,46	0	0	39	39	926,64	0	0	48	48	1,140,48	7	0	0	7	166,32	155	23,76	3,682,80
73	31201502-TA-E01	TAPE, electrical	roll	0	4	8	12	233,40	0	0	0	0	0,00	0	4	2	6	116,70	0	0	0	0	0,00	18	19,45	350,10
74	31201503-TA-M01	TAPE, masking, 24mm	roll	0	30	30	60	3,712,80	0	0	19	19	1,175,72	0	0	26	26	1,608,88	10	0	0	10	618,80	115	61,88	7,116,20
75	31201503-TA-M02	TAPE, masking, 48 mm	roll	0	0	53	53	6,421,48	0	0	17	17	2,059,72	0	0	22	22	2,865,52	12	0	0	12	1,453,92	104	121,16	12,600,64
76	31201512-TA-M01	TAPE, packaging, 48 mm	roll	0	40	41	81	2,442,06	0	0	13	13	392,08	0	0	25	25	754,00	10	0	0	10	301,60	129	30,16	3,890,64
77	31201512-TA-T01	TAPE, transparent, 24mm	roll	0	53	62	115	1,315,60	0	0	66	66	755,04	0	0	48	48	549,12	25	0	0	25	286,20	254	11,44	2,905,76
78	31201512-TA-T02	TAPE, transparent, 48 mm	roll	0	0	79	79	1,889,68	0	0	15	15	358,80	0	0	21	21	503,32	14	0	0	14	334,88	129	23,92	3,085,68
79	31151507-TW-M01	TWINE, plastic	roll	0	0	4	4	282,88	0	0	0	0	0,00	0	0	3	3	212,16	0	0	0	0	0,00	7	70,72	495,04
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
80	4111160-HOU-P02	RULER, flexible, plastic, 450mm	piece	0	0	2	2	41,60	0	0	6	6	124,80	0	0	1	1	20,80	0	0	0	0	0,00	9	20,80	187,20
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
81	44121612-BL-H01	BLADE, for general purpose cutter/utility knife	tube	0	0	10	10	160,00	0	0	3	3	48,00	0	0	2	2	32,00	0	0	0	0	0,00	15	16,00	240,00
82	44101602-PR-H01	BINDING AND PUNCHING MACHINE	unit	0	0	0	0	0,00	0	0	1	1	10,104,64	0	0	0	0	0,00	0	0	0	0	0,00	1	10,104,64	10,104,64
83	44101807-CAL-C01	CALCULATOR, Compact	unit	0	0	5	5	1,435,20	0	0	6	6	1,722,24	0	0	6	6	1,722,24	1	0	0	1	287,04	18	287,04	5,166,72
84	44121710-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	0,00	0	32,97	0,00
85	44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	166	166	1,553,76	0	0	3	3	28,08	0	0	49	49	458,64	3	0	0	3	28,08	221	9,36	2,068,56
86	44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	185	185	2,886,00	0	0	3	3	46,80	0	0	56	56	873,60	3	0	0	3	46,80	247	15,60	3,853,20
87	44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	124	124	3,352,06	0	0	3	3	81,12	0	0	47	47	1,270,88	3	0	0	3	81,12	177	22,04	4,786,08
88	44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	98	98	5,911,26	0	0	16	16	965,12	0	0	56	56	3,377,92	4	0	0	4	241,28	174	60,32	10,495,68
89	44121801-CT-M02	CORRECTION TAPE	piece	0	40	98	138	1,591,14	0	0	27	27	311,31	10	18	63	91	1,040,23	0	5	0	5	57,65	261	11,53	3,009,13
90	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	0	0	8	8	253,76	0	0	0	0	0,00	0	0	2	2	63,44	0	0	0	0	0,00	10	31,72	317,20
91	44111515-OF-M01	DATA FILE BOX	piece	0	19	83	102	7,874,40	0	30	26	56	4,323,20	15	0	26	41	3,165,20	15	15	0	30	2,316,00	229	77,20	17,678,80
92	44122011-OF-M01	DATA FOLDER	piece	0	29	51	80	5,491,20	0	10	0	10	686,40	0	0	10	10	686,40	0	0	0	0	0,00	100	68,64	6,864,00
93	44103202-DA-M01	DATER STAMP	piece	0	0	18	18	8,456,04	0	0	4	4	1,879,12	0	0	5	5	2,348,90	0	0	0	0	0,00	27	469,78	12,684,06
