



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

THE UNDERSECRETARY FOR MIGRANT WORKERS AFFAIRS

29 October 2019

Ma'am:

In compliance with Memorandum Circular No. 2019-01 dated 03 September 2019, the Department of Foreign Affairs is pleased to submit its **2020 Annual Procurement Plan-Common-use Supplies and Equipment (APP-CSE)** with a scanned copy submitted to DBM-PS and GPPB-TSO respectively, and posted in the Department's website, excel file format uploaded in the Department's Virtual Store at PhilGEPS.

Very truly yours,


SARAH LOU Y. ARRIOLA
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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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4					
46	39101605-FL-T01	FLUORESCENT LAMP, 18 WATTS, linear tubular (T8)	piece	15	5	25		45	0	0	0	0	0	0	0	0	0	0	0	0	0	0	45	40.56	1,825.20	
47	39101628-IB-L01	Light Bulb, LED, 7 watts 1 pch Individual box	piece	15	5	5		25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25	72.49	1,812.20	
Measuring and Testing Equipment																										
48	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	17	5	30		52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	57	15.48	882.09	
Cleaning Equipment and Supplies																										
49	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/1.50g min	can	90	6	81		177	75	5	6	0	0	0	0	0	0	0	0	0	0	0	395	86.06	33,993.70	
50	47131604-BR-S01	BROOM, soft (lambo)	piece	3	0	2		5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	130.00	1,040.00	
51	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	1	0	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	30.58	61.15	
52	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	5	5	5		15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	41.60	624.00	
53	47131805-CL-P01	CLEANER, SCOURING POWDER, 350g min./can	can	5	5	5		15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	23.92	358.80	
54	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	bar	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8.01	-
55	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	37.43	-
56	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	77	0	65		142	64	1	0	0	0	0	0	0	0	0	0	0	0	1	75	122.98	35,910.16	
57	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2	0	2		4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	24.84	99.34	
58	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	269.36	-
59	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	9	0	6		15	1	0	1	0	0	0	0	0	0	0	0	0	0	1	10	87.36	2,620.80	
60	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	1	0	2		3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4	1,911.00	7,644.00	
61	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	1	0	2		3	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	145.60	582.40	
62	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	0	0	2		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	110.24	220.48	
63	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	2	0	2		4	2	0	0	0	0	0	0	0	0	0	0	0	0	2	2	49.69	496.91	
64	47131602-SC-N01	SCOURING PAD, made of synthetic nylon, 140 x 220mm	pack	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	102.96	-
65	47121701-TB-P04	TRASHBAG, plastic, transparent	roll	15	0	0		15	5	0	10	0	0	0	0	0	0	0	0	0	0	0	40	139.88	5,595.20	
66	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	50	10	10		70	0	0	0	0	0	0	0	0	0	0	0	0	0	0	70	23.59	1,651.10	
Information and Communication Technology (ICT) Equipment and Devices and Accessories																										
67	442211507-DCT-03	Desktop Computer, branded	unit	1	0	0		1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	39,208.00	39,208.00	
69	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	23	0	32		55	0	0	0	0	0	0	0	0	0	0	0	0	0	0	55	2,724.80	149,864.00	
70	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	72	0	96		168	46	1	1	0	0	0	0	0	0	0	0	0	0	0	301	276.64	83,268.64	
71	43211503-LCT-03	Laptop Computer, branded	unit	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	35,916.40	-
72	43211708-MO-C01	MOUSE, optical, USB connection type	unit	37	0	30		67	13	0	0	0	0	0	0	0	0	0	0	0	0	0	111	134.99	14,984.11	
73	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	33,131.28	-
74	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	2	0	0		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	7,995.52	15,991.04	
75	43212105-PR-L01	PRINTER, LASER, monochrome, network-ready	unit	2	0	0		2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	724.88	1,449.76	
Office Equipment and Accessories and Supplies																										
76	441211710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	0	0	0		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	25.68	-
77	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	69	1	251		321	63	0	0	0	0	0	0	0	0	0	0	0	0	0	53	7.57	3,861.31	
78	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	78	0	200		278	73	0	0	0	0	0	0	0	0	0	0	0	0	0	56	13.40	6,563.65	

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79	4412105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	63	0	200	263	58	0	0	58	38	0	30	68	18	0	30	48	437	20.55	8,980.52
80	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	70	0	200	270	55	0	10	65	36	1	31	68	16	1	31	48	451	39.52	17,823.52
81	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	204	60	50	314	161	50	30	241	131	20	30	181	101	20	30	151	887	17.56	15,571.46
82	44111515-DF-801	DATA FILE BOX, made of chipboard, with closed ends	piece	85	25	195	305	0	0	0	0	50	0	0	50	0	0	0	0	355	69.78	24,773.32
83	44122011-DF-F01	DATA FOLDER, made of chipboard, tagline lock	piece	10	0	60	70	0	0	0	0	0	0	0	0	0	0	0	0	70	68.64	4,804.80
84	44121506-EN-D01	ENVELOPE, DOCUMENTARY for A4 size document	box	12	0	7	19	4	0	0	4	6	0	0	6	4	0	0	4	33	408.14	13,468.54
85	44121506-EN-D02	ENVELOPE, DOCUMENTARY for legal size document	box	12	1	8	21	5	1	1	7	4	0	0	4	4	0	0	4	36	518.08	18,650.74
86	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	20	1	54	75	6	1	0	7	11	1	0	12	5	1	0	6	100	738.40	73,840.00
87	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness	piece	51	5	55	111	2	0	0	2	22	0	0	22	2	0	0	2	137	30.49	4,177.51
88	44121506-EN-W02	ENVELOPE, MAILING, white, 80gsm (-5%)	box	7	0	4	11	1	0	0	1	3	0	0	3	1	0	0	1	16	328.64	5,258.24
89	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	6	0	2	8	1	0	0	1	3	0	0	3	1	0	0	1	13	410.80	5,340.40
90	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	6	0	12	18	1	0	0	1	1	0	0	1	1	0	0	1	21	11.11	233.25
91	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	37	0	38	75	32	0	0	32	32	0	5	37	27	0	0	27	171	78.92	13,494.50
92	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	56	20	20	96	10	0	0	10	10	0	0	10	5	0	0	5	121	70.61	8,543.28
93	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	141	1	81	223	10	0	0	10	35	0	0	35	10	0	0	10	278	12.48	3,469.44
94	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	116	1	61	178	10	0	0	10	10	0	0	10	10	0	0	10	208	16.64	3,461.12
95	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	14	2	24	40	12	2	0	14	2	2	0	4	2	2	0	4	62	253.29	15,704.10
96	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	14	0	24	38	12	0	0	12	2	0	0	2	2	0	10	12	64	291.20	18,636.80
97	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	28	0	10	38	31	0	0	31	20	0	10	30	10	0	10	20	119	171.08	20,358.52
98	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	25	0	41	66	28	0	0	28	13	0	10	23	8	0	1	9	126	213.72	26,928.72
99	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	5	0	0	5	2	0	0	2	1	0	1	2	1	0	1	2	11	746.72	8,213.92
100	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	13	0	0	13	2	0	0	2	2	0	5	7	2	0	5	7	29	217.36	6,303.44
101	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	23	5	5	33	2	0	0	2	7	0	5	12	2	0	5	7	54	279.64	15,100.30
102	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	55	4	65	124	54	4	0	58	34	4	20	58	34	4	20	58	298	51.88	15,458.81
103	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	5	0	10	15	0	0	0	0	5	0	0	5	0	0	0	0	20	41.60	832.00
104	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	103	10	46	159	38	0	0	38	73	10	10	93	8	0	0	8	298	37.23	11,095.14
105	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	80	2	15	97	45	2	0	47	40	0	0	40	15	0	0	15	199	10.31	2,050.97
106	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	75	2	15	92	45	2	0	47	35	0	0	35	15	0	0	15	189	10.31	1,947.91
107	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	22	0	15	37	10	0	0	10	0	0	0	0	0	0	0	0	47	10.31	484.40
108	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	92	0	15	107	35	0	20	55	57	0	20	77	35	0	0	35	274	9.65	2,644.43
109	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	80	0	15	95	35	0	20	55	35	0	20	55	35	0	0	35	240	9.65	2,316.29
110	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	15	0	15	30	0	0	10	10	0	0	10	10	0	0	0	0	50	9.65	482.56
111	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	160	20	154	334	115	20	40	175	85	20	90	195	45	10	30	85	789	5.98	4,718.22
112	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 48mm min	box	157	20	154	331	115	20	40	175	75	20	85	180	35	10	30	75	761	12.74	9,695.14
113	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	26	0	17	43	25	0	0	25	15	0	20	35	5	0	0	5	108	20.79	2,245.28

