

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (SAPP-CSE) 2026 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 (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 this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate form with the file name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.gle/ygzEaiJrNwqmdkkF6>
- 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 Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies with CSE requirements to edit and submit a Supplemental APP-CSE on their mPhilGEPS account.
- 9.0 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.

Reminders: Note: The APP-CSE for FY 2026 must be submitted on or before **31 August 2025**.

Department/Bureau/Office: UNIVERSITY OF THE PHILIPPINES MANILA
 Region: NCR
 Address: _____

Agency Code/UACS: 080080001670
 Organization Type: SUC

Contact Person: Ms. Kathlin-Kaye Tumambing Hidalgo
 Position: Administrative Aide VI
 Email: kthidalgo@up.edu.ph
 Telephone/Mobile Nos: 8814-1214

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount	
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
ALCOHOL Ethyl 1 Gallon	Gallon	Fund - 101	11	12	0	23	8,213.07	5	12	0	17	6,070.53	5	12	0	17	6,070.53	5	12	0	17	6,070.53	74	357.09	26,424.66	
ALCOHOL Ethyl 500ml	Bottle	Fund - 101	148	0	0	148	8,231.76	88	0	0	88	4,894.56	148	0	0	148	8,231.76	88	0	0	88	4,894.56	472	55.62	26,252.64	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
CLEARBOOK A4	Piece	Fund - 101	15	0	0	15	525.00	0	0	0	0	0.00	15	0	0	15	525.00	0	0	0	0	0.00	30	35.00	1,050.00	
ERASER Plastic/Rubber	Piece	Fund - 101	20	10	0	30	276.00	24	0	0	24	220.80	20	0	0	20	184.00	24	0	0	24	220.80	98	9.20	901.60	
SIGN PEN Extra fine tip blue	Piece	Fund - 101	140	24	0	164	4,380.44	5	0	0	5	133.55	140	24	0	164	4,380.44	5	0	0	5	133.55	338	26.71	9,027.98	
SIGN PEN Extra fine tip red	Piece	Fund - 101	65	0	0	65	1,736.15	5	0	0	5	133.55	55	0	0	55	1,469.05	5	0	0	5	133.55	130	26.71	3,472.30	
SIGN PEN Extra fine tip black	Piece	Fund - 101	135	0	0	135	3,605.85	5	0	0	5	133.55	125	10	0	135	3,605.85	5	0	0	5	133.55	280	26.71	7,478.80	
SIGN PEN, Fine tip, Black	Piece	Fund - 101	64	0	0	64	1,948.80	30	0	0	30	913.50	64	0	0	64	1,948.80	30	0	0	30	913.50	188	30.45	5,724.60	
SIGN PEN, Fine tip, Blue	Piece	Fund - 101	54	0	0	54	1,644.30	30	0	0	30	913.50	42	0	0	42	1,278.90	30	0	0	30	913.50	156	30.45	4,750.20	
SIGN PEN, Fine tip, Red	Piece	Fund - 101	13	0	0	13	395.85	10	0	0	10	304.50	13	0	0	13	395.85	10	0	0	10	304.50	46	30.45	1,400.70	
WRAPPING PAPER kraft	Package	Fund - 101	8	2	0	10	1,612.00	0	0	0	0	0.00	0	8	0	8	1,289.60	0	0	0	0	0.00	18	161.20	2,901.60	
BATTERIES AND CELLS AND ACCESSORIES																										
BATTERY dry cell AAA	Package	Fund - 101	82	15	0	97	1,778.98	20	10	0	30	550.20	82	10	0	92	1,687.28	20	10	0	30	550.20	249	18.34	4,566.66	
BATTERY dry Cell size AA	Package	Fund - 101	86	15	0	101	2,069.49	20	10	0	30	614.70	86	10	0	96	1,967.04	20	10	0	30	614.70	257	20.49	5,265.93	
CLEANING EQUIPMENT AND SUPPLIES																										
AIR FRESHENER Aerosol Type	Canister	Fund - 101	147	0	0	147	18,345.60	19	0	0	19	2,371.20	125	0	0	125	15,600.00	19	0	0	19	2,371.20	310	124.80	38,688.00	
BROOM (Walis Tambo)	Piece	Fund - 101	12	0	0	12	1,497.60	12	0	0	12	1,497.60	12	0	0	12	1,497.60	12	0	0	12	1,497.60	48	124.80	5,990.40	
BROOM (Walis Ting-Ting)	Piece	Fund - 101	3	0	0	3	78.00	3	0	0	3	78.00	3	0	0	3	78.00	3	0	0	3	78.00	12	26.00	312.00	
CLEANER toilet and urinal	Bottle	Fund - 101	23	0	0	23	956.80	23	12	0	35	1,456.00	23	0	0	23	956.80	23	12	0	35	1,456.00	116	41.60	4,825.60	
DETERGENT BAR 140g	Piece	Fund - 101	25	0	0	25	233.50	25	0	0	25	233.50	25	0	0	25	233.50	25	0	0	25	233.50	100	9.34	934.00	
DETERGENT POWDER all-purpose	Pouch	Fund - 101	57	0	0	57	3,082.56	45	0	0	45	2,433.60	57	0	0	57	3,082.56	45	0	0	45	2,433.60	204	54.08	11,032.32	
DISINFECTANT SPRAY aerosol 400g (min)	Canister	Fund - 101	56	100	0	156	21,822.84	26	0	0	26	3,637.14	44	100	0	144	20,144.16	26	0	0	26	3,637.14	352	139.89	49,241.28	
DUST PAN	Piece	Fund - 101	8	0	0	8	374.40	0	8	0	8	374.40	8	0	0	8	374.40	0	8	0	8	374.40	32	46.80	1,497.60	
FURNITURE CLEANER	Can	Fund - 101	72	0	0	72	10,180.08	15	0	0	15	2,120.85	65	0	0	65	9,190.35	15	0	0	15	2,120.85	167	141.39	23,612.13	
HAND SOAP LIQUID 500ml	Bottle	Fund - 101	47	0	2	49	2,104.55	33	2	0	35	1,503.25	47	0	2	49	2,104.55	33	2	0	35	1,503.25	168	42.95	7,215.60	
MOP BUCKET heavy duty hard plastic	Unit	Fund - 101	0	0	0	0	0.00	5	0	0	5	11,440.00	0	0	0	0	0.00	0	0	0	0	0.00	5	2,288.00	11,440.00	

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																			Total Quantity	Price Catalogue	Total Amount			
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4				Q4 Amt		
RAGS	Bundle	Fund - 101	26	124	0	150	11,544.00	20	0	0	20	1,539.20	20	30	0	50	3,848.00	20	0	0	20	1,539.20	240	76.96	18,470.40		
TRASHBAG XXL size	Package	Fund - 101	322	12	0	334	43,420.00	20	0	0	20	2,600.00	322	12	0	334	43,420.00	20	0	0	20	2,600.00	708	130.00	92,040.00		
WASTEBASKET	Piece	Fund - 101	0	30	0	30	1,310.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	43.68	1,310.40		
COLOR COMPOUNDS AND DISPERSIONS																											
STAMP PAD Ink	Bottle	Fund - 101	1	0	5	6	172.74	0	0	0	0	0.00	1	0	0	1	28.79	0	0	0	0	0.00	7	28.79	201.53		
FILMS																											
ACETATE	Roll	Fund - 101	0	2	10	12	14,926.08	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	1,243.84	14,926.08		
FIRE FIGHTING EQUIPMENT																											
FIRE EXTINGUISHER dry chemical	Unit	Fund - 101	20	0	20	40	45,760.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	40	1,144.00	45,760.00		
FURNITURE AND FURNISHINGS																											
MONOBLOC CHAIR white	Piece	Fund - 101	0	0	0	0	0.00	0	50	0	50	17,732.00	0	0	0	0	0.00	0	0	0	0	0.00	50	354.64	17,732.00		
HEATING AND VENTILATION AND AIR CIRCULATION																											
ELECTRIC FAN Stand Type	Unit	Fund - 101	2	0	0	2	3,120.00	0	4	0	4	6,240.00	0	0	0	0	0.00	0	4	0	4	6,240.00	10	1,560.00	15,600.00		
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
COMPUTER MOUSE Wireless	Unit	Fund - 101	5	10	0	15	2,391.00	6	0	0	6	956.40	0	0	0	0	0.00	0	0	0	0	0.00	21	159.40	3,347.40		
DESKTOP FOR MID-RANGE USERS	Unit	Fund - 101	10	0	0	10	423,904.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	42,390.40	423,904.00		
DIGITAL VOICE RECORDER	Unit	Fund - 101	7	0	0	7	51,374.12	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	7,339.16	51,374.12		
EXTERNAL HARD DRIVE	Unit	Fund - 101	1	0	0	1	3,014.96	4	0	0	4	12,059.84	0	0	0	0	0.00	0	0	0	0	0.00	5	3,014.96	15,074.80		
FLASH DRIVE 64GB capacity	Piece	Fund - 101	23	0	0	23	3,513.02	0	0	0	0	0.00	20	0	0	20	3,054.80	0	0	0	0	0.00	43	152.74	6,567.82		
LAPTOP MID-RANGE	Unit	Fund - 101	10	0	0	10	423,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	42,380.00	423,800.00		
PAPER SHREDDER	Unit	Fund - 101	0	5	0	5	80,537.60	0	0	0	0	0.00	0	0	5	5	80,537.60	0	0	0	0	0.00	10	16,107.52	161,075.20		
PRINTER impact dot matrix 24 pins 136 columns	Unit	Fund - 101	0	2	0	2	76,201.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	38,100.97	76,201.94		
PRINTER Laser Monochrome	Unit	Fund - 101	0	7	0	7	64,413.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	7	9,201.92	64,413.44		
LIGHTING AND FIXTURES AND ACCESSORIES																											
LIGHT EMITTING DIODE (LED) Light Bulb	Piece	Fund - 101	110	0	0	110	8,317.10	0	0	0	0	0.00	100	0	0	100	7,561.00	0	0	0	0	0.00	210	75.61	15,878.10		
LINEAR TUBE Light Emitting Diode (LED) 18 watts	Piece	Fund - 101	85	0	0	85	17,494.70	0	0	0	0	0.00	85	0	0	85	17,494.70	0	0	0	0	0.00	170	205.82	34,989.40		
MANUFACTURING COMPONENTS AND SUPPLIES																											
STAPLE WIRE heavy duty (binder type)	Box	Fund - 101	6	0	0	6	218.40	0	24	0	24	873.60	1	0	0	1	36.40	0	24	0	24	873.60	55	36.40	2,002.00		
STAPLE WIRE standard	Box	Fund - 101	150	0	0	150	4,212.00	24	0	0	24	673.92	100	0	0	100	2,808.00	24	0	0	24	673.92	298	28.08	8,367.84		
TAPE masking 24mm	Roll	Fund - 101	29	200	2	231	13,453.44	16	2	0	18	1,048.32	18	11	2	31	1,805.44	28	0	0	28	1,630.72	308	58.24	17,937.92		
TAPE MASKING 48mm	Roll	Fund - 101	7	30	0	37	5,117.84	0	0	0	0	0.00	0	7	0	7	968.24	0	0	0	0	0.00	44	138.32	6,086.08		
TAPE packaging 48mm	Roll	Fund - 101	15	112	5	132	3,843.84	0	5	0	5	145.60	5	12	0	17	495.04	0	0	0	0	0.00	154	29.12	4,484.48		
TAPE transparent 24mm	Roll	Fund - 101	15	236	2	253	4,473.04	3	2	0	5	88.40	7	38	0	45	795.60	5	0	0	5	88.40	308	17.68	5,445.44		
TAPE transparent 48mm	Roll	Fund - 101	2	50	2	54	1,572.48	0	2	0	2	58.24	0	2	0	2	58.24	2	0	0	2	58.24	60	29.12	1,747.20		
TWINE plastic	Roll	Fund - 101	5	15	0	20	1,414.40	0	0	0	0	0.00	5	0	0	5	353.60	0	0	0	0	0.00	25	70.72	1,768.00		
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
RULER plastic 450mm	Piece	Fund - 101	0	20	0	20	398.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	19.93	398.60		
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
BLADE for general purpose cutter/utility knife	Tube	Fund - 101	5	10	0	15	245.55	0	0	0	0	0.00	5	0	0	5	81.85	0	0	0	0	0.00	20	16.37	327.40		
CALCULATOR Compact	Unit	Fund - 101	16	0	0	16	3,475.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	217.24	3,475.84		
CLIP Backfold 19mm	Box	Fund - 101	77	0	2	79	879.27	12	0	0	12	133.56	77	2	0	79	879.27	12	0	0	12	133.56	182	11.13	2,025.66		
CLIP backfold 25mm	Box	Fund - 101	77	0	0	77	1,509.97	12	0	0	12	235.32	77	0	0	77	1,509.97	12	0	0	12	235.32	178	19.61	3,490.58		
CLIP Backfold 32mm	Box	Fund - 101	80	0	0	80	2,312.80	12	0	0	12	346.92	80	0	0	80	2,312.80	12	0	0	12	346.92	184	28.91	5,319.44		
CLIP Backfold 50mm	Box	Fund - 101	60	0	0	60	3,773.40	10	0	0	10	628.90	60	0	0	60	3,773.40	10	0	0	10	628.90	140	62.89	8,804.60		
CORRECTION TAPE	Piece	Fund - 101	167	48	5	220	4,221.80	20	48	0	68	1,304.92	167	48	0	215	4,125.85	20	48	0	68	1,304.92	571	19.19	10,957.49		
CUTTER/UTILITY KNIFE for general purpose	Piece	Fund - 101	11	50	0	61	1,808.04	0	0	0	0	0.00	11	0	0	11	326.04	0	0	0	0	0.00	72	29.64	2,134.08		
DATA FILE BOX	Piece	Fund - 101	18	25	0	43	6,407.43	10	0	0	10	1,490.10	37	0	0	37	5,513.37	10	0	0	10	1,490.10	100	149.01	14,901.00		

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																			Total Quantity	Price Catalogue	Total Amount			
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4				Q4 Amt		
DATA FOLDER	Piece	Fund - 101	50	0	0	50	4,992.00	0	0	0	0	0.00	50	0	0	0	50	4,992.00	0	0	0	0	0.00	100	99.84	9,984.00	
DATER STAMP	Piece	Fund - 101	10	0	0	10	4,257.80	0	0	0	0	0.00	0	0	0	0	0	0.00	0	0	0	0	0.00	10	425.78	4,257.80	
ENVELOPE Documentary A4	Box	Fund - 101	0	8	0	8	6,780.80	0	0	0	0	0.00	0	0	0	0	0.00	2	0	0	2	1,695.20	10	847.60	8,476.00		
ENVELOPE Documentary Legal	Box	Fund - 101	5	10	0	15	15,271.65	0	2	0	2	2,036.22	5	0	0	5	5,090.55	0	2	0	2	2,036.22	24	1,018.11	24,434.64		
ENVELOPE Expanding Kraft	Box	Fund - 101	0	2	0	2	1,921.92	0	2	0	2	1,921.92	0	0	0	0	0.00	0	2	0	2	1,921.92	6	960.96	5,765.76		
ENVELOPE expanding plastic	Piece	Fund - 101	0	10	0	10	304.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	30.49	304.90		
ENVELOPE Mailing	Box	Fund - 101	3	3	0	6	2,763.06	0	0	0	0	0.00	3	0	0	3	1,381.53	0	0	0	0	0.00	9	460.51	4,144.59		
ENVELOPE Mailing with Window	Box	Fund - 101	0	3	0	3	1,571.85	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	523.95	1,571.85		
ERASER Felt Blackboard/Whiteboard	Piece	Fund - 101	25	10	0	35	506.80	5	0	0	5	72.40	25	0	0	25	362.00	5	0	0	5	72.40	70	14.48	1,013.60		
FASTENER metal	Box	Fund - 101	22	20	0	42	3,974.88	0	0	0	0	0.00	17	0	0	17	1,608.88	0	0	0	0	0.00	59	94.64	5,583.76		
FOLDER L-type Legal	Pack	Fund - 101	20	0	0	20	4,981.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	249.08	4,981.60		
FOLDER pressboard	Box	Fund - 101	1	20	0	21	40,950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21	1,950.00	40,950.00		
FOLDER, L-TYPE, PLASTIC, for A4 size documents	Pack	Fund - 101	6	0	0	6	1,137.54	0	0	0	0	0.00	6	0	0	6	1,137.54	0	0	0	0	0.00	12	189.59	2,275.08		
MARKER fluorescent	Set	Fund - 101	66	0	0	66	2,053.26	0	0	0	0	0.00	66	0	0	66	2,053.26	0	0	0	0	0.00	132	31.11	4,106.52		
MARKER permanent black	Piece	Fund - 101	149	36	0	185	2,886.00	15	36	0	51	795.60	139	36	0	175	2,730.00	15	36	0	51	795.60	462	15.60	7,207.20		
MARKER permanent blue	Piece	Fund - 101	149	0	0	149	2,248.41	15	0	0	15	226.35	139	0	0	139	2,097.51	15	0	0	15	226.35	318	15.09	4,798.62		
MARKER permanent red	Piece	Fund - 101	81	0	0	81	1,206.90	6	0	0	6	89.40	81	0	0	81	1,206.90	6	0	0	6	89.40	174	14.90	2,592.60		
MARKER whiteboard black	Piece	Fund - 101	201	0	0	201	4,389.84	33	0	0	33	720.72	139	0	0	139	3,035.76	33	0	0	33	720.72	406	21.84	8,867.04		
MARKER whiteboard blue	Piece	Fund - 101	198	36	0	234	5,110.56	33	36	0	69	1,506.96	136	36	0	172	3,756.48	33	0	0	33	720.72	508	21.84	11,094.72		
MARKER whiteboard red	Piece	Fund - 101	95	0	0	95	2,074.80	13	0	0	13	283.92	65	0	0	65	1,419.60	13	0	0	13	283.92	186	21.84	4,062.24		
PAPER CLIP vinyl/plastic coated 33mm	Box	Fund - 101	25	200	0	225	1,989.00	25	0	0	25	221.00	25	0	0	25	221.00	25	0	0	25	221.00	300	8.84	2,652.00		
PAPER CLIP vinyl/plastic coated jumbo 50mm	Box	Fund - 101	30	150	0	180	3,502.80	25	24	0	49	953.54	30	24	0	54	1,050.84	25	0	0	25	486.50	308	19.46	5,993.68		
PENCIL Lead/Graphite With Eraser	Box	Fund - 101	10	112	0	122	5,454.62	10	12	0	22	983.62	10	12	0	22	983.62	10	12	0	22	983.62	188	44.71	8,405.48		
PENCIL SHARPENER	Piece	Fund - 101	10	5	0	15	3,572.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	238.16	3,572.40		
PUNCHER Paper Heavy Duty	Piece	Fund - 101	5	10	0	15	2,316.60	0	0	0	0	0.00	5	0	0	5	772.20	0	0	0	0	0.00	20	154.44	3,088.80		
RUBBER BAND No. 18	Box	Fund - 101	4	22	0	26	3,641.04	0	0	0	0	0.00	4	12	0	16	2,240.64	0	0	0	0	0.00	42	140.04	5,881.68		
SCISSORS Symmetrical / Asymmetrical	Pair	Fund - 101	6	100	0	106	3,888.08	0	0	0	0	0.00	6	0	0	6	220.08	0	0	0	0	0.00	112	36.68	4,108.16		
STAMP PAD felt	Piece	Fund - 101	1	10	0	11	439.12	0	0	0	0	0.00	1	0	0	1	39.92	0	0	0	0	0.00	12	39.92	479.04		
STAPLE REMOVER plier type	Piece	Fund - 101	27	30	0	57	2,015.52	0	0	0	0	0.00	17	0	0	17	601.12	0	0	0	0	0.00	74	35.36	2,616.64		
STAPLER standard type	Piece	Fund - 101	14	50	0	64	12,646.40	0	0	0	0	0.00	10	0	0	10	1,976.00	0	0	0	0	0.00	74	197.60	14,622.40		
TAPE DISPENSER Table Top	Unit	Fund - 101	7	20	0	27	2,088.72	0	0	0	0	0.00	5	0	0	5	386.80	0	0	0	0	0.00	32	77.36	2,475.52		
Office Equipment Supplies and Consumables																											
TAPE electrical	Roll	Fund - 101	30	0	0	30	583.50	0	0	0	0	0.00	30	0	0	30	583.50	0	0	0	0	0.00	60	19.45	1,167.00		
Office Supplies and Devices																											
GLUE All Purpose	Jar	Fund - 101	13	42	0	55	3,417.70	10	0	0	10	621.40	10	12	0	22	1,367.08	10	0	0	10	621.40	97	62.14	6,027.58		
PAPER MATERIALS AND PRODUCTS																											
CARTOLINA assorted colors	Package	Fund - 101	7	2	0	9	753.48	0	2	0	2	167.44	0	2	0	2	167.44	0	2	0	2	167.44	15	83.72	1,255.80		
COMPUTER CONTINUOUS FORM 1 ply 280mm x 241mm	Box	Fund - 101	0	0	20	20	19,427.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	971.36	19,427.20		
ENVELOPE Mailing White	Box	Fund - 101	1	0	0	1	450.32	0	4	0	4	1,801.28	0	0	0	0	0.00	0	0	0	0	0.00	5	450.32	2,251.60		
FOLDER with Tab A4	Pack	Fund - 101	24	20	12	56	21,257.60	0	0	12	12	4,555.20	18	0	12	30	11,388.00	0	0	12	12	4,555.20	110	379.60	41,756.00		
FOLDER with TAB Legal	Pack	Fund - 101	10	20	12	42	17,384.64	10	0	12	22	9,106.24	10	0	12	22	9,106.24	10	0	12	22	9,106.24	108	413.92	44,703.36		
NOTE PAD stick on 3" x 3"	Pad	Fund - 101	5	12	0	17	884.00	0	12	0	12	624.00	5	12	0	17	884.00	0	12	0	12	624.00	58	52.00	3,016.00		
NOTE PAD stick on 50mm x 76mm (2" x 3") min	Pad	Fund - 101	48	12	0	60	2,223.60	3	12	0	15	555.90	28	12	0	40	1,482.40	3	12	0	15	555.90	130	37.06	4,817.80		
NOTE PAD stick on 76mm x 100mm (3" x 4") min	Pad	Fund - 101	45	0	0	45	2,667.60	0	0	0	0	0.00	25	0	0	25	1,482.00	0	0	0	0	0.00	70	59.28	4,149.60		
PAD PAPER ruled	Pad	Fund - 101	10	0	0	10	431.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	43.14	431.40		
PAPER Multi-Purpose 70gsm (min.) Legal	Ream	Fund - 101	0	0	0	0	0.00	0	0	0	0	0.00	0	30	0	30	4,767.30	0	30	0	30	4,767.30	60	158.91	9,534.60		
PAPER Multi-Purpose A4	Ream	Fund - 101	765	60	0	825	113,635.50	755	60	0	815	112,258.10	765	60	0	825	113,635.50	755	60	0	815	112,258.10	3280	137.74	451,787.20		

