

No.	UNAPPC	Item Description	Specification (Print grade, features or composition of the film used, etc. dimensions, color, or finish)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price									
					Jan	Feb	Mar	Q1	Q1 amount	April	May	June	Q2	Q2 amount	July	Aug			Sept	Q3	Q3 amount	Oct	Nov	Dec	Q4	Q4 amount	
43	-	CANON INK CARTRIDGE (41010) (790 CYAN)		Cart	0	1	0	1	1	375.00	0	1	0	1	375.00	0	1	0	1	375.00	0	1	0	1	375.00	4	375.00
44	-	CANON INK CARTRIDGE (41010) (790 YELLOW)		Cart	0	1	0	1	1	375.00	0	1	0	1	375.00	0	1	0	1	375.00	0	1	0	1	375.00	4	375.00
45	-	CANON INK CARTRIDGE (41010) (790 BLACK)		Cart	0	1	0	1	1	375.00	0	1	0	1	375.00	0	1	0	1	375.00	0	1	0	1	375.00	4	375.00
46	-	EPSON 003 B&M INK (GENUINE EPSON) Black		Cart	0	30	0	30	30	15,000.00	0	30	0	30	15,000.00	0	30	0	30	15,000.00	0	30	0	30	15,000.00	120	500.00
47	-	EPSON 003 B&M INK (GENUINE EPSON) Cyan		Cart	0	30	0	30	30	15,000.00	0	30	0	30	15,000.00	0	30	0	30	15,000.00	0	30	0	30	15,000.00	120	500.00
48	-	EPSON 003 B&M INK (GENUINE EPSON) Magenta		Cart	0	30	0	30	30	15,000.00	0	30	0	30	15,000.00	0	30	0	30	15,000.00	0	30	0	30	15,000.00	120	500.00
49	-	EPSON 003 B&M INK (GENUINE EPSON) Yellow		Cart	0	30	0	30	30	15,000.00	0	30	0	30	15,000.00	0	30	0	30	15,000.00	0	30	0	30	15,000.00	120	500.00
50	-	TONER CARTRIDGE, HP 205A, Black		Cart	0	1	0	1	1	7,000.00	0	1	0	1	7,000.00	0	1	0	1	7,000.00	0	1	0	1	7,000.00	4	7,000.00
51	-	TONER CARTRIDGE, HP 205A, Magenta		Cart	0	1	0	1	1	7,000.00	0	1	0	1	7,000.00	0	1	0	1	7,000.00	0	1	0	1	7,000.00	4	7,000.00
52	-	TONER CARTRIDGE, HP 205A, Yellow		Cart	0	1	0	1	1	7,000.00	0	1	0	1	7,000.00	0	1	0	1	7,000.00	0	1	0	1	7,000.00	4	7,000.00
53	-	TONER CARTRIDGE, HP 205A, Cyan		Cart	0	1	0	1	1	7,000.00	0	1	0	1	7,000.00	0	1	0	1	7,000.00	0	1	0	1	7,000.00	4	7,000.00
54	-	HP LASER JET TONER (215A-BLACK)		Cart	0	6	0	6	6	17,400.00	0	6	0	6	17,400.00	0	6	0	6	17,400.00	0	6	0	6	17,400.00	24	2,900.00
55	-	HP LASER JET TONER (215A-CYAN)		Cart	0	6	0	6	6	17,400.00	0	6	0	6	17,400.00	0	6	0	6	17,400.00	0	6	0	6	17,400.00	24	2,900.00
56	-	HP LASER JET TONER (215A-YELLOW)		Cart	0	6	0	6	6	18,600.00	0	6	0	6	18,600.00	0	6	0	6	18,600.00	0	6	0	6	18,600.00	24	3,100.00
57	-	HP LASER JET TONER (215A-MAGENTA)		Cart	0	6	0	6	6	18,600.00	0	6	0	6	18,600.00	0	6	0	6	18,600.00	0	6	0	6	18,600.00	24	3,100.00
58	-	EPSON INK 006-BLACK		Cart	0	10	0	10	10	4,000.00	0	10	0	10	4,000.00	0	10	0	10	4,000.00	0	10	0	10	4,000.00	20	400.00