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			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
114	44122037-R8-P10	RING BINDER, 80 rings, plastic, 327mm x 1.12m	bundle	12	0	15		27	5	0	0		5	7	0	0	0	0	5	44	201.64	8,871.95
115	44122101-RU-801	RUBBER BAND, 70mm min lay flat length (#18)	box	17	0	7		24	0	0	10		10	7	0	0	0	0	0	41	96.72	3,965.52
116	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	5	0	22		27	0	0	0		0	2	0	2	0	0	0	31	27.66	857.58
117	44121612-8L-H01	CUTTER BLADE, for heavy duty cutter	piece	17	0	5		22	0	0	0		0	0	0	0	0	0	0	22	11.77	259.00
118	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	23	0	24		47	1	0	0		1	6	0	0	0	0	0	55	27.40	1,507.22
119	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	11	3	34		48	0	0	0		0	1	0	0	0	0	0	49	478.38	23,440.58
120	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	16	3	13		32	0	0	0		0	0	0	0	0	0	0	32	187.20	5,990.40
121	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	27	5	11		43	6	0	0		6	7	0	0	0	0	0	61	131.95	8,049.27
122	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	108	10	55		173	58	0	0		58	60	0	0	0	0	0	326	15.60	5,085.60
123	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	106	10	45		161	28	1	0		29	45	1	1	0	0	0	264	82.16	21,690.24
124	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	5	0	25		30	0	0	0		0	2	0	0	0	0	0	32	878.80	28,121.60
125	44121613-5R-P01	STAPLE REMOVER, PLIER-TYPE	piece	103	0	60		163	48	0	0		48	53	0	0	0	0	0	292	18.18	5,308.33
126	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	26	0	5		31	16	0	0		16	8	0	0	0	0	0	61	55.83	3,405.46
127	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	3	0	0		3	0	0	0		0	0	0	0	0	0	0	3	10,400.00	31,200.00
128	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	23	3	16		42	18	3	0		21	15	0	0	0	0	0	93	135.20	12,573.60
129	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	4,711.20	-
130	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: 84	unit	4	0	0		4	0	0	0		0	0	0	0	0	0	0	4	8,088.08	32,352.32
131	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry level)	unit	1	0	0		1	0	0	0		0	0	0	0	0	0	0	1	5,699.20	5,699.20
132	44101603-PS-M02	PAPER SHREDDER, cutting width: 3mm-4mm (Mid-level)	unit	4	0	0		4	0	0	0		0	3	0	0	0	0	0	7	-	-
Printer or Facsimile or Photocopier Supplies																						
133	44103109-BR-D05	DRUM CART, BROTHER DR-3455	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	6,864.00	0
134	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	1,001.52	0
135	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	1,029.60	0
136	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	754.00	0
137	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	780.00	0
138	44103105-EP-817	INK CART, EPSON C13T664100 (T6641), Black	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	254.80	0
139	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	254.80	0
140	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	254.80	0
141	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	254.80	0
142	44103105-HP-B40	INK CART, HP C2P04AA (HP62), Black	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	-	0
143	44103105-HP-T40	INK CART, HP C2P06AA (HP62), Tri-color	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	-	0
144	44103105-HP-809	INK CART, HP C9351AA, (HP21), Black	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	658.32	0
145	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	745.68	0
146	44103105-HP-T30	INK CART, HP C9363AA, (HP97), Tri-color	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	1,492.40	0
147	44103105-HP-F48	INK CART, HP C9397A (HP72) 69ml Photo Black	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	1,996.80	0
148	44103105-HP-C48	INK CART, HP C9398A (HP72) 69ml Cyan	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	1,996.80	0
149	44103105-HP-M48	INK CART, HP C9399A (HP72) 69ml Magenta	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	1,996.80	0
150	44103105-HP-Y48	INK CART, HP C9400A (HP72) 69ml Yellow	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	1,996.80	0
151	44103105-HP-G48	INK CART, HP C9401A (HP72) 69ml Grey	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	1,996.80	0
152	44103105-HP-P48	INK CART, HP C9403A (HP72) 130ml Matte Black	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	3,016.00	0
153	44103105-HP-817	INK CART, HP C6400VA, (HP60), Black	cart	0	0	0		0	0	0	0		0	0	0	0	0	0	0	0	650.00	0

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year											
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4							
8 43232505-SFT-008	Educational or reference software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-		
9 43232603-SFT-009	Industry specific software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
10 43232701-SFT-010	Network applications software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
11 43232802-SFT-011	Network management software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
12 43232905-SFT-012	Networking software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
13 43233004-SFT-013	Operating environment software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
14 43233205-SFT-014	Security and protection software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
15 43233405-SFT-015	Utility and device driver software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
16 43233501-SFT-016	Information exchange software	license	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-	
PASSENGER AIR TRANSPORTATION																											
1 43212111-GFA-001	* Airline Ticket	ticket	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-
Motor Vehicles																											
For the Engines of the exclusive Educations																											
	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for gasoline																										
	For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-
1 25101503-VA101A	Car (Sedan or Hatchback) Engine displacement not exceeding 2200 cc for diesel	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-
	For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-
25101503-VA101B	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2000 cc for gasoline	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-
	For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)	unit	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	-	-
25101507-VA201A																											

