

ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2019 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs from the PS. Consistent with DBM Circular No. 2016-9 dated October 27, 2016, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2019 template at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2019 form.
3. The agency should indicate zero if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should it include line items or revise the template.
5. An APP-CSE is considered incorrect or invalid if
 - a. form used is other than the prescribed format which can be downloaded only at www.ps-philgeps.gov.ph and;
 - b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out your CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART II and indicate likewise the unit prices based on its last purchase.
7. Once accomplished and finalized, the APP-CSE 2019 form should be:
 - a. Saved using this format: APP2019_Name of Agency_Main or Regional Office (e.g. APP2019_DBM_Central Office, APP2019_DBM_Region IVA).
 - b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format. Together with the excel file, the signed copy in pdf format should be submitted using the online facility at PS website. Ensure that two files are submitted.
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.(02)689-7750 local 4019 and look for Ms. Evelyn I. Torres or Ms. Anna Liz C. Bona.

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
 Region: V - Legazpi
 Address: Legaspi City, Albay

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.

Agency Account Code: A055
 Organization Type: National Government Agency (NGA)
 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
Pesticides or Pest Repellents																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	5			5	723.60	5				5	723.60	5			5	723.60	4			4	578.88	19.00	144.72	2,749.68
Solvents																											
2	12191601-AL-E01	ALCOHOL, ethyl, 68%-70%, scented, 500ml (-5ml)	bottle	2	4	8	14	639.58	2				2	91.37	4		2	6	274.10	1		2	3	137.05	25.00	45.68	1,142.10
Color Compounds and Dispersions																											
3	12171703-SI-P01	STAMP PAD INK, purple or violet	bottle	2		4	6	153.45	2				2	51.15				1	1	25.57			0	0.00	9.00	25.57	230.17
Films																											
4	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll				0	0.00					0	0.00				0	0.00			0	0.00	0.00	765.59	0.00	
5	13111201-CF-P02	CARBON FILM, PE, black, size 210mm x 297mm	box				0	0.00					0	0.00				0	0.00			0	0.00	0.00	216.54	0.00	
6	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0	0.00					0	0.00				0	0.00			0	0.00	0.00	216.54	0.00	
Paper Materials and Products																											
7	14111525-CA-A01	CARTOLINA, assorted colors	pack			2	2	151.16					0	0.00				0	0.00			0	0.00	2.00	75.58	151.16	

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8	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	708.48	0.00		
9	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,069.20	0.00		
10	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,350.00	0.00		
11	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	794.88	0.00		
12	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	619.76	0.00		
13	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,074.60	0.00		
14	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	696.49	0.00		
15	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	2	2		4	133.83	1	3		4	133.83	1	3		4	133.83	1			1	33.46	13.00	33.46	434.96		
16	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad			1	1	58.21				0	0.00				0	0.00	1			1	58.21	2.00	58.21	116.42		
17	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad			2	2	86.18				0	0.00				0	0.00				0	0.00	2.00	43.09	86.18		
18	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	1		2	3	37.52	1			1	12.51	1			1	12.51	1			1	12.51	6.00	12.51	75.04		
19	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	ream			5	5	687.31				0	0.00	2			2	274.92				4	4	549.85	11.00	137.46	1,512.09	
20	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	ream		3	5	8	1,285.63		3		3	482.11	2	3		5	803.52		3	4	7	1,124.93	23.00	160.70	3,696.19		
21	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	ream	10	6	13	29	3,448.65	8	6	2	16	1,902.70	12	6	2	20	2,378.38	8	6	13	27	3,210.81	92.00	118.92	10,940.53		
22	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	ream	10	3	6	19	2,564.59	8	3	2	13	1,754.72	10	3	6	19	2,564.59	8	3	3	14	1,889.70	65.00	134.98	8,773.60		
23	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (± 2mm)	pad				0	0.00				0	0.00				0	0.00				0	0.00	0.00	18.01	0.00		
24	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	ream				0	0.00				0	0.00				0	0.00				0	0.00	0.00	99.90	0.00		
25	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm±1mm x 30m-0.3m	roll				0	0.00				0	0.00				0	0.00				0	0.00	0.00	50.65	0.00		
26	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	6	2	1	9	660.96	4	2		6	440.64	6	2	1	9	660.96	4			4	293.76	28.00	73.44	2,056.32		
27	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	2	3	3	8	846.72	2	2		4	423.36	2	2		4	423.36	2			2	211.68	18.00	105.84	1,905.12		
28	14111704-TT-P01	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	7	1	5	13	883.12	2	1	3	6	407.59	2	1	2	5	339.66	2	1	5	8	543.46	32.00	67.93	2,173.82		
Batteries and Cells and Accessories																												
29	26111702-BT-A01	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	5	3		8	163.90	5	3	4	12	245.85	5	4	1	10	204.88	4	3	3	10	204.88	40.00	20.49	819.50		
30	26111702-BT-A02	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	5		2	7	141.75	5		2	7	141.75	5		1	6	121.50	5		1	6	121.50	26.00	20.25	526.50		
31	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	91.80	0.00		
Manufacturing Components and Supplies																												
32	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	3	1	4	8	397.27	1	1		2	99.32	3			3	148.98	1			1	49.66	14.00	49.66	695.22		
33	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	3	1	1	5	107.35	2			2	42.94	1			1	42.94				1	1	21.47	10.00	21.47	214.70	
34	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	7	2	7	16	333.16	4	2	1	7	145.76	5			2	7	145.76	4			1	5	104.11	35.00	20.82	728.78

