

ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (APP-CSE) 2023 FORM

Introduction:

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, 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 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) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

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 PS-DBM website.
- 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) 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 template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II 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 a signed and approved copy of the supplemental APP-CSE form if available.
- 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 09182954426 or 09278478245, 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: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: DEPARTMENT OF MIGRANT WORKERS	Agency Code/UACS: N044	Contact Person: CLARK B. BRIZ
Region: NATIONAL CAPITAL REGION	Organization Type: NGA	Position: OIC, GSPD
Address: BFO BLDG EDSA COR. ORTIGAS AVE., MANDALUYONG		E-mail : gspd@dmw.gov.ph
		Telephone/Mobile N 02-87221152

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalog ue (as of 28 July 2022)	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																										
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	6	0	0	6	1,983.30	0	6	0	6	1,983.30	6	0	0	6	1,983.30	6	0	0	6	1,983.30	24	330.55	7,933.20
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	106	33	50	189	844.83	44	6	80	130	581.10	49	6	50	105	469.35	45	6	50	101	451.47	525	4.47	2,346.75
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	392	119	350	861	19,114.20	286	25	350	661	14,674.20	286	25	350	661	14,674.20	286	25	350	661	14,674.20	2844	22.20	63,136.80
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	369	115	300	784	17,404.80	263	30	250	543	12,054.60	263	30	150	443	9,834.60	263	30	150	443	9,834.60	2213	22.20	49,128.60
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	323	68	100	491	10,900.20	223	17	100	340	7,548.00	223	17	100	340	7,548.00	223	17	100	340	7,548.00	1511	22.20	33,544.20
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	8	19	9	36	5,803.20	7	3	11	21	3,385.20	8	3	8	19	3,062.80	7	3	8	18	2,901.60	94	161.20	15,152.80
BATTERIES AND CELLS AND ACCESSORIES																										
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	174	49	50	273	5,593.77	104	17	100	221	4,528.29	111	26	80	217	4,446.33	104	26	80	210	4,302.90	921	20.49	18,871.29
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	137	42	60	239	4,383.26	81	20	100	201	3,686.34	87	20	100	207	3,796.38	81	20	100	201	3,686.34	848	18.34	15,552.32
CLEANING EQUIPMENT AND SUPPLIES																										
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	0	0	15	15	1,224.60	0	0	15	15	1,224.60	0	0	15	15	1,224.60	0	0	15	15	1,224.60	60	81.64	4,898.40
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	78	44	50	172	5,488.52	34	21	80	135	4,307.85	61	20	70	151	4,818.41	39	17	70	126	4,020.66	584	31.91	18,635.44
COLOR COMPOUNDS AND DISPERSIONS																										
