



COMMISSION ON AUD
OFFICE OF THE COMPTROLLER
PROVINCE OF SOUTH COTABATO
DATE: SEP 11 2024
BY: J. SEM



PROVINCIAL GOVERNMENT
OF SOUTH COTABATO

**ANNUAL
PROCUREMENT
PLAN-
COMMON USE
SUPPLIES AND
EQUIPMENT
(APP-CSE
FY 2025)**

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	Total Amount for the year		
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE					
61	3100810-GL-302	GLUE, all-purpose	botle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	62.14	0.00	
62	3113004-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	36.40	0.00	
63	3113004-SW-001	STAPLE WIRE, standard	box	1278	0	0	1278	36,365.28	0	0	0	0	0.00	41	0	0	41	974.16	0	0	0	0	0.00	1319	23.78	31,338.44	
64	3120103-TE-002	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	
65	3120103-TE-M01	TAPE, masking, 24mm	roll	351	0	0	351	36,679.68	0	0	0	0	0.00	13	0	0	13	835.20	0	0	0	0	0.00	566	55.68	31,514.88	
66	3120103-TE-M02	TAPE, masking, 40 mm	roll	317	0	0	317	36,407.72	0	0	0	0	0.00	8	0	0	8	6.00	0	0	0	0	0.00	337	121.16	36,407.72	
67	3120103-TE-P01	TAPE, packaging, 40 mm	roll	431	0	0	431	10,506.20	0	0	0	0	0.00	10	0	0	10	223.60	0	0	0	0	0.00	480	22.36	10,733.80	
68	3120103-TE-T01	TAPE, transparent, 24mm	roll	1790	0	0	1790	31,647.30	0	0	0	0	0.00	39	0	0	39	898.52	0	0	0	0	0.00	1825	17.66	32,036.72	
69	3120103-TE-T02	TAPE, transparent, 40 mm	roll	441	0	0	441	9,953.57	0	0	0	0	0.00	25	0	0	25	564.25	0	0	0	0	0.00	466	22.57	10,517.62	
70	3131107-TW-R01	TYVINE, 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	
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
71	4112004-RU-R01	RULER, plastic, 450mm	piece	29	0	0	29	577.97	0	0	0	0	0.00	2	0	0	2	39.86	0	0	0	0	0.00	31	19.83	617.83	
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
72	4412012-BL-101	BLADE, for general purpose cutter/utility knife	tube	16	0	0	16	261.92	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	16.37	261.92	
73	4412012-PB-M01	BENDING AND PUNCHING MACHINE	unit	3	0	0	3	26,604.16	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	3	8,934.72	26,604.16	
74	4412017-RB-P01	BENDING ROD/CORNER, plastic, 32 mm	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	259.89	0.00	
75	4412017-CA-C01	CALCULATOR, Compact	unit	49	0	0	49	16,268.13	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	49	259.77	16,268.13	
76	4412170-CH-W01	CHALK, white enamel	box	8	0	0	8	0.06	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	8	32.97	0.00	
77	4412205-BF-C01	CLIP, backfold, 18mm	box	289	0	0	289	2,424.24	0	0	0	0	0.00	3	0	0	3	46.80	0	0	0	0	0.00	284	5.36	2,471.04	
78	4412205-BF-C02	CLIP, backfold, 25mm	box	221	0	0	221	3,447.60	0	0	0	0	0.00	3	0	0	3	79.68	0	0	0	0	0.00	226	15.60	3,525.60	
79	4412205-BF-C03	CLIP, backfold, 32mm	box	136	0	0	136	5,191.88	0	0	0	0	0.00	4	0	0	4	133.12	0	0	0	0	0.00	140	33.28	5,326.80	
80	4412205-BF-C04	CLIP, backfold, 50mm	box	153	0	0	153	9,349.80	0	0	0	0	0.00	3	0	0	3	301.68	0	0	0	0	0.00	160	66.32	9,611.20	