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35	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	3		2	5	94.50				0	0.00				0	0.00			1	1	18.90	6.00	18.90	113.40	
36	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	1	1	1	3	171.72	2			2	114.48	1			1	57.24				0	0.00	6.00	57.24	343.44	
37	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	1		2	3	332.10	1			1	110.70				0	0.00				0	0.00	4.00	110.70	442.80	
38	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	4		1	5	94.50	1		1	2	37.80			1	1	18.90				0	0.00	8.00	18.90	151.20	
39	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	1			1	9.45	1		1	2	18.90	1			1	9.45				0	0.00	4.00	9.45	37.80	
40	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	1	1		2	37.80	2			2	37.80				0	0.00				0	0.00	4.00	18.90	75.60	
41	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	2			2	105.84				0	0.00	1			1	52.92				0	0.00	3.00	52.92	158.76	
Heating and Ventilation and Air Circulation																											
42	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,011.96	0.00	
43	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,238.76	0.00	
44	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	1			1	1,045.09				0	0.00				0	0.00				0	0.00	1.00	1,045.09	1,045.09	
45	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	695.41	0.00	
Lighting and Fixtures and Accessories																											
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece		4		4	168.48				0	0.00				0	0.00				0	0.00	4.00	42.12	168.48	
47	39101628-LB-L01	Ligh Bulb, LED, 7 watts 1 pc in individual box	piece	4	2	2	8	602.21	4	2	2	8	602.21	2		2	4	301.10	4			4	4	301.10	24.00	75.28	1,806.62
Measuring and Observing and Testing Equipment																											
48	4111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	2		1	3	48.21				0	0.00	1			1	16.07				0	0.00	4.00	16.07	64.28	
Cleaning Equipment and Supplies																											
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	4		2	6	536.22	4		1	5	446.85	3			3	268.11	4			2	6	536.22	20.00	89.37	1,787.40
50	47131604-BR-S01	BROOM, soft (tambo)	piece	3	1	3	7	945.00	1			1	135.00	3			3	405.00				0	0.00	11.00	135.00	1,485.00	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1	1		2	63.50				0	0.00	1			1	31.75				0	0.00	3.00	31.75	95.26	
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	5		5	10	432.00	3			3	129.60	4		1	5	216.00	4			2	6	259.20	24.00	43.20	1,036.80
53	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	1			1	24.84	1			1	24.84	1			1	24.84	1			1	1	24.84	4.00	24.84	99.36
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar			4	4	33.26				0	0.00				0	0.00				2	2	16.63	6.00	8.32	49.90
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	1		3	4	155.48	2			2	77.74	1			1	38.87	2			2	4	155.48	11.00	38.87	427.56
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	2		1	3	383.13	2		1	3	383.13	2		1	3	383.13	2			1	3	383.13	12.00	127.71	1,532.52
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2		2	4	103.16	1			1	25.79	1	2		3	77.37				0	0.00	8.00	25.79	206.32	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	1			1	279.72		1		1	279.72	1			1	279.72				0	0.00	3.00	279.72	839.16	
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	3			3	272.16				0	0.00	3			3	272.16				0	0.00	6.00	90.72	544.32	

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60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	1			1	1,984.50	1			1	1,984.50	1			1	1,984.50	1			1	1,984.50	4.00	1,984.50	7,938.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	3			3	453.60	1			1	151.20	3			3	453.60	1			1	151.20	8.00	151.20	1,209.60	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	2			2	228.96	2			2	228.96	2			2	228.96	2			2	228.96	8.00	114.48	915.84	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	3		4	7	361.22	2		1	3	154.81	3		2	5	258.01	2		2	4	206.41	19.00	51.60	980.45	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	1			1	106.92				0	0.00	1			1	106.92				0	0.00	2.00	106.92	213.84	
65	47121701-TB-P02	TRASHBAG, plastic, transparent	roll	2	1	4	7	1,016.82	1	1		2	290.52	3	1	1	5	726.30	1	1	1	3	435.78	17.00	145.26	2,469.42	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	1		2	3	73.48	1			1	24.49				0	0.00				0	0.00	4.00	24.49	97.98	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																											
67	43211507-DCT-03	Desktop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	40,716.00	0.00	
68	43202003-DV-W01	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece		8		8	181.01		3		3	67.88		2		2	45.25	5			5	113.13	18.00	22.63	407.27	
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece			1	1	2,829.60				0	0.00				0	0.00				0	0.00	1.00	2,829.60	2,829.60	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	4	1	5	10	2,872.80	1	1	2	4	1,149.12	2			2	574.56				0	0.00	16.00	287.28	4,596.48	
71	43211503-LCT-02	Laptop Computer, branded	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	37,297.80	0.00	
72	43211708-MO-O01	MOUSE, optical, USB connection type	unit	4	1	5	10	1,401.84	1	1		2	280.37	2			2	280.37				0	0.00	14.00	140.18	1,962.58	
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	34,405.56	0.00	
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,303.04	0.00	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	752.76	0.00	
76	N/A	PRINTER, LASER, Color	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
77	N/A	PRINTER, Inkjet, Monochrome	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
78	N/A	PRINTER, Inkjet, Color	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
79	N/A	Hub/Switches	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
80	N/A	Network Routers	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
81	N/A	Wireless Access Point	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Office Equipment and Accessories and Supplies																											
82	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	1			1	26.67				0	0.00				0	0.00				0	0.00	1.00	26.67	26.67	
83	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	5	2	1	8	62.90	3	2		5	39.31	3	2	1	6	47.17	3			3	23.59	22.00	7.86	172.97	
84	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	5	2	1	8	111.28	3	2		5	69.55	3	2	1	6	83.46	3			3	41.73	22.00	13.91	306.03	
85	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	5	2	4	11	234.75	3	2	1	6	128.04	5	2		7	149.39	3		1	4	85.36	28.00	21.34	597.54	
86	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	7	2	2	11	451.44	5	2		7	287.28	4	2		6	246.24	3		1	4	164.16	28.00	41.04	1,149.12	