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	51	26	84	161	4,654.51	40	8	70	118	3,411.38	45	8	65	118	3,411.38	42	7	55	104	3,006.64	501	28.91	14,483.91
CONSUMER ELECTRONICS																										

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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	
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	15	0	0	15	110,087.40	0	0	0	0	0.00	0	0	0	0	0.00	15	7,339.16	110,087.40	
FILMS																											
37	13111203-AC-F01	ACETATE, 50 meters	roll	7	5	5	17	16,487.96	4	0	11	15	14,548.20	6	0	10	16	15,518.08	4	0	10	14	13,578.32	62	969.88	60,132.56	
MANUFACTURING COMPONENTS AND SUPPLIES																											
62	31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	41	55	80	176	12,446.72	30	40	70	140	9,900.80	50	26	50	126	8,910.72	44	25	50	119	8,415.68	561	70.72	39,673.92	
63	31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	94	44	80	218	4,915.90	53	26	90	169	3,810.95	70	18	70	158	3,562.90	63	16	80	159	3,585.45	704	22.55	15,875.20	
64	31151804-SW-S01	STAPLE WIRE, standard	box	329	134	200	663	15,752.88	211	111	200	522	12,402.72	236	90	200	526	12,497.76	231	91	200	522	12,402.72	2233	23.76	53,056.08	
66	31201503-TA-M01	TAPE, masking, 24mm	roll	126	83	200	409	25,308.92	99	49	200	348	21,534.24	165	18	180	363	22,462.44	159	14	180	353	21,843.64	1473	61.88	91,149.24	
67	31201503-TA-M02	TAPE, masking, 48 mm	roll	131	125	100	356	43,132.96	101	95	150	346	41,921.36	170	65	200	435	52,704.60	161	59	180	400	48,464.00	1537	121.16	186,222.92	
68	31201517-TA-P01	TAPE, packaging, 48 mm	roll	190	111	250	551	12,320.36	161	72	300	533	11,917.88	227	42	250	519	11,604.84	221	42	300	563	12,588.68	2166	22.36	48,431.76	
69	31201512-TA-T01	TAPE, transparent, 24mm	roll	181	107	250	538	6,014.84	152	84	230	466	5,209.88	218	54	220	492	5,500.56	212	55	220	487	5,444.66	1983	11.18	22,169.94	
70	31201512-TA-T02	TAPE, transparent, 48 mm	roll	84	107	150	341	7,696.37	89	74	300	463	10,449.91	124	44	200	368	8,305.76	119	44	200	363	8,192.91	1535	22.57	34,644.95	
71	31151507-TW-P01	TWINE, plastic	roll	45	19	50	114	7,594.68	27	7	40	74	4,929.88	33	6	50	89	5,929.18	27	4	40	71	4,730.02	348	66.62	23,183.76	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
75	44101807-CA-C01	CALCULATOR, Compact	unit	3	0	5	8	2,129.92	0	0	5	5	1,331.20	1	0	5	6	1,597.44	0	0	5	5	1,331.20	24	266.24	6,389.76	
77	44122105-BF-C01	CLIP, backfold, 19mm	box	191	63	90	344	2,999.68	129	12	200	341	2,973.52	130	12	200	342	2,982.24	128	12	150	290	2,528.80	1317	8.72	11,484.24	
78	44122105-BF-C02	CLIP, backfold, 25mm	box	204	113	150	467	6,888.25	129	33	220	382	5,634.50	143	22	220	385	5,678.75	139	22	220	381	5,619.75	1615	14.75	23,821.25	
79	44122105-BF-C03	CLIP, backfold, 32mm	box	201	119	150	470	12,013.20	126	30	230	386	9,866.16	140	18	290	448	11,450.88	136	16	200	352	8,997.12	1656	25.56	42,327.36	
80	44122105-BF-C04	CLIP, backfold, 50mm	box	188	114	150	452	25,330.08	123	15	210	348	19,501.92	137	4	210	351	19,670.04	133	5	210	348	19,501.92	1499	56.04	84,003.96	
81	44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	309	186	225	720	8,301.60	235	151	245	631	7,275.43	260	130	275	665	7,667.45	250	130	250	630	7,263.90	2646	11.53	30,508.38	