94	44121506-EN-D01	ENVELOPE, Documentary, A4	box	0	0	46	46	38,654,72	0	0	1	1	840,32	0	0	14	14	11,764,48	0	0	0	0	0,00	61	840,32	51,259,52
95	44121506-EN-D02	ENVELOPE, Documentary, legal	box	0	0	31	31	33,432,88	0	0	4	4	4,313,92	0	0	11	11	11,863,28	0	0	0	0	0,00	46	1,078,48	49,610,08
96	44121506-EN-W01	ENVELOPE, Expanding, Kraft	box	0	0	14	14	19,248,32	0	0	1	1	1,374,88	0	0	5	5	6,874,40	0	0	0	0	0,00	20	1,374,88	27,497,60
97	44121506-EN-W02	ENVELOPE, Expanding, Plastic	box	0	30	210	240	7,317,60	30	0	35	65	1,983,85	0	0	68	68	2,073,32	0	0	0	0	0,00	373	30,49	11,372,77
98	44121506-EN-M02	ENVELOPE, Mailing	box	0	0	14	14	6,537,44	0	0	5	5	2,334,80	0	0	4	4	1,867,84	0	0	0	0	0,00	23	466,06	10,740,08
99	44121504-EN-W02	ENVELOPE, Mailing, with window	box	0	0	7	7	3,698,24	0	0	4	4	2,113,28	0	0	1	1	528,32	0	0	0	0	0,00	12	528,32	6,339,84
100	44119112-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	4	4	49,32	0	0	2	2	24,66	0	0	0	0	0,00	0	0	0	0	0,00	6	12,33	77,98
101	44122118-FA-M01	FASTENER	box	0	5	49	54	5,110,56	6	0	5	11	1,041,04	12	0	6	18	1,703,52	6	0	0	6	567,84	89	94,64	8,422,06
102	44111515-OF-M01	FILE ORGANIZER, expanding, plastic, legal	piece	0	0	12	12	1,022,40	0	0	10	10	852,000	0	0	7	7	596,40	0	0	0	0	0,00	29	85,20	2,470,80
103	44122018-FT-D01	FILE TAB DIVIDER, A4	pack	0	0	35	35	800,80	0	0	0	0	0,00	0	0	0	0	0,00	0	0	0	0	0,00	35	22,88	800,80
104	44122018-FT-D02	FILE TAB DIVIDER, Legal	pack	0	0	3	3	78,00	0	0	0	0	0,00	0	0	10	10	260,00	0	0	0	0	0,00	13	26,00	338,00
105	44122011-OF-M01	FOLDER, Fancy with slide, A4	bundle	0	0	11	11	3,203,20	0	0	5	5	1,456,00	0	0	0	0	0,00	5	0	0	5	1,456,00	21	291,20	6,115,20
106	44122011-FO-F02	FOLDER, Fancy with slide, legal	bundle	0	0	4	4	1,235,52	0	0	5	5	1,544,40	0	0	1	1	308,88	5	0	0	5	1,544,40	15	308,88	4,633,20
107	44122011-FO-L01	FOLDER, L-type, A4	pack	0	2	16	18	3,375,72	0	0	13	13	2,438,02	2	0	2	4	750,16	1	0	0	1	187,54	36	187,54	6,751,44
108	44122011-FO-L02	FOLDER, L-type, Legal	pack	0	0	8	8	1,908,56	0	0	12	12	2,862,84	0	0	5	5	1,192,85	0	0	0	0	0,00	25	238,57	5,964,25
109	44122027-FO-M01	FOLDER, pressboard	box	0	0	55	55	52,395,20	0	0	0	0	0,00	0	0	55	55	52,395,20	0	0	0	0	0,00	110	952,64	104,790,40
110	44122011-FO-T03	FOLDER with tab, A4	pack	0	0	19	19	7,390,24	0	0	8	8	3,111,68	0	0	6	6	2,333,76	4	0	0	4	1,555,84	37	388,96	14,391,52

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				
111	41122011-FO-T04	FOLDER with tab, Legal	pack	0	0	34	34	14,532.96	0	0	17	17	7,266.48	0	0	16	16	6,839.04	0	0	0	0	0.00	67	427.44	28,638.48	
112	41122008-IT-T01	INDEX TAB	box	0	0	2	2	126.22	0	0	12	12	757.32	0	0	2	2	126.22	0	0	0	0	0.00	16	63.11	1,009.76	
113	41115151-MF-B02	MAGAZINE FILE BOX, Large	piece	0	0	52	52	6,597.26	0	0	25	25	3,172.00	0	0	15	15	1,903.20	15	0	0	15	1,903.20	107	126.88	13,576.16	
114	41121716-M4M-F01	MARKER, Fluorescent	set	0	0	24	24	1,023.36	0	0	5	5	213.20	0	0	7	7	298.48	3	0	0	3	127.92	39	42.64	1,662.96	
115	41121708-MP-B01	MARKER, Permanent, Black	piece	0	0	48	48	748.80	0	0	5	5	78.00	0	0	8	8	124.80	5	0	0	5	78.00	66	15.60	1,029.60	