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 Agency Account Code: A055
 Organization Type: National Government Agency (NGA)
 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
87	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	5	3	3	11	200.53	4			4	72.92			1	1	18.23			2	2	36.46	18.00	18.23	328.15
88	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	12	6		18	1,304.42	6	6		12	869.62	12			12	869.62	3			3	217.40	45.00	72.47	3,261.06
89	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	12	6	3	21	1,496.88	6	6		12	855.36	14			14	997.92	3			3	213.84	50.00	71.28	3,564.00
90	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	1		1	2	847.67	2			2	847.67	1			1	423.84	1			1	423.84	6.00	423.84	2,543.01
91	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	1		3	4	2,152.01	2			2	1,076.00	1			1	538.00	1			1	538.00	8.00	538.00	4,304.02
92	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	1			1	766.80				0	0.00	1			1	766.80				0	0.00	2.00	766.80	1,533.60
93	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	31.67	0.00
94	44121506-EN-M01	ENVELOPE, MAILING, white, 80gsm (-5%)	box			1	1	341.28				0	0.00				0	0.00			1	1	341.28	2.00	341.28	682.56
95	44121504-EN-W01	ENVELOPE, mailing, white, with window	box	2	1		3	1,279.80				0	0.00	1			1	426.60				0	0.00	4.00	426.60	1,706.40
96	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	5			5	57.67	2			2	23.07				0	0.00				0	0.00	7.00	11.53	80.74
97	44121118-FA-P01	FASTENER, METAL, 70mm between prongs	box			1	1	81.95				0	0.00	1			1	81.95				0	0.00	2.00	81.95	163.90
98	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	6		4	10	733.21				0	0.00			1	1	73.32				0	0.00	11.00	73.32	806.53
99	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set				0	0.00				0	0.00				0	0.00				0	0.00	0.00	12.96	0.00
100	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set		2		2	34.56		2		2	34.56				0	0.00				0	0.00	4.00	17.28	69.12
101	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle			1	1	263.03				0	0.00				0	0.00				0	0.00	1.00	263.03	263.03
102	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle			1	1	302.40				0	0.00				0	0.00				0	0.00	1.00	302.40	302.40
103	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack			1	1	177.66				0	0.00				0	0.00				0	0.00	1.00	177.66	177.66
104	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack			1	1	221.94				0	0.00				0	0.00				0	0.00	1.00	221.94	221.94
105	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	2			2	1,550.88				0	0.00	1			1	775.44				0	0.00	3.00	775.44	2,326.32
106	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	3	1	1	5	1,128.60	1			1	225.72	1			1	225.72				0	0.00	7.00	225.72	1,580.04
107	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	4	1	1	6	1,742.34	1			1	290.39	1			1	290.39				0	0.00	8.00	290.39	2,323.12
108	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box			1	1	53.87				0	0.00				0	0.00				0	0.00	1.00	53.87	53.87
109	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	43.20	0.00
110	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	1	1	4	6	231.98		1		1	38.66	2			2	77.33				0	0.00	9.00	38.66	347.98
111	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	4	1	8	13	139.14		1		1	10.70	4			4	42.81				0	0.00	18.00	10.70	192.65
112	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	4	1	4	9	96.33		1		1	10.70	4			4	42.81				0	0.00	14.00	10.70	149.84
113	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	2	1	2	5	53.51		1		1	10.70	1			1	10.70				0	0.00	7.00	10.70	74.92
114	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	4	3	6	13	130.29	2	1		3	30.07	3			3	30.07				0	0.00	19.00	10.02	190.43
115	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	4	3	6	13	130.29	2	1		3	30.07	3			3	30.07			1	1	10.02	20.00	10.02	200.45