82	44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	56	57	80	193	6,451.99	30	22	100	152	5,081.36	39	20	100	159	5,315.37	36	16	90	142	4,747.06	646	33.43	21,595.78	
83	44111515-DF-B01	DATA FILE BOX	piece	392	117	400	909	70,174.80	308	80	500	888	68,553.60	340	79	500	919	70,946.80	218	75	500	793	61,219.60	3509	77.20	270,894.80	
85	44103202-DS-M01	DATING AND STAMPING MACHINE	piece	57	17	50	124	56,291.04	17	11	30	58	26,329.68	30	8	30	68	30,869.28	22	3	20	45	20,428.20	295	453.96	133,918.20	
86	44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	60	10	30	100	76,440.00	8	2	20	30	22,932.00	11	2	20	33	25,225.20	9	1	20	30	22,932.00	193	764.40	147,529.20	
87	44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	60	11	20	91	89,245.52	7	2	20	29	28,440.88	8	1	20	29	28,440.88	6		20	26	25,498.72	175	980.72	171,626.00	
88	44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	55	2	10	67	49,472.80	5	1	10	16	11,814.40	7	1	10	18	13,291.20	10	0	10	20	14,768.00	121	738.40	89,346.40	
89	44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	264	98	150	512	15,610.88	162	78	250	490	14,940.10	387	73	150	610	18,598.90	187	53	150	390	11,891.10	2002	30.49	61,040.98	
90	44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	259	16	30	305	131,918.60	117	5	50	172	74,393.44	138	8	30	176	76,123.52	117	5	30	152	65,743.04	805	432.52	348,178.60	
92	44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	17	16	40	73	832.93	13	5	40	58	661.78	19	2	30	51	581.91	1	4	35	40	456.40	222	11.41	2,533.02	
94	44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	197	88	150	435	41,168.40	133	40	230	403	38,139.92	148	34	230	412	38,991.68	133	33	200	366	34,638.24	1616	94.64	152,938.24	
95	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, legal	piece	191	52	200	443	37,743.60	125	31	350	506	43,111.20	137	31	250	418	35,613.60	135	27	220	382	32,546.40	1749	85.20	149,014.80	
98	44122011-FO-F01	FOLDER, Fancy with slide, A4, 50 pieces per bundle	bundle	10	2	10	22	5,948.80	0	3	10	13	3,515.20	0	2	10	12	3,244.80	0	2	10	12	3,244.80	59	270.40	15,953.60	

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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		
99	44122011-FO-F02	FOLDER, Fancy with slide, legal, 50 pieces per bundle	bundle	10	1	10	21	6,016.92	0	1	10	11	3,151.72	0	1	10	11	3,151.72	0	1	10	11	3,151.72	54	286.52	15,472.08	
100	44122011-FO-L01	FOLDER, L-type, A4, 50 pieces per pack	pack	119	2	10	131	24,567.74	5	2	10	17	3,188.18	6	7	10	23	4,313.42	5	7	10	22	4,125.88	193	187.54	36,195.22	
102	44122027-FO-P01	FOLDER, pressboard, 100 pieces per box	box	42	6	10	58	55,253.12	22	4	40	66	62,874.24	40	4	25	69	65,732.16	22	4	25	51	48,584.64	244	952.64	232,444.16	
103	44122011-FO-T03	FOLDER with tab, A4, 100 pieces per pack	pack	94	31	150	275	79,508.00	53	10	150	213	61,582.56	62	11	100	173	50,017.76	53	10	100	163	47,126.56	824	289.12	238,234.88	
104	44122011-FO-T04	FOLDER with tab, legal, 100 pieces per pack	pack	113	32	100	245	81,648.70	72	10	90	172	57,320.72	75	12	80	167	55,654.42	69	10	90	169	56,320.94	753	333.26	250,944.78	
