

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Price Catalogue (or 2024)	Total Quantity for the year	Total Amount for the year					
			Jan	Feb	Mar	Q1 Amount	Apr	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount	
24	4713102-FW-002 FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00		
25	4713103-FC-001 FURNITURE CLEANER, Aerosol type, 300mL	can	10	0	0	10	1,201.20	10	0	0	0	0	10	1,201.20	10	0	0	10	1,201.20	40	48,048.00	
26	7510502-HS-001 LIQUID HAND SOAP, 500mL	bottle	10	0	0	10	429.50	10	0	0	0	0	10	429.50	10	0	0	10	429.50	40	17,180.00	
27	4712104-HP-001 MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	1	0	0	1	2,288.00	0	0	0	0	0	1	2,288.00	0	0	0	0	0.00	2	4,576.00	
28	4713103-HP-002 MOP HANDLE, heavy duty	piece	5	0	0	5	624.00	0	0	0	0	0	5	624.00	0	0	0	0	0.00	10	1,248.00	
29	4713103-HP-001 MOP HEAD, made of rayon	piece	5	0	0	5	612.55	5	0	0	0	5	612.55	5	0	0	5	612.55	20	12,251.00	2,450.20	
30	4713101-HS-001 BAGS, all cotton, 1 1/2 per bundle	bundle	10	0	0	10	531.40	0	0	0	0	0	10	531.40	0	0	0	0	0.00	20	5,314.00	1,052.80
31	4713102-SC-001 SCOURING PAD, 5 pieces per pack	pack	5	0	0	5	209.65	0	0	0	0	0	5	209.65	0	0	0	0	0.00	10	570.00	379.20
32	4712101-TB-004 TRASH BAG, black, 37" x 46", XL, 10 pieces per roll or pack	pack	5	0	0	5	720.20	5	0	0	0	5	720.20	5	0	0	5	720.20	20	1,440.80	2,880.80	
33	4712102-WB-001 WASTEBASKET, rigid plastic	piece	10	0	0	10	319.10	0	0	0	0	0	10	319.10	0	0	0	0	0.00	20	3,191.00	638.20
COLOR COMPOUNDS AND DISPENSERS																						
34	127103-SI-001 INK, for stamp pad, 50mL	bottle	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
CONSUMER ELECTRONICS																						
35	5216335-DV-001 DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	7,239.16	0.00
FACE MASK																						
36	4313713-SM-006 FACE MASK, 3 ply, 80% (50) pieces per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	71.50	0.00
FILMS																						
37	1311203-AC-001 ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00
38	1311201-CF-001 CARBON FILM, A4, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	211.00	0.00
39	1311201-CF-002 CARBON FILM, Legal, 100 sheets per box	box	1	0	0	1	238.54	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	238.54	238.54
FIRE FIGHTING EQUIPMENT																						
40	461501-FE-001 FIRE EXTINGUISHER, dry chemical	unit	3	0	0	3	3,422.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	11,446.00	3,422.00
41	461501-FE-001 FIRE EXTINGUISHER, pure HCFC	unit	3	0	0	3	16,839.75	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	50,319.25	16,839.75
FLAG OR ACCESSORIES																						
42	3312105-PP-001 PHILIPPINE NATIONAL FLAG	piece	2	0	0	2	269.88	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2	284.84	569.68
FURNITURE AND FURNISHINGS																						
43	5610104-CH-001 MONOBLOC CHAIR, beige	piece	10	0	0	10	3,674.10	0	0	0	0	0	10	3,674.10	0	0	0	0	0.00	20	3,674.10	6,948.20
44	5610104-CH-001 MONOBLOC CHAIR, white	piece	10	0	0	10	3,449.20	0	0	0	0	0	10	3,449.20	0	0	0	0	0.00	20	3,449.20	6,898.40
45	5610119-TM-001 MONOBLOC TABLE, white, 4 seater capacity	unit	5	0	0	5	6,240.00	0	0	0	0	0	5	6,240.00	0	0	0	0	0.00	10	12,480.00	12,480.00
46	5610119-TM-002 MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00
HEATING AND VENTILATION AND AIR CIRCULATION																						
47	4010104-EF-001 ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0.00
48	4010104-EF-001 ELECTRIC FAN, industrial, ground type	unit	2	0	0	2	2,219.36	0	0	0	0	0	2	2,219.36	0	0	0	0	0.00	4	1,109.68	4,438.72
49	4010104-EF-001 ELECTRIC FAN, stand type	unit	2	0	0	2	1,713.72	0	0	0	0	0	2	1,713.72	0	0	0	0	0.00	4	685.86	3,427.44
50	4010104-EF-001 ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	788.56	0.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DRIVES AND ACCESSORIES																						
51	4021107-SB-001 DESKTOP, for basic users	unit	1	0	0	1	24,793.60	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	24,793.60	74,380.80
52	4021107-SB-002 DESKTOP, for mid-range users	unit	1	0	0	1	42,300.60	0	0	0	0	0	0	0.00	0	0	0	0	0.00	3	42,300.60	127,171.20
53	4320102-HD-002 EXTERNAL HARD DRIVE, 1TB	unit	2	0	0	2	5,394.80	0	0	0	0	0	0	0.00	0	0	0	0	0.00	2	2,792.40	5,584.80
54	4021103-LAP-001 LAPTOP, for mid-range users	unit	1	0	0	1	42,380.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	42,380.00	42,380.00
55	4021103-LAP-002 LAPTOP, lightweight	unit	1	0	0	1	46,800.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	1	46,800.00	46,800.00
56	4321108-MO-001 MOUSE, OPTICAL, USB connection type	unit	5	0	0	5	748.80	0	0	0	0	0	5	748.80	0	0	0	0	0.00	10	1,497.60	1,497.60
57	4321102-PR-002 PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	38,100.57	0.00
58	4321102-PR-001 PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	10,189.52	0.00
59	4321105-PR-001 PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	2,636.89	0.00
LIGHTING AND FIXTURES AND ACCESSORIES																						
60	3910108-LS-001 LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0	0	0.00	0	0	0	0	0.00	0	75.61	0.00