81	4412000-CY-R01	CORRECTION TAPE	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	13.50	0.00	
82	4412002-CU-W01	CLUTTER/UTILITY KNIFE, for general purpose	piece	2320	0	0	2320	73,296.40	0	0	0	0	0.00	149	0	0	149	4,726.28	0	0	0	0	0.00	2469	31.72	78,316.68	
83	4412001-DF-W01	DATA FILE BOX	piece	223	0	0	223	32,533.47	0	0	0	0	0.00	30	0	0	30	4,376.70	0	0	0	0	0.00	253	145.89	36,910.17	
84	4412001-DF-P01	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	85.01	0.00	
85	4412002-DS-R01	DATER STAMP	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	434.95	0.00	
86	4412106-EN-C01	ENVELOPE, Documentary, A4	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	829.92	0.00	
87	4412106-EN-C02	ENVELOPE, Documentary, legal	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	1,657.58	0.00	
88	4412106-EN-V01	ENVELOPE, Expanding, Kraft	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	839.95	0.00	
89	4412106-EN-V02	ENVELOPE, Expanding, Plastic	piece	36	0	0	36	1,097.64	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	36	30.48	1,097.64	
90	4412104-EN-W01	ENVELOPE, Mailing	box	28	0	0	28	12,116.56	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	28	431.52	12,116.56	
91	4412104-EN-W02	ENVELOPE, Mailing, with window	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	512.72	0.00	
92	4412103-ER-R01	ERASER, Mt, 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	14.48	0.00	
93	4412110-FA-R01	FASTENER	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	94.64	0.00	
94	4412115-FO-R01	FILE ORGANIZER, expanding, plastic, legal	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	90.39	0.00	
95	4412008-FT-C01	FILE TAB DIVIDER, A4	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	11.13	0.00	
96	4412008-FT-C02	FILE TAB DIVIDER, legal	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	14.23	0.00	
97	4412001-FO-R01	FOLDER, Fancy with slide, A4	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	276.48	0.00	
98	4412001-FO-R02	FOLDER, Fancy with slide, legal	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	291.30	0.00	
99	4412001-FO-L01	FOLDER, L-type, A4	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	300.28	0.00	
100	4412001-FO-L02	FOLDER, L-type, legal	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	246.08	0.00	
101	4412007-FO-R01	FOLDER, preadboard	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	952.64	0.00	
102	4412001-FO-T01	FOLDER with tab, A4	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	379.60	0.00	
103	4412001-FO-T02	FOLDER with tab, legal	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	413.92	0.00	
104	4412000-IT-T01	INDEX TAB	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	67.60	0.00	
105	4412170-HA-R01	MARKER, Fluorescent	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	31.11	0.00	
106	4412170-HP-R01	MARKER, Permanent, Black	piece	703	0	0	703	3,813.81	0	0	0	0	0.00	10	0	0	10	82.76	0	0	0	0	0.00	713	8.27	5,896.51	