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount		
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt					
PAPER MULTICOPY A4	Ream	Fund - 101	170	60	0	230	49,187.80	130	60	0	190	40,633.40	140	75	0	215	45,979.90	130	60	0	190	40,633.40	825	213.86	176,434.50		
PAPER MULTICOPY legal	Ream	Fund - 101	63	0	0	63	14,341.32	3	0	0	3	682.92	53	0	0	53	12,064.92	3	0	0	3	682.92	122	227.64	27,772.08		
PAPER parchment	Box	Fund - 101	3	0	0	3	462.63	0	0	0	0	0.00	3	0	0	3	462.63	0	0	0	0	0.00	6	154.21	925.26		
RECORD BOOK 300 pages	Book	Fund - 101	32	24	0	56	5,135.20	10	0	0	10	917.00	12	24	0	36	3,301.20	10	0	0	10	917.00	112	91.70	10,270.40		
STENO NOTEBOOK	Piece	Fund - 101	22	0	0	22	248.16	2	0	0	2	22.56	2	0	0	2	22.56	2	0	0	2	22.56	28	11.28	315.84		
TISSUE Interfolded Paper Towel	Package	Fund - 101	66	0	0	66	2,230.80	56	0	0	56	1,892.80	61	0	0	61	2,061.80	56	0	0	56	1,892.80	239	33.80	8,078.20		
TOILET TISSUE PAPER 2 ply	Package	Fund - 101	172	0	100	272	27,439.36	37	0	0	37	3,732.56	143	24	100	267	26,934.96	37	0	0	37	3,732.56	613	100.88	61,839.44		
PERFUMES OR COLOGNES OR FRAGRANCES																											
HAND SANITIZER 500mL	Bottle	Fund - 101	2	0	2	4	332.80	0	2	0	2	166.40	2	0	2	4	332.80	0	2	0	2	166.40	12	83.20	998.40		
PESTICIDES OR PEST REPELLENTS																											
INSECTICIDE aerosol type	Can	Fund - 101	151	0	0	151	38,749.62	27	12	0	39	10,008.18	127	12	0	139	35,670.18	27	12	0	39	10,008.18	368	256.62	94,436.16		
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
INK CARTRIDGE EPSON C13T664100 (T6641) BLACK	Cart	Fund - 101	20	0	0	20	4,638.00	0	0	0	0	0.00	20	0	0	20	4,638.00	0	0	0	0	0.00	40	231.90	9,276.00		
INK CARTRIDGE EPSON C13T664200 (T6642) CYAN	Cart	Fund - 101	20	0	0	20	4,844.00	0	0	0	0	0.00	20	0	0	20	4,844.00	0	0	0	0	0.00	40	242.20	9,688.00		
INK CARTRIDGE EPSON C13T664300 (T6643) MAGENTA	Cart	Fund - 101	20	0	0	20	4,844.00	0	0	0	0	0.00	20	0	0	20	4,844.00	0	0	0	0	0.00	40	242.20	9,688.00		
INK CARTRIDGE EPSON C13T664400 (T6644) YELLOW	Cart	Fund - 101	20	0	0	20	4,844.00	0	0	0	0	0.00	20	0	0	20	4,844.00	0	0	0	0	0.00	40	242.20	9,688.00		
INK CARTRIDGE HP CZ107AA (HP678) BLACK	Cart	Fund - 101	20	0	0	20	8,091.20	20	0	0	20	8,091.20	20	0	0	20	8,091.20	20	0	0	20	8,091.20	80	404.56	32,364.80		
INK CARTRIDGE HP CZ108AA (HP678) TRI-COLOR	Cart	Fund - 101	20	0	0	20	8,091.20	20	0	0	20	8,091.20	20	0	0	20	8,091.20	20	0	0	20	8,091.20	80	404.56	32,364.80		
INK CARTRIDGE HP F6V26AA (HP680) TRI-COLOR	Cart	Fund - 101	35	0	0	35	14,851.20	0	0	0	0	0.00	20	0	0	20	8,486.40	0	0	0	0	0.00	55	424.32	23,337.60		
INK CARTRIDGE HP F6V27AA (HP680) BLACK	Cart	Fund - 101	25	0	0	25	10,608.00	0	0	0	0	0.00	25	0	0	25	10,608.00	0	0	0	0	0.00	50	424.32	21,216.00		
Toner Cartridge Brother TN-456 Black High Yield	Cart	Fund - 101	10	0	0	10	45,645.60	0	0	0	0	0.00	10	0	0	10	45,645.60	0	0	0	0	0.00	20	4,564.56	91,291.20		
Toner Cartridge Brother TN-456 Cyan High Yield	Cart	Fund - 101	10	0	0	10	77,168.00	0	0	0	0	0.00	10	0	0	10	77,168.00	0	0	0	0	0.00	20	7,716.80	154,336.00		
Toner Cartridge Brother TN-456 Magenta High	Cart	Fund - 101	10	0	0	10	77,168.00	0	0	0	0	0.00	10	0	0	10	77,168.00	0	0	0	0	0.00	20	7,716.80	154,336.00		
TONER CARTRIDGE HP CB435A Black	Cart	Fund - 101	30	0	0	30	103,178.40	0	0	0	0	0.00	30	0	0	30	103,178.40	0	0	0	0	0.00	60	3,439.28	206,356.80		
TONER CARTRIDGE HP CE278A Black	Cart	Fund - 101	3	0	0	3	12,458.16	3	0	0	3	12,458.16	3	0	0	3	12,458.16	3	0	0	3	12,458.16	12	4,152.72	49,832.64		
TONER CARTRIDGE HP CE505A Black	Cart	Fund - 101	3	0	0	3	13,487.76	0	0	0	0	0.00	3	0	0	3	13,487.76	0	0	0	0	0.00	6	4,495.92	26,975.52		
TONER CARTRIDGE HP CF283A (HP83A) LaserJet	Cart	Fund - 101	10	0	0	10	33,675.20	0	0	0	0	0.00	10	0	0	10	33,675.20	0	0	0	0	0.00	20	3,367.52	67,350.40		
TONER CARTRIDGE HP CF350A Black LJ	Cart	Fund - 101	3	0	0	3	8,570.64	0	0	0	0	0.00	3	0	0	3	8,570.64	0	0	0	0	0.00	6	2,856.88	17,141.28		
TONER CARTRIDGE HP CF351A Cyan LJ	Cart	Fund - 101	3	0	0	3	8,829.60	0	0	0	0	0.00	3	0	0	3	8,829.60	0	0	0	0	0.00	6	2,943.20	17,659.20		
TONER CARTRIDGE HP CF352A Yellow LJ	Cart	Fund - 101	3	0	0	3	8,829.60	0	0	0	0	0.00	3	0	0	3	8,829.60	0	0	0	0	0.00	6	2,943.20	17,659.20		
TONER CARTRIDGE HP CF353A Magenta LJ	Cart	Fund - 101	3	0	0	3	8,829.60	0	0	0	0	0.00	3	0	0	3	8,829.60	0	0	0	0	0.00	6	2,943.20	17,659.20		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED																											
AIR CONDITIONING UNIT, 1.0 HP, CEILING TYPE	unit	Fund - 101	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, SPLIT TYPE	unit	Fund - 101	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, WALL TYPE	unit	Fund - 101	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, WINDOW TYPE	unit	Fund - 101	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	0.00		

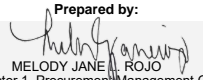
Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
AIR CONDITIONING UNIT, 1.5 HP, CEILING TYPE	unit	Fund - 101	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
AIR CONDITIONING UNIT, 1.5 HP, SPLIT TYPE	unit	Fund - 101	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	0.00
AIR CONDITIONING UNIT, 1.5 HP, WALL TYPE	unit	Fund - 101	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	0.00
AIR CONDITIONING UNIT, 1.5 HP, WINDOW TYPE	unit	Fund - 101	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	0.00
AIR CONDITIONING UNIT, 2.0 HP, CEILING TYPE	unit	Fund - 101	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	0.00
AIR CONDITIONING UNIT, 2.0 HP, SPLIT TYPE	unit	Fund - 101	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	0.00
AIR CONDITIONING UNIT, 2.0 HP, WALL TYPE	unit	Fund - 101	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	0.00
AIR CONDITIONING UNIT, 2.0 HP, WINDOW TYPE	unit	Fund - 101	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	0.00
AIR COOLER	piece	Fund - 101	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	0.00
AMPLIFIER	unit	Fund - 101	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	0.00
ARROW FLAG (SIGN HERE)	pack	Fund - 101	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	0.00
AUTOMOTIVE BATTERIES	piece	Fund - 101	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	0.00
BALLPOINT PEN, EXTRA FINE TIP	piece	Fund - 101	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	0.00
BALLPOINT PEN, FINE TIP	piece	Fund - 101	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	0.00
BALLPOINT PEN, MEDIUM TIP	piece	Fund - 101	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	0.00
BLEACHING SOLUTION	bottle	Fund - 101	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	0.00
BLUETOOTH SPEAKER	unit	Fund - 101	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	0.00
BOND PAPER	ream	Fund - 101	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	0.00
CCTV CAMERA	unit	Fund - 101	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	0.00
CERTIFICATE FRAME	piece	Fund - 101	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	0.00
CERTIFICATE HOLDER, DOUBLE-SIDED, A4	piece	Fund - 101	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	0.00
CERTIFICATE HOLDER, SINGLE-SIDED, A4	piece	Fund - 101	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	0.00
COMPACT DISC	piece	Fund - 101	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	0.00
CONFERENCE MICROPHONE	unit	Fund - 101	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	0.00
CONFERENCE SPEAKERPHONE	unit	Fund - 101	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	0.00
DEODORANT CAKE	piece	Fund - 101	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	0.00
DISHWASHING LIQUID	bottle	Fund - 101	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	0.00
DISPOSABLE GLOVES, LARGE	box	Fund - 101	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	0.00
DISPOSABLE GLOVES, NITRILE, MEDIUM	box	Fund - 101	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	0.00
DISPOSABLE GLOVES, NITRILE, SMALL	box	Fund - 101	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	0.00
DOCUMENT SCANNER	unit	Fund - 101	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	0.00
DOOR MAT	piece	Fund - 101	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	0.00
DOUBLE-SIDED TAPE, FOAM, 12mm	roll	Fund - 101	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	0.00
DOUBLE-SIDED TAPE, FOAM, 24mm	roll	Fund - 101	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	0.00
DOUBLE-SIDED TAPE, TISSUE, 12mm	roll	Fund - 101	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	0.00
DOUBLE-SIDED TAPE, TISSUE, 24mm	roll	Fund - 101	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	0.00
DSLR CAMERA	unit	Fund - 101	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	0.00
EXTENSION CORD	piece	Fund - 101	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	0.00
EXTERNAL DRIVE, SOLID STATE DRIVE, 1TB	unit	Fund - 101	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	0.00
FUEL FILTERS	piece	Fund - 101	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	0.00
GLUE GUN	unit	Fund - 101	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	0.00
GLUE STICK (FOR GLUE GUN)	pack	Fund - 101	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	0.00

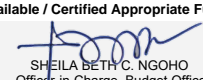
Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
GLUE STICK PASTE, 15g	piece	Fund - 101	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
GLUE STICK PASTE, 8g	piece	Fund - 101	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	0.00
INTERACTIVE/DIGITAL WHITEBOARD	unit	Fund - 101	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	0.00
KEYBOARD	unit	Fund - 101	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	0.00
LAMINATING FILM	pack	Fund - 101	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	0.00
LAMINATING MACHINE	unit	Fund - 101	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	0.00
LAPTOP FOR CREATIVE AND TECHNICAL USE	unit	Fund - 101	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	0.00
LOGISTICS SERVICES	lot	Fund - 101	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	0.00
MEDAL	piece	Fund - 101	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	0.00
MOBILE PHONE	unit	Fund - 101	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	0.00
MULTIFUNCTION PRINTER	unit	Fund - 101	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	0.00
OFFICE CHAIR	piece	Fund - 101	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	0.00
PADLOCK, 40mm	piece	Fund - 101	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	0.00
PADLOCK, 50mm	piece	Fund - 101	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	0.00
PAINT	gallon	Fund - 101	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	0.00
PAPER, COLORED, A4	pack	Fund - 101	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	0.00
PAPER, LAID	pack	Fund - 101	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	0.00
PAPER, MANILA	pack	Fund - 101	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	0.00
PARACETAMOL	pack	Fund - 101	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	0.00
PHOTO PAPER, MATTE	pack	Fund - 101	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	0.00
PHOTO PAPER, SATIN	pack	Fund - 101	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	0.00
PLASTIC ENVELOPE	piece	Fund - 101	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	0.00
PLASTIC FASTENER	box	Fund - 101	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	0.00
POVIDONE IODINE	bottle	Fund - 101	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	0.00
PROFESSIONAL WIRELESS HEADSET	unit	Fund - 101	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	0.00
PUSH PIN	pack	Fund - 101	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	0.00
SCHOOL CHAIR	piece	Fund - 101	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	0.00
SMART TELEVISION	unit	Fund - 101	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	0.00
STEEL FILING CABINET	piece	Fund - 101	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	0.00
STEEL RACK	set	Fund - 101	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	0.00
STICKER PAPER, MATTE	pack	Fund - 101	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	0.00
STORAGE BOX, FOR LEGAL SIZE	piece	Fund - 101	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	0.00
TABLET COMPUTER	unit	Fund - 101	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	0.00
UNINTERRUPTIBLE POWER SUPPLY, TOWER TYPE, 650VA	unit	Fund - 101	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	0.00
VELLUM BOARD PAPER	pack	Fund - 101	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	0.00
VIDEO CONFERENCING CAMERA	unit	Fund - 101	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	0.00
WATER DISPENSER	unit	Fund - 101	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	0.00
WATER FILTER/PURIFIER FOR FAUCET	piece	Fund - 101	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	0.00
WHITEBOARD	piece	Fund - 101	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	0.00
WIFI EXTENDER	unit	Fund - 101	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	0.00
WIRELESS MICROPHONE	unit	Fund - 101	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	0.00
WIRELESS PRESENTER	unit	Fund - 101	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	0.00

PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)		
A. TOTAL		PHP 3,986,331.26
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		PHP 398,633.13
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		PHP 0.00
D. GRAND TOTAL (A + B + C)		PHP 4,384,964.39
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	FOUR MILLION THREE HUNDRED EIGHTY-FOUR THOUSAND NINE HUNDRED SIXTY-FOUR PESOS AND THIRTY-NINE CENTAVOS ONLY	

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES		
Consistent with Section 4.4 of Circular Letter No. 2011-6 and 2011-6, all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.		
A. TOTAL		PHP 0.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		PHP 0.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		PHP 0.00
D. GRAND TOTAL (A + B + C)		PHP 0.00
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:

 MELODY JANE ROJO
 Director 1, Procurement Management Office
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 SHEILA BETH C. NGOHO
 Officer-in-Charge, Budget Office
 Accountant / Budget Officer

Approved by:
 MICHAEL L. TEE, M.D., MHPEd
 Chancellor
 Head of Office/Agency

Date Prepared: 2026-05-06

*Subject to the actual collections and availability of funds

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (SAPP-CSE) 2026 FORM - Other Items (Fund - 101 - FINAL)

AGENCY CODE: 80080001670
 AGENCY NAME: UNIVERSITY OF THE PHILIPPINES MANILA
 ORGANIZATION TYPE: SUC
 REGION: NCR
 ADDRESS: P. Faura St. cor. Ma. Orosa St. Ermita Manila

CONTACT PERSON: Ms. Kathlin-Kaye Tumaming Hidalgo
 DESIGNATION: Administrative Aide VI
 EMAIL: Ms. Kathlin-Kaye Tumaming Hidalgo
 CONTACT NUMBER: SUC

INTRODUCTION:	This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.
REMINDERS:	<p>1. The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph).</p> <p>2. All information must be provided accurately.</p> <p>3. To fill-out, find the item in the "List of Items - 1" tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary.</p> <p>4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/adeqO</p> <p>5. 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 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</p> <p>6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024</p>