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 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
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116 44121708-MP-B03 MARKER, PERMANENT, bullet type, red	piece	2	1	2	5	50.11		1		1	10.02	2			2	20.04				0	0.00	8.00	10.02	80.18		
117 44122104-PC-G01 PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	5		3	8	49.68	3			3	18.63	4			4	24.84	3		1	4	24.84	19.00	6.21	117.99		
118 44122104-PC-J02 PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	6		2	8	105.84	4			4	52.92	3	1		4	52.92	3		1	4	52.92	20.00	13.23	264.60		
119 44121706-PE-L01 PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	4	1	3	8	172.71				0	0.00	3			3	64.77				0	0.00	11.00	21.59	237.48		
120 44122037-RB-P10 RING BINDER, 80 rings, plastic, 32mm x 1.12m	bundle				0	0.00				0	0.00				0	0.00				0	0.00	0.00	209.39	0.00		
121 4412101-RU-B01 RUBBER BAND, 70mm min lay flat length (#18)	box	2			2	200.88				0	0.00	1			1	100.44				0	0.00	3.00	100.44	301.32		
122 44121905-SP-F01 STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	2	1	4	7	201.10	1	1		2	57.46	1			1	28.73				0	0.00	10.00	28.73	287.28		
123 44121612-BL-H01 CUTTER BLADE, for heavy duty cutter	piece		2	1	3	36.68		1	1	2	24.45				0	0.00				0	0.00	5.00	12.23	61.13		
124 44121612-CU-H01 CUTTER KNIFE, for general purpose	piece		1	1	2	56.92				0	0.00				0	0.00				0	0.00	2.00	28.46	56.92		
125 44103202-DS-M01 DATING AND STAMPING MACHINE, heavy duty	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	496.78	0.00		
126 44121619-PS-M01 PENCIL SHARPENER, manual, single cutter head	piece			1	1	194.40				0	0.00				0	0.00				0	0.00	1.00	194.40	194.40		
127 44101602-PU-P01 PUNCHER, paper, heavy duty, with two hole guide	piece	2		1	3	411.09				0	0.00	1			1	137.03				0	0.00	4.00	137.03	548.12		
128 44121618-SS-S01 SCISSORS, symmetrical, blade length: 65mm min	pair	2		3	5	81.00				0	0.00	1			1	16.20				0	0.00	6.00	16.20	97.20		
129 44121615-ST-S01 STAPLER, STANDARD TYPE, load cap: 300 staples min	piece	3	1		4	341.28				0	0.00	1			1	85.32				0	0.00	5.00	85.32	426.60		
130 44121615-ST-B01 STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	912.60	0.00		
131 44121613-SR-P01 STAPLE REMOVER, PLIER-TYPE	piece			1	1	18.88				0	0.00				0	0.00				0	0.00	1.00	18.88	18.88		
132 44121605-TD-T01 TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece			1	1	57.97	1			1	57.97				0	0.00				0	0.00	2.00	57.97	115.95		
133 44101602-PB-M01 BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,800.00	0.00		
134 44101807-CA-C01 CALCULATOR, compact, 12 digits	unit	3		1	4	561.60				0	0.00	2			2	280.80				0	0.00	6.00	140.40	842.40		
135 44101714-FX-M01 FACSIMILE MACHINE, uses thermal paper	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,892.40	0.00		
136 44101601-PT-M01 PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	1			1	8,399.16				0	0.00				0	0.00				0	0.00	1.00	8,399.16	8,399.16		
137 44101603-PS-M01 PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,918.40	0.00		
138 44101603-PS-M02 PAPER SHREDDER, cutting width: 3mm-4mm (Mid-Level)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00		
Printer or Facsimile or Photocopier Supplies																										
139 44103109-BR-Do5 DRUM CART, BROTHER DR-3455	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,128.00	0.00		
140 44103105-CA-C04 INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,040.04	0.00		
141 44103105-CA-C02 INK CART, CANON CL-811, Colored	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,069.20	0.00		
142 44103105-CA-B04 INK CART, CANON PG-740, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	783.00	0.00		
143 44103105-CA-B02 INK CART, CANON PG-810, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	810.00	0.00		

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144 44103105-EP-B17 INK CART, EPSON C13T664100 (T6641), Black	cart	7	3	4	14	3,704.40	6	3	2	11	2,910.60	9	3	2	14	3,704.40	7	3	2	12	3,175.20	51.00	264.60	13,494.60
145 44103105-EP-C17 INK CART, EPSON C13T664200 (T6642), Cyan	cart	5	1	1	7	1,852.20	4	1		5	1,323.00	4	1		5	1,323.00	4	1		5	1,323.00	22.00	264.60	5,821.20
146 44103105-EP-M17 INK CART, EPSON C13T664300 (T6643), Magenta	cart	5	1	1	7	1,852.20	4	1		5	1,323.00	4	1		5	1,323.00	4	1		5	1,323.00	22.00	264.60	5,821.20
147 44103105-EP-Y17 INK CART, EPSON C13T664400 (T6644), Yellow	cart	5	1	1	7	1,852.20	4	1		5	1,323.00	4	1		5	1,323.00	4	1		5	1,323.00	22.00	264.60	5,821.20
148 44103105-HP-B40 INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
149 44103105-HP-T40 INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
150 44103105-HP-B09 INK CART, HP C9351AA, (HP21), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	683.64	0.00
151 44103105-HP-T10 INK CART, HP C9352AA, (HP22), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	774.36	0.00
152 44103105-HP-T30 INK CART, HP C9363WA, (HP97), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,549.80	0.00
153 44103105-HP-P48 INK CART, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,073.60	0.00
154 44103105-HP-C48 INK CART, HP C9398A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,073.60	0.00
155 44103105-HP-M48 INK CART, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,073.60	0.00
156 44103105-HP-Y48 INK CART, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,073.60	0.00
157 44103105-HP-G48 INK CART, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,073.60	0.00
158 44103105-HP-B48 INK CART, HP C9403A (HP72) 130ml Matte Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,132.00	0.00
159 44103105-HP-B17 INK CART, HP CC640WA, (HP60), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	675.00	0.00
160 44103105-HP-T17 INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	795.96	0.00
161 44103105-HP-B35 INK CART, HP CD887AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	352.08	0.00
162 44103105-HP-T35 INK CART, HP CD888AA, (HP703), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	352.08	0.00
163 44103105-HX-C40 INK CART, HP CD972AA, (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	653.40	0.00
164 44103105-HX-M40 INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	653.40	0.00
165 44103105-HX-Y40 INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	653.40	0.00
166 44103105-HX-B40 INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,290.60	0.00
167 44103105-HP-B20 INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	669.60	0.00
168 44103105-HP-T20 INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	858.60	0.00
169 44103105-HP-B49 INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,944.00	0.00
170 44103105-HP-C49 INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,350.00	0.00
171 44103105-HP-M49 INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,350.00	0.00
172 44103105-HP-Y49 INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,350.00	0.00