105	44122008-IT-T01	INDEX TAB, self-adhesive, transparent, 5 sets per box	box	93	15	100	208	13,126.88	68	3	50	121	7,636.31	73	1	50	124	7,825.64	67	1	50	118	7,446.98	571	63.11	36,035.81	
107	44121716-MA-F01	MARKER, Flourescent, 3 colors per set	set	93	39	150	282	10,338.12	73	30	200	303	11,107.98	80	22	150	252	9,238.32	80	22	130	232	8,505.12	1069	36.66	39,189.54	
108	44121708-MP-B01	MARKER, Permanent, Black	piece	172	82	300	554	4,138.38	129	45	200	374	2,793.78	141	45	150	336	2,509.92	134	40	150	324	2,420.28	1588	7.47	11,862.36	
109	44121708-MP-B02	MARKER, Permanent, Blue	piece	173	71	100	344	2,569.68	164	40	200	404	3,017.88	147	34	200	381	2,846.07	169	33	150	352	2,629.44	1481	7.47	11,063.07	
110	44121708-MP-B03	MARKER, Permanent, Red	piece	132	41	60	233	1,740.51	94	30	70	194	1,449.18	101	31	80	212	1,583.64	94	28	80	202	1,508.94	841	7.47	6,282.27	
111	44121708-MW-B01	MARKER, Whiteboard, Black	piece	100	55	300	455	4,390.75	69	27	300	396	3,821.40	82	25	300	407	3,927.55	74	22	250	346	3,338.90	1604	9.65	15,478.60	
112	44121708-MW-B02	MARKER, Whiteboard, Blue	piece	101	54	150	305	2,943.25	74	27	200	301	2,904.65	85	24	150	259	2,499.35	79	22	150	251	2,422.15	1116	9.65	10,769.40	
113	44121708-MW-B03	MARKER, Whiteboard, Red	piece	78	31	80	189	1,823.85	57	19	120	196	1,891.40	57	21	80	158	1,524.70	57	19	50	126	1,215.90	669	9.65	6,455.85	
114	44122104-PC-G01	PAPER CLIP, vinly/plastic coated, 33mm	box	291	106	100	497	4,383.54	176	29	200	405	3,572.10	184	19	200	403	3,554.46	181	17	180	378	3,333.96	1683	8.82	14,844.06	
115	44122104-PC-J02	PAPER CLIP, vinly/plastic coated, jumbo, 50mm	box	276	147	100	523	7,206.94	162	38	200	400	5,512.00	175	38	200	413	5,691.14	172	38	200	410	5,649.80	1746	13.78	24,059.88	
116	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, table top	unit	1	0	0	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	
117	44121706-PE-L01	PENCIL, lead/graphite, with eraser, one (1) dozen per box	box	82	37	100	219	4,553.01	54	4	100	158	3,284.82	58	10	90	158	3,284.82	54	4	90	148	3,076.92	683	20.79	14,199.57	
118	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	46	39	40	125	26,608.75	30	3	50	83	17,668.21	34	4	45	83	17,668.21	32	0	50	82	17,455.34	373	212.87	79,400.51	
119	44101602-PU-P01	PUNCHER, paper, heavy duty	piece	51	47	50	148	22,318.40	32	8	60	100	15,080.00	37	8	60	105	15,834.00	32	3	70	105	15,834.00	458	150.80	69,066.40	
120	44122037-RB-P10	RING BINDER, plastic, 32 mm, 10 pieces per bundle	bundle	5	6	3	14	3,839.22	5	3	3	11	3,016.53	5	4	3	12	3,290.76	5	0	5	10	2,742.30	47	274.23	12,888.81	
121	44122101-RU-B01	RUBBER BAND No. 18, 350g	box	61	102	50	213	28,797.60	45	45	60	150	20,280.00	70	22	70	162	21,902.40	65	22	80	167	22,578.40	692	135.20	93,558.40	
122	44121905-SP-F01	STAMP PAD, felt	piece	48	20	90	158	6,307.36	31	28	90	149	5,948.08	36	10	90	136	5,429.12	32	19	90	141	5,628.72	584	39.92	23,313.28	
123	44121618-SS-S01	SCISSORS, symmetrical or asymmetrical	pair	82	53	100	235	7,841.95	52	28	50	130	4,338.10	53	20	50	123	4,104.51	48	16	50	114	3,804.18	602	33.37	20,088.74	