116	41121708-MP-B02	MARKER, Permanent, Blue	piece	0	0	37	37	577.20	0	0	5	5	78.00	0	0	7	7	108.20	5	0	0	5	78.00	54	15.60	847.40	
117	41121708-MP-B03	MARKER, Permanent, Red	piece	0	0	18	18	280.80	0	0	5	5	78.00	0	0	3	3	46.80	5	0	0	5	78.00	31	15.60	483.60	
118	41121708-M4W-B01	MARKER, Whiteboard, Black	piece	0	0	53	53	551.20	0	0	5	5	52.00	0	0	10	10	104.00	5	0	0	5	52.00	73	10.40	759.20	
119	41121708-M4W-B02	MARKER, Whiteboard, Blue	piece	0	0	50	50	520.00	0	0	5	5	52.00	0	0	10	10	104.00	5	0	0	5	52.00	70	10.40	728.00	
120	41121708-M4W-B03	MARKER, Whiteboard, Red	piece	0	0	17	17	176.80	0	0	5	5	52.00	0	0	5	5	52.00	0	0	0	0	0.00	27	10.40	280.80	
121	41122104-PC-G01	PAPER CLIP, vinyl/plastic coated, 33mm	box	0	0	111	111	1,038.96	0	0	18	18	168.48	0	0	35	35	327.60	13	0	0	13	121.68	177	9.36	1,656.72	
122	41122104-PC-J02	PAPER CLIP, vinyl/plastic coated, Jumbo, 50mm	box	0	0	94	94	2,248.48	0	0	13	13	310.96	0	0	24	24	574.08	16	0	0	16	382.72	147	23.92	3,516.24	
123	41101603-PS-M02	PAPER SHREDDER	unit	0	0	0	0	0.00	0	0	1	1	5,699.20	0	0	0	0	0.00	0	0	0	0	0.00	1	5,699.20	5,699.20	
124	41101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE	unit	0	0	1	1	9,297.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,297.60	9,297.60	
125	41121706-PE-L01	PENCIL, lead/graphite, with eraser	box	0	6	29	35	1,456.00	0	0	6	6	249.60	0	0	8	8	332.80	4	0	0	4	166.40	53	41.60	2,204.80	
126	41121619-PS-M01	PENCIL SHARPENER	piece	0	0	4	4	852.80	0	0	3	3	639.60	0	0	2	2	426.40	0	0	0	0	0.00	9	213.20	1,918.80	
127	41101602-PU-M01	PUNCHER, paper, heavy duty	piece	0	0	5	5	811.20	0	0	1	1	162.24	0	0	7	7	1,135.68	0	0	0	0	0.00	13	162.24	2,109.12	
128	41122037-RB-P10	BINDING RING/COMB, plastic, 32 mm	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	274.23	0.00	
129	41122101-RB-B01	RUBBER BAND No. 18	box	0	0	27	27	4,464.72	0	0	6	6	992.16	0	0	7	7	1,157.52	0	0	0	0	0.00	40	165.36	6,614.40	
130	41121905-SM-F01	STAMP PAD, felt	piece	0	0	24	24	1,023.36	0	0	5	5	213.20	0	0	3	3	123.92	0	0	0	0	0.00	32	42.64	1,364.48	
131	41121618-S5-S01	SCISSORS, symmetrical/asymmetrical	pair	0	0	20	20	832.00	0	0	17	17	707.20	0	0	3	3	124.80	0	0	0	0	0.00	40	41.60	1,664.00	
132	41121615-ST-S01	STAPLER, standard type	piece	0	0	15	15	2,184.00	0	0	4	4	582.40	0	0	4	4	582.40	0	0	0	0	0.00	23	145.60	3,348.80	
133	41121615-ST-B01	STAPLER, heavy duty (binder)	unit	0	0	5	5	4,773.60	0	0	1	1	954.72	0	0	0	0	0.00	0	0	0	0	0.00	6	954.72	5,728.32	
134	41121613-SR-M02	STAPLE REMOVER, plier-type	piece	0	0	11	11	526.24	0	0	9	9	430.56	0	0	3	3	143.52	0	0	0	0	0.00	23	42.84	1,100.32	
135	41121605-TD-T01	TAPE DISPENSER, table top	piece	0	4	8	12	936.00	0	0	2	2	156.00	0	4	2	6	468.00	0	0	0	0	0.00	20	78.00	1,560.00	
PAPER MATERIALS AND PRODUCTS																											
136	14111525-CA-M01	CARTOLINA, assorted colors	pack	0	0	18	18	1,628.64	0	0	20	20	1,809.60	0	0	28	28	2,533.44	0	0	0	0	0.00	66	90.48	5,971.68	
137	14111506-CF-L11	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 241mm	box	0	0	2	2	1,907.36	0	0	2	2	1,907.36	0	0	0	0	0.00	0	0	0	0	0.00	4	953.68	3,814.72	