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																			Total Quantity	Price Catalogue	Total Amount	
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4				Q4 Amt
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	-	Ballpen - Black		Piece	20	0	0	20	200.00	0	0	0	0	0.00	20	0	0	20	200.00	0	0	0	0	0.00	40	10.00	400.00
2	-	Ballpen - Black		Piece	15	0	0	15	375.00	15	0	0	15	375.00	15	0	0	15	375.00	15	0	0	15	375.00	60	25.00	1,500.00
3	-	Ballpen, black		Piece	30	0	0	30	300.00	0	0	0	0	0.00	30	0	0	30	300.00	0	0	0	0	0.00	60	10.00	600.00
4	-	Ballpen, blue		Piece	32	36	0	68	680.00	0	36	0	36	360.00	32	36	0	68	680.00	0	36	0	36	360.00	208	10.00	2,080.00
5	-	Ballpen, red		Panel	0	24	0	24	240.00	0	0	0	0	0.00	0	24	0	24	240.00	0	0	0	0	0.00	48	10.00	480.00
6	-	Battery rechargeable		Piece	1	0	0	1	600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	600.00	600.00
7	-	Black Ball Pen 0.55 mm (Box of 50s)		Box	0	2	0	2	1,220.00	0	0	0	0	0.00	0	2	0	2	1,220.00	0	0	0	0	0.00	4	610.00	2,440.00
8	-	Blue Tack		Piece	0	0	0	0	0.00	0	0	25	25	6,250.00	0	0	0	0	0.00	0	0	0	0	0.00	25	250.00	6,250.00
9	-	Box of push pins (100s)		Box	2	0	0	2	70.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	35.00	70.00
10	-	Branded Dishwashing Soap		Panel	0	0	0	0	0.00	0	10	0	10	6,000.00	0	0	0	0	0.00	0	10	0	10	6,000.00	20	600.00	12,000.00
11	-	Branded Hand Wash Soap		Panel	16	0	0	16	12,800.00	0	0	0	0	0.00	16	0	0	16	12,800.00	0	0	0	0	0.00	32	800.00	25,600.00
12	-	Brown Envelope (Long)		Pack	1	0	0	1	100.00	0	0	0	0	0.00	1	0	0	1	100.00	0	0	0	0	0.00	2	100.00	200.00
13	-	Bulb, LED, 18 watts		Piece	0	12	0	12	2,640.00	0	12	0	12	2,640.00	0	12	0	12	2,640.00	0	12	0	12	2,640.00	48	220.00	10,560.00
14	-	Case Holder for Certificates		Panel	125	0	0	125	4,625.00	100	0	0	100	3,700.00	125	0	0	125	4,625.00	100	0	0	100	3,700.00	450	37.00	16,650.00
15	-	Certificate Holder		Piece	200	0	0	200	9,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	200	45.00	9,000.00
16	-	Certificate Holder, A4 size		Piece	0	36	0	36	1,800.00	0	0	0	0	0.00	0	36	0	36	1,800.00	0	0	0	0	0.00	72	50.00	3,600.00
17	-	Colored Paper (Green & Yellow)		Ream	8	0	0	8	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	300.00	2,400.00
18	-	Correction tape		Piece	5	0	0	5	625.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	125.00	625.00
19	-	Cotton Balls		Box	0	24	0	24	1,440.00	0	0	0	0	0.00	0	24	0	24	1,440.00	0	0	0	0	0.00	48	60.00	2,880.00
20	-	Developer for Ineo Copier		Panel	1	0	0	1	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,800.00	1,800.00
21	-	Dishwashing Liquid		Bottle	2	0	0	2	120.00	2	0	0	2	120.00	2	0	0	2	120.00	2	0	0	2	120.00	8	60.00	480.00
22	-	Dishwashing Liquid		Bottle	6	0	0	6	1,200.00	0	0	0	0	0.00	6	0	0	6	1,200.00	0	0	0	0	0.00	12	200.00	2,400.00
23	-	Dishwashing Liquid		Gallon	1	0	1	2	3,000.00	0	1	0	1	1,500.00	1	0	1	2	3,000.00	0	1	0	1	1,500.00	6	1,500.00	9,000.00
24	-	Disposable Face Mask, 3-ply with earloop		Box	3	0	0	3	420.00	0	0	0	0	0.00	3	0	0	3	420.00	0	0	0	0	0.00	6	140.00	840.00
25	-	Double-side Tape		Piece	3	0	0	3	180.00	0	0	0	0	0.00	3	0	0	3	180.00	0	0	0	0	0.00	6	60.00	360.00
26	-	Double-sided tape - 1 inch		Panel	6	24	0	30	1,050.00	0	0	0	0	0.00	6	24	0	30	1,050.00	0	0	0	0	0.00	60	35.00	2,100.00
27	-	Drum for Copier		Piece	1	0	0	1	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	12,000.00	12,000.00
28	-	Epson 003, Ink Bottle (Black)		Bottle	40	0	0	40	14,000.00	40	0	0	40	14,000.00	40	0	0	40	14,000.00	40	0	0	40	14,000.00	160	350.00	56,000.00
29	-	Epson 003, Ink Bottle (Cyan)		Bottle	0	0	0	0	0.00	30	0	0	30	10,500.00	30	0	0	30	10,500.00	30	0	0	30	10,500.00	90	350.00	31,500.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
30	-	Epson ink 003 magenta		Panel	0	0	0	0	0.00	30	0	0	30	10,500.00	30	0	0	30	10,500.00	30	0	0	30	10,500.00	90	350.00	31,500.00
31	-	Epson ink 003 yellow		Panel	0	0	0	0	0.00	30	0	0	30	10,500.00	30	0	0	30	10,500.00	30	0	0	30	10,500.00	90	350.00	31,500.00
32	-	Epson Ink Bottle Refill 003 Black		Panel	314	0	0	314	1,256.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	314	4.00	1,256.00
33	-	Epson Ink Bottle Refill 003 Cyan		Bottle	3	0	0	3	978.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	326.00	978.00
34	-	Epson Ink Bottle Refill 003 Magenta		Bottle	3	0	0	3	978.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	326.00	978.00
35	-	Epson Ink Bottle Refill 003 Yellow		Panel	3	0	0	3	978.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	326.00	978.00
36	-	Epson T948 Black		Bottle	3	0	0	3	1,200.00	0	0	0	0	0.00	3	0	0	3	1,200.00	0	0	0	0	0.00	6	400.00	2,400.00
37	-	Epson T948 Cyan		Bottle	2	0	0	2	9,000.00	0	0	0	0	0.00	2	0	0	2	9,000.00	0	0	0	0	0.00	4	4,500.00	18,000.00
38	-	Epson T948 Magenta		Bottle	3	0	0	3	13,500.00	0	0	0	0	0.00	3	0	0	3	13,500.00	0	0	0	0	0.00	6	4,500.00	27,000.00
39	-	Epson T948 Yellow		Bottle	3	0	0	3	13,500.00	0	0	0	0	0.00	3	0	0	3	13,500.00	0	0	0	0	0.00	6	4,500.00	27,000.00
40	-	Extension cord (6 slots)		Piece	10	0	0	10	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	500.00	5,000.00
41	-	File organizer, box		Panel	0	12	0	12	3,000.00	0	0	0	0	0.00	0	12	0	12	3,000.00	0	0	0	0	0.00	24	250.00	6,000.00
42	-	Fusing Unit		Piece	1	0	0	1	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	18,000.00	18,000.00
43	-	Glue Gun		Piece	1	0	0	1	120.00	0	0	0	0	0.00	1	0	0	1	120.00	0	0	0	0	0.00	2	120.00	240.00
44	-	Glue Stick 15g		Piece	5	24	0	29	1,239.75	5	0	0	5	213.75	5	24	0	29	1,239.75	5	0	0	5	213.75	68	42.75	2,907.00
45	-	Imaging unit After assembly		Panel	1	0	0	1	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	10,000.00	10,000.00
46	-	Ink Cartridge HP 680 Black		Cart	30	0	0	30	15,000.00	0	0	0	0	0.00	30	0	0	30	15,000.00	0	0	0	0	0.00	60	500.00	30,000.00
47	-	Ink cartridge, Epson 003, Black		Bottle	4	0	0	4	1,000.00	4	0	0	4	1,000.00	4	0	0	4	1,000.00	4	0	0	4	1,000.00	16	250.00	4,000.00
48	-	Ink cartridge, Epson 003, cyan		Panel	4	0	0	4	1,800.00	4	0	0	4	1,800.00	4	0	0	4	1,800.00	4	0	0	4	1,800.00	16	450.00	7,200.00
49	-	Ink cartridge, Epson 003, magenta		Bottle	4	0	0	4	1,800.00	4	0	0	4	1,800.00	4	0	0	4	1,800.00	4	0	0	4	1,800.00	16	450.00	7,200.00
50	-	Ink cartridge, Epson 003, Yellow		Bottle	4	0	0	4	1,080.00	4	0	0	4	1,080.00	4	0	0	4	1,080.00	4	0	0	4	1,080.00	16	270.00	4,320.00
51	-	Ink for Duplo DLP A120-II		Piece	6	0	0	6	6,600.00	0	0	0	0	0.00	6	0	0	6	6,600.00	0	0	0	0	0.00	12	1,100.00	13,200.00
52	-	Jumbo Roll Tissue		Pack	15	0	0	15	33,000.00	0	0	0	0	0.00	15	0	0	15	33,000.00	0	0	0	0	0.00	30	2,200.00	66,000.00
53	-	Laminating film a4		Piece	3	0	0	3	1,200.00	0	0	0	0	0.00	3	0	0	3	1,200.00	0	0	0	0	0.00	6	400.00	2,400.00
54	-	LED Bulb, downlight, 18w		Piece	0	0	0	0	0.00	24	0	0	24	12,000.00	0	0	0	0	0.00	24	0	0	24	12,000.00	48	500.00	24,000.00
55	-	Manila Paper, pack (50 pcs)		Pack	4	0	0	4	1,400.00	4	0	0	4	1,400.00	4	0	0	4	1,400.00	4	0	0	4	1,400.00	16	350.00	5,600.00
56	-	Master Paper for Duplo DLP A120-II		Piece	5	0	0	5	25,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	5,000.00	25,000.00
57	-	OPC Drum for copier, Gestetner		Drums	0	0	0	0	0.00	0	1	0	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,000.00	4,000.00
58	-	Other Office Supplies		Lot	1	0	0	1	3,821.01	1	0	0	1	3,821.01	1	0	0	1	3,821.01	1	0	0	1	3,821.01	4	3,821.01	15,284.04
59	-	Paper fastener, plastic		Box	0	48	0	48	4,560.00	0	48	0	48	4,560.00	0	48	0	48	4,560.00	0	48	0	48	4,560.00	192	95.00	18,240.00
60	-	Plastic Storage box 95L		Piece	2	0	0	2	1,798.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	899.00	1,798.00
61	-	Roller Brush		Piece	1	0	0	1	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,200.00	1,200.00
62	-	SEMINAR BADGE/ ID 105X74MM WITH LANYARD		Piece	50	0	0	50	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	50.00	2,500.00
63	-	Sign here flags/tabs		Pack	5	0	0	5	900.00	0	0	0	0	0.00	5	0	0	5	900.00	0	0	0	0	0.00	10	180.00	1,800.00
64	-	Sign here tabs		Panel	110	0	0	110	5,500.00	10	0	0	10	500.00	110	0	0	110	5,500.00	10	0	0	10	500.00	240	50.00	12,000.00
65	-	Special Paper for Certificates A4 size		Pack	0	24	0	24	6,000.00	0	0	0	0	0.00	0	24	0	24	6,000.00	0	0	0	0	0.00	48	250.00	12,000.00
66	-	Specialty paper, board, A4 size		Pack	30	0	0	30	9,000.00	0	0	0	0	0.00	30	0	0	30	9,000.00	0	0	0	0	0.00	60	300.00	18,000.00
67	-	Specialty papers (certificates) 10s		Pack	100	0	0	100	5,000.00	100	0	0	100	5,000.00	100	0	0	100	5,000.00	100	0	0	100	5,000.00	400	50.00	20,000.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
68	-	Specialty papers (certificates) 10s		Panel	5	0	0	5	250.00	0	0	0	0	0.00	5	0	0	5	250.00	0	0	0	0	0.00	10	50.00	500.00
69	-	Toner Brother 269XLBK Black		Panel	4	0	0	4	22,000.00	0	0	0	0	0.00	4	0	0	4	22,000.00	0	0	0	0	0.00	8	5,500.00	44,000.00
70	-	Toner Brother 269XLC Cyan		Piece	4	0	0	4	22,000.00	0	0	0	0	0.00	4	0	0	4	22,000.00	0	0	0	0	0.00	8	5,500.00	44,000.00
71	-	Toner Brother 269XLM Magenta		Panel	4	0	0	4	22,000.00	0	0	0	0	0.00	4	0	0	4	22,000.00	0	0	0	0	0.00	8	5,500.00	44,000.00
72	-	Toner Brother 269XLY Yellow		Piece	4	0	0	4	22,000.00	0	0	0	0	0.00	4	0	0	4	22,000.00	0	0	0	0	0.00	8	5,500.00	44,000.00
73	-	Toner Brother TN 263 Black		Panel	6	0	0	6	27,000.00	0	0	0	0	0.00	6	0	0	6	27,000.00	0	0	0	0	0.00	12	4,500.00	54,000.00
74	-	Toner Brother TN 263 Cyan		Panel	6	0	0	6	33,000.00	0	0	0	0	0.00	6	0	0	6	33,000.00	0	0	0	0	0.00	12	5,500.00	66,000.00
75	-	Toner Brother TN 263 Magenta		Piece	6	0	0	6	33,000.00	0	0	0	0	0.00	6	0	0	6	33,000.00	0	0	0	0	0.00	12	5,500.00	66,000.00
76	-	Toner Brother TN 263 Yellow		Panel	6	0	0	6	33,000.00	0	0	0	0	0.00	6	0	0	6	33,000.00	0	0	0	0	0.00	12	5,500.00	66,000.00
77	-	Toner Cart, HP Laserjet Pro M254nw 202 A, CF 500A, Black		Piece	2	0	0	2	12,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	6,350.00	12,700.00
78	-	Toner Cart, HP Laserjet Pro M254nw 202 A, CF 501A, Cyan		Piece	2	0	0	2	12,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	6,350.00	12,700.00
79	-	Toner Cart, HP Laserjet Pro M254nw 202 A, CF 502A, Yellow		Piece	2	0	0	2	12,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	6,350.00	12,700.00
80	-	Toner Cart, HP Laserjet Pro M254nw 202 A, CF 503A, Magenta		Piece	2	0	0	2	12,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	6,350.00	12,700.00
81	-	Toner for copier, Gestetner MP2501L		Panel	0	0	0	0	0.00	6	0	0	6	20,790.00	0	0	0	0	0.00	6	0	0	6	20,790.00	12	3,465.00	41,580.00
82	-	TONER KYOSERA ECOSYS M2540 DNL, per piece		Piece	1	0	0	1	9,000.00	0	1	0	1	9,000.00	0	0	0	0	0.00	1	0	0	1	9,000.00	3	9,000.00	27,000.00
83	-	Toner TK-1124 for Kyocera Ecosys FS-1060DN/ Ecosys FS-1025MFP/Ecosys FS-1125MFP Copier		Cart	1	0	0	1	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,000.00	4,000.00
84	-	Transfer Roller Assembly		Piece	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
85	-	Trash bag L100/ pack (Yellow, Green & Red)		Panel	9	0	0	9	4,500.00	0	0	9	9	4,500.00	0	0	0	0	0.00	0	9	0	9	4,500.00	27	500.00	13,500.00
86	-	Trash bag M100/ pack (Yellow, Green & Red)		Panel	9	0	0	9	4,050.00	0	0	9	9	4,050.00	0	0	0	0	0.00	0	9	0	9	4,050.00	27	450.00	12,150.00
87	-	Trash bag XL 100/ pack (Yellow, Green & Red)		Pack	9	0	0	9	4,950.00	0	0	9	9	4,950.00	0	0	0	0	0.00	0	9	0	9	4,950.00	27	550.00	14,850.00
88	-	Whiteboard marker (dual color (black, blue)		Piece	5	0	0	5	175.00	5	0	0	5	175.00	5	0	0	5	175.00	5	0	0	5	175.00	20	35.00	700.00

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES

Consistent with Section 4.4 of Circular Letter No. 2011-6 and 2011-6, all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.

A. TOTAL		PHP 1,291,974.04
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		PHP 129,197.40
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		PHP 0.00
D. GRAND TOTAL (A + B + C)		PHP 1,421,171.44
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	ONE MILLION FOUR HUNDRED TWENTY-ONE THOUSAND ONE HUNDRED SEVENTY-ONE PESOS AND FORTY-FOUR CENTAVOS ONLY	

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:



MS. KATHLIN-KAYE TUMAMBING HIDALGO
Administrative Aide VI, PMO

Reviewed by:



MELODY JANE L. ROJO
Director, PMO

Certified Funds Available / Certified Appropriate Funds Available:



SHEILA BETH C. NGOHO
Officer-in-Charge, Budget Office

*Subject to the actual collections
and availability of funds

Approved by:

MICHAEL L. TEE, M.D., MHPEd
Chancellor & Professor



Date Prepared: 2026-05-06

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (SAPP-CSE) 2026 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 (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 this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate form with the file name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.gle/ygzEaiJrNwQmdkkF6>
- 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 Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies with CSE requirements to edit and submit a Supplemental APP-CSE on their mPhilGEPS account.
- 9.0 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.

Reminders: Note: The APP-CSE for FY 2026 must be submitted on or before **31 August 2025**.

Department/Bureau/Office: UNIVERSITY OF THE PHILIPPINES MANILA
 Region: NCR
 Address: _____

Agency Code/UACS: 080080001670
 Organization Type: SUC

Contact Person: Ms. Kathlin-Kaye Tumambing Hidalgo
 Position: Administrative Aide VI
 Email: kthidalgo@up.edu.ph
 Telephone/Mobile Nos: 8814-1214

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount		
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt					
A. AVAILABLE AT PROCUREMENT SERVICE STORES																											
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
ALCOHOL Ethyl 500ml	Bottle	Fund - 164	18	0	0	18	1,001.16	15	0	0	15	834.30	15	0	0	15	834.30	15	0	0	15	834.30	63	55.62	3,504.06		
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
CLEARBOOK A4	Piece	Fund - 164	1	0	0	1	35.00	1	0	0	1	35.00	1	0	0	1	35.00	1	0	0	1	35.00	4	35.00	140.00		
ERASER Plastic/Rubber	Piece	Fund - 164	15	0	0	15	138.00	0	0	0	0	0.00	15	0	0	15	138.00	0	0	0	0	0.00	30	9.20	276.00		
SIGN PEN Extra fine tip blue	Piece	Fund - 164	15	0	0	15	400.65	15	0	0	15	400.65	15	0	0	15	400.65	15	0	0	15	400.65	60	26.71	1,602.60		
SIGN PEN Extra fine tip red	Piece	Fund - 164	15	0	0	15	400.65	15	0	0	15	400.65	15	0	0	15	400.65	15	0	0	15	400.65	60	26.71	1,602.60		
SIGN PEN Extra fine tip black	Piece	Fund - 164	15	0	0	15	400.65	15	0	0	15	400.65	15	0	0	15	400.65	15	0	0	15	400.65	60	26.71	1,602.60		
SIGN PEN, Fine tip, Black	Piece	Fund - 164	15	0	0	15	456.75	15	0	0	15	456.75	15	0	0	15	456.75	15	0	0	15	456.75	60	30.45	1,827.00		
SIGN PEN, Fine tip, Blue	Piece	Fund - 164	15	0	0	15	456.75	15	0	0	15	456.75	15	0	0	15	456.75	15	0	0	15	456.75	60	30.45	1,827.00		
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																											
MULTIMEDIA PROJECTOR 4000 min	Unit	Fund - 164	1	0	0	1	16,588.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	16,588.00	16,588.00		
BATTERIES AND CELLS AND ACCESSORIES																											
BATTERY dry cell AAA	Package	Fund - 164	5	0	0	5	91.70	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	18.34	91.70		
BATTERY dry Cell size AA	Package	Fund - 164	5	0	0	5	102.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	20.49	102.45		
CLEANING EQUIPMENT AND SUPPLIES																											
AIR FRESHENER Aerosol Type	Canister	Fund - 164	18	0	0	18	2,246.40	15	0	0	15	1,872.00	15	0	0	15	1,872.00	15	0	0	15	1,872.00	63	124.80	7,862.40		
CLEANER toilet and urinal	Bottle	Fund - 164	3	0	0	3	124.80	3	0	0	3	124.80	3	0	0	3	124.80	3	0	0	3	124.80	12	41.60	499.20		
CLEANSER scouring powder	Canister	Fund - 164	3	0	0	3	124.80	3	0	0	3	124.80	3	0	0	3	124.80	3	0	0	3	124.80	12	41.60	499.20		
DETERGENT BAR 140g	Piece	Fund - 164	3	0	0	3	28.02	3	0	0	3	28.02	3	0	0	3	28.02	3	0	0	3	28.02	12	9.34	112.08		
DISINFECTANT SPRAY aerosol 400g (min)	Canister	Fund - 164	3	0	15	18	2,518.02	0	0	0	0	0.00	15	0	0	15	2,098.35	0	0	0	0	0.00	33	139.89	4,616.37		
HAND SOAP LIQUID 500ml	Bottle	Fund - 164	3	0	0	3	128.85	3	0	0	3	128.85	3	0	0	3	128.85	3	0	0	3	128.85	12	42.95	515.40		
RAGS	Bundle	Fund - 164	5	0	0	5	384.80	5	0	0	5	384.80	5	0	0	5	384.80	5	0	0	5	384.80	20	76.96	1,539.20		
TRASHBAG XXL size	Package	Fund - 164	3	0	0	3	390.00	3	0	0	3	390.00	3	0	0	3	390.00	3	0	0	3	390.00	12	130.00	1,560.00		
FILMS																											
ACETATE	Roll	Fund - 164	1	0	0	1	1,243.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,243.84	1,243.84		
FIRE FIGHTING EQUIPMENT																											
FIRE EXTINGUISHER dry chemical	Unit	Fund - 164	8	0	0	8	9,152.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	1,144.00	9,152.00		

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount		
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt					
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
COMPUTER MOUSE Wireless	Unit	Fund - 164	2	0	0	2	318.80	0	0	0	0	0.00	2	0	0	2	318.80	0	0	0	0	0.00	4	159.40	637.60		
DESKTOP FOR MID-RANGE USERS	Unit	Fund - 164	2	0	0	2	84,780.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	42,390.40	84,780.80		
DIGITAL VOICE RECORDER	Unit	Fund - 164	1	1	0	2	14,678.32	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	7,339.16	14,678.32		
EXTERNAL HARD DRIVE	Unit	Fund - 164	2	0	0	2	6,029.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	3,014.96	6,029.92		
FLASH DRIVE 64GB capacity	Piece	Fund - 164	15	0	0	15	2,291.10	0	0	0	0	0.00	15	0	0	15	2,291.10	0	0	0	0	0.00	30	152.74	4,582.20		
LAPTOP MID-RANGE	Unit	Fund - 164	1	0	0	1	42,380.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	42,380.00	42,380.00		
LIGHTING AND FIXTURES AND ACCESSORIES																											
LIGHT EMITTING DIODE (LED) Light Bulb	Piece	Fund - 164	20	0	0	20	1,512.20	20	0	0	20	1,512.20	20	0	0	20	1,512.20	20	0	0	20	1,512.20	80	75.61	6,048.80		
LINEAR TUBE Light Emitting Diode (LED) 18 watts	Piece	Fund - 164	3	0	0	3	617.46	3	0	0	3	617.46	3	0	0	3	617.46	3	0	0	3	617.46	12	205.82	2,469.84		
MANUFACTURING COMPONENTS AND SUPPLIES																											
STAPLE WIRE heavy duty (binder type)	Box	Fund - 164	15	0	0	15	546.00	15	0	0	15	546.00	15	0	0	15	546.00	15	0	0	15	546.00	60	36.40	2,184.00		
STAPLE WIRE standard	Box	Fund - 164	5	0	3	8	224.64	2	0	0	2	56.16	2	0	0	2	56.16	2	0	0	2	56.16	14	28.08	393.12		
TAPE masking 24mm	Roll	Fund - 164	5	0	0	5	291.20	2	0	0	2	116.48	2	0	0	2	116.48	2	0	0	2	116.48	11	58.24	640.64		
TAPE MASKING 48mm	Roll	Fund - 164	2	0	0	2	276.64	2	0	0	2	276.64	2	0	0	2	276.64	2	0	0	2	276.64	8	138.32	1,106.56		
TAPE packaging 48mm	Roll	Fund - 164	3	0	0	3	87.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	29.12	87.36		
TAPE transparent 24mm	Roll	Fund - 164	21	0	0	21	371.28	15	0	0	15	265.20	15	0	0	15	265.20	15	0	0	15	265.20	66	17.68	1,166.88		
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
BINDING AND PUNCHING MACHINE 50mm binding capac	Unit	Fund - 164	1	1	0	2	26,183.04	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	13,091.52	26,183.04		
CALCULATOR Compact	Unit	Fund - 164	6	0	0	6	1,303.44	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	217.24	1,303.44		
CLIP Backfold 19mm	Box	Fund - 164	20	0	0	20	222.60	15	0	0	15	166.95	15	0	0	15	166.95	15	0	0	15	166.95	65	11.13	723.45		
CLIP backfold 25mm	Box	Fund - 164	5	0	0	5	98.05	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	19.61	98.05		
CLIP Backfold 32mm	Box	Fund - 164	20	0	0	20	578.20	15	0	0	15	433.65	15	0	0	15	433.65	15	0	0	15	433.65	65	28.91	1,879.15		
CLIP Backfold 50mm	Box	Fund - 164	5	0	0	5	314.45	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	62.89	314.45		
CORRECTION TAPE	Piece	Fund - 164	20	0	0	20	383.80	15	0	0	15	287.85	15	0	0	15	287.85	15	0	0	15	287.85	65	19.19	1,247.35		
DATA FILE BOX	Piece	Fund - 164	3	0	0	3	447.03	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	149.01	447.03		
DATER STAMP	Piece	Fund - 164	5	0	0	5	2,128.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	425.78	2,128.90		
ENVELOPE Documentary A4	Box	Fund - 164	0	0	0	0	0.00	1	0	0	1	847.60	1	0	0	1	847.60	1	0	0	1	847.60	3	847.60	2,542.80		
ENVELOPE Documentary Legal	Box	Fund - 164	2	0	1	3	3,054.33	2	0	0	2	2,036.22	2	0	0	2	2,036.22	2	0	0	2	2,036.22	9	1,018.11	9,162.99		
ENVELOPE Expanding Kraft	Box	Fund - 164	4	0	0	4	3,843.84	4	0	0	4	3,843.84	4	0	0	4	3,843.84	4	0	0	4	3,843.84	16	960.96	15,375.36		
FASTENER metal	Box	Fund - 164	10	0	5	15	1,419.60	0	0	0	0	0.00	5	0	0	5	473.20	0	0	0	0	0.00	20	94.64	1,892.80		
FOLDER L-type Legal	Pack	Fund - 164	3	0	0	3	747.24	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	249.08	747.24		
FOLDER, L-TYPE, PLASTIC, for A4 size documents	Pack	Fund - 164	3	0	0	3	568.77	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	189.59	568.77		
INDEX TAB	Box	Fund - 164	0	0	3	3	205.23	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	68.41	205.23		
MARKER permanent black	Piece	Fund - 164	0	0	15	15	234.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	15.60	234.00		
MARKER permanent blue	Piece	Fund - 164	0	0	15	15	226.35	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	15.09	226.35		
MARKER permanent red	Piece	Fund - 164	0	0	15	15	223.50	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	14.90	223.50		
MARKER whiteboard black	Piece	Fund - 164	2	0	0	2	43.68	0	0	0	0	0.00	2	0	0	2	43.68	0	0	0	0	0.00	4	21.84	87.36		
MARKER whiteboard blue	Piece	Fund - 164	2	0	0	2	43.68	0	0	0	0	0.00	2	0	0	2	43.68	0	0	0	0	0.00	4	21.84	87.36		
PAPER CLIP vinyl/plastic coated 33mm	Box	Fund - 164	5	0	0	5	44.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	8.84	44.20		
PAPER CLIP vinyl/plastic coated jumbo 50mm	Box	Fund - 164	5	0	5	10	194.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	19.46	194.60		
PAPER SHREDDER	Unit	Fund - 164	0	0	0	0	0.00	0	2	0	2	32,215.04	0	0	0	0	0.00	0	0	0	0	0.00	2	16,107.52	32,215.04		
PAPER TRIMMER/CUTTING MACHINE table top	m2	Fund - 164	0	0	0	0	0.00	0	2	0	2	19,747.52	0	0	0	0	0.00	0	0	0	0	0.00	2	9,873.76	19,747.52		
PENCIL SHARPENER	Piece	Fund - 164	2	0	0	2	476.32	0	0	0	0	0.00	2	0	0	2	476.32	0	0	0	0	0.00	4	238.16	952.64		
PUNCHER Paper Heavy Duty	Piece	Fund - 164	2	0	0	2	308.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	154.44	308.88		
RUBBER BAND No. 18	Box	Fund - 164	1	0	0	1	140.04	1	0	0	1	140.04	1	0	0	1	140.04	1	0	0	1	140.04	4	140.04	560.16		
SCISSORS Symmetrical / Asymmetrical	Pair	Fund - 164	15	0	1	16	586.88	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	36.68	586.88		
STAPLER standard type	Piece	Fund - 164	0	0	1	1	197.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	197.60	197.60		