124	44121615-ST-S01	STAPLER, standard type	piece	69	42	100	211	30,721.60	44	18	50	112	16,307.20	62	9	50	121	17,617.60	54	8	50	112	16,307.20	556	145.60	80,953.60	
125	44121615-ST-B01	STAPLER, heavy duty (binder type), desktop	unit	12	15	20	47	41,743.52	3	9	10	22	19,539.52	1	10	10	21	18,651.36	3	6	10	19	16,875.04	109	888.16	96,809.44	
126	44121613-SR-P01	STAPLE REMOVER, plier type	piece	77	49	80	206	5,741.22	50	29	80	159	4,431.33	67	21	70	158	4,403.46	60	20	70	150	4,180.50	673	27.87	18,756.51	
127	44121605-TD-T01	TAPE DISPENSER, table top	piece	55	32	50	137	9,973.60	34	12	70	116	8,444.80	45	9	60	114	8,299.20	39	6	60	105	7,644.00	472	72.80	34,361.60	
PAPER MATERIALS AND PRODUCTS																											
128	14111525-CA-A01	CARTOLINA, assorted colors, 20 pieces of assorted colors per	pack	84	10	15	109	9,125.48	44	9	46	99	8,288.28	55	8	31	94	7,869.68	44	1	31	76	6,362.72	378	83.72	31,646.16	
135	14111609-LL-C01	LOOSELEAF COVER, 50 sets per bundle	bundle	0	0	2	2	1,589.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	794.96	1,589.92	
136	14111514-NP-S02	NOTE PAD, stick on, 2" x 3", 100 sheets per pad	pad	161	100	155	416	15,416.96	98	131	300	529	19,604.74	118	60	300	478	17,714.68	118	53	250	421	15,602.26	1844	37.06	68,338.64	
137	14111514-NP-S04	NOTE PAD, stick on, 3" x 4", 100 sheets per pad	pad	180	67	250	497	29,462.16	117	40	450	607	35,982.96	137	27	450	614	36,397.92	137	20	380	537	31,833.36	2255	59.28	133,676.40	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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					
138 14111514-NP-S03	NOTE PAD, stick on, 3" x 3", 100 sheets per pad	pad	170	105	150	425	22,100.00	107	74	320	501	26,052.00	127	61	220	408	21,216.00	127	54	200	381	19,812.00	1715	52.00	89,180.00	
139 14111514-NB-S01	NOTEBOOK, stenographer	piece	97	43	100	240	2,889.60	63	23	100	186	2,239.44	73	23	100	196	2,359.84	63	2	100	165	1,986.60	787	12.04	9,475.48	
140 14111507-PP-M01	PAPER, MULTICOPY A4, 500 sheets per ream	ream	1093	695	1300	3088	511,527.20	776	365	1500	2641	437,481.65	1141	305	1500	2946	488,004.90	1136	305	1500	2941	487,176.65	11616	165.65	1,924,190.40	
141 14111507-PP-M02	PAPER, MULTICOPY LEGAL, 500 sheets per ream	ream	756	391	500	1647	311,579.46	444	88	800	1332	251,987.76	673	63	800	1536	290,580.48	667	63	700	1430	270,527.40	5945	189.18	1,124,675.10	
144 14111531-PP-R01	PAD PAPER, ruled	pad	16	24	37	77	1,657.81	12	16	47	75	1,614.75	18	19	39	76	1,636.28	17	11	36	64	1,377.92	292	21.53	6,286.76	
146 14111531-RE-B01	RECORD BOOK, 300 PAGES	book	136	85	120	341	21,278.40	93	49	150	292	18,220.80	123	31	150	304	18,969.60	117	28	110	255	15,912.00	1192	62.40	74,380.80	
147 14111531-RE-B02	RECORD BOOK, 500 PAGES	book	145	83	150	378	39,312.00	105	47	120	272	28,288.00	136	33	130	299	31,096.00	129	30	130	289	30,056.00	1238	104.00	128,752.00	
148 14111818-TH-P02	THERMAL PAPER, 216mm	roll	7	2	10	19	1,057.16	7	0	40	47	2,615.08	7	1	25	33	1,836.12	7	0	25	32	1,780.48	131	55.64	7,288.84	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																										
8 44103105-EP-B17	INK CARTRIDGE, EPSON C13T664100 (T6641), Black	cart	10	8	10	28	6,988.80	10	1	47	58	14,476.80	10	1	32	43	10,732.80	10	1	32	43	10,732.80	172	249.60	42,931.20	