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year		
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT					
173	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,614.60	0.00
174	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,220.40	0.00
175	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,225.80	0.00
176	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,225.80	0.00
177	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	352.08	0.00
178	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	352.08	0.00
179	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	352.08	0.00
180	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	352.08	0.00
181	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	380.16	0.00
182	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	259.20	0.00
183	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	259.20	0.00
184	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	259.20	0.00
185	44103105-HP-T43	INK CART, HP F6V26AA (HP680) Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	419.36	0.00
186	44103105-HP-B43	INK CART, HP F6V27AA (HP680) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	419.36	0.00
187	44103105-HP-C50	INK CART, HP LoS51AA (HP955) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
188	44103105-HP-M50	INK CART, HP LoS54AA (HP955) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
189	44103105-HP-Y50	INK CART, HP LoS57AA (HP955) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
190	44103105-HP-B50	INK CART, HP LoS60AA (HP955) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
191	44103105-HX-C48	INK CART, HP LoS63AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,326.91	0.00
192	44103105-HX-M48	INK CART, HP LoS66AA (HP955XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,326.91	0.00
193	44103105-HX-Y48	INK CART, HP LoS69AA (HP955XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,326.91	0.00
194	44103105-HX-B48	INK CART, HP LoS72AA (HP955XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,803.83	0.00
195	44103105-HP-C51	INK CART, HP T6L89AA (HP905) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	471.06	0.00
196	44103105-HP-M51	INK CART, HP T6L93AA (HP905) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	471.06	0.00
197	44103105-HP-Y51	INK CART, HP T6L97AA (HP905) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	471.06	0.00
198	44103105-HP-B51	INK CART, HP T6M01AA (HP905) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	769.79	0.00
199	44103105-HX-C49	INK CART, HP T6M05AA (HP905XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
200	44103105-HX-M49	INK CART, HP T6M09AA (HP905XL) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
201	44103105-HX-Y49	INK CART, HP T6M13AA (HP905XL) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
 Region: V - Legazpi
 Address: Legaspi City, Albay

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.
 Agency Account Code: A055
 Organization Type: National Government Agency (NGA)
 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
202 44103105-HX-B49 INK CART, HP T6M17AA (HP905XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
203 44103112-EP-R05 RIBBON CART, EPSON C13S015516 (#8750), Black	cart			1	1	79.70	1			1	79.70				0	0.00				0	0.00	2.00	79.70	159.41	
204 44103112-EP-R07 RIBBON CART, EPSON C13S015531 (S015086), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	752.76	0.00	
205 44103112-EP-R13 RIBBON CART, EPSON C13S015632, Black, for LX-310	cart			2	2	157.68				0	0.00				0	0.00				2	2	157.68	4.00	78.84	315.36
206 44103103-BR-B03 TONER CART, BROTHER TN-2025, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,654.64	0.00	
207 44103103-BR-B04 TONER CART, BROTHER TN-2130, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,890.00	0.00	
208 44103103-BR-B05 TONER CART, BROTHER TN-2150, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,716.20	0.00	
209 44103103-BR-B09 TONER CART, BROTHER TN-3320, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,055.10	0.00	
210 44103103-BR-B11 TONER CART, BROTHER TN-3350, Black, for HL5450DN (CU Printer)	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,453.49	0.00	
211 44103103-HP-B12 TONER CART, HP CB435A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,967.84	0.00	
212 44103103-HP-B14 TONER CART, HP CB540A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,439.80	0.00	
213 44103103-HP-B18 TONER CART, HP CE255A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,052.40	0.00	
214 44103103-HP-B21 TONER CART, HP CE278A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,301.56	0.00	
215 44103103-HP-B22 TONER CART, HP CE285A (HP85A), Black	cart			2	2	6,134.40				0	0.00				0	0.00				1	1	3,067.20	3.00	3,067.20	9,201.60
216 44103103-HP-B23 TONER CART, HP CE310A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,478.60	0.00	
217 44103103-HP-C23 TONER CART, HP CE311A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,586.60	0.00	
218 44103103-HP-Y23 TONER CART, HP CE312A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,586.60	0.00	
219 44103103-HP-M23 TONER CART, HP CE313A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,586.60	0.00	
220 44103103-HP-B24 TONER CART, HP CE320A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,964.60	0.00	
221 44103103-HP-C24 TONER CART, HP CE321A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,126.60	0.00	
222 44103103-HP-Y24 TONER CART, HP CE322A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,126.60	0.00	
223 44103103-HP-M24 TONER CART, HP CE323A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,126.60	0.00	
224 44103103-HP-B25 TONER CART, HP CE390A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,986.60	0.00	
225 44103103-HP-B26 TONER CART, HP CE400A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,014.60	0.00	
226 44103103-HP-C26 TONER CART, HP CE401A, Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,362.60	0.00	
227 44103103-HP-Y26 TONER CART, HP CE402A, Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,362.60	0.00	
228 44103103-HP-M26 TONER CART, HP CE403A, Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,362.60	0.00	
229 44103103-HP-B27 TONER CART, HP CE410A, (HP305), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,017.60	0.00	
230 44103103-HP-C27 TONER CART, HP CE411A, (HP305), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,724.00	0.00	