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount		
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt					
TAPE DISPENSER Table Top	Unit	Fund - 164	0	0	1	1	77.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	77.36	77.36		
Office Equipment Supplies and Consumables																											
TAPE electrical	Roll	Fund - 164	1	0	0	1	19.45	0	0	0	0	0.00	1	0	0	1	19.45	0	0	0	0	0.00	2	19.45	38.90		
Office Supplies and Devices																											
GLUE All Purpose	Jar	Fund - 164	15	0	0	15	932.10	15	0	0	15	932.10	15	0	0	15	932.10	15	0	0	15	932.10	60	62.14	3,728.40		
PAPER MATERIALS AND PRODUCTS																											
CARTOLINA assorted colors	Package	Fund - 164	2	0	0	2	167.44	2	0	0	2	167.44	2	0	0	2	167.44	2	0	0	2	167.44	8	83.72	669.76		
ENVELOPE Mailing White	Box	Fund - 164	1	0	0	1	450.32	0	0	0	0	0.00	1	0	0	1	450.32	0	0	0	0	0.00	2	450.32	900.64		
FOLDER with TAB Legal	Pack	Fund - 164	2	0	0	2	827.84	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	413.92	827.84		
NOTE PAD stick on 3" x 3"	Pad	Fund - 164	15	0	0	15	780.00	15	0	0	15	780.00	15	0	0	15	780.00	15	0	0	15	780.00	60	52.00	3,120.00		
NOTE PAD stick on 50mm x 76mm (2" x 3") min	Pad	Fund - 164	15	0	0	15	555.90	15	0	0	15	555.90	15	0	0	15	555.90	15	0	0	15	555.90	60	37.06	2,223.60		
PAPER Multi-Purpose A4	Ream	Fund - 164	35	0	0	35	4,820.90	10	0	0	10	1,377.40	10	0	0	10	1,377.40	10	0	0	10	1,377.40	65	137.74	8,953.10		
PAPER MULTICOPY A4	Ream	Fund - 164	20	0	10	30	6,415.80	20	0	30	50	10,693.00	20	0	0	20	4,277.20	20	0	0	20	4,277.20	120	213.86	25,663.20		
PAPER MULTICOPY legal	Ream	Fund - 164	6	0	0	6	1,365.84	6	0	0	6	1,365.84	6	0	0	6	1,365.84	6	0	0	6	1,365.84	24	227.64	5,463.36		
PAPER parchment	Box	Fund - 164	4	0	0	4	616.84	4	0	0	4	616.84	4	0	0	4	616.84	4	0	0	4	616.84	16	154.21	2,467.36		
RECORD BOOK 300 pages	Book	Fund - 164	1	0	0	1	91.70	1	0	0	1	91.70	1	0	0	1	91.70	1	0	0	1	91.70	4	91.70	366.80		
RECORD BOOK 500 pages	Book	Fund - 164	2	0	0	2	249.12	0	0	0	0	0.00	2	0	0	2	249.12	0	0	0	0	0.00	4	124.56	498.24		
TISSUE Interfolded Paper Towel	Package	Fund - 164	30	0	5	35	1,183.00	30	0	67	97	3,278.60	30	0	0	30	1,014.00	30	0	0	30	1,014.00	192	33.80	6,489.60		
TOILET TISSUE PAPER 2 ply	Package	Fund - 164	20	0	3	23	2,320.24	15	0	0	15	1,513.20	15	0	0	15	1,513.20	15	0	0	15	1,513.20	68	100.88	6,859.84		
PERFUMES OR COLOGNES OR FRAGRANCES																											
HAND SANITIZER 500mL	Bottle	Fund - 164	15	0	0	15	1,248.00	0	0	0	0	0.00	15	0	0	15	1,248.00	0	0	0	0	0.00	30	83.20	2,496.00		
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
INK CARTRIDGE HP CZ107AA (HP678) BLACK	Cart	Fund - 164	12	0	0	12	4,854.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	12	404.56	4,854.72		
Vehicles																											
MULTI-PURPOSE VEHICLE (MPV)	Unit	Fund - 164	0	0	0	0	0.00	0	3	0	3	5,954,052.87	0	0	0	0	0.00	0	0	0	0	0.00	3	1,984,684.29	5,954,052.87		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED																											
AIR CONDITIONING UNIT, 1.0 HP, CEILING TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, SPLIT TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, WALL TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, WINDOW TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 1.5 HP, CEILING TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 1.5 HP, SPLIT TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 1.5 HP, WALL TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 1.5 HP, WINDOW TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 2.0 HP, CEILING TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 2.0 HP, SPLIT TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 2.0 HP, WALL TYPE	unit	Fund - 164	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	0.00		
AIR CONDITIONING UNIT, 2.0 HP, WINDOW TYPE	unit	Fund - 164	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	0.00		
AIR COOLER	piece	Fund - 164	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	0.00		
AMPLIFIER	unit	Fund - 164	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	0.00		
ARROW FLAG (SIGN HERE)	pack	Fund - 164	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	0.00		
AUTOMOTIVE BATTERIES	piece	Fund - 164	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	0.00		

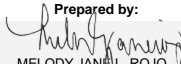

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
BALLPOINT PEN, EXTRA FINE TIP	piece	Fund - 164	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
BALLPOINT PEN, FINE TIP	piece	Fund - 164	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	0.00
BALLPOINT PEN, MEDIUM TIP	piece	Fund - 164	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	0.00
BLEACHING SOLUTION	bottle	Fund - 164	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	0.00
BLUETOOTH SPEAKER	unit	Fund - 164	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	0.00
BOND PAPER	ream	Fund - 164	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	0.00
CCTV CAMERA	unit	Fund - 164	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	0.00
CERTIFICATE FRAME	piece	Fund - 164	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	0.00
CERTIFICATE HOLDER, DOUBLE-SIDED, A4	piece	Fund - 164	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	0.00
CERTIFICATE HOLDER, SINGLE-SIDED, A4	piece	Fund - 164	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	0.00
COMPACT DISC	piece	Fund - 164	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	0.00
CONFERENCE MICROPHONE	unit	Fund - 164	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	0.00
CONFERENCE SPEAKERPHONE	unit	Fund - 164	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	0.00
DEODORANT CAKE	piece	Fund - 164	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	0.00
DISHWASHING LIQUID	bottle	Fund - 164	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	0.00
DISPOSABLE GLOVES, LARGE	box	Fund - 164	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	0.00
DISPOSABLE GLOVES, NITRILE, MEDIUM	box	Fund - 164	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	0.00
DISPOSABLE GLOVES, NITRILE, SMALL	box	Fund - 164	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	0.00
DOCUMENT SCANNER	unit	Fund - 164	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	0.00
DOOR MAT	piece	Fund - 164	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	0.00
DOUBLE-SIDED TAPE, FOAM, 12mm	roll	Fund - 164	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	0.00
DOUBLE-SIDED TAPE, FOAM, 24mm	roll	Fund - 164	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	0.00
DOUBLE-SIDED TAPE, TISSUE, 12mm	roll	Fund - 164	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	0.00
DOUBLE-SIDED TAPE, TISSUE, 24mm	roll	Fund - 164	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	0.00
DSLR CAMERA	unit	Fund - 164	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	0.00
EXTENSION CORD	piece	Fund - 164	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	0.00
EXTERNAL DRIVE, SOLID STATE DRIVE, 1TB	unit	Fund - 164	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	0.00
FUEL FILTERS	piece	Fund - 164	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	0.00
GLUE GUN	unit	Fund - 164	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	0.00
GLUE STICK (FOR GLUE GUN)	pack	Fund - 164	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	0.00
GLUE STICK PASTE, 15g	piece	Fund - 164	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	0.00
GLUE STICK PASTE, 8g	piece	Fund - 164	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	0.00
INTERACTIVE/DIGITAL WHITEBOARD	unit	Fund - 164	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	0.00
KEYBOARD	unit	Fund - 164	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	0.00
LAMINATING FILM	pack	Fund - 164	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	0.00
LAMINATING MACHINE	unit	Fund - 164	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	0.00
LAPTOP FOR CREATIVE AND TECHNICAL USE	unit	Fund - 164	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	0.00
LOGISTICS SERVICES	lot	Fund - 164	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	0.00
MEDAL	piece	Fund - 164	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	0.00
MOBILE PHONE	unit	Fund - 164	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	0.00
MULTIFUNCTION PRINTER	unit	Fund - 164	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	0.00
OFFICE CHAIR	piece	Fund - 164	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	0.00
PADLOCK, 40mm	piece	Fund - 164	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	0.00
PADLOCK, 50mm	piece	Fund - 164	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	0.00
PAINT	gallon	Fund - 164	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	0.00
PAPER, COLORED, A4	pack	Fund - 164	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	0.00


Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
PAPER, LAID	pack	Fund - 164	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	0.00
PAPER, MANILA	pack	Fund - 164	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	0.00
PARACETAMOL	pack	Fund - 164	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	0.00
PHOTO PAPER, MATTE	pack	Fund - 164	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	0.00
PHOTO PAPER, SATIN	pack	Fund - 164	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	0.00
PLASTIC ENVELOPE	piece	Fund - 164	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	0.00
PLASTIC FASTENER	box	Fund - 164	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	0.00
POVIDONE IODINE	bottle	Fund - 164	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	0.00
PROFESSIONAL WIRELESS HEADSET	unit	Fund - 164	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	0.00
PUSH PIN	pack	Fund - 164	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	0.00
SCHOOL CHAIR	piece	Fund - 164	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	0.00
SMART TELEVISION	unit	Fund - 164	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	0.00
STEEL FILING CABINET	piece	Fund - 164	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	0.00
STEEL RACK	set	Fund - 164	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	0.00
STICKER PAPER, MATTE	pack	Fund - 164	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	0.00
STORAGE BOX, FOR LEGAL SIZE	piece	Fund - 164	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	0.00
TABLET COMPUTER	unit	Fund - 164	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	0.00
UNINTERRUPTIBLE POWER SUPPLY, TOWER TYPE, 650VA	unit	Fund - 164	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	0.00
VELLUM BOARD PAPER	pack	Fund - 164	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	0.00
VIDEO CONFERENCING CAMERA	unit	Fund - 164	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	0.00
WATER DISPENSER	unit	Fund - 164	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	0.00
WATER FILTER/PURIFIER FOR FAUCET	piece	Fund - 164	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	0.00
WHITEBOARD	piece	Fund - 164	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	0.00
WIFI EXTENDER	unit	Fund - 164	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	0.00
WIRELESS MICROPHONE	unit	Fund - 164	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	0.00
WIRELESS PRESENTER	unit	Fund - 164	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	0.00


PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)		
A. TOTAL		PHP 6,374,187.47
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		PHP 637,418.75
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		PHP 0.00
D. GRAND TOTAL (A + B + C)		PHP 7,011,606.22
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	SEVEN MILLION ELEVEN THOUSAND SIX HUNDRED SIX PESOS AND TWENTY-TWO CENTAVOS ONLY	

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES		
Consistent with Section 4.4 of Circular Letter No. 2011-6 and 2011-6, all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.		
A. TOTAL		PHP 0.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		PHP 0.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		PHP 0.00
D. GRAND TOTAL (A + B + C)		PHP 0.00
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:

 MELODY JANE L. ROJO
 Director 1, Procurement Management Office
 Property/Supply Officer 

Certified Funds Available / Certified Appropriate Funds Available:

 SHEILA BETH C. NGOHO
 Officer-in-Charge, Budget Office
 Accountant / Budget Officer

Approved by:
 MICHAEL L. TEE, M.D., MHPEd
 Chancellor
 Head of Office/Agency 

Date Prepared: 2026-05-06

*Subject to the actual collections and availability of funds

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (SAPP-CSE) 2026 FORM - Other Items (Fund - 164 - FINAL)

AGENCY CODE: 80080001670
 AGENCY NAME: UNIVERSITY OF THE PHILIPPINES MANILA
 ORGANIZATION TYPE: SUC
 REGION: NCR
 ADDRESS: P. Faura St. cor. Ma. Orosa St. Ermita Manila

CONTACT PERSON: Ms. Kathlin-Kaye Tumambing Hidalgo
 DESIGNATION: Administrative Aide VI
 EMAIL: Ms. Kathlin-Kaye Tumambing Hidalgo
 CONTACT NUMBER: SUC

INTRODUCTION:	This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.
REMINDERS:	1. The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph). 2. All information must be provided accurately. 3. To fill-out, find the item in the "List of Items - 1" tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary. 4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/adeqO 5. 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 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 6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024


No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	-	A4 White Folder		Piece	50	0	0	50	450.00	50	0	0	50	450.00	50	0	0	50	450.00	50	0	0	50	450.00	200	9.00	1,800.00
2	-	Ballpen, blue		Piece	15	0	0	15	150.00	15	0	0	15	150.00	15	0	0	15	150.00	15	0	0	15	150.00	60	10.00	600.00
3	-	Ballpen, red		Panel	15	0	0	15	150.00	15	0	0	15	150.00	15	0	0	15	150.00	15	0	0	15	150.00	60	10.00	600.00
4	-	Bond Paper (Letter)		Ream	3	0	0	3	732.00	3	0	0	3	732.00	3	0	0	3	732.00	3	0	0	3	732.00	12	244.00	2,928.00
5	-	Brother BTD60BK Ink Black		Pack	0	0	1	1	750.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	750.00	750.00
6	-	Brown Envelope (Short)		Pack	1	0	0	1	100.00	1	0	0	1	100.00	1	0	0	1	100.00	1	0	0	1	100.00	4	100.00	400.00
7	-	Canon Pixma 790 Black		Bottle	0	0	0	0	0.00	0	0	10	10	4,500.00	0	0	0	0	0.00	0	0	0	0	0.00	10	450.00	4,500.00
8	-	Canon Pixma 790 Cyan		Bottle	0	0	0	0	0.00	0	0	5	5	2,250.00	0	0	0	0	0.00	0	0	0	0	0.00	5	450.00	2,250.00
9	-	Canon Pixma 790 Magenta		Bottle	0	0	0	0	0.00	0	0	5	5	2,250.00	0	0	0	0	0.00	0	0	0	0	0.00	5	450.00	2,250.00
10	-	Canon Pixma 790 Yellow		Bottle	0	0	0	0	0.00	0	0	5	5	2,250.00	0	0	0	0	0.00	0	0	0	0	0.00	5	450.00	2,250.00
11	-	Dishwashing liquid, 1 gal		Bottle	3	0	0	3	750.00	3	0	0	3	750.00	3	0	0	3	750.00	3	0	0	3	750.00	12	250.00	3,000.00
12	-	Dishwashing Paste with sponge		Piece	3	0	0	3	150.00	3	0	0	3	150.00	3	0	0	3	150.00	3	0	0	3	150.00	12	50.00	600.00
13	-	Folder with tab, legal		Pack	0	0	5	5	1,984.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	396.96	1,984.80
14	-	Glue Sticks		Piece	15	0	0	15	150.00	15	0	0	15	150.00	15	0	0	15	150.00	15	0	0	15	150.00	60	10.00	600.00
15	-	Highlighter (yellow)		Piece	15	0	0	15	600.00	15	0	0	15	600.00	15	0	0	15	600.00	15	0	0	15	600.00	60	40.00	2,400.00
16	-	Ink 008 for Epson L15150 (Black)		Bottle	1	0	0	1	1,550.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,550.00	1,550.00
17	-	Ink 008 for Epson L15150 (Cyan)		Bottle	1	0	0	1	1,550.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,550.00	1,550.00
18	-	Ink 008 for Epson L15150 (Magenta)		Bottle	1	0	0	1	1,550.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,550.00	1,550.00
19	-	Ink 008 for Epson L15150 (Yellow)		Bottle	1	0	0	1	1,550.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,550.00	1,550.00
20	-	Ink cartridge, LEXMARK 500UA, Black (for model MS510/MS610)		Cart	1	0	0	1	10,000.00	1	0	0	1	10,000.00	1	0	0	1	10,000.00	1	0	0	1	10,000.00	4	10,000.00	40,000.00
21	-	Paper fastener, plastic		Box	3	0	0	3	285.00	3	0	0	3	285.00	3	0	0	3	285.00	3	0	0	3	285.00	12	95.00	1,140.00
22	-	Special Paper for Certificates A4 size		Pack	6	0	0	6	1,500.00	6	0	0	6	1,500.00	6	0	0	6	1,500.00	6	0	0	6	1,500.00	24	250.00	6,000.00
23	-	Sticker paper A4 glossy		Piece	2	0	0	2	140.00	2	0	0	2	140.00	2	0	0	2	140.00	2	0	0	2	140.00	8	70.00	560.00
24	-	Sticky Notes (3x5 inch)		Pack	15	0	0	15	1,500.00	15	0	0	15	1,500.00	15	0	0	15	1,500.00	15	0	0	15	1,500.00	60	100.00	6,000.00
25	-	Toner Cart, HP Laserjet Pro M254nw 202 A, CF 500A, Black		Piece	1	0	0	1	8,211.00	1	0	0	1	8,211.00	1	0	0	1	8,211.00	1	0	0	1	8,211.00	4	8,211.00	32,844.00
26	-	Toner Cart, HP Laserjet Pro M254nw 202 A, CF 501A, Cyan		Piece	1	0	0	1	9,682.00	1	0	0	1	9,682.00	1	0	0	1	9,682.00	1	0	0	1	9,682.00	4	9,682.00	38,728.00
27	-	Toner Cart, HP Laserjet Pro M254nw 202 A, CF 502A, Yellow		Piece	1	0	0	1	9,682.00	1	0	0	1	9,682.00	1	0	0	1	9,682.00	1	0	0	1	9,682.00	4	9,682.00	38,728.00
28	-	Toner Cart, HP Laserjet Pro M254nw 202 A, CF 503A, Magenta		Piece	1	0	0	1	9,682.00	1	0	0	1	9,682.00	1	0	0	1	9,682.00	1	0	0	1	9,682.00	4	9,682.00	38,728.00


No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
29	-	Trash bag, small, black 100s		Pack	2	0	0	2	600.00	2	0	0	2	600.00	2	0	0	2	600.00	2	0	0	2	600.00	8	300.00	2,400.00
30	-	USB 3.0 Hub 3-5 Ports		Panel	5	0	0	5	2,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	500.00	2,500.00


PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES
 Consistent with Section 4.4 of Circular Letter No. 2011-6 and 2011-6, all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.

A. TOTAL	PHP 240,740.80
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)	PHP 24,074.08
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)	PHP 0.00
D. GRAND TOTAL (A + B + C)	PHP 264,814.88
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	TWO HUNDRED SIXTY-FOUR THOUSAND EIGHT HUNDRED FOURTEEN PESOS AND EIGHTY-EIGHT CENTAVOS ONLY


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:

 MS. KATHLIN-KAYE TUMAMBING HIDALGO
 Administrative Aide VI, PMO

Reviewed by:

 MELODY JANE L. ROJO
 Director, PMO

Certified Funds Available / Certified Appropriate Funds Available:

 SHEILA BETH C. NGOHO
 Officer-in-Charge, Budget Office

*Subject to the actual collections and availability of funds

Approved by:

 MICHAEL L. TEE, M.D., MHPEd
 Chancellor & Professor

Date Prepared: 2026-05-06

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (SAPP-CSE) 2026 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 (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 this form, otherwise the form will be deemed invalid.
- 5.0 For items not included on the list of PART II, a separate form with the file name APP-CSE 2026 Form - Other Items, can be fill-out through this link: <https://forms.gle/ygzEaiJrNwQmdkkF6>
- 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 Please be advised that modifications to product codes may be implemented without prior notification. Should such changes occur, it will be necessary for agencies with CSE requirements to edit and submit a Supplemental APP-CSE on their mPhilGEPS account.
- 9.0 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.

Reminders: Note: The APP-CSE for FY 2026 must be submitted on or before **31 August 2025**.

Department/Bureau/Office: UNIVERSITY OF THE PHILIPPINES MANILA
 Region: NCR
 Address: _____

Agency Code/UACS: 080080001670
 Organization Type: SUC

Contact Person: Ms. Kathlin-Kaye Tumambing Hidalgo
 Position: Administrative Aide VI
 Email: kthidalgo@up.edu.ph
 Telephone/Mobile Nos: 8814-1214

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																		Total Quantity	Price Catalogue	Total Amount			
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec				Q4	Q4 Amt	
A. AVAILABLE AT PROCUREMENT SERVICE STORES																										
ALCOHOL OR ACETONE BASED ANTISEPTICS																										
ALCOHOL Ethyl 1 Gallon	Gallon	Fund - 184	19	10	19	48	17,140.32	125	10	0	135	48,207.15	2	0	0	2	714.18	109	0	0	109	38,922.81	294	357.09	104,984.46	
ALCOHOL Ethyl 500ml	Bottle	Fund - 184	40	5	7	52	2,892.24	340	0	0	340	18,910.80	0	40	0	40	2,224.80	90	0	0	90	5,005.80	522	55.62	29,033.64	
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
CLEARBOOK A4	Piece	Fund - 184	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	
CLEARBOOK A4	Piece	Fund - 184	0	0	210	210	7,350.00	179	0	0	179	6,265.00	0	0	0	0	0.00	179	0	0	179	6,265.00	568	35.00	19,880.00	
CLEARBOOK Legal	Piece	Fund - 184	2	0	20	22	828.74	72	0	10	82	3,088.94	0	0	10	10	376.70	72	0	10	82	3,088.94	196	37.67	7,383.32	
ERASER Plastic/Rubber	Piece	Fund - 184	0	0	0	0	0.00	23	0	0	23	211.60	0	0	0	0	0.00	23	0	0	23	211.60	46	9.20	423.20	
SIGN PEN Extra fine tip blue	Piece	Fund - 184	13	0	20	33	881.43	141	0	0	141	3,766.11	10	0	0	10	267.10	85	0	0	85	2,270.35	269	26.71	7,184.99	
SIGN PEN Extra fine tip blue	Piece	Fund - 184	0	0	10	10	222.00	0	0	0	0	0.00	0	0	10	10	222.00	0	0	0	0	0.00	20	22.20	444.00	
SIGN PEN Extra fine tip red	Piece	Fund - 184	10	0	20	30	801.30	42	0	0	42	1,121.82	0	0	0	0	0.00	42	0	0	42	1,121.82	114	26.71	3,044.94	
SIGN PEN Extra fine tip black	Piece	Fund - 184	68	0	20	88	2,350.48	196	0	0	196	5,235.16	65	0	0	65	1,736.15	100	0	0	100	2,671.00	449	26.71	11,992.79	
SIGN PEN Extra fine tip black	Piece	Fund - 184	0	0	10	10	222.00	0	0	0	0	0.00	0	0	10	10	222.00	0	0	0	0	0.00	20	22.20	444.00	
SIGN PEN, Fine tip, Black	Piece	Fund - 184	41	0	0	41	1,248.45	68	0	0	68	2,070.60	5	0	0	5	152.25	68	0	0	68	2,070.60	182	30.45	5,541.90	
SIGN PEN, Fine tip, Blue	Piece	Fund - 184	10	0	0	10	304.50	73	0	0	73	2,222.85	10	0	0	10	304.50	73	0	0	73	2,222.85	166	30.45	5,054.70	
SIGN PEN, Fine tip, Red	Piece	Fund - 184	0	0	0	0	0.00	22	0	0	22	669.90	0	0	0	0	0.00	22	0	0	22	669.90	44	30.45	1,339.80	
SIGN PEN, Medium Tip, Black	Piece	Fund - 184	2	0	50	52	3,259.36	88	0	0	88	5,515.84	0	0	0	0	0.00	17	0	0	17	1,065.56	157	62.68	9,840.76	
SIGN PEN, Medium Tip, Blue	Piece	Fund - 184	2	0	50	52	3,259.36	110	20	0	130	8,148.40	0	0	0	0	0.00	15	0	0	15	940.20	197	62.68	12,347.96	
SIGN PEN, Medium Tip, Red	Piece	Fund - 184	1	0	0	1	62.68	20	0	0	20	1,253.60	0	0	0	0	0.00	0	0	0	0	0.00	21	62.68	1,316.28	
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
MULTIMEDIA PROJECTOR 4000 min	Unit	Fund - 184	0	0	0	0	0.00	1	0	0	1	16,588.00	0	0	0	0	0.00	1	0	0	1	16,588.00	2	16,588.00	33,176.00	
BATTERIES AND CELLS AND ACCESSORIES																										
BATTERY dry cell AAA	Package	Fund - 184	20	0	17	37	678.58	124	0	4	128	2,347.52	4	0	4	8	146.72	94	0	4	98	1,797.32	271	18.34	4,970.14	
BATTERY dry Cell size AA	Package	Fund - 184	12	0	19	31	635.19	68	0	0	68	1,393.32	4	0	6	10	204.90	48	0	0	48	983.52	157	20.49	3,216.93	
CLEANING EQUIPMENT AND SUPPLIES																										
AIR FRESHENER Aerosol Type	Canister	Fund - 184	0	0	25	25	2,182.75	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	25	87.31	2,182.75	
AIR FRESHENER Aerosol Type	Canister	Fund - 184	3	17	2	22	2,745.60	64	2	2	68	8,486.40	3	2	2	7	873.60	30	2	2	34	4,243.20	131	124.80	16,348.80	
BROOM (Walis Tambo)	Piece	Fund - 184	3	0	3	6	748.80	11	0	0	11	1,372.80	2	0	0	2	249.60	9	0	0	9	1,123.20	28	124.80	3,494.40	