59	-	EPSON INK 006-CYAN		Cart	0	10	0	10	10	4,000.00	0	10	0	10	4,000.00	0	10	0	10	4,000.00	0	10	0	10	4,000.00	20	400.00
60	-	EPSON INK 006-MAGENTA		Cart	0	10	0	10	10	4,000.00	0	10	0	10	4,000.00	0	10	0	10	4,000.00	0	10	0	10	4,000.00	20	400.00
61	-	EPSON INK 006-YELLOW		Cart	0	10	0	10	10	4,000.00	0	10	0	10	4,000.00	0	10	0	10	4,000.00	0	10	0	10	4,000.00	20	400.00
62	-	LIQUID HAND SOAP 3.75 LITR/LGL		Gal	0	60	0	60	60	18,000.00	0	60	0	60	18,000.00	0	60	0	60	18,000.00	0	60	0	60	18,000.00	240	300.00
63	-	EPSON 001 B&M INK (GENUINE EPSON) Black		Cart	0	10	0	10	10	5,000.00	0	10	0	10	5,000.00	0	10	0	10	5,000.00	0	10	0	10	5,000.00	40	500.00
64	-	EPSON 001 B&M INK (GENUINE EPSON) Cyan		Cart	0	10	0	10	10	5,000.00	0	10	0	10	5,000.00	0	10	0	10	5,000.00	0	10	0	10	5,000.00	40	500.00
65	-	EPSON 001 B&M INK (GENUINE EPSON) Yellow		Cart	0	10	0	10	10	5,000.00	0	10	0	10	5,000.00	0	10	0	10	5,000.00	0	10	0	10	5,000.00	40	500.00
66	-	EPSON 001 B&M INK (GENUINE EPSON) Magenta		Cart	0	10	0	10	10	5,000.00	0	10	0	10	5,000.00	0	10	0	10	5,000.00	0	10	0	10	5,000.00	40	500.00
67	-	HP LASERJET Toner Cartridge CP210A (Cyan) Black		Cart	0	20	0	20	20	28,500.00	0	20	0	20	28,500.00	0	20	0	20	28,500.00	0	20	0	20	28,500.00	20	2,850.00
68	-	HP LASERJET Toner Cartridge CP211A (Cyan) Cyan		Cart	0	20	0	20	20	29,000.00	0	20	0	20	29,000.00	0	20	0	20	29,000.00	0	20	0	20	29,000.00	20	2,900.00
69	-	HP LASERJET Toner Cartridge CP212A (Cyan) Yellow		Cart	0	20	0	20	20	29,000.00	0	20	0	20	29,000.00	0	20	0	20	29,000.00	0	20	0	20	29,000.00	20	2,900.00
70	-	HP LASERJET Toner Cartridge CP213A (Cyan) Magenta		Cart	0	20	0	20	20	29,000.00	0	20	0	20	29,000.00	0	20	0	20	29,000.00	0	20	0	20	29,000.00	20	2,900.00
71	-	Brother LC62 (Black)		Cart	0	10	0	10	10	12,000.00	0	10	0	10	12,000.00	0	10	0	10	12,000.00	0	10	0	10	12,000.00	25	1,200.00
72	-	Brother LC62 (Cyan)		Cart	0	10	0	10	10	9,500.00	0	10	0	10	9,500.00	0	10	0	10	9,500.00	0	10	0	10	9,500.00	25	950.00
73	-	Brother LC62 (Yellow)		Cart	0	10	0	10	10	9,500.00	0	10	0	10	9,500.00	0	10	0	10	9,500.00	0	10	0	10	9,500.00	25	950.00
74	-	Brother LC62 (Magenta)		Cart	0	10	0	10	10	9,500.00	0	10	0	10	9,500.00	0	10	0	10	9,500.00	0	10	0	10	9,500.00	25	950.00
75	-	Cardinal Holder (VELVET) with Dup Logo		Cart	0	667	0	667	667	103,050.00	0	667	0	667	103,050.00	0	667	0	667	103,050.00	0	667	0	667	103,050.00	2740	150.00
76	-	DUP Envelope (C4) (10x15)		Cart	0	375	0	375	375	9,375.00	0	375	0	375	9,375.00	0	375	0	375	9,375.00	0	375	0	375	9,375.00	1500	25.00