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the Year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
<p>Asian Utility Vehicle (AUV or Crossover Utility Vehicle (CUV))</p> <p>Engine displacement not exceeding 2800 cc for diesel</p> <p>For a Department Secretary and other officials of equivalent rank in National Government Agencies (NGAs), Government-Owned or -Controlled Corporations (GOCCs) and Local Government Units (LGUs)</p>	unit	0	0	0	0				0									0	-	-
<p>25101507-VA2018</p> <p>Car (Sedan or Hatchback)</p> <p>Engine displacement not exceeding 3500 cc for gasoline</p> <p>For an Ambassador or Chief-of-Mission of Philippine embassies/ consulates abroad for exclusive use in the country where the embassy/ consulate is located</p>	unit	0	0	0	0				0									0	-	-
<p>25101503-VA102A</p> <p>Car (Sedan or Hatchback)</p> <p>Engine displacement not exceeding 3500 cc for diesel</p> <p>For an Ambassador or Chief-of-Mission of Philippine embassies/ consulates abroad for exclusive use in the country where the embassy/ consulate is located</p>	unit	0	0	0	0				0									0	-	-
<p>25101503-VA102B</p> <p>Car (Sedan or Hatchback)</p> <p>Engine displacement not exceeding 1600 cc for gasoline</p> <p>For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs</p> <p>For a Chief of Staff of the Armed Forces of the Philippines (AFP)</p>	unit	0	0	0	0				0									0	-	-
<p>3 25101503-VA103A</p> <p>Car (Sedan or Hatchback)</p> <p>Engine displacement not exceeding 1600 cc for diesel</p> <p>For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs</p> <p>For a Chief of Staff of the Armed Forces of the Philippines (AFP)</p>	unit	0	0	0	0				0									0	-	-
<p>25101503-VA103B</p> <p>For a Department Undersecretary and other officials of equivalent rank in NGAs, GOCCs and LGUs</p> <p>For a Chief of Staff of the Armed Forces of the Philippines (AFP)</p>	unit	0	0	0	0				0									0	-	-

Item #	Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 2500 cc for diesel For a Department Assistant Secretary and other officials of equivalent rank in NGAs, GOCCs and IGUs For a Vice Chief of Staff and the Commanding Generals of the Major Services of the AFP		0	0	0	0													0	-	-
25101507-VA2038	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for gasoline For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and IGUs	unit	0	0	0	0													0	-	-
5 25101503-VA105A	Car (Sedan or Hatchback) Engine displacement not exceeding 1500 cc for diesel For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and IGUs	unit	0	0	0	0													0	-	-
25101503-VA105B	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 1500 cc for gasoline For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and IGUs	unit	0	0	0	0													0	-	-
25101507-VA204A	Asian Utility Vehicle (AUV) or Crossover Utility Vehicle (CUV) Engine displacement not exceeding 1500 cc for diesel For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and IGUs	unit	0	0	0	0													0	-	-
25101507-VA204B	For a Bureau Director, Regional Director or department-wide/ bureau-wide regional offices and other officials of equivalent rank in NGAs, GOCCs and IGUs	unit	0	0	0	0													0	-	-
For the Transport of Personnel, Equipment, Supplies, Products and Materials																					

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
25181601-VB4018 Multi-Purpose Vehicle (MPV) Engine displacement not exceeding 2500 cc for diesel For general urban use where road conditions are generally good	unit	0	0	0	0				0									0	-	-
3 25101801-VB5-01 Motorcycle Engine displacement not exceeding 200 cc For use of field personnel/ workers who by the nature of their functions have to travel to remote areas not normally accessible by ordinary Motorcycle Passenger Van Engine displacement not exceeding 2200 cc for gasoline	unit	0	0	0	0				0									0	-	-
4 25101505-VB302A Passenger Van Engine displacement not exceeding 3000 cc for diesel For transport of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit	0	0	0	0				0									0	-	-
25101505-VB302B Bus Engine displacement not exceeding 8500 cc for diesel For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit	0	0	0	0				0									0	-	-
5 25101502-VB6-01 Mini-Bus Engine displacement not exceeding 4500 cc for diesel For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit	0	0	0	0				0									0	-	-
25101502-VB7-01 For mass transportation of personnel/visitors for activities related to education, tourism, trade and investment promotions, banking and finance, foreign affairs, and other official functions	unit	0	0	0	0				0									0	-	-

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
Original ambulance, designed, built and equipped as such by the manufacturer (Specifications may vary according to manufacturer and the sophistication of the desired units) For transport of sick and/or injured persons in hospitals, and for government agencies where an ambulance may be needed on stand—by at all times in case of emergency	unit	0	0	0	0				0									0	-	-	
D: For Patrol Operations																					
25101703-VC3-01 Patrol Car Four—door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for gasoline	unit	0	0	0	0				0									0	-	-	
1 25101702-VD101A Patrol Car Four—door car (Sedan or Hatchback) Engine displacement not exceeding 1600 cc for diesel	unit	0	0	0	0				0									0	-	-	
25101702-VD101B Patrol Vehicle AUV or CUV Engine displacement not exceeding 2000 cc for gasoline	unit	0	0	0	0				0									0	-	-	
25101702-VD201A Patrol Vehicle AUV or CUV Engine displacement not exceeding 2500 cc for diesel	unit	0	0	0	0				0									0	-	-	
25101702-VD201B For patrol operations within a city or municipal proper	unit	0	0	0	0				0									0	-	-	

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year				
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
1 25101703-VF101A M/FV (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 1500 cc for gasoline For mobility purposes and immediate response during disasters and calamities	unit	0	0	0	0				0									0	-	-
2 25101507-VF201A Pick-up (for conversion into a rescue vehicle equipped with the necessary equipment and apparatus) Engine displacement not exceeding 2200 cc for gasoline For mobility purposes and immediate response during disasters and calamities	unit	0	0	0	0				0									0	-	-
25101507-VF201B Motorcycle Specifications may vary according to the intended use of the agency and in consideration of the minimum specifications of motorcycles allowed in certain areas For mobility purposes and immediate response during disasters and calamities	unit	0	0	0	0				0									0	-	-
3 25101801-VF3-01 For mobility purposes and immediate response during disasters and calamities	unit	0	0	0	0				0									0	-	-