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 Agency Account Code: A055
 Organization Type: National Government Agency (NGA)
 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item #	Item Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
231	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,724.00	0.00
232	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,724.00	0.00
233	44103103-HP-B28	TONER CART, HP CE505A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,236.84	0.00
234	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,490.88	0.00
235	44103103-HP-B52	TONER CART, HP CF217A (HP17A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,045.60	0.00
236	44103103-HP-B53	TONER CART, HP CF226A (HP26A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
237	44103103-HX-B50	TONER CART, HP CF226XC (HP26XC) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
238	44103103-HP-B55	TONER CART, HP CF280A, LaserJet Pro M401/M425 2.7K Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
239	44103103-HP-B51	TONER CART, HP CF280XC	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,230.60	0.00
240	44103103-HP-B56	TONER CART, HP CF281A (HP81A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8,973.19	0.00
241	44103103-HP-B57	TONER CART, HP CF283A (HP83A) LaserJet Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,366.38	0.00
242	44103103-HX-B51	TONER CART, HP CF283XC (HP83X) Blk Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,098.60	0.00
243	44103103-HP-B58	TONER CART, HP CF287A (HP87) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,438.20	0.00
244	44103103-HP-B59	TONER CART, HP CF310AC (HP826) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
245	44103103-HP-C59	TONER CART, HP CF311AC (HP826) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
246	44103103-HP-Y59	TONER CART, HP CF312AC (HP826) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
247	44103103-HP-M59	TONER CART, HP CF313AC (HP826) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
248	44103103-HX-B52	TONER CART, HP CF325XC (HP25X) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,662.00	0.00
249	44103103-HP-B60	TONER CART, HP CF350A Black LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,013.20	0.00
250	44103103-HP-C60	TONER CART, HP CF351A Cyan LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,056.40	0.00
251	44103103-HP-Y60	TONER CART, HP CF352A Yellow LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,056.40	0.00
252	44103103-HP-M60	TONER CART, HP CF353A Magenta LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,056.40	0.00
253	44103103-HP-B61	TONER CART, HP CF360A (HP508A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,673.40	0.00
254	44103103-HX-B53	TONER CART, HP CF360XC (HP508X) Black Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
255	44103103-HP-C61	TONER CART, HP CF361A (HP508A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,838.80	0.00
256	44103103-HX-C53	TONER CART, HP CF361XC (HP508X) Cyan Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
257	44103103-HP-Y61	TONER CART, HP CF362A (HP508A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,838.80	0.00
258	44103103-HX-Y53	TONER CART, HP CF362XC (HP508X) Yellow Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
259	44103103-HP-M61	TONER CART, HP CF363A (HP508A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,838.80	0.00

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
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 Agency Account Code: A055
 Organization Type: National Government Agency (NGA)
 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item #	Item Code	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4				Q4 AMOUNT
260	44103103-HX-M53	TONER CART, HP CF363XC (HP508X) Magenta Contract LJ	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
261	44103103-HP-B62	TONER CART, HP CF400A (HP201A) Black LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
262	44103103-HP-C62	TONER CART, HP CF401A (HP201A) Cyan LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
263	44103103-HP-Y62	TONER CART, HP CF402A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
264	44103103-HP-M62	TONER CART, HP CF403A (HP201A) Magenta LaserJet	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
265	44103103-HP-B63	TONER CART, HP CF410A (HP410A) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,611.60	0.00
266	44103103-HX-B54	TONER CART, HP CF410XC (HP410XC) black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,727.40	0.00
267	44103103-HP-C63	TONER CART, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,243.40	0.00
268	44103103-HX-C54	TONER CART, HP CF411XC (HP410XC) cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,759.80	0.00
269	44103103-HP-Y63	TONER CART, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,243.40	0.00
270	44103103-HX-Y54	TONER CART, HP CF412XC (HP410XC) yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,759.80	0.00
271	44103103-HP-M63	TONER CART, HP CF413A (HP410A) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,243.40	0.00
272	44103103-HX-M54	TONER CART, HP CF413XC (HP410XC) magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,759.80	0.00
273	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,286.44	0.00
274	44103103-HP-B39	TONER CART, HP Q5942A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,770.60	0.00
275	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,125.60	0.00
276	44103103-LX-B03	TONER CART, LEXMARK E360H11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,215.64	0.00
277	44103103-LX-B05	TONER CART, LEXMARK T650A11P, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	10,000.80	0.00
278	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,743.20	0.00
279	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3,024.00	0.00
280	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,538.00	0.00
281	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,894.40	0.00
282	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2,851.20	0.00
283	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,398.00	0.00
284	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,795.20	0.00
285	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,828.00	0.00
286	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9,558.00	0.00
287	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,259.60	0.00
288	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4,525.20	0.00

