

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

*Introduction:*

This form contains the common-use supplies and equipment (CSE) carried in stock by the Procurement Service – Department of Budget and Management (PS-DBM) that may be purchased by government agencies. Consistent with the DBM Circular No. 2018-10 dated 08 November 2018, the APP-CSE shall serve as the agency’s annual procurement request for all its CSE requirements. Only agencies with uploaded APP-CSE in the Virtual Store will be able to purchase CSE from the PS-DBM. Note that the items listed on this form have been arranged in accordance with the United Nations Standard Products and Services Code (UNSPSC) in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

*Reminders:*

- 1.0 The APP-CSE form must be accomplished using Microsoft Excel format. The APP-CSE shall be deemed incorrect or invalid if the form used is other than the prescribed format which is downloadable from the Virtual Store.
- 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](http://www.ps-philgeps.gov.ph)) for the detailed technical specifications and sample photo of the items.
- 4.0 Do not delete, add, or revise any items or rows on the PART I of this template otherwise the form will be deemed invalid.
- 5.0 Additional rows for other items may be inserted in PART II, if necessary. Note that this is only applicable in the PART II of the form.
- 6.0 Once signed and approved by the Property/Supply Officer, Accountant/Budget Officer, and Head of the Agency/Office, kindly upload the soft copy of the APP-CSE in Microsoft Excel format as well as the original signed copy in Portable Document Format (PDF) to the agency's Virtual Store 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 Virtual Store account. However, the agency must ensure that a signed and approved copy of the supplemental APP-CSE form is available. Note that all CSE requirements in excess of the quantities indicated in the original APP-CSE form will not be served if not covered by a supplemental APP-CSE.□
- 8.0 For further assistance or clarification, agencies may contact the Marketing and Sales Division of PS-DBM through its mobile numbers 09182954426 or 09278478245, or email [appcse.helpdesk@ps-philgeps.gov.ph](mailto:appcse.helpdesk@ps-philgeps.gov.ph), or visit the PS-DBM website ([www.ps-philgeps.gov.ph](http://www.ps-philgeps.gov.ph)) for the guide on how to fill-out the APP-CSE.

Note: Consistent with the Memorandum Circular 2022-1 issued by the AO 25 dated 24 March 2022, the APP-CSE for FY 2023 must be submitted on or before 30 September 2022.

Department/Bureau/Office: JOHN HAY MANAGEMENT CORP.  
 Region: CAR  
 Address: CAMP JOHN HAY, LOAKAN ROAD  
BAGUIO CITY

Agency Code/UACS: X427  
 Organization Type: GOCC

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Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
<b>PART I. AVAILABLE AT PS-DBM (MAIN WAREHOUSE AND DEPOTS)</b>																											
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																											
1	12191601-AL-E04	ALCOHOL, Ethyl, 500 mL	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	47.85	0.00	
2	12191601-AL-E03	ALCOHOL, Ethyl, 1 Gallon	gallon	6	6	7	19	6,280.45	6	6	7	19	6,280.45	6	6	7	19	6,280.45	6	6	7	19	6,280.45	76	330.55	25,121.80	
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																											
3	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, A4	piece	2	2	2	6	197.46	2	2	2	6	197.46	2	2	2	6	197.46	2	2	2	6	197.46	24	32.91	789.84	
4	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, legal	piece	7	7	7	21	763.56	7	7	7	21	763.56	7	7	7	21	763.56	7	7	7	21	763.56	84	36.36	3,054.24	
5	60121534-ER-P01	ERASER, plastic/ rubber	piece	2	2	2	6	26.82	2	2	2	6	26.82	2	2	2	6	26.82	2	2	2	6	26.82	24	4.47	107.28	
6	60121524-SP-G01	SIGN PEN, Black, liquid or gel	piece	3	3	3	9	199.80	3	3	3	9	199.80	3	3	3	9	199.80	3	3	3	9	199.80	36	22.20	799.20	
7	60121524-SP-G02	SIGN PEN, Blue, liquid or gel	piece	46	46	46	138	3,063.60	46	46	46	138	3,063.60	46	46	46	138	3,063.60	46	46	46	138	3,063.60	552	22.20	12,254.40	
8	60121524-SP-G03	SIGN PEN, Red, liquid or gel	piece	1	1	1	3	66.60	1	1	1	3	66.60	1	1	1	3	66.60	1	1	1	3	66.60	12	22.20	266.40	
9	60121124-WR-P01	WRAPPING PAPER, kraft, 50 sheets per pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	161.20	0.00	
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																											
10	45121517-DO-C02	DOCUMENT CAMERA, 8 MP	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23,623.60	0.00	
11	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 ANSI Lumens (min.)	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	16,588.00	0.00	
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																											
12	26111702-BT-A02	BATTERY, dry cell, size AA, Two (2) pieces per blister pack	pack	28	28	28	84	1,721.16	28	28	28	84	1,721.16	28	28	28	84	1,721.16	28	28	28	84	1,721.16	336	20.49	6,884.64	
13	26111702-BT-A01	BATTERY, dry cell, size AAA, Two (2) pieces per blister pack	pack	13	13	13	39	715.26	13	13	13	39	715.26	13	13	13	39	715.26	13	13	13	39	715.26	156	18.34	2,861.04	
14	26111702-BT-A03	BATTERY, dry cell, size D, Two (2) pieces per blister pack	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	96.20	0.00	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																											
15	47131812-AF-A01	AIR FRESHENER, Aerosol type, 150g	can	6	6	6	18	1,469.52	6	6	6	18	1,469.52	6	6	6	18	1,469.52	6	6	6	18	1,469.52	72	81.64	5,878.08	
16	47131604-BR-S01	BROOM, Soft (Walis Tambo)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	136.24	0.00	
17	47131604-BR-T01	BROOM, Stick (Walis Ting-ting)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.78	0.00	
18	47131829-TB-C01	CLEANER, Toilet Bowl and Urinal, 900mL - 1000mL	bottle	7	7	7	21	873.60	7	7	7	21	873.60	7	7	7	21	873.60	7	7	7	21	873.60	84	41.60	3,494.40	
19	47131805-CL-P01	CLEANSER, Scouring Powder, 350g	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	23.92	0.00	