Item #	Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
45	BALLPOINT PEN (RETRACTABLE W/GRIP), Black	box			40		40													40	28.75	1,150.00
46	BALLPOINT PEN (RETRACTABLE W/GRIP), blue	box			40		30													30	28.75	862.50
47	CLEAR BOOK FIXED, 40 sheet, A4	piece			3		3													3	125.00	375.00
48	CLEAR BOOK FIXED, 40 sheet, long	piece			3		3													3	135.00	405.00
49	CLEAR BOOK FIXED, 60 sheet, A4	piece			5		5													5	185.00	925.00
50	CLEAR BOOK FIXED, 60 sheet, long	piece			3		3													3	200.00	600.00
51	CORRECTION FLUID	piece			10		10													10	36.00	360.00
52	COVER SHEET, Confidential, A4	ream			2		2													2	1,250.00	2,500.00
53	COVER SHEET, Confidential, legal	ream			1		1													1	1,450.00	1,450.00
54	DATER, stamp	piece			5		5													5	90.00	450.00
55	DOCUMENT FILE FOLDER, 2 holes 3", legal	piece			50		30													30	175.00	5,250.00
56	DOCUMENT FILE FOLDER, 3 holes 3", legal	piece			20		20													20	175.00	3,500.00
57	ENVELOPE, mailing, w/ DFA return address, 4" x 9-1/2", 500s/box	box			2		2													2	1,000.00	2,000.00
58	ENVELOPE, mailing, white, 4" x 9-1/2", 100piece/pack	pack			5		5													5	120.00	600.00
59	EXTENSION CORD, 5 mtrs, 6 outlet, surge protector, heavy duty	piece			5		5													5	780.00	3,900.00
60	FOLDER, presentation, transparent 1st cover, A4	pack			100		80													80	33.00	2,640.00
61	FOLDER, presentation, transparent 1st cover, legal	pack			100		80													80	37.00	2,960.00
62	GLUE STICK, 25g grams	piece			100		80													80	75.00	6,000.00
63	HP 21 Black Inkjet Print Cartridge (C9351AA)	piece			3		3													3	916.00	2,748.00
64	HP 22 Colored Inkjet Print Cartridge (C9352AA)	piece			6		6													6	1,075.00	6,450.00
65	ID HOLDER, vertical, clear plastic seal (for training/seminar)	piece			2000		1000													1000	7.50	7,500.00
66	ID LACE, 1/2 inch with hook (for training/seminar)	piece			2000		1000													1000	9.00	9,000.00
67	IN/OUT TRAY, plastic, asstd, colors	piece			24		24													24	320.00	7,680.00
68	PAPER COLORED, green, A4	ream			20		20													20	294.00	5,880.00
69	PAPER COLORED, yellow, A4	ream			10		10													10	294.00	2,940.00
70	PAPER COLORED, pink, A4	ream			10		10													10	294.00	2,940.00
71	PAPER COLORED, yellow, legal	ream			2		2													2	300.00	600.00
72	PAPER COLORED, orange, legal	ream			0		0													0		0.00
73	PAPER COLORED, pink, legal	ream			0		0													0		0.00
74	PAPER COLORED, blue, legal	ream			0		0													0		0.00
75	PAPER COLORED, peach, legal	ream			0		0													0		0.00
76	PAPER STICKER, satin finish, A4, tops/pack	pack			75		75													75	36.00	2,700.00
77	PAPER FASTENER, plastic, 50 set/box	box			50		50													50	52.00	2,600.00
78	PAPER, w/ DFA letterhead, A4	ream			70		70													70	1,400.00	98,000.00
79	PAPER, w/ DFA letterhead, legal	ream			20		20													20	1,500.00	30,000.00
80	PARCHMENT PAPER, legal, 75 gsm, 100 sheets/ream	ream			5		5													5	1,700.00	8,500.00
81	PUNCHER, 3-hole	piece			2		2													2	1,850.00	3,700.00
82	RUBBER STAMP (frame)	piece			24		24													24	600.00	14,400.00
83	RUBBER STAMP (received/section)	piece			10		10													10	500.00	5,000.00
84	SEAL, dry	piece			2		2													2	2,250.00	4,500.00
85	SIGN PEN, black, 0.7	piece			150		150													150	70.00	10,500.00
86	SIGN PEN, green, 0.7	piece			0		0													0	70.00	0.00
87	SIGN PEN, black, 1.0	piece			150		150													150	75.00	11,250.00
88	SIGN PEN, blue, 0.7	piece			150		150													150	70.00	10,500.00
89	SIGN PEN, blue, 1.0	piece			150		150													150	75.00	11,250.00
90	SIGN PEN, red, 0.7	piece			0		0													0		0.00
91	SIGN PEN, red, 1.0	piece			0		0													0		0.00
92	STAPLER, Etona 160	piece			0		0													0		0.00
93	STAPLER, SWIVEL STANDARD DESKTOP STAPLER	piece			0		0													0		0.00

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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
94	STARLER, small, size No. 10	box			10		10											0	10	55.00	550.00
95	STARLE WIRE, #317(5/8MM) ETONA H.D. WIRE (TM)- For E-	box			10		10											0	10		0.00
96	64, E260-2A20,160 sheets	pad			100		100											0	100	145.00	14,500.00
97	STICK ON NOTES w/ Print "SIGN HERE"	unit																0	0		0.00
98	ELECTRIC FAN, wall fan	unit																0	0		0.00
99	ELECTRIC FAN, stand fan	unit																0	0		0.00
100	Sign Pen, Black, 0.5	piece			100		100											0	100		0.00
101	Sign Pen, Blue, 0.5	piece			100		100											0	100		0.00
102	Sign Pen, Red, 0.5	piece																0	0		0.00
103	CLIP, bulldog, 73mm (3")	piece																0	0		0.00
104	INDEX CARD, 5"x8", 50 pieces per pack	pack																0	0		0.00
105	MANILA PAPER, 10sheets per pack	pack																0	0		0.00
106	MAP PIN, round head, 50 pieces per case	case																0	0		0.00
107	PAPER, Thermal, 210mm x 30m	roll																0	0		0.00
108	PUSH PIN, flat head type, assorted colors, 50 pieces per case	case			2		2											0	2	35.00	70.00
109	RING BINDER, Plastic 35mm, black, 10 pieces per bundle	bundle			2		2											0	2	170.00	340.00
110	RING BINDER, Plastic 50mm, black, 10 pieces per bundle	bundle			2		2											0	2	325.00	650.00
111	STAPLE WIRE, Heavy duty, 231/2	box																0	0		0.00
112	TAPE DISPENSER, handheld	piece																0	0		0.00
113	TRASH BIN, Soft Close Pedal Bin, 5L	piece			12		12											0	12	1,600.00	19,200.00
114	Retractable ballpen, black, 12pc/box	box			5		5											0	5	540.00	10,800.00
115	Retractable ballpen, blue, 12pc/box	box			5		5											0	5	540.00	10,800.00
116	Book binding cover paper, Blue, A4	pack			5		5											0	5	500.00	10,000.00
117	Book binding cover paper, Blue, legal	pack			5		5											0	5	500.00	10,000.00
118	Cash Register ribbon	piece			125		125											0	125	250.00	125,000.00
119	Cash register tape machine roll, 100s/box, 44x80mm	roll			250		250											0	250	40.00	40,000.00
120	Copy paper, letter size (80gms, 8.5x11 inches)	ream			75		75											0	300	250.00	75,000.00
121	ENVELOPE, documentary w/ DFA print A4 size	box			3		3											0	10	1,000.00	10,000.00
122	ENVELOPE, documentary w/ DFA print legal size	box			3		3											0	10	1,000.00	10,000.00
123	ENVELOPE, document, 500 pc/box	box			3		3											0	10	1,000.00	10,000.00
124	ENVELOPE, Mailing, brown w/DFA, 500 pcs/box	box			1		1											0	4	1,000.00	4,000.00
125	ENVELOPE, Mailing, white w/DFA, 500 pcs/box	box			1		1											0	4	1,000.00	4,000.00
126	Glue Stick, 2pc/pack	pack			150		150											0	550	50.00	27,500.00
127	Index card, Creditor	piece			500		500											0	1000	40.00	40,000.00
128	Index card, Employee	piece			500		500											0	1000	40.00	40,000.00
129	Index card plain, 5x8 in, 50 pcs/pack	pack			75		75											0	150	130.00	19,500.00
130	Paper color, blue, legal size	ream			50		50											0	200	300.00	60,000.00
131	Paper color, blue, green size	ream			50		50											0	200	300.00	60,000.00
132	Paper color, blue, green size	ream			50		50											0	200	300.00	60,000.00
133	Paper color, yellow, legal size	ream			50		50											0	200	300.00	60,000.00
134	PAPER, DFA Letterhead, A4	ream			10		10											0	45	300.00	54,000.00
135	PAPER, DFA Letterhead, Legal	ream			10		10											0	40	1,200.00	48,000.00
136	Post It, Sign Here	pad			50		50											0	145	200.00	29,000.00
137	Ring Binder, Plastic, 16mm	piece			25		25											0	100	40.00	4,000.00
138	Ring Binder, Plastic, 50mm	piece			25		25											0	100	50.00	5,000.00