Item & Specifications		Unit of Measure	Monthly Quantity Requirement												Price Catalogue 2023	Total Quantity for the year	Total Amount for the year			
Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Q4	Q1	Q2	Q3	Q4	Price Catalogue 2023	Total Quantity for the year	Total Amount for the year	
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Item & Specifications		Monthly Quantity Requirement												Price Catalogue (as of 29 July 2022)	Total Quantity for the year	Total Amount for the year				
Unit of Measure	Item & Specifications	Jan	Feb	Mar	Q1	Apr	May	June	Q2	July	Aug	Sept	Q3	Oct	Nov	Dec	Q4	Total Quantity for the year	Price Catalogue (as of 29 July 2022)	Total Amount for the year
		Q1	Q2	Q3	Q4															
41	4410105-HP-T26	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	419.12	0.00
42	4410105-HP-R03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	494.56	0.00
43	4410105-HP-T33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	494.56	0.00
44	4410105-HP-R42	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	312.00	0.00
45	4410105-HP-C23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	256.88	0.00
46	4410105-HP-M33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	256.88	0.00
47	4410105-HP-T33	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	444.12	0.00
48	4410105-HP-T45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	444.12	0.00
49	4410105-HP-R43	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	464.32	0.00
50	4410105-HP-C20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	962.80	0.00
51	4410105-HP-M50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	962.80	0.00
52	4410105-HP-T50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,294.80	0.00
53	4410105-HP-R50	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,294.80	0.00
54	4410105-HP-C48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,399.52	0.00
55	4410105-HP-R48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,399.52	0.00
56	4410105-HP-T48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,417.92	0.00
57	4410105-HP-R48	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00	0.00
58	4410105-HP-C21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00	0.00
59	4410105-HP-M51	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	468.00	0.00
60	4410105-HP-T51	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	774.80	0.00
61	4410105-HP-R51	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	774.80	0.00
62	4410112-EP-R13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	77.94	0.00
63	4410112-EP-R13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	818.46	0.00
64	4410112-EP-R07	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,760.00	0.00
65	4410105-HP-R06	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,685.28	0.00
66	4410105-HP-R03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,992.80	0.00
67	4410105-HP-R04	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,685.28	0.00
68	4410105-HP-R05	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,567.20	0.00
69	4410105-HP-R09	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,029.40	0.00
70	4410105-HP-R11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5,275.44	0.00
71	4410105-HP-R15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4,584.56	0.00
72	4410105-HP-R16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,716.80	0.00
73	4410105-HP-C03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,716.80	0.00
74	4410105-HP-R03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7,716.80	0.00
75	4410105-HP-R03	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	13,999.36	0.00
76	4410105-CP-R00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,999.20	0.00
77	4410105-HP-R12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,603.60	0.00
78	4410105-HP-R14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6,962.00	0.00
79	4410105-HP-R18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,741.92	0.00
80	4410105-HP-R21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,242.72	0.00
81	4410105-HP-R22	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,500.40	0.00
82	4410105-HP-R23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,610.40	0.00
83	4410105-HP-C23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,610.40	0.00
84	4410105-HP-T23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,610.40	0.00
85	4410105-HP-R23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2,610.40	0.00
86	4410105-HP-R24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,162.80	0.00
87	4410105-HP-C24	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3,083.60	0.00