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																			Total Quantity	Price Catalogue	Total Amount		
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4				Q4 Amt	
BROOM (Walis Ting-Ting)	Piece	Fund - 184	0	0	0	0	0.00	4	0	0	4	104.00	0	0	0	0	0.00	0	0	0	0	0.00	4	26.00	104.00	
CLEANER toilet and urinal	Bottle	Fund - 184	5	0	12	17	707.20	40	0	0	40	1,664.00	5	0	0	5	208.00	5	0	0	5	208.00	67	41.60	2,787.20	
CLEANSER scouring powder	Canister	Fund - 184	0	0	3	3	71.76	0	0	3	3	71.76	0	0	3	3	71.76	0	0	3	3	71.76	12	23.92	287.04	
CLEANSER scouring powder	Canister	Fund - 184	5	0	0	5	208.00	31	0	0	31	1,289.60	5	0	0	5	208.00	22	0	0	22	915.20	63	41.60	2,620.80	
DETERGENT BAR 140g	Piece	Fund - 184	0	0	0	0	0.00	21	0	0	21	196.14	0	0	0	0	0.00	0	0	0	0	0.00	21	9.34	196.14	
DETERGENT POWDER all-purpose	Pouch	Fund - 184	4	0	15	19	1,027.52	91	0	0	91	4,921.28	4	0	10	14	757.12	41	0	0	41	2,217.28	165	54.08	8,923.20	
DISINFECTANT SPRAY aerosol 400g (min)	Canister	Fund - 184	14	6	35	55	7,693.95	89	1	1	91	12,729.99	1	1	13	15	2,098.35	66	1	1	68	9,512.52	229	139.89	32,034.81	
DUST PAN	Piece	Fund - 184	2	0	1	3	140.40	8	0	0	8	374.40	1	0	0	1	46.80	0	0	0	0	0.00	12	46.80	561.60	
FURNITURE CLEANER	Can	Fund - 184	2	0	0	2	282.78	21	0	0	21	2,969.19	2	0	0	2	282.78	9	0	0	9	1,272.51	34	141.39	4,807.26	
HAND SOAP LIQUID 500ml	Bottle	Fund - 184	9	9	34	52	2,233.40	129	4	4	137	5,884.15	4	4	4	12	515.40	65	4	4	73	3,135.35	274	42.95	11,768.30	
MOP BUCKET heavy duty hard plastic	Unit	Fund - 184	1	0	0	1	2,288.00	6	0	0	6	13,728.00	1	0	0	1	2,288.00	0	0	0	0	0.00	8	2,288.00	18,304.00	
RAGS	Bundle	Fund - 184	0	0	10	10	694.70	0	0	0	0	0.00	0	0	10	10	694.70	0	0	0	0	0.00	20	69.47	1,389.40	
RAGS	Bundle	Fund - 184	1	1	1	3	230.88	129	1	1	131	10,081.76	1	1	1	3	230.88	75	1	1	77	5,925.92	214	76.96	16,469.44	
SCOURING PAD	Package	Fund - 184	2	0	3	5	428.15	20	0	3	23	1,969.49	2	0	3	5	428.15	2	0	3	5	428.15	38	85.63	3,253.94	
TRASHBAG XXL size	Package	Fund - 184	21	12	35	68	8,840.00	593	2	10	605	78,650.00	2	2	10	14	1,820.00	469	2	10	481	62,530.00	1168	130.00	151,840.00	
WASTEBASKET	Piece	Fund - 184	5	0	4	9	393.12	17	0	5	22	960.96	0	0	0	0	0.00	13	0	5	18	786.24	49	43.68	2,140.32	
COLOR COMPOUNDS AND DISPERSIONS																										
STAMP PAD Ink	Bottle	Fund - 184	0	0	12	12	345.48	42	0	0	42	1,209.18	0	0	0	0	0.00	0	0	0	0	0.00	54	28.79	1,554.66	
FILMS																										
CARBON FILM Legal Size	Box	Fund - 184	0	0	0	0	0.00	23	0	0	23	8,092.09	0	0	0	0	0.00	16	0	0	16	5,629.28	39	351.83	13,721.37	
FIRE FIGHTING EQUIPMENT																										
FIRE EXTINGUISHER dry chemical	Unit	Fund - 184	0	0	0	0	0.00	28	0	0	28	32,032.00	1	0	0	1	1,144.00	0	0	0	0	0.00	29	1,144.00	33,176.00	
FURNITURE AND FURNISHINGS																										
MONOBLOC CHAIR white	Piece	Fund - 184	0	0	0	0	0.00	40	0	0	40	14,185.60	0	0	0	0	0.00	0	0	0	0	0.00	40	354.64	14,185.60	
HEATING AND VENTILATION AND AIR CIRCULATION																										
ELECTRIC FAN Industrial Ground Type	Unit	Fund - 184	0	0	0	0	0.00	8	0	0	8	10,816.00	0	0	0	0	0.00	0	0	0	0	0.00	8	1,352.00	10,816.00	
ELECTRIC FAN Stand Type	Unit	Fund - 184	0	0	0	0	0.00	10	0	0	10	15,600.00	0	0	0	0	0.00	8	0	0	8	12,480.00	18	1,560.00	28,080.00	
ELECTRIC FAN Wall Mount	Unit	Fund - 184	0	0	0	0	0.00	1	0	0	1	901.68	0	0	0	0	0.00	0	0	0	0	0.00	1	901.68	901.68	
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																										
COMPUTER MOUSE Wireless	Unit	Fund - 184	0	0	0	0	0.00	50	0	0	50	7,970.00	0	0	0	0	0.00	19	0	0	19	3,028.60	69	159.40	10,998.60	
COMPUTER MOUSE Wireless	Unit	Fund - 184	0	0	4	4	647.68	0	0	0	0	0.00	0	0	4	4	647.68	0	0	0	0	0.00	8	161.92	1,295.36	
DIGITAL VOICE RECORDER	Unit	Fund - 184	0	0	0	0	0.00	1	0	0	1	7,339.16	0	0	0	0	0.00	0	0	0	0	0.00	1	7,339.16	7,339.16	
EXTERNAL HARD DRIVE	Unit	Fund - 184	7	0	3	10	30,149.60	7	0	0	7	21,104.72	0	0	0	0	0.00	7	0	0	7	21,104.72	24	3,014.96	72,359.04	
FLASH DRIVE 64GB capacity	Piece	Fund - 184	6	0	0	6	916.44	5	0	0	5	763.70	1	0	0	1	152.74	5	0	0	5	763.70	17	152.74	2,596.58	
PAPER SHREDDER	Unit	Fund - 184	0	0	0	0	0.00	3	0	0	3	48,322.56	0	0	0	0	0.00	0	0	0	0	0.00	3	16,107.52	48,322.56	
PRINTER impact dot matrix 24 pins 136 columns	Unit	Fund - 184	0	0	2	2	76,201.94	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	38,100.97	76,201.94	
PRINTER Laser Monochrome	Unit	Fund - 184	0	0	0	0	0.00	3	0	0	3	27,605.76	0	0	0	0	0.00	0	0	0	0	0.00	3	9,201.92	27,605.76	
LIGHTING AND FIXTURES AND ACCESSORIES																										
LIGHT EMITTING DIODE (LED) Light Bulb	Piece	Fund - 184	3	0	0	3	226.83	66	0	0	66	4,990.26	3	0	0	3	226.83	3	0	0	3	226.83	75	75.61	5,670.75	
LINEAR TUBE Light Emitting Diode (LED) 18 watts	Piece	Fund - 184	5	0	0	5	1,029.10	125	0	0	125	25,727.50	5	0	0	5	1,029.10	0	0	0	0	0.00	135	205.82	27,785.70	
MANUFACTURING COMPONENTS AND SUPPLIES																										
STAPLE WIRE heavy duty (binder type)	Box	Fund - 184	3	0	0	3	109.20	38	0	0	38	1,383.20	3	0	0	3	109.20	3	0	0	3	109.20	47	36.40	1,710.80	
STAPLE WIRE standard	Box	Fund - 184	11	10	0	21	589.68	72	0	0	72	2,021.76	4	0	0	4	112.32	62	0	0	62	1,740.96	159	28.08	4,464.72	
TAPE masking 24mm	Roll	Fund - 184	12	15	5	32	1,863.68	91	2	0	93	5,416.32	5	0	0	5	291.20	79	0	0	79	4,600.96	209	58.24	12,172.16	
TAPE MASKING 48mm	Roll	Fund - 184	12	5	10	27	3,734.64	135	0	0	135	18,673.20	3	0	0	3	414.96	118	0	0	118	16,321.76	283	138.32	39,144.56	
TAPE packaging 48mm	Roll	Fund - 184	7	0	5	12	349.44	212	0	0	212	6,173.44	3	0	0	3	87.36	212	0	0	212	6,173.44	439	29.12	12,783.68	
TAPE transparent 24mm	Roll	Fund - 184	21	15	50	86	1,520.48	157	6	0	163	2,881.84	3	0	0	3	53.04	123	0	0	123	2,174.64	375	17.68	6,630.00	
TAPE transparent 48mm	Roll	Fund - 184	5	0	5	10	291.20	155	0	0	155	4,513.60	2	0	0	2	58.24	137	0	0	137	3,989.44	304	29.12	8,852.48	
TWINE plastic	Roll	Fund - 184	0	0	0	0	0.00	12	0	0	12	848.64	0	0	0	0	0.00	0	0	0	0	0.00	12	70.72	848.64	

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																			Total Quantity	Price Catalogue	Total Amount		
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4				Q4 Amt	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																										
RULER plastic 450mm	Piece	Fund - 184	0	0	0	0	0.00	34	0	0	0	34	677.62	0	0	0	0	0.00	31	0	0	31	617.83	65	19.93	1,295.45
Office Equipment																										
DOCUMENT CAMERA 8 MP	Unit	Fund - 184	0	0	0	0	0.00	1	0	0	1	23,623.60	0	0	0	0	0.00	0	0	0	0	0.00	1	23,623.60	23,623.60	
PAPER TRIMMER / CUTTING MACHINE table top	Unit	Fund - 184	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	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
BINDING RING/COMB plastic 32mm	Bundle	Fund - 184	1	0	0	1	219.20	5	0	0	5	1,096.00	1	0	0	1	219.20	0	0	0	0	0.00	7	219.20	1,534.40	
BLADE for general purpose cutter/utility knife	Tube	Fund - 184	3	0	0	3	49.11	9	0	0	9	147.33	3	0	0	3	49.11	9	0	0	9	147.33	24	16.37	392.88	
CALCULATOR Compact	Unit	Fund - 184	3	0	5	8	1,737.92	31	0	0	31	6,734.44	0	0	0	0	0.00	14	0	0	14	3,041.36	53	217.24	11,513.72	
CLIP Backfold 19mm	Box	Fund - 184	5	15	25	45	500.85	113	5	5	123	1,368.99	5	5	5	15	166.95	93	5	5	103	1,146.39	286	11.13	3,183.18	
CLIP backfold 25mm	Box	Fund - 184	23	10	30	63	1,235.43	95	5	5	105	2,059.05	18	5	5	28	549.08	90	5	5	100	1,961.00	296	19.61	5,804.56	
CLIP Backfold 32mm	Box	Fund - 184	9	14	14	37	1,069.67	112	4	4	120	3,469.20	4	4	4	12	346.92	89	4	4	97	2,804.27	266	28.91	7,690.06	
CLIP Backfold 32mm	Box	Fund - 184	0	0	10	10	332.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	33.28	332.80	
CLIP Backfold 50mm	Box	Fund - 184	4	14	15	33	2,075.37	97	4	4	105	6,603.45	4	4	4	12	754.68	87	4	4	95	5,974.55	245	62.89	15,408.05	
CORRECTION TAPE	Piece	Fund - 184	17	10	12	39	748.41	216	50	0	266	5,104.54	12	0	0	12	230.28	121	0	0	121	2,321.99	438	19.19	8,405.22	
CORRECTION TAPE	Piece	Fund - 184	0	0	30	30	405.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	30	13.50	405.00	
CUTTER/UTILITY KNIFE for general purpose	Piece	Fund - 184	1	0	0	1	29.64	18	0	0	18	533.52	0	0	0	0	0.00	18	0	0	18	533.52	37	29.64	1,096.68	
DATA FILE BOX	Piece	Fund - 184	0	0	10	10	1,458.90	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	145.89	1,458.90	
DATA FILE BOX	Piece	Fund - 184	11	6	21	38	5,662.38	76	6	6	88	13,112.88	11	6	6	23	3,427.23	76	6	6	88	13,112.88	237	149.01	35,315.37	
DATA FOLDER	Piece	Fund - 184	0	0	40	40	3,993.60	237	0	0	237	23,662.08	0	0	0	0	0.00	232	0	0	232	23,162.88	509	99.84	50,818.56	
DATER STAMP	Piece	Fund - 184	1	0	2	3	1,277.34	20	0	0	20	8,515.60	1	0	0	1	425.78	0	0	0	0	0.00	24	425.78	10,218.72	
ENVELOPE Documentary A4	Box	Fund - 184	0	0	5	5	4,238.00	13	0	0	13	11,018.80	0	0	0	0	0.00	11	0	0	11	9,323.60	29	847.60	24,580.40	
ENVELOPE Documentary Legal	Box	Fund - 184	0	0	3	3	3,172.74	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,057.58	3,172.74	
ENVELOPE Documentary Legal	Box	Fund - 184	0	2	2	4	4,072.44	19	0	0	19	19,344.09	0	0	0	0	0.00	8	0	0	8	8,144.88	31	1,018.11	31,561.41	
ENVELOPE Expanding Kraft	Box	Fund - 184	2	0	3	5	4,804.80	11	0	0	11	10,570.56	1	0	0	1	960.96	0	0	0	0	0.00	17	960.96	16,336.32	
ENVELOPE expanding plastic	Piece	Fund - 184	0	10	22	32	975.68	102	13	0	115	3,506.35	0	0	10	10	304.90	0	0	0	0	0.00	157	30.49	4,786.93	
ENVELOPE Mailing	Box	Fund - 184	0	1	11	12	5,526.12	42	0	0	42	19,341.42	0	0	0	0	0.00	0	0	0	0	0.00	54	460.51	24,867.54	
ENVELOPE Mailing with Window	Box	Fund - 184	0	0	0	0	0.00	1	0	0	1	523.95	0	0	0	0	0.00	0	0	0	0	0.00	1	523.95	523.95	
ERASER Felt Blackboard/Whiteboard	Piece	Fund - 184	2	0	3	5	72.40	5	0	0	5	72.40	2	0	0	2	28.96	0	0	0	0	0.00	12	14.48	173.76	
FASTENER metal	Box	Fund - 184	7	0	18	25	2,366.00	17	3	0	20	1,892.80	3	0	3	6	567.84	17	3	0	20	1,892.80	71	94.64	6,719.44	
FILE ORGANIZER	Piece	Fund - 184	10	10	20	40	5,096.00	57	0	0	57	7,261.80	0	0	0	0	0.00	0	0	0	0	0.00	97	127.40	12,357.80	
FILE TAB DIVIDER A4	Set	Fund - 184	0	0	20	20	222.60	20	0	0	20	222.60	0	0	0	0	0.00	0	0	0	0	0.00	40	11.13	445.20	
FILE TAB DIVIDER legal	Set	Fund - 184	0	0	0	0	0.00	10	0	0	10	142.30	0	0	0	0	0.00	10	0	0	10	142.30	20	14.23	284.60	
FOLDER Fancy with Slide A4	Bundle	Fund - 184	0	0	2	2	540.80	15	0	0	15	4,056.00	0	0	0	0	0.00	15	0	0	15	4,056.00	32	270.40	8,652.80	
FOLDER L-type Legal	Pack	Fund - 184	1	0	2	3	747.24	20	0	0	20	4,981.60	1	0	0	1	249.08	15	0	0	15	3,736.20	39	249.08	9,714.12	
FOLDER pressboard	Box	Fund - 184	2	1	2	5	9,750.00	8	0	0	8	15,600.00	1	0	0	1	1,950.00	1	0	0	1	1,950.00	15	1,950.00	29,250.00	
FOLDER, L-TYPE, PLASTIC, for A4 size documents	Pack	Fund - 184	7	0	6	13	2,464.67	54	0	0	54	10,237.86	0	0	0	0	0.00	0	0	0	0	0.00	67	189.59	12,702.53	
INDEX TAB	Box	Fund - 184	0	0	0	0	0.00	17	0	0	17	1,162.97	0	0	0	0	0.00	0	0	0	0	0.00	17	68.41	1,162.97	
MARKER fluorescent	Set	Fund - 184	0	10	5	15	466.65	27	0	0	27	839.97	0	0	0	0	0.00	27	0	0	27	839.97	69	31.11	2,146.59	
MARKER permanent black	Piece	Fund - 184	5	5	8	18	148.86	5	0	3	8	66.16	0	0	3	3	24.81	0	0	3	3	24.81	32	8.27	264.64	
MARKER permanent black	Piece	Fund - 184	36	0	20	56	873.60	139	0	0	139	2,168.40	12	0	0	12	187.20	78	0	0	78	1,216.80	285	15.60	4,446.00	
MARKER permanent blue	Piece	Fund - 184	12	0	20	32	482.88	80	7	0	87	1,312.83	12	0	0	12	181.08	69	0	0	69	1,041.21	200	15.09	3,018.00	
MARKER permanent blue	Piece	Fund - 184	0	0	3	3	24.81	0	0	3	3	24.81	0	0	3	3	24.81	0	0	3	3	24.81	12	8.27	99.24	
MARKER permanent red	Piece	Fund - 184	5	5	7	17	140.59	5	0	2	7	57.89	0	0	2	2	16.54	0	0	2	2	16.54	28	8.27	231.56	
MARKER permanent red	Piece	Fund - 184	24	0	20	44	655.60	49	0	0	49	730.10	0	0	0	0	0.00	49	0	0	49	730.10	142	14.90	2,115.80	
MARKER whiteboard black	Piece	Fund - 184	30	0	20	50	1,092.00	83	10	0	93	2,031.12	12	0	0	12	262.08	51	0	0	51	1,113.84	206	21.84	4,499.04	
MARKER whiteboard black	Piece	Fund - 184	5	5	8	18	173.70	5	0	3	8	77.20	0	0	3	3	28.95	0	0	3	3	28.95	32	9.65	308.80	
MARKER whiteboard blue	Piece	Fund - 184	0	0	3	3	28.95	0	0	3	3	28.95	0	0	3	3	28.95	0	0	3	3	28.95	12	9.65	115.80	
MARKER whiteboard blue	Piece	Fund - 184	12	0	20	32	698.88	50	0	0	50	1,092.00	12	0	0	12	262.08	50	0	0	50	1,092.00	144	21.84	3,144.96	