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			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4					
137	Screw Post 1-1/2", 100/pack	pack	3				3	3					3	2				2	2				2	10	700.00	7,000.00
138	Screw Post 2", 100/pack	pack	3				3	3					3	2				2	2				2	10	700.00	7,000.00
139	Screw Post 3", 100/pack	pack	3				3	3					3	2				2	2				2	10	800.00	8,000.00
140	Screw Post 4", 100/pack	pack	3				3	3					3	2				2	2				2	10	800.00	8,000.00
141	Screw Post 4-1/2", 100/pack	pack	3				3	3					3	2				2	2				2	10	800.00	8,000.00
142	Sign pen, black with rubber grip 1.0	box	3				3	3					3	2				2	2				2	10	200.00	2,000.00
143	Sign pen, black with rubber grip .5	box	3				3	3					3	2				2	2				2	10	200.00	2,000.00
144	Sign pen, blue with rubber grip 1.0	box	3				3	3					3	2				2	2				2	10	200.00	2,000.00
145	Sign pen, blue with rubber grip .5	box	3				3	3					3	2				2	2				2	10	200.00	2,000.00
146	Staple wire #10	box	50				50						50					50					50	100	30.00	3,000.00
147	Sticker Paper, A4 size, 10pcs./pack	ream	100				100						100					100					200	200	50.00	10,000.00
148	Copy paper, A3	ream	20				20	15					20	10				20	10				40	40	610.00	24,400.00
149	Presentation of Credentials Kit	Set	100				100						100					100					100	100	700	70,000
150	Fargo HDP Color Ribbon YMCK 500 Images (084051)	Roll	30				30						30					30					30	30	7931.55	237946.5
151	Fargo HDP Retransfer Film Clear 1500 Images (084053)	Roll	17				17						17					17					17	17	5313	90321
152	HID Ultracard CR-79/CR-80 Cards (PVC) 500p/box	Box	11				11						11					11					11	11	2343	25773
153	TONER CART, HP CBS41A (125A) Cyan	Cart	1				0						0					0					0	0	3700	0
154	TONER CART, HP CBS42A (125A) Yellow	Cart	1				1	1					1	1				1	1				4	4	3700	14800
155	TONER CART, HP CBS43A (125A) Magenta	Cart	1				1	1					1	1				1	1				4	4	3700	14800
156	Placecards with DFA Logo (Big)	Piece	900				900	900					900	900				900	900				3600	3600	15	54000
157	Placecards with gold seal stamp logo (small)	Piece	1000				1000						1000					1000					1000	1000	10.75	10750
158	Menu cards with gold seal stamp logo	Piece	1000				1000						1000					1000					1000	1000	12.5	12500
159	Invitation card with envelope with gold seal stamp logo	Set	1000				1000						1000					1000					1000	1000	36	36000
160	Storage Bag for various ceremonial/socials paraphernalia	Piece	3				3						3					3					3	3	1000	3000
161	9" scissors heavy duty	Piece	4				4						4					4					4	4	650	2600
162	Calligraphy pens	Set	3				3						3					3					3	3	700	2100
163	Color label stickers	Pack	5				5						5					5					5	5	42	210
164	Fax paper, "210x30" for Panasonic fax machine	roll	5				5						5					5					5	5	100.00	3,900.00
165	Facsimile Ink Film (for Panasonic KX-FHD 331) film length 213mmx70m	piece	1				1	2					4	2				2	1				2	12	1,700.00	20,400.00
166	3 Hole puncher	piece	1				0						1	1				1	1				0	3	2,000.00	6,000.00
167	Canon Cartridge #303	piece	1				1	0					2	1				1	0				4	4	4,900.00	19,600.00
168	Folder transparent 1st cover black, A4 size	piece	20				30	0					50	30				60	10				200	200	35.00	7,000.00
169	Folder transparent 1st cover black, legal size	piece	3				2	5					10	5				10	1				25	25	40.00	1,000.00
170	Index Tabs (clear/transparent)	piece	10				10	10					25	5				15	0				50	50	60.00	3,000.00
171	Letterhead A4	ream	4				0	0					4	0				3	0				13	13	1,200.00	15,600.00
172	Mailing Envelope with DFA Logo (white)	box	1				0	0					1	0				1	0				3	3	1,200.00	3,600.00
173	Letterhead Legal Size	ream	1				0	0					1	0				1	0				3	3	1,300.00	3,900.00
174	Letterhead Note Verbalte A4	ream	2				0	0					2	0				2	0				6	6	1,300.00	7,800.00
175	Presentation Folder (A4 Blue)	bundle	5				0	0					5	0				5	0				20	20	280.00	5,600.00
176	Uni-Ballpen Classic (Black)	box	3				0	0					3	0				3	0				12	12	300.00	3,600.00
177	Gift wrapping paper	piece	1				0	0					1					0					1	1	61.54	61.54
178	Presentation Folder (for briefing paper)	piece	50				0	0					50	50				50	0				30	30	200	6,000.00
179	Index Card 5x8 unruled	pack	5				0	0					5	0				5	0				10	10	100	1,000.00
180	SIGN PEN, BLACK, liquid/gel ink, 1.0mm needle tip	piece	24				0	0					24	0				24	0				48	48	100	4,800.00
181	SIGN PEN, BLUE, liquid/gel ink, 1.0mm needle tip	piece	24				0	0					24	0				24	0				48	48	100	4,800.00
182	Multic Color Copier Paper A4 Size	ream	24				15						24	15				0					15	15	800.00	12,000.00