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 Agency Account Code: A055
 Organization Type: National Government Agency (NGA)
 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
289 44103103-BR-B15 TONER CARTRIDGE, BROTHER TN-3478, Blackf, for printer HL-6400DW	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6,302.88	0.00	
290 44103103-CA-B00 TONER CARTRIDGE, CANON 324 II, for printer LBP6780x	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	13,914.72	0.00	
Audio and Visual Equipment and Supplies																									
291 45121517-DO-C01 DOCUMENT CAMERA, 3.2M pixels	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	29,970.00	0.00	
292 45111609-MM-P01 MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	19,332.00	0.00	
Flag or Accessories																									
293 55121905-PH-F01 PHILIPPINE NATIONAL FLAG, 100% polyester	piece	2			2	663.12	1			1	331.56				0	0.00				0	0.00	3.00	331.56	994.68	
Printed Publications																									
294 55101524-RA-H01 HANDBOOK (RA 9184), 7th Edition	book	4		1	5	240.30				0	0.00				0	0.00				0	0.00	5.00	48.06	240.30	
Fire Fighting Equipment																									
295 46191601-FE-M01 FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,188.00	0.00	
296 46191601-FE-H01 FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5,184.00	0.00	
Consumer Electronics																									
297 52161535-DV-R01 DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	7,090.76	0.00	
Furniture and Furnishings																									
298 56101504-CM-B01 CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	272.70	0.00	
299 56101504-CM-W01 CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00				0	0.00				0	0.00	0.00	272.70	0.00	
300 56101519-TM-S01 TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,377.00	0.00	
301 56101519-TM-S02 TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1,377.00	0.00	
Arts and Crafts Equipment and Accessories and Supplies																									
302 60121413-CB-P01 CLEARBOOK, 20 transparent pockets, for A4 size	piece			1	1	41.31				0	0.00				0	0.00				0	0.00	1.00	41.31	41.31	
303 60121413-CB-P02 CLEARBOOK, 20 transparent pockets, for LEGAL size	piece			1	1	44.01				0	0.00				0	0.00				0	0.00	1.00	44.01	44.01	
304 60121534-ER-P01 ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	2	1	2	5	22.95	1			1	4.59	1			1	4.59				0	0.00	7.00	4.59	32.13	
305 60121524-SP-G01 SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	1		2	3	107.83	1			1	35.94	1			1	35.94				0	0.00	5.00	35.94	179.71	
306 60121524-SP-G02 SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	9	2	6	17	611.02	7	4	3	14	503.19	6	4	3	13	467.25	5	2	2	9	323.48	53.00	35.94	1,904.95	
307 60121524-SP-G03 SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece			2	2	71.88				0	0.00				0	0.00				0	0.00	2.00	35.94	71.88	
308 60121124-WR-P01 WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	134.65	0.00	
SOFTWARE																									

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 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda_recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item #	Item Code	Item Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
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1	43230000-SFT-001	Business function specific software	license	2			2	0.00				0	0.00				0	0.00				0	0.00	2.00		0.00	
2	43230000-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3	43230000-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
4	43230000-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
5	43230000-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
6	43230000-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
7	43230000-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
8	43230000-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
9	43230000-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
10	43230000-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
11	43230000-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
12	43230000-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
13	43230000-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
14	43230000-SFT-014	Security and protection software	license	2			2	11,600.00				0	0.00				0	0.00				0	0.00	2.00	5,800.00	11,600.00	
15	43230000-SFT-015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
16	43230000-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
OTHER SOFTWARE																											
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
PASSENGER AIR TRANSPORTATION																											
1	7811501-GFA-001	* Airline Ticket	ticket				0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
COMMON ELECTRICAL SUPPLIES																											
1							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
							0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	