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																			Total Quantity	Price Catalogue	Total Amount			
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4				Q4 Amt		
MARKER whiteboard red	Piece	Fund - 184	5	5	7	17	164.05	5	0	2	7	67.55	0	0	2	2	19.30	0	0	2	2	19.30	28	9.65	270.20		
MARKER whiteboard red	Piece	Fund - 184	15	0	20	35	764.40	48	0	0	48	1,048.32	3	0	0	3	65.52	36	0	0	36	786.24	122	21.84	2,664.48		
PAPER CLIP vinyl/plastic coated 33mm	Box	Fund - 184	43	0	10	53	468.52	116	21	0	137	1,211.08	18	0	0	18	159.12	111	0	0	111	981.24	319	8.84	2,819.96		
PAPER CLIP vinyl/plastic coated jumbo 50mm	Box	Fund - 184	32	0	20	52	1,011.92	113	16	0	129	2,510.34	17	0	0	17	330.82	108	0	0	108	2,101.68	306	19.46	5,954.76		
PAPER SHREDDER	Unit	Fund - 184	0	0	0	0	0.00	2	0	0	2	32,215.04	0	0	0	0	0.00	0	0	0	0	0.00	2	16,107.52	32,215.04		
PAPER TRIMMER/CUTTING MACHINE table top	m2	Fund - 184	0	1	0	1	9,873.76	2	0	0	2	19,747.52	0	0	0	0	0.00	0	0	0	0	0.00	3	9,873.76	29,621.28		
PENCIL Lead/Graphite With Eraser	Box	Fund - 184	5	0	6	11	491.81	36	0	0	36	1,609.56	2	0	0	2	89.42	34	0	0	34	1,520.14	83	44.71	3,710.93		
PENCIL SHARPENER	Piece	Fund - 184	0	0	0	0	0.00	10	0	0	10	2,381.60	0	0	0	0	0.00	8	0	0	8	1,905.28	18	238.16	4,286.88		
PUNCHER Paper Heavy Duty	Piece	Fund - 184	1	0	5	6	926.64	17	0	0	17	2,625.48	0	0	0	0	0.00	0	0	0	0	0.00	23	154.44	3,552.12		
RUBBER BAND No. 18	Box	Fund - 184	3	1	0	4	560.16	73	0	0	73	10,222.92	2	0	0	2	280.08	2	0	0	2	280.08	81	140.04	11,343.24		
RUBBER BAND No. 18	Box	Fund - 184	0	0	2	2	270.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	135.20	270.40		
SCISSORS Symmetrical / Asymmetrical	Pair	Fund - 184	0	0	10	10	655.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	65.52	655.20		
SCISSORS Symmetrical / Asymmetrical	Pair	Fund - 184	7	2	2	11	403.48	47	0	0	47	1,723.96	5	0	0	5	183.40	30	0	0	30	1,100.40	93	36.68	3,411.24		
STAMP PAD felt	Piece	Fund - 184	1	0	13	14	558.88	26	0	0	26	1,037.92	0	0	0	0	0.00	0	0	0	0	0.00	40	39.92	1,596.80		
STAPLE REMOVER plier type	Piece	Fund - 184	0	0	15	15	697.65	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	46.51	697.65		
STAPLE REMOVER plier type	Piece	Fund - 184	1	6	6	13	459.68	40	11	1	52	1,838.72	1	1	1	3	106.08	27	1	1	29	1,025.44	97	35.36	3,429.92		
STAPLER Heavy Duty (Binder)	Unit	Fund - 184	2	0	0	2	1,178.08	3	0	0	3	1,767.12	2	0	0	2	1,178.08	3	0	0	3	1,767.12	10	589.04	5,890.40		
STAPLER standard type	Piece	Fund - 184	4	0	10	14	2,766.40	30	0	0	30	5,928.00	3	0	10	13	2,568.80	20	0	0	20	3,952.00	77	197.60	15,215.20		
TAPE DISPENSER Table Top	Unit	Fund - 184	3	0	4	7	541.52	7	0	0	7	541.52	1	0	0	1	77.36	7	0	0	7	541.52	22	77.36	1,701.92		
Office Equipment Supplies and Consumables																											
TAPE electrical	Roll	Fund - 184	1	0	0	1	19.45	45	0	0	45	875.25	1	0	0	1	19.45	0	0	0	0	0.00	47	19.45	914.15		
Office Supplies and Devices																											
GLUE All Purpose	Jar	Fund - 184	2	0	10	12	745.68	21	0	0	21	1,304.94	2	0	0	2	124.28	17	0	0	17	1,056.38	52	62.14	3,231.28		
PAPER MATERIALS AND PRODUCTS																											
CARTOLINA assorted colors	Package	Fund - 184	0	0	10	10	837.20	30	0	0	30	2,511.60	0	0	0	0	0.00	0	0	0	0	0.00	40	83.72	3,348.80		
FOLDER with Tab A4	Pack	Fund - 184	15	0	10	25	9,490.00	35	5	0	40	15,184.00	15	0	5	20	7,592.00	25	5	0	30	11,388.00	115	379.60	43,654.00		
FOLDER with TAB Legal	Pack	Fund - 184	5	0	50	55	22,765.60	16	5	0	21	8,692.32	5	0	5	10	4,139.20	16	5	0	21	8,692.32	107	413.92	44,289.44		
NOTE PAD stick on 3" x 3"	Pad	Fund - 184	121	20	12	153	7,956.00	153	0	2	155	8,060.00	3	0	2	5	260.00	81	0	2	83	4,316.00	396	52.00	20,592.00		
NOTE PAD stick on 50mm x 76mm (2" x 3") min	Pad	Fund - 184	5	0	12	17	630.02	122	0	2	124	4,595.44	5	0	2	7	259.42	72	0	2	74	2,742.44	222	37.06	8,227.32		
NOTE PAD stick on 76mm x 100mm (3" x 4") min	Pad	Fund - 184	18	10	22	50	2,964.00	171	0	2	173	10,255.44	3	0	2	5	296.40	96	0	2	98	5,809.44	326	59.28	19,325.28		
PAD PAPER ruled	Pad	Fund - 184	0	0	0	0	0.00	10	0	0	10	431.40	0	0	0	0	0.00	0	0	0	0	0.00	10	43.14	431.40		
PAPER Multi-Purpose 70gsm (min.) Legal	Ream	Fund - 184	15	10	20	45	7,150.95	31	5	0	36	5,720.76	5	0	5	10	1,589.10	0	5	0	5	794.55	96	158.91	15,255.36		
PAPER Multi-Purpose A4	Ream	Fund - 184	35	120	25	180	24,793.20	101	10	10	121	16,666.54	10	10	10	30	4,132.20	101	10	10	121	16,666.54	452	137.74	62,258.48		
PAPER MULTICOPY A4	Ream	Fund - 184	15	15	95	125	26,725.00	15	0	0	15	3,207.00	0	0	0	0	0.00	0	0	0	0	0.00	140	213.80	29,932.00		
PAPER MULTICOPY A4	Ream	Fund - 184	110	0	275	385	82,336.10	392	30	0	422	90,248.92	60	0	0	60	12,831.60	245	0	0	245	52,395.70	1112	213.86	237,812.32		
PAPER MULTICOPY legal	Ream	Fund - 184	15	0	5	20	4,552.80	67	10	0	77	17,528.28	0	0	10	10	2,276.40	52	0	0	52	11,837.28	159	227.64	36,194.76		
PAPER MULTICOPY legal	Ream	Fund - 184	2	2	22	26	6,056.96	2	0	0	2	465.92	0	0	0	0	0.00	0	0	0	0	0.00	28	232.96	6,522.88		
PAPER parchment	Box	Fund - 184	2	0	2	4	616.84	15	4	0	19	2,929.99	2	0	2	308.42	0	0	0	0	0.00	25	154.21	3,855.25			
RECORD BOOK 300 pages	Book	Fund - 184	10	0	6	16	1,467.20	49	0	0	49	4,493.30	0	0	0	0	0.00	47	0	0	47	4,309.90	112	91.70	10,270.40		
RECORD BOOK 500 pages	Book	Fund - 184	0	0	10	10	1,245.60	31	0	0	31	3,861.36	0	0	0	0	0.00	29	0	0	29	3,612.24	70	124.56	8,719.20		
STENO NOTEBOOK	Piece	Fund - 184	2	0	20	22	248.16	53	0	0	53	597.84	0	0	0	0	0.00	23	0	0	23	259.44	98	11.28	1,105.44		
TISSUE Interfolded Paper Towel	Package	Fund - 184	149	74	102	325	10,985.00	624	93	4	721	24,369.80	4	4	4	12	405.60	464	4	4	472	15,953.60	1530	33.80	51,714.00		
TOILET TISSUE PAPER 2 ply	Package	Fund - 184	73	30	69	172	17,351.36	429	10	0	439	44,286.32	3	0	33	36	3,631.68	159	3	0	162	16,342.56	809	100.88	81,611.92		
PERFUMES OR COLOGNES OR FRAGRANCES																											
HAND SANITIZER 500mL	Bottle	Fund - 184	3	0	3	6	499.20	34	0	0	34	2,828.80	3	0	0	3	249.60	34	0	0	34	2,828.80	77	83.20	6,406.40		
HAND SANITIZER 500mL	Bottle	Fund - 184	0	0	15	15	1,276.20	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	85.08	1,276.20		
PESTICIDES OR PEST REPELLENTS																											
INSECTICIDE aerosol type	Can	Fund - 184	5	1	1	7	1,796.34	32	1	1	34	8,725.08	1	1	1	3	769.86	20	1	1	22	5,645.64	66	256.62	16,936.92		

Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount		
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt					
INSECTICIDE aerosol type	Can	Fund - 184	5	5	5	15	2,090.40	5	0	0	5	696.80	0	0	0	0	0.00	0	0	0	0.00	20	139.36	2,787.20			
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
INK CARTRIDGE EPSON C13T664100 (T6641) BLACK	Cart	Fund - 184	0	0	0	0	0.00	14	0	0	14	3,246.60	0	0	0	0	0.00	14	0	0	14	3,246.60	28	231.90	6,493.20		
INK CARTRIDGE EPSON C13T664200 (T6642) CYAN	Cart	Fund - 184	0	0	0	0	0.00	7	0	0	7	1,695.40	0	0	0	0	0.00	7	0	0	7	1,695.40	14	242.20	3,390.80		
INK CARTRIDGE EPSON C13T664300 (T6643) MAGENTA	Cart	Fund - 184	0	0	0	0	0.00	7	0	0	7	1,695.40	0	0	0	0	0.00	7	0	0	7	1,695.40	14	242.20	3,390.80		
INK CARTRIDGE EPSON C13T664400 (T6644) YELLOW	Cart	Fund - 184	0	0	0	0	0.00	7	0	0	7	1,695.40	0	0	0	0	0.00	7	0	0	7	1,695.40	14	242.20	3,390.80		
INK CARTRIDGE HP F6V26AA (HP680) TRI-COLOR	Cart	Fund - 184	21	0	0	21	8,910.72	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	21	424.32	8,910.72		
INK CARTRIDGE HP F6V27AA (HP680) BLACK	Cart	Fund - 184	23	0	0	23	9,759.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	23	424.32	9,759.36		
TONER CARTRIDGE HP CE255A Black	Cart	Fund - 184	0	0	0	0	0.00	6	0	0	6	46,232.16	0	0	0	0	0.00	0	0	0	0	0.00	6	7,705.36	46,232.16		
TONER CARTRIDGE HP CE310A Black	Cart	Fund - 184	0	0	0	0	0.00	7	0	0	7	18,258.24	0	0	0	0	0.00	0	0	0	0	0.00	7	2,608.32	18,258.24		
TONER CARTRIDGE HP CE311A Cyan	Cart	Fund - 184	0	0	0	0	0.00	4	0	0	4	11,589.76	0	0	0	0	0.00	0	0	0	0	0.00	4	2,897.44	11,589.76		
TONER CARTRIDGE HP CE312A Yellow	Cart	Fund - 184	0	0	0	0	0.00	7	0	0	7	20,282.08	0	0	0	0	0.00	0	0	0	0	0.00	7	2,897.44	20,282.08		
TONER CARTRIDGE HP CE313A Magenta	Cart	Fund - 184	0	0	0	0	0.00	7	0	0	7	20,282.08	0	0	0	0	0.00	0	0	0	0	0.00	7	2,897.44	20,282.08		
TONER CARTRIDGE HP CF226A (HP26A) Black	Cart	Fund - 184	0	0	0	0	0.00	12	0	0	12	69,875.52	0	0	0	0	0.00	7	0	0	7	40,760.72	19	5,822.96	110,636.24		
TONER CARTRIDGE HP CF283A (HP83A) LaserJet	Cart	Fund - 184	0	0	0	0	0.00	12	0	0	12	40,410.24	0	0	0	0	0.00	0	0	0	0	0.00	12	3,367.52	40,410.24		
TONER CARTRIDGE HP Q2612A Black	Cart	Fund - 184	0	0	0	0	0.00	10	0	0	10	41,558.40	0	0	0	0	0.00	0	0	0	0	0.00	10	4,155.84	41,558.40		
B. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED																											
AIR CONDITIONING UNIT, 1.0 HP, CEILING TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, SPLIT TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, WALL TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 1.0 HP, WINDOW TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 1.5 HP, CEILING TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 1.5 HP, SPLIT TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 1.5 HP, WALL TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 1.5 HP, WINDOW TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 2.0 HP, CEILING TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 2.0 HP, SPLIT TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 2.0 HP, WALL TYPE	unit	Fund - 184	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	0.00		
AIR CONDITIONING UNIT, 2.0 HP, WINDOW TYPE	unit	Fund - 184	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	0.00		
AIR COOLER	piece	Fund - 184	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	0.00		
AMPLIFIER	unit	Fund - 184	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	0.00		
ARROW FLAG (SIGN HERE)	pack	Fund - 184	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	0.00		
AUTOMOTIVE BATTERIES	piece	Fund - 184	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	0.00		
BALLPOINT PEN, EXTRA FINE TIP	piece	Fund - 184	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	0.00		
BALLPOINT PEN, FINE TIP	piece	Fund - 184	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	0.00		

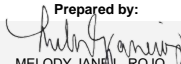
Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
BALLPOINT PEN, MEDIUM TIP	piece	Fund - 184	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
BLEACHING SOLUTION	bottle	Fund - 184	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	0.00
BLUETOOTH SPEAKER	unit	Fund - 184	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	0.00
BOND PAPER	ream	Fund - 184	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	0.00
CCTV CAMERA	unit	Fund - 184	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	0.00
CERTIFICATE FRAME	piece	Fund - 184	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	0.00
CERTIFICATE HOLDER, DOUBLE-SIDED, A4	piece	Fund - 184	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	0.00
CERTIFICATE HOLDER, SINGLE-SIDED, A4	piece	Fund - 184	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	0.00
COMPACT DISC	piece	Fund - 184	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	0.00
CONFERENCE MICROPHONE	unit	Fund - 184	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	0.00
CONFERENCE SPEAKERPHONE	unit	Fund - 184	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	0.00
DEODORANT CAKE	piece	Fund - 184	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	0.00
DISHWASHING LIQUID	bottle	Fund - 184	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	0.00
DISPOSABLE GLOVES, LARGE	box	Fund - 184	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	0.00
DISPOSABLE GLOVES, NITRILE, MEDIUM	box	Fund - 184	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	0.00
DISPOSABLE GLOVES, NITRILE, SMALL	box	Fund - 184	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	0.00
DOCUMENT SCANNER	unit	Fund - 184	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	0.00
DOOR MAT	piece	Fund - 184	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	0.00
DOUBLE-SIDED TAPE, FOAM, 12mm	roll	Fund - 184	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	0.00
DOUBLE-SIDED TAPE, FOAM, 24mm	roll	Fund - 184	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	0.00
DOUBLE-SIDED TAPE, TISSUE, 12mm	roll	Fund - 184	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	0.00
DOUBLE-SIDED TAPE, TISSUE, 24mm	roll	Fund - 184	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	0.00
DSLR CAMERA	unit	Fund - 184	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	0.00
EXTENSION CORD	piece	Fund - 184	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	0.00
EXTERNAL DRIVE, SOLID STATE DRIVE, 1TB	unit	Fund - 184	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	0.00
FUEL FILTERS	piece	Fund - 184	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	0.00
GLUE GUN	unit	Fund - 184	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	0.00
GLUE STICK (FOR GLUE GUN)	pack	Fund - 184	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	0.00
GLUE STICK PASTE, 15g	piece	Fund - 184	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	0.00
GLUE STICK PASTE, 8g	piece	Fund - 184	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	0.00
INTERACTIVE/DIGITAL WHITEBOARD	unit	Fund - 184	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	0.00
KEYBOARD	unit	Fund - 184	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	0.00
LAMINATING FILM	pack	Fund - 184	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	0.00
LAMINATING MACHINE	unit	Fund - 184	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	0.00
LAPTOP FOR CREATIVE AND TECHNICAL USE	unit	Fund - 184	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	0.00
LOGISTICS SERVICES	lot	Fund - 184	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	0.00
MEDAL	piece	Fund - 184	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	0.00
MOBILE PHONE	unit	Fund - 184	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	0.00
MULTIFUNCTION PRINTER	unit	Fund - 184	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	0.00
OFFICE CHAIR	piece	Fund - 184	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	0.00
PADLOCK, 40mm	piece	Fund - 184	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	0.00
PADLOCK, 50mm	piece	Fund - 184	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	0.00
PAINT	gallon	Fund - 184	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	0.00
PAPER, COLORED, A4	pack	Fund - 184	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	0.00
PAPER, LAID	pack	Fund - 184	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	0.00
PAPER, MANILA	pack	Fund - 184	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	0.00


Item & Specification	Unit of Measure	Fund Source	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
			Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
PARACETAMOL	pack	Fund - 184	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	0.00
PHOTO PAPER, MATTE	pack	Fund - 184	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	0.00
PHOTO PAPER, SATIN	pack	Fund - 184	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	0.00
PLASTIC ENVELOPE	piece	Fund - 184	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	0.00
PLASTIC FASTENER	box	Fund - 184	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	0.00
POVIDONE IODINE	bottle	Fund - 184	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	0.00
PROFESSIONAL WIRELESS HEADSET	unit	Fund - 184	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	0.00
PUSH PIN	pack	Fund - 184	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	0.00
SCHOOL CHAIR	piece	Fund - 184	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	0.00
SMART TELEVISION	unit	Fund - 184	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	0.00
STEEL FILING CABINET	piece	Fund - 184	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	0.00
STEEL RACK	set	Fund - 184	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	0.00
STICKER PAPER, MATTE	pack	Fund - 184	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	0.00
STORAGE BOX, FOR LEGAL SIZE	piece	Fund - 184	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	0.00
TABLET COMPUTER	unit	Fund - 184	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	0.00
UNINTERRUPTIBLE POWER SUPPLY, TOWER TYPE, 650VA	unit	Fund - 184	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	0.00
VELLUM BOARD PAPER	pack	Fund - 184	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	0.00
VIDEO CONFERENCING CAMERA	unit	Fund - 184	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	0.00
WATER DISPENSER	unit	Fund - 184	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	0.00
WATER FILTER/PURIFIER FOR FAUCET	piece	Fund - 184	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	0.00
WHITEBOARD	piece	Fund - 184	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	0.00
WIFI EXTENDER	unit	Fund - 184	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	0.00
WIRELESS MICROPHONE	unit	Fund - 184	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	0.00
WIRELESS PRESENTER	unit	Fund - 184	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	0.00


PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)		
A. TOTAL		PHP 2,597,800.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		PHP 259,780.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		PHP 0.00
D. GRAND TOTAL (A + B + C)		PHP 2,857,580.00
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	TWO MILLION EIGHT HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED EIGHTY PESOS ONLY	

PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES		
Consistent with Section 4.4 of Circular Letter No. 2011-6 and 2011-6, all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.		
A. TOTAL		PHP 0.00
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		PHP 0.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		PHP 0.00
D. GRAND TOTAL (A + B + C)		PHP 0.00
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:

 MELODY JANE L. ROJO
 Director 1, Procurement Management Office
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

 ERWIN A. DANDO
 Chief, Accounting Office
 Accountant / Budget Officer

Approved by:
 MICHAEL L. TEE, M.D., MHPEd
 Chancellor
 Head of Office/Agency


Date Prepared: 2026-05-04

SUPPLEMENTAL ANNUAL PROCUREMENT PLAN - COMMON-USE SUPPLIES AND EQUIPMENT (SAPP-CSE) 2026 FORM - Other Items (Fund - 184 - FINAL)

AGENCY CODE: 80080001670
 AGENCY NAME: UNIVERSITY OF THE PHILIPPINES MANILA
 ORGANIZATION TYPE: SUC
 REGION: NCR
 ADDRESS: P. Faura St. cor. Ma. Orosa St. Ermita Manila

CONTACT PERSON: Ms. Kathlin-Kaye Tumambing Hidalgo
 DESIGNATION: Administrative Aide VI
 EMAIL: Ms. Kathlin-Kaye Tumambing Hidalgo
 CONTACT NUMBER: SUC

INTRODUCTION:	This form shall be utilized by government agencies for items that are not available in the PS-DBM catalogue but are regularly purchased from other sources. Information given in this form will serve as a survey to identify the items that may be considered as CSE by the PS-DBM.
REMINDERS:	1. The APP-CSE 2025 Form - Other Items must be accomplished using Excel ONLY. The APP-CSE Form - Other Items shall be deemed incorrect or invalid if the form used is in other than the prescribed format which can be downloaded in the PS-DBM website (www.ps-philgeps.gov.ph). 2. All information must be provided accurately. 3. To fill-out, find the item in the "List of Items - 1" tab of this file then type the desired product in the search bar (working only for Microsoft Excel 2013 or higher). Copy the description, right click then PASTE AS VALUES in the dedicated column of the form "Item Description". You may also use the "List of Items - 2" then press CTRL + F to find the item. If it is necessary to input the details of the product, you may type it in the "Specification" column provided beside the item description. The first one hundred (100) rows are dedicated only for this procedure, while the remaining rows is open for editing. You can insert additional rows after the first 100 if necessary. 4. Upload the APP-CSE 2025 Form - Other Items through the Google Forms Link: https://shorturl.at/adeqO 5. For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 0918-2554426 (Smart) or 0962-8255199 (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 6. The APP-CSE for FY 2025 must be submitted on or before July 31, 2024