Item & Specifications	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price Catalogue	Total Amount for the year					
		Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
183	Multi Color Copier Paper Legal Size	ream			10		10											0	10	800.00	8,000.00
184	Brother toner TN-2380	cart			10		10											0	10	3,679.00	36,790.00
185	HP 97 Tri color	cart			8		8											0	8	1,750.00	14,000.00
186	HP 98 Black	cart			8		8											0	8	850.00	6,800.00
187	HP 932 Black	cart			8		8											0	8	1,300.00	10,400.00
188	HP 933 Cyan	cart			8		8											0	8	1,300.00	10,400.00
189	HP 933 Magenta	cart			8		8											0	8	1,300.00	10,400.00
190	HP 933 Yellow	cart			8		8											0	8	1,300.00	10,400.00
191	Canon 303 Laser Jet Toner	cart			8		8											0	8	2,200.00	17,600.00
192	Ball pen Black	box			10		10											0	10	252.00	2,520.00
193	Ball pen Blue	box			10		10											0	10	300.00	3,000.00
194	Ball pen Red	box			5		5											0	5	300.00	1,500.00
195	Glue Stick	box			20		20											0	20	50.00	1,000.00
196	Customize DFA-OUJ ID Lace	pc			30		30											0	30	150.00	4,500.00
197	CD Label Sticker	pack			15		15											0	15	120.00	1,800.00
198	Plastic ID case	pack			100		100											0	100	40.00	4,000.00
199	ID Lace	pack			100		100											0	100	40.00	4,000.00
200	Laminating film A4	pack			2		2											0	2	400.00	800.00
201	DFA Letter head A4	ream			8		8											0	8	1,200.00	9,600.00
202	DFA Letter head Legal	ream			6		6											0	6	1,300.00	7,800.00
203	DFA Note Verbal	ream			2		2											0	2	1,300.00	2,600.00
204	Note book	pack			10		10											0	10	200.00	2,000.00
205	Note pad	pack			10		10											0	10	200.00	2,000.00
206	Gift Ribbon	roll			20		20											0	20	30.00	600.00
207	CD Case	pack			3		3											0	3	800.00	2,400.00
208	PAPER MULTICOPY, 80gsm, Blue Legal size	ream			20		20											0	20	154.75	3,095.04
209	PAPER MULTICOPY, 80gsm, Yellow Legal size	ream			20		20											0	20	154.75	3,095.04
210	PAPER MULTICOPY, 80gsm, Yellow Legal size	ream			20		20											0	20	154.75	3,095.04
211	Common Janitorial Supplies																	0			
1	3500 lg capacity platform handtruck pushcart	piece			4		4											0	4	3000	12,000.00
2																		0			
Office Equipment and Accessories																					
1	Self Ink Dater Received Stamp	piece			2		2											0	2	1,000.00	2,000.00
2	Heavy Duty Push Cart	unit			1		1											0	1	8000	8,000.00
3	Canon 745S/746S (Black and Colored / set) Ink Cartridge	Cart			8		8											0	8	1900	15,200.00
4																		0			
Office Supplies																					
1	Canon G2000 head print ink (black)	piece			1		1											0	1	1,900.00	1,900.00
2	Canon G2000 BK Ink 790 (black)	piece			1		1											0	1	500.00	500.00
3	Canon G2000 BK Ink 790 (cyan)	piece			1		1											0	1	350.00	350.00
4	Canon G2000 BK Ink 790 (yellow)	piece			1		1											0	1	350.00	350.00
5	Canon G2000 BK Ink 790 (magenta)	piece			1		1											0	1	350.00	350.00
6	HP GT51 GT52 Original Ink Bottle Pack of 4 (Black, Cyan, Magenta, Yellow)	piece			3		3											0	3	1,800.00	5,400.00
7	HP GT51 GT52 Cartridge Printhead kit (black and Tricolor)	piece			3		3											0	3	1,900.00	5,700.00
8	Staple Wires No. 10-1 M	Box			10		10											0	10	85	2,550.00
9	ID Cards with ID Lace	Piece			100		100											0	100	50.00	5,000.00
10	Wall Clock	Piece			10		10											0	10	500.00	5,000.00
11	Photo/Certificate Frame, Frames	Piece			25		25											0	25	500.00	12,500.00
12	Lanvards	Piece			100		100											0	100	90.00	9,000.00
13																		0			