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		Jan	Feb	Mar	Q1 Amount	Apr	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount				Oct	Nov	Dec	Q4 Amount	Q1 Amount		
File box, assorted colors(Star File)	piece	10	10	10	2,000.00				10	2,000.00				10	2,000.00				10	2,000.00	40	200.00	8,000.00
Folder, clear ring (Prince)	piece	10	10	10	400.00				0	0.00				0	0.00				0	0.00	10	43.00	430.00
Folder, clear sheet (Prince)	piece	10	10	10	180.00				0	0.00				0	0.00				0	0.00	10	18.00	180.00
Folder, ordinary long,	reem	1	1	1	600.00				1	600.00				1	600.00				1	600.00	3	600.00	1,800.00
Folder, short, 100 pcs		1	1	1	500.00				0	0.00				1	500.00				0	0.00	2	500.00	1,000.00
Glass stick, small	piece	5	5	5	20.00				5	20.00				5	20.00				5	20.00	20	4.00	80.00
multi-purpose glue, 13oz (Elmers Glue - AD)	bottle	1	1	1	180.00				1	180.00				1	180.00				1	180.00	12	60.00	720.00
highlighter, assorted colors (Stable)	piece	5	5	5	200.00				5	200.00				0	0.00				0	0.00	10	40.00	400.00
ILLUSTRATION BOARD, (10"x15")	piece	5	5	5	45.00				5	45.00				5	45.00				5	45.00	20	9.00	180.00
INDEX CARD, 5"x8", 500 pieces per pack	pack	1	1	1	140.00				0	0.00				0	0.00				0	0.00	1	140.00	140.00
laminating pouch, 100 pcs (Laminating film)	pack	1	1	1	230.00				0	0.00				0	0.00				0	0.00	1	230.00	230.00
laminating pouch, 100 pcs (Laminating film)	pack	5	5	5	190.00				0	0.00				5	190.00				0	0.00	10	38.00	380.00
laminating pouch, 100 pcs (Laminating film)	pack	5	5	5	190.00				0	0.00				5	190.00				0	0.00	10	38.00	380.00
MANILA PAPER, 10 sheets per pack	piece	1	1	1	26.00				1	26.00				1	26.00				1	26.00	4	26.00	104.00
MANILA PAPER, 10 sheets per case	case	2	2	2	80.00				0	0.00				0	0.00				0	0.00	2	40.00	80.00
metal fig. 3"	box	1	1	1	350.00				0	0.00				1	350.00				0	0.00	2	350.00	700.00
OIL, for general purpose lubricant, 120 ml.	bottle	1	1	1	36.90				0	0.00				0	0.00				0	0.00	1	36.90	36.90
packing tape, 2" (Crescent)	piece	2	2	2	130.00				0	0.00				2	130.00				0	0.00	4	65.00	260.00
pen, No. 2 (Mapp)	piece	10	10	10	80.00				0	0.00				0	0.00				0	0.00	10	8.00	80.00
pen, ballpoint, black, broad (Pilot)	box	2	2	2	90.00				2	90.00				2	90.00				2	90.00	8	45.00	360.00
PHILIPPINE NATIONAL FLAG, 100% polyester	unit	1	1	1	135.00				0	0.00				0	0.00				0	0.00	1	135.00	135.00
PUSH PIN, flat head type, assorted colors, 100 pieces per case	case	5	5	5	125.00				0	0.00				0	0.00				0	0.00	5	25.00	125.00
RIBBON, for manual typewriter, 10 box, with each spool individually wrapped in plastic	spool	2	2	2	40.00				0	0.00				2	40.00				0	0.00	4	20.00	80.00
RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	2	2	2	301.60				0	0.00				2	301.60				0	0.00	4	150.80	603.20
RING BINDER, Plastic 25mm, 10 pieces per bundle	bundle	2	2	2	582.86				0	0.00				2	582.86				0	0.00	4	291.03	1,164.12
scotch tape, 1" (Crescent)	roll	5	5	5	100.00				5	100.00				5	100.00				5	100.00	20	20.00	400.00
sign pen, black/blue 1.0 uniball Gel Impact	piece	5	5	5	400.00				5	400.00				5	400.00				5	400.00	20	80.00	1,600.00
specialty paper, 10 sheets, short bond (Commercial or Canvas)	pack	2	2	2	100.00				2	100.00				2	100.00				2	100.00	8	50.00	400.00
sticky notes, A04	piece	2	2	2	210.00				2	210.00				2	210.00				2	210.00	24	35.00	840.00
Blinder, Ctp, Bg	piece	10	10	10	240.00				10	240.00				10	240.00				10	240.00	120	8.00	960.00

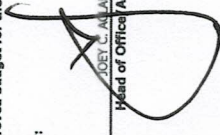
A. TOTAL																							703,644.17
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							70,364.42
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																							

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1 Amount	April	May	June	Q2 Amount	July	Aug	Sept	Q3 Amount			
D. GRAND TOTAL (A + B + C)														P		774,008.59
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:  JORGE M. HERNANDEZ
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available: _____
Accountant / Budget Officer  FERNANDO R. RAZON

Approved by:  JOEY C. ARLAN
Head of Official Agency

Date Prepared: _____