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
1	-	300 meters UTP Cable CAT6		Piece	0	0	0	0	0.00	0	0	1	1	90,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	90,000.00	90,000.00
2	-	A3 Poster Paper, 210gsm		Pack	3	0	0	3	300.00	0	0	0	0	0.00	3	0	0	3	300.00	0	0	0	0	0.00	6	100.00	600.00
3	-	AA Battery 24 per box		Box	0	0	0	0	0.00	2	0	0	2	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,200.00	2,400.00
4	-	AAA Battery 24 per box		Box	0	0	0	0	0.00	2	0	0	2	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,200.00	2,400.00
5	-	Aluminum Foil, 8 meters		Piece	0	0	0	0	0.00	48	0	0	48	5,184.00	0	0	0	0	0.00	48	0	0	48	5,184.00	96	108.00	10,368.00
6	-	Archfile folder A4 3 inches		Piece	0	0	50	50	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	50	200.00	10,000.00
7	-	BALLAST, 36 watts		Piece	0	0	0	0	0.00	16	0	0	16	7,680.00	0	0	0	0	0.00	16	0	0	16	7,680.00	32	480.00	15,360.00
8	-	Ballpen Black Gel Type		Panel	0	0	0	0	0.00	449	0	0	449	14,368.00	0	0	0	0	0.00	449	0	0	449	14,368.00	898	32.00	28,736.00
9	-	Ballpen Blue Gel Type		Panel	0	0	0	0	0.00	340	0	0	340	10,880.00	0	0	0	0	0.00	340	0	0	340	10,880.00	680	32.00	21,760.00
10	-	Ballpen Red Gel Type		Panel	0	0	0	0	0.00	106	0	0	106	3,392.00	0	0	0	0	0.00	106	0	0	106	3,392.00	212	32.00	6,784.00
11	-	Ballpen, black		Piece	0	0	100	100	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	10.00	1,000.00
12	-	Ballpen, Black		Piece	0	0	0	0	0.00	24	0	0	24	432.00	0	0	0	0	0.00	0	0	0	0	0.00	24	18.00	432.00
13	-	Ballpen, Blue		Piece	0	0	100	100	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	10.00	1,000.00
14	-	Ballpen, Blue		Piece	0	0	0	0	0.00	24	0	0	24	432.00	0	0	0	0	0.00	0	0	0	0	0.00	24	18.00	432.00
15	-	Ballpen, Red		Piece	0	0	0	0	0.00	12	0	0	12	216.00	0	0	0	0	0.00	0	0	0	0	0.00	12	18.00	216.00
16	-	Barcode label sticker		Roll	0	0	0	0	0.00	100	0	0	100	35,000.00	0	0	0	0	0.00	0	0	0	0	0.00	100	350.00	35,000.00
17	-	Barcode Sticker and Ribbon		Roll	0	0	0	0	0.00	300	0	0	300	150,000.00	0	0	0	0	0.00	0	0	0	0	0.00	300	500.00	150,000.00
18	-	Barcode Sticker for Barcode Printer		Piece	0	0	0	0	0.00	2	0	0	2	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,000.00	4,000.00
19	-	Battery 1/2 AA Size 3.6 volts lithium Battery for data loggers		Piece	0	0	0	0	0.00	10	0	0	10	10,000.00	0	0	0	0	0.00	10	0	0	10	10,000.00	20	1,000.00	20,000.00
20	-	Battery CR2032, 3V Lithium		Piece	0	0	0	0	0.00	6	0	0	6	1,200.00	0	0	0	0	0.00	6	0	0	6	1,200.00	12	200.00	2,400.00
21	-	Battery for the electronic clock		Piece	0	0	0	0	0.00	5	0	0	5	5,000.00	0	0	0	0	0.00	5	0	0	5	5,000.00	10	1,000.00	10,000.00
22	-	Battery rechargeable		Piece	2	0	0	2	1,200.00	2	0	0	2	1,200.00	2	0	0	2	1,200.00	2	0	0	2	1,200.00	8	600.00	4,800.00
23	-	Black ballpoint pen 0.55mm		Box	1	1	1	3	2,400.00	4	0	0	4	3,200.00	0	0	0	0	0.00	0	0	0	0	0.00	7	800.00	5,600.00
24	-	Black Permanent Marker (Fine Tip)		Piece	0	0	0	0	0.00	6	0	0	6	234.00	0	0	0	0	0.00	6	0	0	6	234.00	12	39.00	468.00
25	-	Blade, for cutter		Tube	0	0	3	3	60.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	20.00	60.00
26	-	Bleach, 500 mL		Panel	0	0	0	0	0.00	160	0	0	160	19,200.00	0	0	0	0	0.00	160	0	0	160	19,200.00	320	120.00	38,400.00
27	-	Brother TN269XL Black, MFC-L8340CDW Black toner cartridge		Piece	0	0	0	0	0.00	2	0	0	2	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	7,000.00	14,000.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
28	-	BT5000 MCY Ink		Piece	0	0	0	0	0.00	1	0	0	1	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	2,000.00	2,000.00
29	-	BTD60 BK Ink		Piece	0	0	0	0	0.00	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	500.00	2,000.00
30	-	Canon pixma 790 Black		Bottle	0	0	15	15	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	400.00	6,000.00
31	-	Canon pixma 790 Cyan		Bottle	0	0	15	15	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	400.00	6,000.00
32	-	Canon pixma 790 Magenta		Bottle	0	0	15	15	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	400.00	6,000.00
33	-	Canon pixma 790 Yellow		Bottle	0	0	15	15	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	400.00	6,000.00
34	-	Cartolina, white		Piece	0	0	0	0	0.00	24	0	0	24	576.00	0	0	0	0	0.00	24	0	0	24	576.00	48	24.00	1,152.00
35	-	Case Holder for Certificates		Panel	100	0	0	100	5,000.00	0	0	0	0	0.00	100	0	0	100	5,000.00	0	0	0	0	0.00	200	50.00	10,000.00
36	-	Cash register ribbon EPSON ERC-32 3		Piece	0	0	0	0	0.00	25	0	0	25	9,000.00	0	0	0	0	0.00	25	0	0	25	9,000.00	50	360.00	18,000.00
37	-	Certificate Holder A4		Panel	20	20	20	60	4,200.00	0	50	0	50	3,500.00	0	0	0	0	0.00	0	0	0	0	0.00	110	70.00	7,700.00
38	-	Clear book OR clear sheets refill pockets A4 10 sheets		Pack	20	20	20	60	6,000.00	20	0	0	20	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	80	100.00	8,000.00
39	-	Clear book, long, refill		Piece	0	0	0	0	0.00	140	0	0	140	560.00	0	0	0	0	0.00	140	0	0	140	560.00	280	4.00	1,120.00
40	-	Clearbook filler A4, 11 holes (SO-24)		Pack	0	0	0	0	0.00	40	0	0	40	2,640.00	0	0	0	0	0.00	40	0	0	40	2,640.00	80	66.00	5,280.00
41	-	Clearbook filler A4, 11 holes (SO-24) (pck of 10s)		Panel	0	0	0	0	0.00	188	0	0	188	13,724.00	0	0	0	0	0.00	188	0	0	188	13,724.00	376	73.00	27,448.00
42	-	Clip Board		Piece	0	0	0	0	0.00	2	0	0	2	78.00	0	0	0	0	0.00	0	0	0	0	0.00	2	39.00	78.00
43	-	Clip board, long		Panel	19	0	0	19	2,090.00	0	0	0	0	0.00	15	0	0	15	1,650.00	0	0	0	0	0.00	34	110.00	3,740.00
44	-	CLIP, bulldog, 73mm (3")		Piece	0	0	0	0	0.00	212	0	0	212	3,816.00	0	0	0	0	0.00	212	0	0	212	3,816.00	424	18.00	7,632.00
45	-	CONSUMABLES FOR KYOCERA TASKALFA 6002i		Piece	0	0	0	0	0.00	0	0	1	1	120,000.00	0	0	0	0	0.00	0	0	1	1	120,000.00	2	120,000.00	240,000.00
46	-	CONSUMABLES FOR KYOCERA TASKALFA 6003i		Piece	0	0	0	0	0.00	0	0	1	1	120,000.00	0	0	0	0	0.00	0	0	1	1	120,000.00	2	120,000.00	240,000.00
47	-	CONSUMABLES FOR SHARP PRINTER		Piece	0	0	0	0	0.00	2	0	0	2	80,000.00	0	0	0	0	0.00	2	0	0	2	80,000.00	4	40,000.00	160,000.00
48	-	Correction Tape for Brother GX 6750 (Fullmark AX10)		Piece	0	0	0	0	0.00	12	0	0	12	2,160.00	0	0	0	0	0.00	12	0	0	12	2,160.00	24	180.00	4,320.00
49	-	Counterfeit Detector Admiral (Money Detector)		Piece	0	0	0	0	0.00	2	0	0	2	9,600.00	0	0	0	0	0.00	2	0	0	2	9,600.00	4	4,800.00	19,200.00
50	-	Cutter		Piece	0	0	3	3	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	40.00	120.00
51	-	Daylight LED Premium Bulb 15W - 18 W		Piece	0	0	0	0	0.00	0	0	20	20	8,800.00	0	0	0	0	0.00	0	0	20	20	8,800.00	40	440.00	17,600.00
52	-	Digital Voice Recorder, 4GB internal memory		Piece	0	0	2	2	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	7,500.00	15,000.00
53	-	Dishwashing Liquid		Bottle	0	0	0	0	0.00	12	0	0	12	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	12	100.00	1,200.00
54	-	Dishwashing Liquid		Bottle	5	5	5	15	3,000.00	5	0	0	5	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20	200.00	4,000.00
55	-	DISHWASHING LIQUID		Gallon	2	0	2	4	1,000.00	0	2	0	2	500.00	2	0	2	4	1,000.00	0	2	0	2	500.00	12	250.00	3,000.00
56	-	Dishwashing liquid		Gallon	0	0	6	6	1,800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	300.00	1,800.00
57	-	Dishwashing liquid		Gallon	0	0	0	0	0.00	40	0	0	40	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	350.00	14,000.00
58	-	Dishwashing liquid, 1 gal		Bottle	0	0	0	0	0.00	3	0	0	3	750.00	0	0	0	0	0.00	0	0	0	0	0.00	3	250.00	750.00
59	-	Disinfectant concentrate, 3.785L		Gallon	0	0	0	0	0.00	1	0	0	1	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,600.00	1,600.00
60	-	Disinfectant spray, 681 ml, Baby's Room scent		Bottle	0	0	0	0	0.00	10	0	0	10	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	800.00	8,000.00
61	-	DISINFECTANT, bleaching solution		Gallon	0	0	0	0	0.00	24	0	0	24	7,200.00	0	0	0	0	0.00	0	0	0	0	0.00	24	300.00	7,200.00
62	-	Drum for Kyocera 60002i (Gen Admin)		Piece	0	0	0	0	0.00	2	0	0	2	79,200.00	0	0	0	0	0.00	2	0	0	2	79,200.00	4	39,600.00	158,400.00
63	-	Drying Rack		Piece	0	0	0	0	0.00	0	0	1500	1500	75,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1500	50.00	75,000.00
64	-	Eagle Time Bundy Clock Ribbon (NT -3200 SN- GZ22211130)		Piece	0	0	0	0	0.00	2	0	0	2	1,600.00	0	0	0	0	0.00	2	0	0	2	1,600.00	4	800.00	3,200.00
65	-	Ecolum 18 watts LED daylight		Panel	0	0	0	0	0.00	65	0	0	65	19,500.00	0	0	0	0	0.00	65	0	0	65	19,500.00	130	300.00	39,000.00

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					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
66	-	Electronic Calculator (MP1200 FTS Printing Calculator) 12 digits - 2 color print		Piece	0	0	0	0	0.00	2	0	0	2	9,800.00	0	0	0	0	0.00	0	0	0	0	0.00	2	4,900.00	9,800.00
67	-	Envelope, plastic, long		Panel	0	0	0	0	0.00	33	0	0	33	594.00	0	0	0	0	0.00	33	0	0	33	594.00	66	18.00	1,188.00
68	-	Epson 003 ink Black		Bottle	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	20	8,000.00	0	0	0	0	0.00	20	400.00	8,000.00
69	-	Epson 003 ink Black		Panel	2	2	2	6	2,100.00	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
70	-	Epson 003 ink Cyan		Bottle	0	0	20	20	8,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	400.00	8,000.00
71	-	Epson 003 Ink Yellow		Bottle	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	20	8,000.00	0	0	0	0	0.00	20	400.00	8,000.00
72	-	Epson 003 Magenta		Bottle	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	20	8,000.00	0	0	0	0	0.00	20	400.00	8,000.00
73	-	Epson Ink 008 - Black		Bottle	0	0	3	3	3,600.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,200.00	3,600.00
74	-	Epson Ink 008 - Cyan		Bottle	0	0	3	3	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,000.00	3,000.00
75	-	Epson Ink 008 - Magenta		Bottle	0	0	3	3	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,000.00	3,000.00
76	-	Epson Ink 008 - Yellow		Bottle	0	0	3	3	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	1,000.00	3,000.00
77	-	Epson Ink Bottle Refill 003 Black		Panel	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
78	-	Epson Ink Bottle Refill 003 Cyan		Panel	2	2	2	6	2,100.00	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
79	-	Epson Ink Bottle Refill 003 Cyan		Panel	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
80	-	Epson Ink Bottle Refill 003 Magenta		Bottle	2	2	2	6	2,100.00	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
81	-	Epson Ink Bottle Refill 003 Magenta		Bottle	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
82	-	Epson Ink Bottle Refill 003 Yellow		Panel	2	2	2	6	2,100.00	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
83	-	Epson Ink Bottle Refill 003 Yellow		Panel	1	0	0	1	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	500.00	500.00
84	-	Epson L3210 Printer		Piece	0	0	0	0	0.00	1	0	0	1	9,295.00	0	0	0	0	0.00	0	0	0	0	0.00	1	9,295.00	9,295.00
85	-	Extension cord, 10 meters		Panel	0	0	0	0	0.00	17	0	0	17	30,600.00	0	0	0	0	0.00	17	0	0	17	30,600.00	34	1,800.00	61,200.00
86	-	Extension Cord, heavy duty with breaker/switch		Piece	0	0	0	0	0.00	17	0	0	17	34,000.00	0	0	0	0	0.00	17	0	0	17	34,000.00	34	2,000.00	68,000.00
87	-	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0		Unit	0	0	0	0	0.00	1	0	0	1	4,200.00	0	0	0	0	0.00	0	0	0	0	0.00	1	4,200.00	4,200.00
88	-	Face Mask, SURGICAL MASK, 3-ply, 50 pcs./ box		Box	0	0	0	0	0.00	200	0	0	200	39,600.00	0	0	0	0	0.00	200	0	0	200	39,600.00	400	198.00	79,200.00
89	-	fastener, plastic		Panel	0	0	0	0	0.00	48	0	0	48	3,840.00	0	0	0	0	0.00	48	0	0	48	3,840.00	96	80.00	7,680.00
90	-	File organizer		Pack	0	0	0	0	0.00	10	0	0	10	5,096.50	0	0	0	0	0.00	10	0	0	10	5,096.50	20	509.65	10,193.00
91	-	Flash drive, 64Gb		Piece	0	0	4	4	620.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	155.00	620.00
92	-	Fluorescent lamp 16w/18w T8		Piece	0	0	0	0	0.00	35	0	0	35	17,500.00	0	0	0	0	0.00	35	0	0	35	17,500.00	70	500.00	35,000.00
93	-	FLUORESCENT LAMP, 28 WATTS		Spin	0	0	0	0	0.00	24	0	0	24	3,288.00	0	0	0	0	0.00	24	0	0	24	3,288.00	48	137.00	6,576.00
94	-	FLUORESCENT LAMP, 46 watts,		Piece	0	0	0	0	0.00	14	0	0	14	1,680.00	0	0	0	0	0.00	14	0	0	14	1,680.00	28	120.00	3,360.00
95	-	FLUORESCENT LAMP, tubular, 36 watts		Piece	0	0	0	0	0.00	34	0	0	34	4,896.00	0	0	0	0	0.00	34	0	0	34	4,896.00	68	144.00	9,792.00
96	-	Folder (Manila/Colored)		Piece	0	50	50	100	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	100	20.00	2,000.00
97	-	Folder with tab, A4 (100s)		Pack	0	0	2	2	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	400.00	800.00
98	-	FOLDER with Tab, A4, white, 500pcs/pack		Package	0	0	1	1	1,675.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,675.00	1,675.00
99	-	Folder with tab, white, long		Pack	0	0	5	5	1,250.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	250.00	1,250.00
100	-	Fuji Film Apeos C325 Toner Cartridge, Black		Piece	0	0	4	4	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	3,500.00	14,000.00
101	-	Fuji Film Apeos C325 Toner Cartridge, Cyan		Piece	0	0	4	4	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	3,500.00	14,000.00
102	-	Fuji Film Apeos C325 Toner Cartridge, Magenta		Piece	0	0	4	4	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	3,500.00	14,000.00

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					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
103	-	Fuji Film Apeos C325 Toner Cartridge, Yellow		Piece	0	0	4	4	14,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	3,500.00	14,000.00
104	-	Gloves, household, large, rubber (pair)		Pair	0	0	0	0	0.00	18	0	0	18	1,548.00	0	0	0	0	0.00	18	0	0	18	1,548.00	36	86.00	3,096.00
105	-	Glue Stick 15g		Piece	2	0	2	4	171.00	6	2	0	8	342.00	2	0	2	4	171.00	0	2	0	2	85.50	18	42.75	769.50
106	-	HDMI Cable/ Connector		Piece	2	0	0	2	2,200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,100.00	2,200.00
107	-	Heavy Double Sided tape		Panel	0	0	0	0	0.00	14	0	0	14	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	14	500.00	7,000.00
108	-	Heavy Double Sided tape		Piece	0	0	0	0	0.00	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	500.00	2,000.00
109	-	Heavy Duty Padlocks		Piece	1	0	0	1	500.00	0	0	0	0	0.00	1	0	0	1	500.00	0	0	0	0	0.00	2	500.00	1,000.00
110	-	Highlighter (yellow)		Piece	1	0	0	1	40.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	40.00	40.00
111	-	Highlighters (Various Color)		Panel	0	0	0	0	0.00	10	0	0	10	200.00	0	0	0	0	0.00	0	0	0	0	0.00	10	20.00	200.00
112	-	HP 222X High Yield BLACK Original LaserJet Toner Cartridge (W2223X), suitable for HP Color LaserJet Pro MFP 3303fdw		Piece	0	0	0	0	0.00	8	0	0	8	56,000.00	0	0	0	0	0.00	0	0	0	0	0.00	8	7,000.00	56,000.00
113	-	HP 222X High Yield CYAN Original LaserJet Toner Cartridge (W2223X), suitable for HP Color LaserJet Pro MFP 3303fdw		Piece	0	0	0	0	0.00	3	0	0	3	21,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	7,000.00	21,000.00
114	-	HP 222X High Yield MAGENTA Original LaserJet Toner Cartridge (W2223X), suitable for HP Color LaserJet Pro MFP 3303fdw		Piece	0	0	0	0	0.00	3	0	0	3	21,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	7,000.00	21,000.00
115	-	HP 222X High Yield YELLOW Original LaserJet Toner Cartridge (W2223X), suitable for HP Color LaserJet Pro MFP 3303fdw		Piece	0	0	0	0	0.00	3	0	0	3	21,000.00	0	0	0	0	0.00	0	0	0	0	0.00	3	7,000.00	21,000.00
116	-	HP 615 GT52 ink REFILL, BLACK		Bottle	2	2	2	6	2,100.00	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
117	-	HP 615 GT52 ink REFILL, CYAN		Bottle	2	2	2	6	2,100.00	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
118	-	HP 615 GT52 ink REFILL, MAGENTA		Bottle	2	2	2	6	2,100.00	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
119	-	HP 615 GT52 ink REFILL, YELLOW		Bottle	2	2	2	6	2,100.00	2	0	0	2	700.00	0	0	0	0	0.00	0	0	0	0	0.00	8	350.00	2,800.00
120	-	Index Card 8"x5"		Pack	0	0	0	0	0.00	4	0	0	4	1,600.00	0	0	0	0	0.00	0	0	0	0	0.00	4	400.00	1,600.00
121	-	Ink Cartridge - Black T948/T949/T950 (Epson (WF-C5790)		Piece	0	0	0	0	0.00	8	0	0	8	58,904.00	0	0	0	0	0.00	0	0	0	0	0.00	8	7,363.00	58,904.00
122	-	Ink Cartridge - Cyan T948/T949 (Epson (WF-C5790)		Panel	0	0	0	0	0.00	4	0	0	4	24,000.00	0	0	0	0	0.00	4	0	0	4	24,000.00	8	6,000.00	48,000.00
123	-	Ink Cartridge - Magenta T948/T949 (Epson (WF-C5790)		Panel	0	0	0	0	0.00	4	0	0	4	24,000.00	0	0	0	0	0.00	4	0	0	4	24,000.00	8	6,000.00	48,000.00
124	-	Ink Cartridge - Yellow T948/T949 (Epson (WF-C5790)		Panel	0	0	0	0	0.00	4	0	0	4	24,000.00	0	0	0	0	0.00	4	0	0	4	24,000.00	8	6,000.00	48,000.00
125	-	Ink Cartridge Black Brother TN-2380		Piece	0	0	0	0	0.00	3	0	0	3	9,900.00	0	0	0	0	0.00	0	0	0	0	0.00	3	3,300.00	9,900.00
126	-	ink Cartridge Brother LC-462 XL BK (5 cartridges)		Panel	0	0	0	0	0.00	10	0	0	10	25,000.00	0	0	0	0	0.00	10	0	0	10	25,000.00	20	2,500.00	50,000.00
127	-	Ink Cartridge Brother LC-462 XL BK (5 cartridges)		Piece	0	0	0	0	0.00	10	0	0	10	25,000.00	0	0	0	0	0.00	10	0	0	10	25,000.00	20	2,500.00	50,000.00
128	-	Ink Cartridge Brother LC-462 XL C (5 cartridges)		Panel	0	0	0	0	0.00	3	0	0	3	7,500.00	0	0	0	0	0.00	3	0	0	3	7,500.00	6	2,500.00	15,000.00
129	-	Ink Cartridge Brother LC-462 XL C (5 cartridges)		Piece	0	0	0	0	0.00	3	0	0	3	7,500.00	0	0	0	0	0.00	3	0	0	3	7,500.00	6	2,500.00	15,000.00
130	-	ink Cartridge Brother LC-462 XL M (5 cartridges)		Piece	0	0	0	0	0.00	6	0	0	6	15,000.00	0	0	0	0	0.00	6	0	0	6	15,000.00	12	2,500.00	30,000.00

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					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
131	-	Ink Cartridge Brother LC-462 XL Y (5 cartridges)		Piece	0	0	0	0	0.00	6	0	0	6	15,000.00	0	0	0	0	0.00	6	0	0	6	15,000.00	12	2,500.00	30,000.00
132	-	Ink cartridge, EPSON 003, black		Bottle	0	0	15	15	7,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	15	500.00	7,500.00
133	-	Ink cartridge, EPSON 003, cyan		Bottle	0	0	10	10	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	500.00	5,000.00
134	-	Ink cartridge, EPSON 003, magenta		Bottle	0	0	10	10	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	500.00	5,000.00
135	-	Ink cartridge, EPSON 003, yellow		Bottle	0	0	10	10	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	500.00	5,000.00
136	-	Ink CMYK code 003 for Eco Tank L3250		Piece	0	0	0	0	0.00	0	0	1000	1000	12,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1000	12.00	12,000.00
137	-	Ink Cmyk Code 664 For Ecotank L121		Piece	0	0	0	0	0.00	12	0	0	12	24,000.00	0	0	0	0	0.00	12	0	0	12	24,000.00	24	2,000.00	48,000.00
138	-	Ink for EPSON L3250 Cmyk Code 003		Piece	0	0	0	0	0.00	16	0	0	16	48,000.00	0	0	0	0	0.00	16	0	0	16	48,000.00	32	3,000.00	96,000.00
139	-	Ink for new printers (Gen Admin)		Piece	0	0	0	0	0.00	60	0	0	60	60,000.00	0	0	0	0	0.00	0	0	0	0	0.00	60	1,000.00	60,000.00
140	-	Interfolded Paper Towel, 175sheets, 1ply, Sheet Size:210mmx203mm		Piece	0	0	0	0	0.00	453	0	0	453	48,924.00	0	0	0	0	0.00	453	0	0	453	48,924.00	906	108.00	97,848.00
141	-	Interfolded paper towels, 175 pulls, 1-ply		Pack	0	0	0	0	0.00	200	0	0	200	17,000.00	0	0	0	0	0.00	0	0	0	0	0.00	200	85.00	17,000.00
142	-	Laminating film a4		Piece	0	0	2	2	800.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	400.00	800.00
143	-	Laminating film A4 8 3/4" x 12 1/2"		Pack	0	0	0	0	0.00	2	0	0	2	3,120.00	0	0	0	0	0.00	0	0	0	0	0.00	2	1,560.00	3,120.00
144	-	LED bulb		Panel	0	0	0	0	0.00	33	0	0	33	11,880.00	0	0	0	0	0.00	33	0	0	33	11,880.00	66	360.00	23,760.00
145	-	Li-ion Rechargeable 9V with		Piece	0	0	0	0	0.00	24	0	0	24	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	24	1,000.00	24,000.00
146	-	LINEAR TUBE, Light Emitting Diode (LED), 18 watts		Piece	0	0	0	0	0.00	20	0	0	20	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	20	300.00	6,000.00
147	-	Liquid Hand Soap		Gallon	0	0	0	0	0.00	12	0	0	12	3,360.00	0	0	0	0	0.00	0	0	0	0	0.00	12	280.00	3,360.00
148	-	Liquid Soap Antibac (250ml)		Bottle	0	0	0	0	0.00	62	0	0	62	8,928.00	0	0	0	0	0.00	62	0	0	62	8,928.00	124	144.00	17,856.00
149	-	LQ-310 RIBBON S015639/S015634		Panel	0	0	0	0	0.00	16	0	0	16	5,760.00	0	0	0	0	0.00	16	0	0	16	5,760.00	32	360.00	11,520.00
150	-	Manila Paper		Pack	0	0	0	0	0.00	20	0	0	20	600.00	0	0	0	0	0.00	0	0	0	0	0.00	20	30.00	600.00
151	-	Map Pins		Box	0	0	0	0	0.00	5	0	0	5	250.00	0	0	0	0	0.00	5	0	0	5	250.00	10	50.00	500.00
152	-	MFC-L8340CDW Black toner cartridge; TN269XL Cyan		Piece	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,000.00	7,000.00
153	-	MFC-L8340CDW Black toner cartridge; TN269XL Magenta		Piece	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,000.00	7,000.00
154	-	MFC-L8340CDW Black toner cartridge; TN269XL Yellow		Piece	0	0	0	0	0.00	1	0	0	1	7,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	7,000.00	7,000.00
155	-	MOUSE, WIRELESS, 1000 DPI 2.4ghz connection		Piece	0	0	0	0	0.00	17	0	0	17	17,000.00	0	0	0	0	0.00	17	0	0	17	17,000.00	34	1,000.00	34,000.00
156	-	Office Chair		Unit	0	0	0	0	0.00	0	0	18	18	108,000.00	0	0	0	0	0.00	0	0	18	18	108,000.00	36	6,000.00	216,000.00
157	-	Office table		Unit	0	0	0	0	0.00	0	0	6	6	90,000.00	0	0	0	0	0.00	0	0	6	6	90,000.00	12	15,000.00	180,000.00
158	-	Official cash book Gen. Form #51 (A)		Panel	0	0	0	0	0.00	40	0	0	40	20,000.00	0	0	0	0	0.00	0	0	0	0	0.00	40	500.00	20,000.00
159	-	Official Receipts, 3ply Carbonized Paper (UPM Form)		Pad	0	0	0	0	0.00	50	0	0	50	5,000.00	0	0	0	0	0.00	50	0	0	50	5,000.00	100	100.00	10,000.00
160	-	Official Reciepts Accountable Form (51-C)		Pad	0	0	0	0	0.00	300	0	0	300	45,000.00	0	0	0	0	0.00	300	0	0	300	45,000.00	600	150.00	90,000.00
161	-	Paper bond, blue, short, 80gsm		Ream	0	0	0	0	0.00	70	0	0	70	35,000.00	0	0	0	0	0.00	70	0	0	70	35,000.00	140	500.00	70,000.00
162	-	Paper bond, green, short, ±80gsm		Ream	0	0	0	0	0.00	10	0	0	10	5,000.00	0	0	0	0	0.00	10	0	0	10	5,000.00	20	500.00	10,000.00