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			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4		
Audio and visual presentation and computing equipment																							
1	52161505-TV-S01	SMART Television	piece	2	0	0	2	0	0	0	0	0	0	0	0	0	0	2	14999	29,998.00			
2	52161505-TV-S01	SMART Television	piece																				
3	52161520-MC-M01	Microphone	piece																				
4	52161512-SP-K01	Speakers	piece																				
5	32101514-AM-P01	Amplifier	piece																				
6	52161517-EQ-E01	Equalizer	piece																				
7																							
Photography and video equipment																							
1	46171615-HD-C01	HD Camera	piece																				
2	45121504-DS-C01	DSLR Camera	piece																				
3	45121516-VH-C01	HD Video Camera	piece																				
4																							
Cleaning Equipment and Supplies																							
1		Dish washing liquid 250 ml	piece	3			3											3	100	1200			
2																							
Paper Materials and Products																							
1		Photo Paper Sticker	pack	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	100.00	300.00
2		Photo Paper	pack	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	150.00	450.00
3		Note Verhale with DFA Letterhead (legal size)	ream	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	2,000.00	6,000.00
4		Bond Paper with DFA Letterhead (legal size)	ream	3	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	3	950.00	2,850.00
5		Bond Paper with DFA Letterhead (A4 size)	ream	5	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	5	950.00	4,750.00
6		Laminating Pouch	pad	2	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1,000.00	2,000.00
7		Post It "Sign Here Sticker"	ream	24	0	0	24	0	0	0	0	0	0	0	0	0	0	0	0	0	24	170.00	4,080.00
8		Paper Sticker A4	ream	10			10											0	0	0	10	70	700.00
9		DFA Letterhead A4 Size	ream	25			25											0	0	0	50	990	49,500.00
10		DFA Letterhead Legal Size	ream	25			25											0	0	0	50	1200	60,000.00
11		Index Card Plain 5 x 8, 5005	box	15			15											0	0	0	15	50	750.00
12		DFA Letterhead (A4 size)	ream	0	0	100	100	0	0	100	0	0	0	0	0	0	0	0	0	0	200	200	40,000.00
13		DFA Letterhead (legal size)	ream	0	0	50	50	0	0	50	0	0	0	0	0	0	0	0	0	0	100	250	25,000.00
14		SFA Letterhead with seal (A4 size)	ream	0	0	5	5	0	0	5	0	0	0	0	0	0	0	0	0	0	10	200	2,000.00
15		SFA Letterhead with seal (legal size)	ream	0	0	5	5	0	0	5	0	0	0	0	0	0	0	0	0	0	10	250	2,500.00
16		Standard file box with lid (16"x12"x10") pack of 12	pack	15	0	0	15	0	0	0	0	0	0	0	0	0	0	0	0	0	15	2000	30,000.00
17		Bathkyven box 20"x20"	piece	100	0	0	100	0	0	0	0	0	0	0	0	0	0	0	0	0	100	150	15,000.00
18																							
Lighting and fixtures and accessories																							
1	39112102-LB-B01	LED bulb	piece	0	0	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	10	95	950.00
2	39121102-LB-B01	LED bulb	piece																				
3																							
Electrical equipment and components and supplies																							
1		Electrical Extension Cords with USB outlet	unit	4			4											0	0	0	4	1000	4,000.00
2		Surface Mounted RJ45 Dual Wall Switch Socket	piece	20			20											0	0	0	20	800	16,000.00
3		Wiring Duct with Non-Slip Cover	piece	10			10											0	0	0	10	2100	21,000.00
4		Extension Wires	meter	25			25											0	0	0	25	45	1,125.00
5		Semi Expandable Electrical Materials	piece	10			10											0	0	0	10	700	7,000.00
6		Electrical 3 Gang Outlet	piece	10			10											0	0	0	10	100	1,000.00
7		Electrical 4 Gang	piece	10			10											0	0	0	10	110	1,100.00
8		Regular Electric Plug 10 Amp.	piece	20			20											0	0	0	20	29	580.00
9																							
Computer Supplies																							
1		CAT 6E Cable	box	1			1											0	0	0	1	9000	9,000.00
2		RJ45 set of 200	box	1			1											0	0	0	1	1400	1,400.00

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			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec
3	Ink HP 900, Black (HP 910)	Cart	5				5											5	400.00	2,000.00
4	Ink HP 900, Colored (HP 910)	Cart	10				10											10	400.00	4,000.00
5	Ink HP 53, Colored	Cart	5				5											5	500.00	2,500.00
6	Ink HP 53, Black	Cart	10				10											10	500.00	5,000.00
7	Ink Toner, HP 125A, Cyan, Blue (CB541A)	Cart	3				3											3	3,314.00	9,942.00
8	Ink Toner, HP 125A, Yellow	Cart	3				3											3	3,314.00	9,942.00
9	Ink Toner, HP 125A, Magenta	Cart	3				3											3	3,314.00	9,942.00
10	MOUSE, optical, USB connection type, min. cable length 1.5 meter	unit	20				20											20	300.00	12,000.00
11							0											0		
Common ICT Equipment																				
1	Wifi Router	unit	1				1											1	8000	8,000.00
2	CD Recordable	piece	200				200	150										650	21	13,650.00
3	All in One Wireless Printer and Scanner	unit	5				5											5	8000	40,000.00
4	Network Switch Hub	unit	0				0											0	0	
5	Wireless Pointing Device / Laser Pointer	Unit	2				2											2	4,000.00	8,000.00
6	43212105-LC-P01 PRINTER, LASER, Color	unit	0				2											2	14900	29,800.00
7	43212105-PP-001 Portable Printer	unit	0				1											1	14900	14,900.00
8	Desktop External Hard Drive (8TB) Back Up Plus Hub	piece	0				2											2	14,900	29,800.00
9	Portable Scanner	unit	0				1											1	14900	14,900.00
10	Toner Cartridge HP 285 AC	cart	4				4											4	3500	28,000.00
11	Toner Brother (TN2260/TN2280) (DR 2255)	cart	2				2											2	3000	12,000.00
12	43212105-LC-P01 PRINTER, LASER, Color	unit	0				0											0		
13	43212104-PI-M01 PRINTER, Inkjet, Monochrome	unit	0				0											0		
14	43212104-PI-C01 PRINTER, Inkjet, Color	unit	0				0											0		
15	43212105-PP-001 Portable Printer	unit	0				0											0		
16	43211509-AT-001 Android Tablet	unit	0				0											0		
17	43222610-HS-001 Hub/Switches	unit	0				0											0		
18	43222609-NR-001 Network Routers	unit	0				0											0		
19	43222640-WA-P01 Wireless Access Point	unit	0				0											0		
20	43211711-SF-001 Scanner, Flatbed	unit	0				0											0		
21	45111601-WP-P01 Wireless Pointing Device / Laser Pointer	unit	0				0											0		
22	81112306-MF-P01 Multi Function PRINTER	unit	0				0											0		
23	39121011-UP-S01 UNINTERUPIBLE POWER SUPPLY (UPS)	unit	0				0											0		
24	43191501-MP-001 Mobile Phone	unit	0				0											0		
25	43211711-SC-001 Scanner, Colored, Double sided, feeder type	unit	0				0											0		
OTHER SOFTWARE																				
1	Anti Virus 3 Per User License	license	5				5											5	10000	50,000.00
2	Windows 10 Pro Operating System	license	20				20											20	12000	240,000.00
3							0											0		
Consumables																				
1	Mobile Prepaid Cards worth 500Php	piece	10				10											10	500	12,500.00
2	Water Based Oil aroma (for Humidifier)	Bottle	1				1											1	2,200.00	2,200.00
3							0											0		
Other Categories																				
1	Laminating Machine	unit	1				1											1	2,500.00	2,500.00
2	Paper Cutter Machine	unit	1				1											1	1,500.00	1,500.00
3	DVD REWRITABLE, speed: 4x min, 4.7GB capacity min	piece	50				50											50	21.79	2,178.80
4	Trail Drinking Glass	piece	15				15											15	180	2,700.00
5	Dinner Plate Ceramic	piece	15				15											15	160	2,400.00
6	Tea Cup and Saucer Set Ceramic	piece	2				2											2	1600	3,200.00
7	Stainless Steel Spoon and Fork Set	piece	2				2											2	900	1,800.00
8	Food Serving Tray	piece	3				3											3	1000	3,000.00