9 44103105-EP-C17	INK CARTRIDGE, EPSON C13T664200 (T6642), Cyan	cart	10	8	10	28	6,988.80	10	1	47	58	14,476.80	10	1	32	43	10,732.80	10	1	32	43	10,732.80	172	249.60	42,931.20	
10 44103105-EP-M17	INK CARTRIDGE, EPSON C13T664300 (T6643), Magenta	cart	10	8	10	28	6,988.80	10	1	47	58	14,476.80	10	1	32	43	10,732.80	10	1	32	43	10,732.80	172	249.60	42,931.20	
11 44103105-EP-Y17	INK CARTRIDGE, EPSON C13T664400 (T6644), Yellow	cart	10	8	10	28	6,988.80	10	1	47	58	14,476.80	10	1	32	43	10,732.80	10	1	32	43	10,732.80	172	249.60	42,931.20	
62 44103112-EP-R05	RIBBON CARTRIDGE, EPSON C13S015516 (#8750), Black	cart	0	30	0	30	2,322.90	0	20	0	20	1,548.60	0	0	30	30	2,322.90	0	0	20	20	1,548.60	100	77.43	7,743.00	
63 44103112-EP-R13	RIBBON CARTRIDGE, EPSON C13S015632, Black	cart	0	30	0	30	2,338.20	0	10	30	40	3,117.60	0	10	20	30	2,338.20	0	10	30	40	3,117.60	140	77.94	10,911.60	
81 44103103-HP-B22	TONER CARTRIDGE, HP CE285A (HP85A), Black	cart	0	91	2	93	301,572.96	0	91	2	93	301,572.96	0	91	2	93	301,572.96	0	91	0	91	295,087.52	370	3,242.72	1,199,806.40	
130 44103103-HP-B34	TONER CARTRIDGE, HP Q2612A, Black	cart	0	0	4	4	14,976.00	0	0	4	4	14,976.00	0	0	4	4	14,976.00	0	0	4	4	14,976.00	16	3,744.00	59,904.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
1	Flash drive 16gb	pcs	80	78	90	248	73,160.00	53	23	90	166	48,970.00	74	16	80	170	50,150.00	65	15	60	140	41,300.00	724	295.00	213,580.00	
2	Ballpen Black	pcs	1265	448	1000	2713	13,565.00	919	258	900	2077	10,385.00	1003	213	900	2116	10,580.00	975	312	900	2187	10,935.00	9093	5.00	45,465.00	
3	Ballpen Blue	pcs	1195	377	800	2372	11,860.00	899	207	900	2006	10,030.00	991	152	900	2043	10,215.00	955	162	800	1917	9,585.00	8338	5.00	41,690.00	
4	Ballpen Red	pcs	588	241	500	1329	6,645.00	414	91	400	905	4,525.00	482	86	400	968	4,840.00	436	96	450	982	4,910.00	4184	5.00	20,920.00	
5	Battery 9V	pack	121	6	20	147	14,700.00	71	6	50	127	12,700.00	71	7	50	128	12,800.00	71	7	50	128	12,800.00	530	100.00	53,000.00	
6	Corrugated Box	pcs	1161	365	1000	2526	169,242.00	599	190	1000	1789	119,863.00	664	185	1000	1849	123,883.00	644	165	1000	1809	121,203.00	7973	67.00	534,191.00	
7	DVD Rewritable	pcs	2		20	22	479.38	2		16	18	392.22	2		13	15	326.85	2		13	15	326.85	70	21.79	1,525.30	
8	Envelope with Logo	box	276	61	150	487	599,588.16	126	43	150	319	392,748.71	186	24	150	360	443,227.38	126	11	150	287	353,350.72	1453	1,231.19	1,788,914.97	
9	Index Card Box Big	pcs	414	11	20	445	66,750.00	214	3	20	237	35,550.00	214	7	20	241	36,150.00	214	5	20	239	35,850.00	1162	150.00	174,300.00	
10	Index Card Box Small	pcs	411	9	20	440	44,000.00	211	4	20	235	23,500.00	211	7	20	238	23,800.00	461	6	20	487	48,700.00	1400	100.00	140,000.00	
11	Index Card 3x5	pack	19	6	20	45	900.00	19	2	20	41	820.00	19	3	20	42	840.00	39	2	20	61	1,220.00	189	20.00	3,780.00	
12	Index Card 5x8	pack	22	9	30	61	2,867.00	272	5	50	327	15,369.00	272	6	270	548	25,756.00	32	5	270	307	14,429.00	1243	47.00	58,421.00	
13	Paper Mimeo	ream	841	526	600	1967	363,895.00	310	326	700	1336	247,160.00	560	292	800	1652	305,620.00	540	292	800	1632	301,920.00	6587	185.00	1,218,595.00	