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 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda_recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
COMMON OFFICE EQUIPMENT																									
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
COMMON OFFICE SUPPLIES																									
1	Sticker Paper	pack	12	2		14	1,253.00	2			2	179.00	2	2		4	358.00	2			2	179.00	22.00	89.50	1,969.00
2	Ballpen	box	3	2		5	625.00	2	2		4	500.00	2	2		4	500.00	2			2	250.00	15.00	125.00	1,875.00
3	File Box (big)	pc	3			3	567.00	3			3	567.00	3			3	567.00	3			3	567.00	12.00	189.00	2,268.00
4	Columnar Notes	pc	3			3	375.00	3			3	375.00	3			3	375.00	3			3	375.00	12.00	125.00	1,500.00
5	Photo Paper A4	packs	11			11	715.00				0	0.00				0	0.00				0	0.00	11.00	65.00	715.00
COMMON JANITORIAL SUPPLIES																									
1	Dishwashing liquid	bottle	3			3	195.00	3			3	195.00	3			3	195.00	3			3	195.00	12.00	65.00	780.00
2	Soap, Liquid Bathroom	bottle	3			3	225.00	3			3	225.00	3			3	225.00	3			3	225.00	12.00	75.00	900.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Office Equipment and Accessories																									
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Office Supplies																									
1	Fastener (plastic, colored)	box	4			4	224.00		3		3	168.00		3		3	168.00		3		3	168.00	13.00	56.00	728.00
2	Morroco Folder, blue (long)	doz	5	2		7	1,050.00		3		3	450.00		3		3	450.00				0	0.00	13.00	150.00	1,950.00

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3	Morroc Folder, blue (short)	doz	4	1		5	640.00		1		1	128.00		1		1	128.00				0	0.00	7.00	128.00	896.00	
	Color Parchment paper	pack	2			2	312.00				0	0.00			0	0.00					0	0.00	2.00	156.00	312.00	
	Double sided tape	roll	4			4	1,120.00			1	1	280.00			1	1	280.00				0	0.00	6.00	280.00	1,680.00	
	Special Paper, long	pack	10			10	1,590.00				0	0.00			0	0.00					0	0.00	10.00	159.00	1,590.00	
	Special Paper, short	pack	10			10	1,500.00				0	0.00			0	0.00					0	0.00	10.00	150.00	1,500.00	
	Correction flued	bottle	1			1	35.00	1			1	35.00			0	0.00					0	0.00	2.00	35.00	70.00	
Audio and visual presentation and composing equipment																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Photographic or filming or video equipment																										
1	Tripod, 56 x 6 max	pc	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1.00	2,000.00	2,000.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Cleaning Equipment and Supplies																										
1	Gardening bolo knife	pc	1			1	500.00				0	0.00				0	0.00				0	0.00	1.00	500.00	500.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Paper Materials and Products																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
						0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	

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					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Lighting and fixtures and accessories																									
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Electrical equipment and components and supplies																									
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Computer Supplies																									
1	Canon CL-g8 (color)	cart	1		1	785.00	1			1	785.00	1			1	785.00	1			1	785.00	4.00	785.00	3,140.00	
2	Canon CL-g8 (black)	cart	1		1	639.00	1			1	639.00	1			1	639.00	1			1	639.00	4.00	639.00	2,556.00	
3	LAN Prinertoner	unit	1		1	25,000.00				0	0.00	1			1	25,000.00				0	0.00	2.00	25,000.00	50,000.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
Common ICT Equipment																									
1	Power Bank,, lightweight, fast charging, MPH			1	1	2,000.00				0	0.00				0	0.00				0	0.00	1.00	2,000.00	2,000.00	
2	Remax RM-100H wired stereo noise cancelling headband headphones			1	1	1,000.00				0	0.00				0	0.00				0	0.00	1.00	1,000.00	1,000.00	
3	Computer Keyboard			3	3	1,800.00				0	0.00				0	0.00				0	0.00	3.00	600.00	1,800.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
CONSUMABLES																									
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00	

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
 Region: V - Legazpi
 Address: Legaspi City, Albay

Note: Consistent with Memorandum Circular No. 2018-1 dated May 28, 2018 the APP-CSE for FY 2019 must be submitted on or before August 31, 2018.
 Agency Account Code: A055
 Organization Type: National Government Agency (NGA)
 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year								
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT											
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00								
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00								
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00								
Other Categories																																
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00								
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00								
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00								
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00								
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00								
A. TOTAL																											₱	254,382.42				
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																											₱	25,438.24				
C. GRAND TOTAL (A + B)																											₱	279,820.67				
D. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																											₱	-				
G. MONTHLY CASH REQUIREMENTS																											₱	-				
G.1 Available at Procurement Service Stores		X		87,333.66		X		26,862.05		X		31,630.32		X		26,827.39		₱	172,653.42													
G.2 Other Items not available at PS but regularly purchased from other sources				44,150.00				4,526.00				29,670.00				3,383.00		₱	81,729.00													
TOTAL MONTHLY CASH REQUIREMENTS				131,483.66				31,388.05				61,300.32				30,210.39		₱	254,382.42													

*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment 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:

LIBERTY D. ARAGONES
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

MA. TERESA DIATA CRUZ
 Accountant / Local Budget Officer

Approved by:

HAROLD E. CLAVITE
 Head of Office/Agency

Date Prepared August 24, 2018

Department/Bureau/Office: PHILIPPINE INFORMATION AGENCY
 Region: V - Legazpi
 Address: Legaspi City, Albay

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 Contact Person: BENILDA A. RECEBIDO
 Position: OIC
 E-mail: benilda.recebido@pia.gov.ph
 Telephone/Mobile Nos: 524808392

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3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
Other Categories																								
1					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
2					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
3					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0.00		0.00
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Prepared by: LIBERTY D. ARAGONES
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:
MA. TERESA DIATA CRUZ
 Accountant / Local Budget Officer

Approved by: HAROLD E. CLAVITE
 Head of Office/Agency

Date Prepared August 24, 2018