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			Jan	Feb	Mar	Q1	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4	
9	Coffee Maker	unit	1				1												0	1	1000	1,000.00
10	Microwave Oven	unit	1				1												0	1	5000	5,000.00
11	53121601-G8-001 GO BAG, for disaster relief, rescue operations	Pieces	55				55												0	55	300.00	16,500.00
12	53121601-G8-001 GO BAG, for disaster relief, rescue operations	piece	0	0	42		42	0	0	0	0	0	0	0	0	0	0	0	0	42	2300	96,600.00
13	Modular Work Station	unit	30	0	0		30	0	0	0	0	0	0	0	0	0	0	0	0	30	13,500	405,000.00
14	Paracetamol 500 mg (100's) P5, 75/piece	piece	1750				1750	0	0	0	0	0	0	0	0	0	0	0	0	1750	5.75	10,062.50
15	Meferamic Acid 500 mg (100's) P34, 75/pice	piece	125				125	0	0	0	0	0	0	0	0	0	0	0	0	125	34.75	4,343.75
16	ANTI-DIZZINESS	box	0				0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
17	Bethahistine 16 mg (100) box	box	10				10	0	0	0	0	0	0	0	0	0	0	0	0	10	600.00	6,000.00
18	ANTACID						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
19	Hyoscine N-Butylbromide 10 mg Tablet (100's) P33, 50/tablet	tablet	300				300	0	0	0	0	0	0	0	0	0	0	0	0	300	33.50	10,050.00
20	Domperidone 100 mg Tablet (10's) P105 box	box	50				50	0	0	0	0	0	0	0	0	0	0	0	0	50	105.00	5,250.00
21	Rarecadotril 100 mg capsules (20's) P1252.5	box	10				10	0	0	0	0	0	0	0	0	0	0	0	0	10	1,252.50	12,525.00
22	Loperamide 2mg (100's) box	box	5				5	0	0	0	0	0	0	0	0	0	0	0	0	5	130.00	650.00
23	Aluminium Hydroxide Magnesium Hydroxide Simethicone 178 mg / 233mg/30mg	box	1400				1400	0	0	0	0	0	0	0	0	0	0	0	0	1400	12.00	16,800.00
24	Simethicone Tablet (plain) 40 mg (10's) box	box	15				15	0	0	0	0	0	0	0	0	0	0	0	0	12	130.00	1,560.00
25	ANTI-ALLERGY						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
26	Loratadine 10 mg (100's) P270/box	box	15				15	0	0	0	0	0	0	0	0	0	0	0	0	15	270.00	4,050.00
27	Cetirizine 10 mg (100's) P135/box	box	15				15	0	0	0	0	0	0	0	0	0	0	0	0	15	135.00	2,025.00
28	Bethmethasone 250 mcg/Dexchlorpherramine Maleate 2 mg Tablet P35, 25/tablet	tablet	100				100	0	0	0	0	0	0	0	0	0	0	0	0	100	46.00	4,600.00
29	CREAMS AND OINTMENTS						0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.00
30	Silver Sulfadiazine 20 grams	tube	10				10	0	0	0	0	0	0	0	0	0	0	0	0	10	75.00	750.00
31	Mupirocin Ointment 5 grams	tube	12				12	0	0	0	0	0	0	0	0	0	0	0	0	12	80.00	960.00
32	Mometasone Furoate 5 grams	tube	10				10	0	0	0	0	0	0	0	0	0	0	0	0	10	450.00	4,500.00

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	April	May	June	Q2	July	Aug	Sept	Q3				Oct	Nov	Dec	Q4
33	Oral Gel (Miconazole) 10 grams	tube	10				10												10	650.00	6,500.00
34	Sabutamol Nebules (30's) box	box	15				15												15	265.00	3,975.00
35	Ipratropium Bromide + Salbutamol Nebule	Nebule	400				400												400	16.00	6,400.00
36	Salopas (10's) box	box	25				25												25	50.00	1,250.00
37	Oral Rehydration Salt (25's) box	box	15				15												15	65.00	975.00
38	ANTI-HYPERTENSIVE						0												0		0.00
39	Clonidine tablet 75 mg - P46.50/tablet	tablet	200				200												200	46.50	9,300.00
40	Hydrogen Peroxide (1%)	bottle	5				5												5	100.00	500.00
41	Alcohol (70%)	bottle	30				30												30	85.00	2,550.00
42	Face Masks (50's) box	box	10				10												10	50.00	500.00
43	Sterile Gloves (50 pairs) box	box	10				10												10	565.00	5,650.00
44	Sterilium 1000ml	bottle	12				12												12	1,100.00	13,200.00
45	Glucometer	piece	5				5												5	430.00	2,150.00
46	Glucometer Test Strips (25s)	piece	10				10												10	550.00	5,500.00
47	Glucometer Ultra Soft Lancer (25's)	piece	5				5												5	250.00	1,250.00
48	Betadine (120 ml)	bottle	10				10												10	1,000.00	10,000.00
49	Hand Sanitizer (Wall mount)	bottler	10				10												10	1,000.00	10,000.00
50	Band-Aid (50's) Medicated Strips	box	5				5												5	500.00	2,500.00
51	BP Portable (Aneroid Sphygmomanometer)	piece	15				15												15	90.00	1,350.00
52	Microport 2" (Hypoaergeric)	piece	15				15												15	500.00	7,500.00
53	Microport 1" (Hypoaergeric)	piece	5				5												5	550.00	2,750.00
54	Hydrogen Peroxide (1%)	bottle	2				2												2	500.00	1,000.00
55	Laundry Services	once a year	2				2												2	5,000.00	10,000.00
56	Oxygen Refill (Big Tank)	once a year	2				2												2	2,500.00	5,000.00
57	Oxygen Refill (Small Tank)	once a year	2				2												2	550.00	1,100.00
58	GO BAG, for disaster relief, rescue operations	unit	30				30												30	10,000.00	300,000.00
59	Executive Chair, Full Mesh	piece	25				25												25	300.00	7,500.00
60	Hard Hat	piece	2				2												2	1,000.00	2,000.00
61	Office chair (fabric black executive chair, upholstered w/durable foam seat and back, gas lift height adjustment, chrome base, 360 swivel function)	piece	2				2												2	6,000.00	12,000.00
62	Heavy Duty Paper Shredder	piece	1				1												1	14,900.00	14,900.00
63	GO BAG, for disaster relief, rescue operations	piece	15				15												15	2,000.00	30,000.00
64	Hard hat	piece	30				30												30	400.00	12,000.00
65	Refill for Go Bag	Set	0				0												0	200.00	0.00
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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.

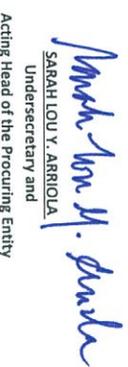
Prepared by:


GRACE C. FERNANDEZ/MOHAMMAD BOLKIAH R. BATUA-AN
Member
Bids and Awards Committee (BAC) - Secretariat

Certified Funds Available / Certified Appropriate Funds Available:


FELISA F. MACATANGAY/MARY JOY B. RAMIREZ
Chief Accountant / Budget Officer
Department of Foreign Affairs

Approved:


SARAH LOU Y. ARRIOLA
Undersecretary and
Acting Head of the Procuring Entity