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
20	47131811-DE-B02	DETERGENT BAR, 140g as packed	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8.30	0.00			
21	47131811-DE-P03	DETERGENT POWDER, all purpose, 1kg	pouch	1	1	1	3	162.24	1	1	1	3	162.24	1	1	1	3	162.24	1	1	1	3	162.24	12	54.08	648.96			
22	47131803-DS-A01	DISINFECTANT SPRAY, Aerosol type, 400g	can	9	9	9	27	3,777.03	9	9	9	27	3,777.03	9	9	9	27	3,777.03	9	9	9	27	3,777.03	108	139.89	15,108.12			
23	47131601-DU-P01	DUST PAN, rigid non-breakable plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	27.64	0.00			
24	47131802-FW-P02	FLOOR WAX, paste type, red, 2kg	can	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	309.76	0.00			
25	47131830-FC-A01	FURNITURE CLEANER, Aerosol type, 300mL	can	2	2	2	6	720.72	2	2	2	6	720.72	2	2	2	6	720.72	2	2	2	6	720.72	24	120.12	2,882.88			
26	73101612-HS-L01	LIQUID HAND SOAP, 500mL	bottle	7	7	7	21	901.95	7	7	7	21	901.95	7	7	7	21	901.95	7	7	7	21	901.95	84	42.95	3,607.80			
27	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic, 30 liters capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,288.00	0.00			
28	47131613-MP-H02	MOPHANDLE, heavy duty	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	124.80	0.00			
29	47131619-MP-R01	MOPHEAD, made of rayon	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	122.51	0.00			
30	47131501-RG-C01	RAGS, all cotton, 1 kilo per bundle	bundle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	53.14	0.00			
31	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	5	5	5	15	868.95	5	5	5	15	868.95	5	5	5	15	868.95	5	5	5	15	868.95	60	57.93	3,475.80			
32	47121701-TB-P04	TRASHBAG, black, 37" x 40", XL, 10 pieces per roll or pack	pack	11	11	11	33	4,753.32	11	11	11	33	4,753.32	11	11	11	33	4,753.32	11	11	11	33	4,753.32	132	144.04	19,013.28			
33	47121702-WB-P01	WASTEBASKET, rigid plastic	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	31.91	0.00			
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																													
34	12171703-SI-P01	INK, for stamp pad, 50mL	bottle	1	1	1	3	86.73	1	1	1	3	86.73	1	1	1	3	86.73	1	1	1	3	86.73	12	28.91	346.92			
<b>CONSUMER ELECTRONICS</b>																													
35	52161535-DV-R01	DIGITAL VOICE RECORDER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,339.16	0.00			
<b>FACE MASK</b>																													
36	42131713-SM-M06	FACE MASK, 3 ply, fifty (50) pieces per box	box	3	3	3	9	697.50	3	3	3	9	697.50	3	3	3	9	697.50	3	3	3	9	697.50	36	77.50	2,790.00			
<b>FILMS</b>																													
37	13111203-AC-F01	ACETATE, 50 meters	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	969.88	0.00			
38	13111201-CF-P01	CARBON FILM, A4, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	221.00	0.00			
39	13111201-CF-P02	CARBON FILM, Legal, 100 sheets per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	238.54	0.00			
<b>FIRE FIGHTING EQUIPMENT</b>																													
40	46191601-FE-M01	FIRE EXTINGUISHER, dry chemical	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,144.00	0.00			
41	46191601-FE-H01	FIRE EXTINGUISHER, pure HCFC	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,613.25	0.00			
<b>FLAG OR ACCESSORIES</b>																													
42	55121905-PH-F01	PHILIPPINE NATIONAL FLAG	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	284.84	0.00			
<b>FURNITURE AND FURNISHINGS</b>																													
43	56101504-CM-B01	MONOBLOC CHAIR, beige	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	347.41	0.00			
44	56101504-CM-W01	MONOBLOC CHAIR, white	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	344.92	0.00			
45	56101519-TM-S01	MONOBLOC TABLE, white, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00			
46	56101519-TM-S02	MONOBLOC TABLE, beige, 4 seater capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,248.00	0.00			
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																													
47	40101604-EF-C01	ELECTRIC FAN, ceiling mount, orbit type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,222.00	0.00			
48	40101604-EF-G01	ELECTRIC FAN, industrial, ground type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,109.68	0.00			
49	40101604-EF-S01	ELECTRIC FAN, stand type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	856.86	0.00			
50	40101604-EF-W01	ELECTRIC FAN, wall mount	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	768.56	0.00			
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																													
51	43211507-DSK001	DESKTOP, for Basic Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	24,793.60	0.00			
52	43211507-DSK002	DESKTOP, for Mid-Range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,390.40	0.00			
53	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,792.40	0.00			
54	43211503-LAP001	LAPTOP, for Mid-range Users	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	42,380.00	0.00			