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107	441278-PP-802	MARKER, Permanent, Blue	piece	300	0	0	300	3,266.65	0	0	0	0	0.00	10	0	0	10	82.75	0	0	0	0	0.00	400	8.27	3,349.35	
108	441278-PP-803	MARKER, Permanent, Red	piece	46	0	0	46	386.62	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	46	8.27	380.42	
109	441278-HW-801	MARKER, Whiteboard, Black	piece	254	0	0	254	3,570.99	0	0	0	0	0.00	10	0	0	10	96.95	0	0	0	0	0.00	380	9.65	3,647.00	
110	441278-HW-802	MARKER, Whiteboard, Blue	piece	254	0	0	254	2,547.80	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	264	9.65	2,547.00	
111	441278-HW-803	MARKER, Whiteboard, Red	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	0.00	0.00	
112	4412204-PC-G01	PAPER CLIP, vinyl/plastic coated, 30mm	box	386	0	0	386	5,169.52	0	0	0	0	0.00	7	0	0	7	62.74	0	0	0	0	0.00	9	6.65	8.98	
113	4412204-PC-302	PAPER CLIP, vinyl/plastic coated, jumbo, 30mm	box	301	0	0	301	5,095.36	0	0	0	0	0.00	6	0	0	6	116.75	0	0	0	0	0.00	309	8.82	5,290.26	
114	4402403-PS-402	PAPER SHREDDER	unit	1	0	0	1	18,718.96	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	18,718.96	18,718.96	
115	4402501-PT-402	PAPER TRIMMER/CUTTING MACHINE	unit	11	0	0	11	103,273.00	0	0	0	0	0.00	1	0	0	1	6,287.69	0	0	0	0	0.00	13	8,287.60	111,571.30	
116	4412706-PE-101	PENCIL, lead/graphite, with eraser	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	0.00	0.00	
117	4412003-PS-403	PENCIL SHARPENER	piece	17	0	0	17	4,013.36	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	44.71	0.00	
118	4402402-PU-401	PUNCHER, paper, heavy duty	piece	60	0	0	60	15,198.73	0	0	0	0	0.00	1	0	0	1	153.82	0	0	0	0	0.00	17	296.08	4,013.36	
119	4412001-RD-801	RUBBER BAND No. III	box	93	0	0	93	12,573.60	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	67	153.02	10,312.64	
120	4412005-SP-101	STAMP PAD, felt	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	93	135.20	12,573.60	
121	4412008-SS-501	SCISSORS, symmetrical/asymmetrical	pair	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00	
122	4412813-ST-501	STAPLER, standard type	piece	224	0	0	224	44,262.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	55.52	0.00	
123	4412813-ST-801	STAPLER, heavy duty (binder)	unit	18	0	0	18	11,000.40	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	16	683.13	11,683.40	
124	4412813-SR-101	STAPLE REMOVER, pile-type	piece	46	0	0	46	2,139.46	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	46	46.51	2,139.46	
125	4412805-TD-101	TAPE DISPENSER, table top	piece	38	0	0	38	2,948.04	0	0	0	0	0.00	2	0	0	2	155.16	0	0	0	0	0.00	46	77.58	3,103.28	
PAPER MATERIALS AND PRODUCTS																											
126	1411125-CA-401	CANTOLINA, assorted colors	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	93.72	0.00	
127	1411106-CF-111	COMPUTER CONTINUOUS FORM, 1 ply, 200mm x 241mm	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	940.36	0.00	
128	1411106-CF-112	COMPUTER CONTINUOUS FORM, 1 ply, 200mm x 378mm	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	1,873.92	0.00	