138	14111506-CF-L12	COMPUTER CONTINUOUS FORM, 1 ply, 280mm x 378mm	box	0	0	2	2	2,520.96	0	0	2	2	2,520.96	0	0	0	0	0.00	0	0	2	2	2,520.96	6	1,260.48	7,562.88	
139	14111506-CF-L22	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 378mm	box	0	0	2	2	3,305.12	0	0	2	2	3,305.12	0	0	0	0	0.00	0	0	0	0	0.00	4	1,652.56	6,610.24	
140	14111506-CF-L21	COMPUTER CONTINUOUS FORM, 2 ply, 280mm x 241mm	box	0	0	2	2	2,217.28	0	0	5	5	5,543.20	0	0	3	3	3,325.92	0	0	0	0	0.00	10	1,108.64	11,086.40	
141	14111506-CF-L31	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 241mm	box	0	0	6	6	5,123.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	853.84	5,123.04	
142	14111506-CF-L32	COMPUTER CONTINUOUS FORM, 3 ply, 280mm x 378mm	box	0	0	2	2	3,259.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,629.68	3,259.36	
143	14111609-LI-C01	LOOSELEAF COVER	bundle	0	0	1	1	794.96	0	0	0	0	0.00	0	0	10	10	7,949.60	10	0	0	10	7,949.60	21	794.96	16,694.16	
144	14111514-MP-M02	NOTEPAD, stick-on, 50mm x 76mm	pad	0	0	44	44	1,738.88	0	0	5	5	197.60	0	0	14	14	553.28	0	0	5	5	197.60	68	39.52	2,687.36	
145	14111514-MP-M04	NOTEPAD, stick-on, 76mm x 100mm	pad	0	0	43	43	2,727.92	0	0	6	6	380.64	0	0	6	6	380.64	0	0	5	5	317.20	60	63.44	3,806.40	
146	14111514-MP-M03	NOTEPAD, stick-on, 76mm x 76mm	pad	0	0	30	30	1,809.60	0	0	5	5	301.60	0	0	7	7	423.24	0	0	5	5	301.60	47	60.32	2,835.04	
147	14111514-MB-M02	STENO NOTEBOOK	piece	0	0	35	35	837.20	0	0	0	0	0.00	0	0	10	10	239.20	0	0	0	0	0.00	45	23.92	1,076.40	
148	14111507-PP-M01	PAPER, MULTICOPY A4	ream	0	153	110	263	47,318.06	0	3	30	33	5,937.36	0	143	50	193	34,724.56	30	3	0	33	5,937.36	522	179.92	93,918.24	
149	14111507-PP-M02	PAPER, MULTICOPY LEGAL	ream	10	10	58	78	16,467.36	0	0	20	20	4,222.40	0	10	21	31	6,544.72	0	0	20	20	4,222.40	149	211.12	31,456.88	
150	14111507-PP-C01	PAPER, MULTIPURPOSE A4	ream	0	92	128	220	35,921.60	0	0	120	120	19,593.60	0	0	57	57	9,306.96	0	0	57	57	9,306.96	454	163.28	74,129.12	
151	14111507-PP-C02	PAPER, MULTIPURPOSE LEGAL	ream	0	0	35	35	6,479.20	0	0	15	15	2,776.80	0	0	13	13	2,406.56	0	0	9	9	1,666.08	72	185.12	13,328.64	
152	14111531-PP-M01	PAD PAPER, ruled	pad	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	35.36	0.00	
153	14111503-PA-P01	PAPER, parchment	box	0	0	53	53	10,031.84	0	0	11	11	2,080.08	0	0	18	18	3,407.04	0	0	0	0	0.00	82	189.28	15,520.96	
154	14111531-RE-B01	RECORD BOOK, 300 PAGES	book	0	12	47	59	4,295.20	0	0	7	7	509.60	0	2	19	21	1,528.80	0	0	1	1	72.80	88	72.80	6,406.40	
155	14111531-RE-B02	RECORD BOOK, 500 PAGES	book	0	0	49	49	5,146.06	0	0	12	12	1,260.48	0	0	27	27	2,836.08	0	0	1	1	105.04	89	105.04	9,348.56	
156	14111704-TT-P04	TISSUE, INTERFOLDED PAPER TOWEL	pack	0	13	29	42	1,223.04	0	0	1	1	29.12	0	11	5	16	46.92	0	1	0	1	26.12	60	26.12	1,747.20	
157	14111704-TT-P02	TOILET TISSUE PAPER, 2 ply	pack	0	12	135	147	14,829.36	0	12	31	43	4,337.84	0	10	82	92	9,280.96	10	7	0	17	1,714.96	299	100.88	30,163.12	
PERFUMES OR COLOGNES OR FRAGRANCES																											