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163	-	Paper bond, pink, short, ± 80gsm		Ream	0	0	0	0	0.00	64	0	0	64	32,000.00	0	0	0	0	0.00	64	0	0	64	32,000.00	128	500.00	64,000.00
164	-	Paper bond, red, short, ± 80gsm		Ream	0	0	0	0	0.00	2	0	0	2	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	500.00	1,000.00
165	-	Paper bond, yellow, short, ± 80gsm		Ream	0	0	0	0	0.00	209	0	0	209	104,500.00	0	0	0	0	0.00	209	0	0	209	104,500.00	418	500.00	209,000.00
166	-	Paper fastener, plastic		Box	0	0	10	10	950.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	95.00	950.00
167	-	Permanent marker twin tip fine/ultra fine (black)		Piece	5	0	0	5	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	100.00	500.00
168	-	Permanent marker twin tip fine/ultra fine (red)		Piece	5	0	0	5	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	100.00	500.00
169	-	Permanent marker, fine tip		Piece	0	0	6	6	240.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	40.00	240.00
170	-	Permanent marker, ultra fine tip, box of 12		Box	1	0	0	1	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	200.00	200.00
171	-	Plastic Storage box 550x400 x 330 mm		Piece	0	0	0	0	0.00	140	0	0	140	100,800.00	0	0	0	0	0.00	140	0	0	140	100,800.00	280	720.00	201,600.00
172	-	Portable folding ladder, lightweight		Unit	0	0	0	0	0.00	0	0	1	1	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	15,000.00	15,000.00
173	-	PUNCHER, paper, heavy duty, with two hole guide		Panel	0	0	0	0	0.00	10	0	0	10	5,820.00	0	0	0	0	0.00	10	0	0	10	5,820.00	20	582.00	11,640.00
174	-	PUSH PIN, flat head type, assorted colors, 100 pieces per case		Box	0	0	0	0	0.00	11	0	0	11	605.00	0	0	0	0	0.00	11	0	0	11	605.00	22	55.00	1,210.00
175	-	Refill HCFC 123 Chemical Class ABC (Green Tank)		Panel	0	0	0	0	0.00	33	0	0	33	66,000.00	0	0	0	0	0.00	0	0	0	0	0.00	33	2,000.00	66,000.00
176	-	Refill of Fire Extinguisher Dry Chemical Stored Pressure Type Class ABC (Red Tank)		Panel	0	0	0	0	0.00	34	0	0	34	34,000.00	0	0	0	0	0.00	0	0	0	0	0.00	34	1,000.00	34,000.00
177	-	Replacement parts and consumable for Kyocera TASKALFA 60021 (Gen Admin)		Piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	0	0	20	400,000.00	20	20,000.00	400,000.00
178	-	Research lab notebook, A4, 80 sheets, set of 5		Set	1	0	0	1	1,500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,500.00	1,500.00
179	-	Ribbon for Barcode Printer		Piece	0	0	0	0	0.00	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,000.00	10,000.00
180	-	Ribbon for Canon MP1200-FTS		Piece	0	0	0	0	0.00	10	0	0	10	5,000.00	0	0	0	0	0.00	10	0	0	10	5,000.00	20	500.00	10,000.00
181	-	Ribbon for LQ2190		Piece	0	0	0	0	0.00	0	0	2	2	4,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	2,000.00	4,000.00
182	-	Ribbon, adding machine 44mm		Piece	0	0	0	0	0.00	20	0	0	20	2,000.00	0	0	0	0	0.00	20	0	0	20	2,000.00	40	100.00	4,000.00
183	-	Ribbon, adding machine 57mm x 70mm		Piece	0	0	0	0	0.00	24	0	0	24	2,400.00	0	0	0	0	0.00	24	0	0	24	2,400.00	48	100.00	4,800.00
184	-	RING BINDER A4 PVC COVER		Piece	4	4	4	12	2,400.00	4	0	0	4	800.00	0	0	0	0	0.00	0	0	0	0	0.00	16	200.00	3,200.00
185	-	Ring binder, 2-hole side, A4		Piece	0	0	0	0	0.00	38	0	0	38	7,600.00	0	0	0	0	0.00	38	0	0	38	7,600.00	76	200.00	15,200.00
186	-	Ring binder, 2-hole top, A4		Panel	0	0	0	0	0.00	198	0	0	198	59,400.00	0	0	0	0	0.00	198	0	0	198	59,400.00	396	300.00	118,800.00
187	-	RJ45 (Box 100s)		Box	0	0	0	0	0.00	1	0	0	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
188	-	Rubber band, small 50grams		Panel	0	0	0	0	0.00	30	0	0	30	1,800.00	0	0	0	0	0.00	30	0	0	30	1,800.00	60	60.00	3,600.00
189	-	Rubber Stamp		Piece	0	0	1	1	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	1,000.00	1,000.00
190	-	RULER, PLASTIC, 300MM(12"), WIDTH:28MMMIN, flexible, transparent/clear		Panel	0	0	0	0	0.00	40	0	0	40	1,880.00	0	0	0	0	0.00	0	0	0	0	0.00	40	47.00	1,880.00
191	-	Self locking cable ties		Pack	0	0	0	0	0.00	2	0	0	2	600.00	0	0	0	0	0.00	0	0	0	0	0.00	2	300.00	600.00
192	-	Self locking cable ties		Pack	0	0	0	0	0.00	8	0	0	8	2,640.00	0	0	0	0	0.00	0	0	0	0	0.00	8	330.00	2,640.00
193	-	SEMINAR BADGE/ ID 105X74MM WITH LANYARD		Piece	0	0	300	300	15,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	300	50.00	15,000.00
194	-	SHARP Toner BP-FT700		Piece	0	0	0	0	0.00	12	0	0	12	144,000.00	0	0	0	0	0.00	12	0	0	12	144,000.00	24	12,000.00	288,000.00
195	-	Sign here flags/tabs		Pack	5	0	0	5	120.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	24.00	120.00
196	-	Sign here flags/tabs		Pack	0	0	5	5	900.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	180.00	900.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
197	-	Sign Here Sticky Notes		Pack	0	0	0	0	0.00	112	0	0	112	4,480.00	0	0	0	0	0.00	112	0	0	112	4,480.00	224	40.00	8,960.00
198	-	Sign here tabs		Panel	13	13	13	39	1,950.00	3	3	3	9	450.00	3	3	3	9	450.00	3	3	3	9	450.00	66	50.00	3,300.00
199	-	SOAP, BATHROOM, 90 grams, 1 piece in individual box		Panel	1	0	0	1	20.00	1	0	0	1	20.00	1	0	0	1	20.00	1	0	0	1	20.00	4	20.00	80.00
200	-	Soap, Family Size 175g (White)		Piece	0	0	0	0	0.00	75	0	0	75	7,500.00	0	0	0	0	0.00	75	0	0	75	7,500.00	150	100.00	15,000.00
201	-	Speaker Phone		Unit	0	0	0	0	0.00	0	0	5	5	25,000.00	0	0	0	0	0.00	0	0	5	5	25,000.00	10	5,000.00	50,000.00
202	-	Specialty/Board Paper 180/200GSM 100sheets (White or Pale Cream)		Pack	0	10	10	20	6,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	20	300.00	6,000.00
203	-	Stamp Pad Ink, Black		Piece	0	1	1	2	100.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	2	50.00	100.00
204	-	Staple wire No. 11		Box	3	0	3	6	330.00	0	3	0	3	165.00	3	0	3	6	330.00	0	3	0	3	165.00	18	55.00	990.00
205	-	Staple wire No. 11		Box	2	2	2	6	3,300.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	6	550.00	3,300.00
206	-	STAPLE WIRE, HEAVY DUTY, 23/17		Box	0	0	0	0	0.00	45	0	0	45	3,600.00	0	0	0	0	0.00	45	0	0	45	3,600.00	90	80.00	7,200.00
207	-	Sticker paper A4 glossy		Piece	0	0	5	5	350.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	5	70.00	350.00
208	-	Sticker papers (10s)		Pack	20	20	20	60	2,700.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	60	45.00	2,700.00
209	-	Storage Box (120L)		Piece	0	0	0	0	0.00	10	0	0	10	15,000.00	0	0	0	0	0.00	10	0	0	10	15,000.00	20	1,500.00	30,000.00
210	-	Tape, double side, large		Roll	0	0	0	0	0.00	26	0	0	26	7,800.00	0	0	0	0	0.00	26	0	0	26	7,800.00	52	300.00	15,600.00
211	-	Tape, double sided, 1 inch		Roll	2	0	0	2	200.00	0	0	0	0	0.00	2	0	0	2	200.00	0	0	0	0	0.00	4	100.00	400.00
212	-	Tape, Masking 1/2" width (12MM)		Panel	0	0	0	0	0.00	122	0	0	122	3,050.00	0	0	0	0	0.00	122	0	0	122	3,050.00	244	25.00	6,100.00
213	-	Tape, transparent 1/2 inch width (12MM)		Roll	0	0	0	0	0.00	24	0	0	24	1,200.00	0	0	0	0	0.00	0	0	0	0	0.00	24	50.00	1,200.00
214	-	Tape, transparent 1/2" inch (12MM)		Roll	0	0	0	0	0.00	98	0	0	98	2,450.00	0	0	0	0	0.00	98	0	0	98	2,450.00	196	25.00	4,900.00
215	-	Telephone Unit		Panel	0	0	0	0	0.00	0	0	6	6	9,000.00	0	0	0	0	0.00	0	0	6	6	9,000.00	12	1,500.00	18,000.00
216	-	Thermal Transfer Barcode Labels Size: 2.50"(w) x 0.50"(l) pcs./roll: 4,860 pcs./roll Column: 1 across Type: Satin White Core: 1 inch core		Panel	0	0	0	0	0.00	107	0	0	107	64,200.00	0	0	0	0	0.00	0	0	0	0	0.00	107	600.00	64,200.00
217	-	Time Card, for Amano Bundy Clock, 100 pieces bundle		Pack	0	0	0	0	0.00	25	0	0	25	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	25	200.00	5,000.00
218	-	TIMER BATTERY (LR 44 Maxell) pack of 10s		Pack	0	0	0	0	0.00	15	0	0	15	1,290.00	0	0	0	0	0.00	15	0	0	15	1,290.00	30	86.00	2,580.00
219	-	TK 5234 C		Piece	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
220	-	TK 5234 K		Piece	0	0	0	0	0.00	2	0	0	2	10,000.00	0	0	0	0	0.00	0	0	0	0	0.00	2	5,000.00	10,000.00
221	-	TK 5234 M		Piece	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
222	-	TK 5234 Y		Piece	0	0	0	0	0.00	1	0	0	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
223	-	Toilet Deodorant Cake, 50G		Piece	0	0	0	0	0.00	15	0	0	15	1,050.00	0	0	0	0	0.00	15	0	0	15	1,050.00	30	70.00	2,100.00
224	-	Toner - Original LaserJet Toner Cartridge CB436A, Black		Piece	0	0	0	0	0.00	12	0	0	12	72,000.00	0	0	0	0	0.00	0	0	0	0	0.00	12	6,000.00	72,000.00
225	-	Toner - Original LaserJet Toner Cartridge HP 215A Yellow		Piece	0	0	0	0	0.00	4	0	0	4	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	6,000.00	24,000.00
226	-	Toner - Original LaserJet Toner Cartridge, 136A		Panel	0	0	0	0	0.00	64	0	0	64	384,000.00	0	0	0	0	0.00	64	0	0	64	384,000.00	128	6,000.00	768,000.00
227	-	Toner - Original LaserJet Toner Cartridge, 215A Magenta		Piece	0	0	0	0	0.00	4	0	0	4	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	6,000.00	24,000.00
228	-	Toner - Original LaserJet Toner Cartridge, CE285A		Panel	0	0	0	0	0.00	33	0	0	33	178,200.00	0	0	0	0	0.00	33	0	0	33	178,200.00	66	5,400.00	356,400.00
229	-	Toner - Original LaserJet Toner Cartridge, HP 215A		Piece	0	0	0	0	0.00	8	0	0	8	48,000.00	0	0	0	0	0.00	0	0	0	0	0.00	8	6,000.00	48,000.00
230	-	Toner - Original LaserJet Toner Cartridge, HP 215A Cyan		Piece	0	0	0	0	0.00	4	0	0	4	24,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	6,000.00	24,000.00

No.	UNSPSC	Item Description	Specification (Input specific features or composition of the item such as dimensions, color, or functions)	Unit of Measure	Monthly Quantity Requirement																				Total Quantity	Price Catalogue	Total Amount
					Jan	Feb	Mar	Q1	Q1 Amt	Apr	May	Jun	Q2	Q2 Amt	Jul	Aug	Sep	Q3	Q3 Amt	Oct	Nov	Dec	Q4	Q4 Amt			
231	-	TONER FOR KYOCERA TASKALFA 6002i		Piece	0	0	0	0	0.00	10	0	0	10	192,000.00	0	0	0	0	0.00	10	0	0	10	192,000.00	20	19,200.00	384,000.00
232	-	TONER FOR KYOCERA TASKALFA 6003i		Piece	0	0	0	0	0.00	10	0	0	10	192,000.00	0	0	0	0	0.00	10	0	0	10	192,000.00	20	19,200.00	384,000.00
233	-	Toner for new printer (MRDU)		Piece	0	0	0	0	0.00	0	0	10	10	50,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	5,000.00	50,000.00
234	-	Toner for new printers (Gen Admin)		Piece	0	0	0	0	0.00	0	0	30	30	180,000.00	0	0	0	0	0.00	0	0	30	30	180,000.00	60	6,000.00	360,000.00
235	-	Toner for the printer (MRDU Research)		Piece	0	0	0	0	0.00	0	0	15	15	75,000.00	0	0	0	0	0.00	0	0	0	0	0.00	15	5,000.00	75,000.00
236	-	Toner Kyocera 60002i (Gen Admin)		Piece	0	0	0	0	0.00	5	0	0	5	82,500.00	0	0	0	0	0.00	5	0	0	5	82,500.00	10	16,500.00	165,000.00
237	-	Toner TN228 Black for Ineo+226i		Piece	0	0	1	1	11,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	11,000.00	11,000.00
238	-	Toner TN228 Cyan for Ineo+226i		Panel	0	0	1	1	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	18,000.00	18,000.00
239	-	Toner TN228 Magenta for Ineo+226i		Panel	0	0	1	1	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	18,000.00	18,000.00
240	-	Toner TN228 Yellow for Ineo+226i		Panel	0	0	1	1	18,000.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	18,000.00	18,000.00
241	-	Transparent seal bag large 10s		Set	0	0	0	0	0.00	5	0	0	5	1,750.00	0	0	0	0	0.00	0	0	0	0	0.00	5	350.00	1,750.00
242	-	Transparent seal bag small 10s		Set	0	0	0	0	0.00	5	0	0	5	1,750.00	0	0	0	0	0.00	0	0	0	0	0.00	5	350.00	1,750.00
243	-	Trash bag, black, Medium, 10pcs/roll		Roll	2	0	2	4	200.00	0	2	0	2	100.00	2	0	2	4	200.00	0	2	0	2	100.00	12	50.00	600.00
244	-	Trash Bag, Large Yellow		Pack	0	0	0	0	0.00	0	0	10	10	1,000.00	0	0	0	0	0.00	0	0	0	0	0.00	10	100.00	1,000.00
245	-	Trash Bag, Large Yellow		Roll	0	0	0	0	0.00	24	0	0	24	3,000.00	0	0	0	0	0.00	0	0	0	0	0.00	24	125.00	3,000.00
246	-	Trash Bag, Medium Yellow		Roll	0	0	0	0	0.00	24	0	0	24	2,400.00	0	0	0	0	0.00	0	0	0	0	0.00	24	100.00	2,400.00
247	-	Trash Can with cover 8L - 10L		Piece	0	0	0	0	0.00	22	0	0	22	6,600.00	0	0	0	0	0.00	22	0	0	22	6,600.00	44	300.00	13,200.00
248	-	Trashbag black 11 x 11 x 24 (10s/roll)		Pack	0	0	0	0	0.00	518	3	0	521	156,300.00	0	0	0	0	0.00	518	0	0	518	155,400.00	1039	300.00	311,700.00
249	-	Trashbag Clear Size: XL15"x15"x37" (10s/roll)		Pack	0	0	0	0	0.00	360	0	0	360	108,000.00	0	0	0	0	0.00	360	0	0	360	108,000.00	720	300.00	216,000.00
250	-	Trashbag Green 11 x 11 x 24 (10s/roll)		Pack	0	0	0	0	0.00	98	0	0	98	29,400.00	0	0	0	0	0.00	98	0	0	98	29,400.00	196	300.00	58,800.00
251	-	Trashbag Green Size: XL 15"x15"x37" (10s/roll)		Package	0	0	0	0	0.00	134	0	0	134	40,200.00	0	0	0	0	0.00	134	0	0	134	40,200.00	268	300.00	80,400.00
252	-	Trashbag Yellow, Small, 100s		Pack	0	0	0	0	0.00	98	0	0	98	19,600.00	0	0	0	0	0.00	98	0	0	98	19,600.00	196	200.00	39,200.00
253	-	Trashbag yellow, with tie, size: XL, 100s		Pack	0	0	0	0	0.00	275	0	0	275	275,000.00	0	0	0	0	0.00	275	0	0	275	275,000.00	550	1,000.00	550,000.00
254	-	TRASHBAG, black, large size		Pack	0	0	0	0	0.00	5	0	0	5	750.00	0	0	0	0	0.00	0	0	0	0	0.00	5	150.00	750.00
255	-	TRASHBAG, yellow, medium size		Pack	0	0	0	0	0.00	5	0	0	5	750.00	0	0	0	0	0.00	0	0	0	0	0.00	5	150.00	750.00
256	-	Trolley,1000KG Heavy Duty Foldable trolley Hand Trucks Rubber Wheel Ultra Quiet Trolley Cart Push Car		Piece	0	0	0	0	0.00	0	0	1	1	5,000.00	0	0	0	0	0.00	0	0	0	0	0.00	1	5,000.00	5,000.00
257	-	Wall-mounted Emergency Light		Unit	0	0	0	0	0.00	0	0	12	12	48,000.00	0	0	0	0	0.00	0	0	0	0	0.00	12	4,000.00	48,000.00
258	-	white folder- long		Panel	1	0	0	1	450.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	450.00	450.00
259	-	White Folder(10 pcs/pck)		Pack	10	0	0	10	500.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	10	50.00	500.00
260	-	Whiteboard Marker		Piece	0	0	4	4	200.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	4	50.00	200.00
261	-	Ziplock, pack of 100s (11 x 7.75 or 11 1/4 x 7 1/2)		Panel	0	0	0	0	0.00	4	0	0	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	500.00	2,000.00
262	-	Ziplock, pack of 100s (size: 4.5 in x 3.25 in)		Panel	0	0	0	0	0.00	0	0	4	4	2,000.00	0	0	0	0	0.00	0	0	0	0	0.00	4	500.00	2,000.00

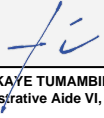
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES

Consistent with Section 4.4 of Circular Letter No. 2011-6 and 2011-6, all agencies and concerned units are enjoined to include in the APP-CSE all supplies, commodities or materials and equipment which are consumed and needed in their day-to-day operations. This shall be one of the bases for the PS-DBM in expanding the Electronic Catalogue to include other products commonly purchased by government entities.

A. TOTAL		PHP 9,584,148.50
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)		PHP 958,414.85
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)		PHP 0.00
D. GRAND TOTAL (A + B + C)		PHP 10,542,563.35
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:	TEN MILLION FIVE HUNDRED FORTY-TWO THOUSAND FIVE HUNDRED SIXTY-THREE PESOS AND THIRTY-FIVE CENTAVOS ONLY	

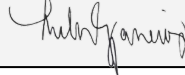
We hereby warrant that the total amount reflected in this Annual Procurement Plan to procure the listed common-use supplies, materials, and equipment has been included in or is within our approved budget for the year.

Prepared by:



MS. KATHLIN-KAYE TUMAMBING HIDALGO
Administrative Aide VI, PMO

Reviewed by:



MELODY JANE L. ROJO
Director, PMO

Certified Funds Available / Certified Appropriate Funds Available:



ERWIN A. DANDO
Chief, Accounting Office

Approved by:

MICHAEL L. TEE, M.D., MHPEd
Chancellor & Professor



Date Prepared: 2026-05-04