129	1411104-HP-502	NOTEPAD, stick-on, 50mm x 76mm	pad	278	0	0	278	10,302.68	0	0	0	0	0.00	11	0	0	11	487.66	0	0	0	0	0.00	289	37.06	10,710.34	
130	1411104-HP-504	NOTEPAD, stick-on, 76mm x 100mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	59.28	0.00	
131	1411104-HP-503	NOTEPAD, stick-on, 76mm x 76mm	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	52.00	0.00	
132	1411104-HB-901	STENO NOTEBOOK	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	14.94	0.00	
133	1411107-PP-401	PAPER, MULTICOPY A4	ream	4049	0	0	4049	865,676.20	0	0	0	0	0.00	317	0	0	317	67,774.60	0	0	0	0	0.00	0	213.80	933,450.80	
134	1411107-PP-402	PAPER, MULTICOPY LEGAL	ream	8438	0	0	8438	1,965,716.48	0	0	0	0	0.00	245	0	0	245	37,873.20	0	0	0	0	0.00	8883	232.96	2,032,791.88	
135	1411107-PP-101	PAPER, MULTIPURPOSE A4	ream	1886	0	0	1886	361,153.64	0	0	0	0	0.00	79	0	0	79	5,641.80	0	0	0	0	0.00	1966	137.74	276,796.84	
136	1411107-PP-102	PAPER, MULTIPURPOSE LEGAL	ream	2136	0	0	2136	338,421.75	0	0	0	0	0.00	58	0	0	58	5,375.69	0	0	0	0	0.00	2199	158.51	348,867.45	
137	1411103-PP-401	PAD PAPER, ruled	pad	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	34.82	0.00	
138	1411103-PA-401	PAPER, parchment	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	154.21	0.00	
139	1411103-RE-401	RECORD BOOK, 300 PAGES	book	765	0	0	765	70,190.90	0	0	0	0	0.00	10	0	0	10	917.00	0	0	0	0	0.00	775	91.70	71,067.30	
140	1411103-RE-402	RECORD BOOK, 500 PAGES	book	396	0	0	396	74,237.76	0	0	0	0	0.00	30	0	0	30	3,736.80	0	0	0	0	0.00	626	134.58	77,974.56	
141	1411104-TT-404	TISSUE, INTERFOLDED PAPER TOWEL	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	39.80	0.00	
142	1411104-TT-402	TOILET TISSUE PAPER, 2 ply	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	99.84	0.00	
PERFUMES OR COLOGNES OR FRAGRANCES																											
143	1313036-HS-501	HAND SANITIZER	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	85.08	0.00	
PESTICIDES OR PEST REPELLANTS																											
144	1031038-PS-401	INSECTICIDE	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	136.36	0.00	
PRINTED PUBLICATIONS																											
145	1330134-PA-401	HANDBOOK ON PHILIPPINE GOVERNMENT PROCUREMENT (RA 9194 and its 28)	book	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	37.21	0.00	
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES (CONSUMABLES)																											
1	4412008-BR-001	DRUM CARTRIDGE, BROTHER DR-2455, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	6,947.28	0.00	
2	4412005-CA-004	INK CARTRIDGE, CANON CL-741, Colored	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,126.32	0.00	
3	4412005-CA-002	INK CARTRIDGE, CANON CL-811, Colored	cart	30	0	0	30	11,783.20	0	0	0	0	0.00	10	0	0	10	11,783.20	0	0	0	0	0.00	20	1,178.32	23,566.40	
4	4412005-CA-804	INK CARTRIDGE, CANON PG-740, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	861.12	0.00	