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT							
55 43211503-LAP002	LAPTOP, Lightweight	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	46,800.00	0.00			
56 43211708-MO-O01	MOUSE, OPTICAL, USB connection type	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	149.76	0.00			
57 43212102-PR-D02	PRINTER, Impact, Dot Matrix, 24 pins, 136 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	38,100.97	0.00			
58 43212102-PR-D01	PRINTER, Impact, Dot Matrix, 9 pins, 80 columns	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	10,189.92	0.00			
59 43212105-PR-L01	PRINTER, Laser, Monochrome	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	2,636.89	0.00			
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																												
60 39101628-LB-L01	LIGHT-EMITTING DIODE (LED) LIGHT BULB, 7 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	75.61	0.00			
61 39101628-LT-L01	LIGHT-EMITTING DIODE (LED) LINEAR TUBE, 18 watts	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	205.82	0.00			
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																												
62 31201610-GL-J01	GLUE, all-purpose, 200 grams	jar	1	1	1	3	212.16	1	1	1	3	212.16	1	1	1	3	212.16	1	1	1	3	212.16	12	70.72	848.64			
63 31151804-SW-H01	STAPLE WIRE, heavy duty (binder type), 23/13	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.55	0.00			
64 31151804-SW-S01	STAPLE WIRE, standard	box	2	2	2	6	142.56	2	2	2	6	142.56	2	2	2	6	142.56	2	2	2	6	142.56	24	23.76	570.24			
65 31201502-TA-E01	TAPE, electrical	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	19.45	0.00			
66 31201503-TA-M01	TAPE, masking, 24mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	61.88	0.00			
67 31201503-TA-M02	TAPE, masking, 48 mm	roll	3	3	3	9	1,090.44	3	3	3	9	1,090.44	3	3	3	9	1,090.44	3	3	3	9	1,090.44	36	121.16	4,361.76			
68 31201517-TA-P01	TAPE, packaging, 48 mm	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	22.36	0.00			
69 31201512-TA-T01	TAPE, transparent, 24mm	roll	3	3	3	9	100.62	3	3	3	9	100.62	3	3	3	9	100.62	3	3	3	9	100.62	36	11.18	402.48			
70 31201512-TA-T02	TAPE, transparent, 48 mm	roll	2	2	2	6	135.42	2	2	2	6	135.42	2	2	2	6	135.42	2	2	2	6	135.42	24	22.57	541.68			
71 31151507-TW-P01	TWINE, plastic	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	66.62	0.00			
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																												
72 41111604-RU-P02	RULER, plastic, 450 mm	piece	1	1	1	3	49.92	1	1	1	3	49.92	1	1	1	3	49.92	1	1	1	3	49.92	12	16.64	199.68			
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																												
73 44121612-BL-H01	BLADE, for general purpose cutter/utility knife, 10 pieces per tube	tube	2	2	2	6	88.92	2	2	2	6	88.92	2	2	2	6	88.92	2	2	2	6	88.92	24	14.82	355.68			
74 44101602-PB-M01	BINDING AND PUNCHING MACHINE, 50mm binding capacity	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	9,534.72	0.00			
75 44101807-CA-C01	CALCULATOR, Compact	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	266.24	0.00			
76 44121710-CH-W01	CHALK, white enamel, 100 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	32.97	0.00			
77 44122105-BF-C01	CLIP, backfold, 19mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	8.72	0.00			
78 44122105-BF-C02	CLIP, backfold, 25mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.75	0.00			
79 44122105-BF-C03	CLIP, backfold, 32mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	25.56	0.00			
80 44122105-BF-C04	CLIP, backfold, 50mm	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	56.04	0.00			
81 44121801-CT-R02	CORRECTION TAPE, 8 meters	piece	2	2	2	6	69.18	2	2	2	6	69.18	2	2	2	6	69.18	2	2	2	6	69.18	24	11.53	276.72			
82 44121612-CU-H01	CUTTER/UTILITY KNIFE, for general purpose	piece	1	1	1	3	100.29	1	1	1	3	100.29	1	1	1	3	100.29	1	1	1	3	100.29	12	33.43	401.16			
83 44111515-DF-B01	DATA FILE BOX	piece	6	6	6	18	1,389.60	6	6	6	18	1,389.60	6	6	6	18	1,389.60	6	6	6	18	1,389.60	72	77.20	5,558.40			
84 44122011-DF-F01	DATA FOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	68.64	0.00			
85 44103202-DS-M01	DATING AND STAMPING MACHINE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	453.96	0.00			
86 44121506-EN-D01	ENVELOPE, Documentary, A4, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	764.40	0.00			
87 44121506-EN-D02	ENVELOPE, Documentary, legal, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	980.72	0.00			
88 44121506-EN-X01	ENVELOPE, Expanding, Kraft, 100 pieces per box	box	1	1	1	3	2,215.20	1	1	1	3	2,215.20	1	1	1	3	2,215.20	1	1	1	3	2,215.20	12	738.40	8,860.80			
89 44121506-EN-X02	ENVELOPE, Expanding, Plastic	piece	1	1	1	3	91.47	1	1	1	3	91.47	1	1	1	3	91.47	1	1	1	3	91.47	12	30.49	365.88			
90 44121506-EN-M02	ENVELOPE, Mailing, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	432.52	0.00			
91 44121504-EN-W02	ENVELOPE, Mailing, with window, 500 pieces per box	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	488.80	0.00			
92 44111912-ER-B01	ERASER, felt, for blackboard/whiteboard	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.41	0.00			
93 44101714-FX-M01	FACSIMILE MACHINE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,642.00	0.00			
94 44122118-FA-P01	FASTENER, metal, non-sharp edges, 50 sets per box	box	5	5	5	15	1,419.60	5	5	5	15	1,419.60	5	5	5	15	1,419.60	5	5	5	15	1,419.60	60	94.64	5,678.40			































Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year			
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT						
					0	0.00								0	0.00							0	0.00	0	0.00	0.00	
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00
					0	0.00								0	0.00								0	0.00	0	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year	
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00
					0	0.00					0	0.00				0	0.00				0	0.00	0	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year	
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT				
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
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							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
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							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00
							0	0.00															0	0.00	0	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																		Total Quantity for the year	Price Catalogue <i>(as of 28 July 2022)</i>	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	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
							0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00

Item & Specifications			Unit of Measure	Monthly Quantity Requirement																			Total Quantity for the year	Price Catalogue <i>(as of 28 July 2022)</i>	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	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00
							0	0.00									0	0.00					0	0.00	0	0.00		0.00





Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue (as of 28 July 2022)	Total Amount for the year
		Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
					0	0.00				0	0.00				0	0.00				0	0.00	0	0.00	0.00
<b>A. TOTAL</b>																						P		340,897.68
<b>B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)</b>																						P		34,089.77
<b>C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)</b>																						P		-
<b>D. GRAND TOTAL (A + B + C)</b>																						P		374,987.45
<b>E. APPROVED BUDGET BY THE AGENCY HEAD</b> 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:

BENJAMIN P. QUIÑO, JR.  
Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

JEMILYN A. ESPOSITO  
Accountant / Budget Officer

Approved by:

OPCEO-2014  
ALLAN RAZON GARCIA  
Head of Office/Agency

Date Prepared: \_\_\_\_\_