14	Paper with Letterhead A4	ream	749	74	500	1323	370,440.00	448	49	700	1197	335,160.00	478	43	800	1321	369,880.00	473	39	800	1312	367,360.00	5153	280.00	1,442,840.00	

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue (as of 28 July 2022)	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
15		Paste	pcs	24	37	90	151	5,285.00	21	29	90	140	4,900.00	22	29	80	131	4,585.00	21	28	80	129	4,515.00	551	35.00	19,285.00
16		Push Pin	pack	76	34	50	160	8,000.00	40	31	50	121	6,050.00	70	7	40	117	5,850.00	45	5	40	90	4,500.00	488	50.00	24,400.00
17		Ruler 12"	pcs	42	18	50	110	660.00	21	7	40	68	408.00	23	16	30	69	414.00	31	9	20	60	360.00	307	6.00	1,842.00
18		Ruler 18"	pcs	53	17	50	120	12,240.00	34	4	60	98	9,996.00	38	11	50	99	10,098.00	44	4	40	88	8,976.00	405	102.00	41,310.00
19		Sign Here	pack	246	73	300	619	43,330.00	195	43	400	638	44,660.00	210	39	250	499	34,930.00	205	30	250	485	33,950.00	2241	70.00	156,870.00
20		Sign Pen Black 1.0	pcs	415	85	350	850	57,800.00	309	80	350	739	50,252.00	319	70	300	689	46,852.00	309	70	250	629	42,772.00	2907	68.00	197,676.00
21		Sign Pen Blue 1.0	pcs	380	73	200	653	44,404.00	280	68	150	498	33,864.00	290	58	150	498	33,864.00	290	58	200	548	37,264.00	2197	68.00	149,396.00
22		Sign pen Red 1.0	pcs	280	63	160	503	34,204.00	180	58	160	398	27,064.00	200	48	160	408	27,744.00	190	48	160	398	27,064.00	1707	68.00	116,076.00
23		Tape Double Sided	roll	102	62	150	314	6,280.00	75	32	150	257	5,140.00	81	100	84	265	5,300.00	95	50	82	227	4,540.00	1063	20.00	21,260.00
24		Canon 303	cart	117	38	55	210	588,000.00	65	8	112	185	518,000.00	67	8	109	184	515,200.00	65	6	94	165	462,000.00	744	2,800.00	2,083,200.00
25		Canon 312	cart	30	15	28	73	204,400.00	30	5	68	103	288,400.00	22	5	53	80	224,000.00	27	4	53	84	235,200.00	340	2,800.00	952,000.00
26		HP 107A	cart	27	4		31	9,145.00	27	4		31	9,145.00	27	4		31	9,145.00	27	4		31	9,145.00	124	295.00	36,580.00
27		Epson 003 Cyan	pcs	49	33	51	133	39,235.00	45	13	71	129	38,055.00	59	3	71	133	39,235.00	55	3	71	129	38,055.00	524	295.00	154,580.00
28		Epson 003 Yellow	pcs	49	33	51	133	39,235.00	45	13	71	129	38,055.00	59	3	71	133	39,235.00	55	3	71	129	38,055.00	524	295.00	154,580.00
29		Epson 003 Magenta	pcs	49	33	51	133	39,235.00	45	13	71	129	38,055.00	59	3	71	133	39,235.00	55	3	71	129	38,055.00	524	295.00	154,580.00
30		Epson 003 Black	pcs	67	39	53	159	46,905.00	61	19	73	153	45,135.00	77	9	73	159	46,905.00	71	9	73	153	45,135.00	624	295.00	184,080.00
31		Epson Black 774 M100	pcs	204	52	37	293	161,150.00	152	44	70	266	146,300.00	108	31	55	194	106,700.00	167	27	55	249	136,950.00	1002	550.00	551,100.00
32		Epson 005 Black	pcs			3	3	1,695.00			3	3	1,695.00			3	3	1,695.00			3	3	1,695.00	12	565.00	6,780.00
33		Time Card	pack	10			10	1,090.00	60			60	6,540.00			30	30	3,270.00			30	30	3,270.00	130	109.00	14,170.00

A. TOTAL		P	20,000,000.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		P	2,000,000.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		P	-
D. GRAND TOTAL (A + B+ C)		P	22,000,000.00
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:			