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE							
5	4403105-CA-802 INK CARTRIDGE, CANON PG-810, Black	cart	15	0	0	15	15,384.00	0	0	0	0	0.00	10	0	0	10	6,925.30	0	0	0	0	0.00	25	892.32	22,399.00				
6	4403105-CP-817 INK CARTRIDGE, EPSON C137564100 (T8641), Black	cart	78	0	0	78	18,088.20	0	0	0	0	0.00	3	0	0	3	483.80	0	0	0	0	0.00	81	231.90	18,532.00				
7	4403105-EP-C17 INK CARTRIDGE, EPSON C137964200 (T8642), Cyan	cart	37	0	0	37	8,961.40	0	0	0	0	0.00	1	0	0	1	242.20	0	0	0	0	0.00	38	242.20	9,203.60				
8	4403105-EP-M17 INK CARTRIDGE, EPSON C137964300 (T8643), Magenta	cart	34	0	0	34	8,234.80	0	0	0	0	0.00	1	0	0	1	242.20	0	0	0	0	0.00	35	242.20	8,477.00				
9	4403105-EP-Y17 INK CARTRIDGE, EPSON C137964400 (T8644), Yellow	cart	37	0	0	37	8,961.40	0	0	0	0	0.00	1	0	0	1	242.20	0	0	0	0	0.00	38	242.20	9,203.60				
10	4403105-HP-840 INK CARTRIDGE, HP C2P04AA (HP82), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	852.80	0.00				
11	4403105-HP-T40 INK CARTRIDGE, HP C2P06AA (HP82), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,048.32	0.00				
12	4403105-HP-806 INK CARTRIDGE, HP C9351AA (HP21), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	955.00	0.00				
13	4403105-HP-T10 INK CARTRIDGE, HP C9352AA (HP22), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,053.52	0.00				
14	4403105-HP-617 INK CARTRIDGE, HP C0540WA (HP60), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	880.98	0.00				
15	4403105-HP-T17 INK CARTRIDGE, HP C0543WA (HP60), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,047.28	0.00				
16	4403105-HP-C40 INK CARTRIDGE, HP C0972AA (HP9200), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00				
17	4403105-HP-M40 INK CARTRIDGE, HP C0973AA (HP9200), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00				
18	4403105-HP-Y40 INK CARTRIDGE, HP C0974AA (HP9200), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	823.68	0.00				
19	4403105-HP-840 INK CARTRIDGE, HP C0975AA (HP9200), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,541.28	0.00				
20	4403105-HP-820 INK CARTRIDGE, HP C1561WA (HP61), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	865.28	0.00				
21	4403105-HP-T20 INK CARTRIDGE, HP C1562WA (HP61), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,066.06	0.00				
22	4403105-HP-840 INK CARTRIDGE, HP C1845AA (HP930), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,570.88	0.00				
23	4403105-HP-C41 INK CARTRIDGE, HP C1846AA (HP930), Cyan	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00				
24	4403105-HP-M41 INK CARTRIDGE, HP C1847AA (HP930), Magenta	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00				
25	4403105-HP-Y41 INK CARTRIDGE, HP C1848AA (HP930), Yellow	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,517.36	0.00				
26	4403105-HP-836 INK CARTRIDGE, HP C1852AA (HP930), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	418.12	0.00				
27	4403105-HP-T36 INK CARTRIDGE, HP C1853AA (HP930), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	418.12	0.00				
28	4403105-HP-833 INK CARTRIDGE, HP C2307AA (HP67), Black	cart	1	0	0	1	484.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	484.58	484.58				
29	4403105-HP-T33 INK CARTRIDGE, HP C2308AA (HP67), Tri-color	cart	1	0	0	1	484.58	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	484.58	484.58				
30	4403105-HP-T43 INK CARTRIDGE, HP F6V26AA (HP680), Tri-color	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	1	484.58	484.58				
31	4403105-HP-843 INK CARTRIDGE, HP F6V27AA (HP680), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	424.32	0.00				
32	4403105-HP-C30 INK CARTRIDGE, HP L0551AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00				
33	4403105-HP-M30 INK CARTRIDGE, HP L0552AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00				
34	4403105-HP-Y30 INK CARTRIDGE, HP L0553AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	982.80	0.00				
35	4403105-HP-830 INK CARTRIDGE, HP L0560AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,294.88	0.00				
36	4403105-HP-C48 INK CARTRIDGE, HP L0563AA (HP955), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00				
37	4403105-HP-M48 INK CARTRIDGE, HP L0566AA (HP955), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00				
38	4403105-HP-Y48 INK CARTRIDGE, HP L0569AA (HP955), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,339.52	0.00				
39	4403105-HP-848 INK CARTRIDGE, HP L0572AA (HP955), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	1,817.92	0.00				
40	4403105-HP-C51 INK CARTRIDGE, HP T6U8AA (HP905), Cyan Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	488.00	0.00				
41	4403105-HP-M51 INK CARTRIDGE, HP T6U9AA (HP905), Magenta Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	488.00	0.00				
42	4403105-HP-Y51 INK CARTRIDGE, HP T6V0AA (HP905), Yellow Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	488.00	0.00				
43	4403105-HP-851 INK CARTRIDGE, HP T6M01AA (HP905), Black Original	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	488.00	0.00				
44	4403112-EP-805 RIBBON CARTRIDGE, EPSON C138013316 (R1700), Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.43	0.00				
45	4403112-EP-813 RIBBON CARTRIDGE, EPSON C138013632, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	77.94	0.00				
46	4403112-EP-807 RIBBON CARTRIDGE, EPSON C138013531 (S013086)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	816.48	0.00				
47	4403163-88-800 TONER CARTRIDGE, BROTHER TN-330, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	3,567.20	0.00				
48	4403163-88-815 TONER CARTRIDGE, BROTHER TN-340, Black	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	5,063.44	0.00				
49	4403163-88-816 TONER CARTRIDGE, BROTHER TN-456 (Black, High Yield)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	4,564.56	0.00				
50	4403163-88-820 TONER CARTRIDGE, BROTHER TN-456 (Cyan, High Yield)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.88	0.00				
51	4403163-88-820 TONER CARTRIDGE, BROTHER TN-456 (Magenta, High Yield)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.88	0.00				
52	4403163-88-820 TONER CARTRIDGE, BROTHER TN-456 (Yellow, High Yield)	cart	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	7,716.88	0.00				

Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																								Total Quantity for the year	Price	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AVERAGE	April	May	June	Q2	Q2 AVERAGE	July	Aug	Sept	Q3	Q3 AVERAGE	Oct	Nov	Dec	Q4	Q4 AVERAGE							
14	4122304-SPT-011	Operating environment software	license	5	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
15	4122305-SPT-014	Security and protection software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
16	4122405-SPT-011	Utility and device driver software	license	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
PART II. OTHER ITEMS NOT AVAILABLE AT PS-DBM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																													
1	80141305-TS-001	BALLPEN	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
2	80141305-TS-002	MULTIFUNCTION PRINTER	unit	50	0	0	50	636,940.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
3	80141305-TS-003	LAMINATING FILM	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
4	80141305-TS-004	STICKER PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
5	80141305-TS-005	DOUBLE SIDED TAPE	roll	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
6	80141305-TS-006	PHOTO PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
7	80141305-TS-007	BLEACHING SOLUTION	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
8	80141305-TS-008	CERTIFICATE FRAME	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
9	80141305-TS-009	CERTIFICATE HOLDER	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
10	80141305-TS-010	UNINTERRUPTIBLE POWER SUPPLY	unit	30	0	0	30	315,450.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
11	80141305-TS-011	AIR CONDITIONING UNIT	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
12	80141305-TS-012	SMART TELEVISION	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
13	80141305-TS-013	WHITE BOARD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
14	80141305-TS-014	MICROPHONE	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
15	80141305-TS-015	MEDAL	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
16	80141305-TS-016	DETERGENT LIQUID	bottle	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
17	80141305-TS-017	PLASTIC FASTENER	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
18	80141305-TS-018	STEEL FILING CABINET	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
19	80141305-TS-019	YELLOW BOARD PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
20	80141305-TS-020	EXTENSION CORD	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
21	80141305-TS-021	PAINT	gallon	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
22	80141305-TS-022	COLORED PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
23	80141305-TS-023	BOND PAPER	ream	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
24	80141305-TS-024	PUSH PIN	pack	80	0	0	80	2,544.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
25	80141305-TS-025	DOOR MAT	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
26	80141305-TS-026	GLUE STICK (WHITE)	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
27	80141305-TS-027	GLUE STICK (FOR GLUE GUN)	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
28	80141305-TS-028	DEODORANT CAKE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
29	80141305-TS-029	DISPOSABLE GLOVES	box	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
30	80141305-TS-030	OFFICE CHAIR	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
31	80141305-TS-031	NAVELA PAPER	pack	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
32	80141305-TS-032	AUTOMOTIVE BATTERIES	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
33	80141305-TS-033	PAIDLOCK	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
34	80141305-TS-034	MOBILE PHONE	unit	2	0	0	2	47,600.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
35	80141305-TS-035	COMPACT DISC	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
36	80141305-TS-036	AMPLIFIER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
37	80141305-TS-037	STORAGE BOX	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
38	80141305-TS-038	PLASTIC ENVELOPE	piece	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
39	80141305-TS-039	DOCUMENT SCANNER	unit	22	0	0	22	792,000.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
40	80141305-TS-040	WATER DISPENSER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
41	80141305-TS-041	PARACETAMOL	pack	28	0	0	28	6,762.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
42	80141305-TS-042	GLUE GUN	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
43	80141305-TS-043	DIRECT PRINTER	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00
44	80141305-TS-044	SPEAKERS	unit	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00	0.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price	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			
45 804305-T5-041 POWDOWE X008E	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	0.00	0.00
46 804305-T5-046 KEYBOARD	unit	27	0	0	27	13,810.00	0	0	0	0	0.00	0	0	0	0	3,957.50	0	0	0	0	0.00	32	511.50	16,368.00
47 804305-T5-047 DEAR CAMERA	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	0.00	0.00
48 804305-T5-048 STEEL RACE	set	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
49 804305-T5-049 LAMINATING MACHINE	unit	11	0	0	11	24,790.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
50 804305-T5-030 RUB. FILTERS	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	11	2,259.90	24,790.00
51 804305-T5-051 AIRLINE TICKETS (DOMESTIC)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
52 804305-T5-052 AIRLINE TICKETS (INTERNATIONAL)	ticket	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0	0	0	0.00	0	0.00	0.00
53 804305-T5-053 CAR (Sedan or Hatchback)	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	0.00	0.00
46 804305-T5-054 MULTI-PURPOSE VEHICLE (MPV)	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	0.00	0.00
47 804305-T5-055 SPORTS UTILITY VEHICLE (SUV)	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	0.00	0.00
48 804305-T5-056 PASSENGER VAN	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	0.00	0.00
49 804305-T5-057 VAN	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	0.00	0.00
50 804305-T5-058 TRI-WHEEL VEHICLE	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	0.00	0.00
51 804305-T5-059 PICK-UP TRUCK	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	0.00	0.00
52 804305-T5-060 ALL-TERRAIN VEHICLE (ATV)	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	0.00	0.00
53 804305-T5-061 ASSEMBLED OWNER-TYPE Jeep	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	0.00	0.00
50 804305-T5-062 ASSEMBLED PASSENGER JERNEY-TYPE VEHICLE	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	0.00	0.00
51 804305-T5-063 MOTORCYCLE	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	0.00	0.00
52 804305-T5-064 BUS	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	0.00	0.00
53 804305-T5-065 MINI BUS	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	0.00	0.00

A. TOTAL			
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)			9,666,203.31
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)			160,029.33
D. GRAND TOTAL (A + B + C)			-
E. APPROVED BUDGET BY THE AGENCY HEAD (In Figures and Words)			16,034,925.50

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:

JOHN S. MAGANUA
 Supervising Administrator/Office Head, BAC Secretariat
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:

LUZ PERPETUA P. FORTANILLA, CPA
 Provincial Budget Officer
 Accountant / Budget Officer

Approved by:

REYNALDO S. TAMAYO, JR.
 Provincial Governor
 Head of Office/Agency

Date Prepared: August 23, 2024