77	-	DUP Envelope (White)		Cart	0	2000	0	2000	2000	30,000.00	0	2000	0	2000	30,000.00	0	2000	0	2000	30,000.00	0	2000	0	2000	30,000.00	8000	15.00
78	-	DUP NOTEBOOK (50 LEAVES)		Cart	0	750	0	750	750	37,500.00	0	750	0	750	37,500.00	0	750	0	750	37,500.00	0	750	0	750	37,500.00	3000	50.00
79	-	DUP NOTEBOOKS (100 LEAVES)		Cart	0	500	0	500	500	40,000.00	0	500	0	500	40,000.00	0	500	0	500	40,000.00	0	500	0	500	40,000.00	2000	80.00
80	-	DUP TRAINING BAG (#2) WITH/BLACK		Cart	0	25	0	25	25	5,750.00	0	25	0	25	5,750.00	0	25	0	25	5,750.00	0	25	0	25	5,750.00	100	230.00
81	-	DUP TRAINING BAG (#3) WITH/BLACK		Cart	0	25	0	25	25	8,750.00	0	25	0	25	8,750.00	0	25	0	25	8,750.00	0	25	0	25	8,750.00	100	350.00
82	-	DUP THE BAG (#4) BLENDED TYPE		Cart	0	500	0	500	500	60,000.00	0	500	0	500	60,000.00	0	500	0	500	60,000.00	0	500	0	500	60,000.00	2000	120.00
83	-	TRANSFERMATIC FILM (CLEAR AA)		Cart	0	500	0	500	500	2,000.00	0	500	0	500	2,000.00	0	500	0	500	2,000.00	0	500	0	500	2,000.00	2000	4.00
84	-	TRANSFERMATIC FILM (CLEAR AA)		Cart	0	1500	0	1500	1500	15,000.00	0	1500	0	1500	15,000.00	0	1500	0	1500	15,000.00	0	1500	0	1500	15,000.00	6000	10.00
85	-	HP LASER JET TONER (215A-BLACK)		Cart	0	5	0	5	5	15,500.00	0	5	0	5	15,500.00	0	5	0	5	15,500.00	0	5	0	5	15,500.00	20	3,100.00
86	-	HP LASER JET TONER (215A-CYAN)		Cart	0	5	0	5	5	14,500.00	0	5	0	5	14,500.00	0	5	0	5	14,500.00	0	5	0	5	14,500.00	20	2,900.00
87	-	HP LASER JET TONER (215A-YELLOW)		Cart	0	5	0	5	5	14,500.00	0	5	0	5	14,500.00	0	5	0	5	14,500.00	0	5	0	5	14,500.00	20	2,900.00
88	-	HP LASER JET TONER (215A-MAGENTA)		Cart	0	5	0	5	5	14,500.00	0	5	0	5	14,500.00	0	5	0	5	14,500.00	0	5	0	5	14,500.00	20	2,900.00
89	-	NETAL ROLLS		Th	0	10	0	10	10	1,500.00	0	10	0	10	1,500.00	0	1										

No.	UNABSC	Item Description	Specification (List exact nature or composition of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirement												Total Quantity for the year	Price								
					Jan	Feb	Mar	Q1	Q1 Amount	April	May	June	Q2	Q2 Amount	July	Aug			Sept	Q3	Q3 Amount	Oct	Nov	Dec	Q4	Q4 Amount
97	-	Canon G7-125-160w		Car	0	10	0	10	6,000.00	0	15	0	15	9,000.00	0	15	0	15	9,000.00	0	10	0	10	6,000.00	50	600.00
98	-	Epson Ink 47-Black		Car	0	0	0	0	0.00	0	10	0	10	3,500.00	0	10	0	10	3,500.00	0	0	0	0	0	20	350.00
99	-	Epson Ink 57-Cyan		Car	0	0	0	0	0.00	0	10	0	10	3,500.00	0	10	0	10	3,500.00	0	0	0	0	0	20	350.00
100	-	Epson Ink 67-Black		Car	0	10	0	10	6,000.00	0	0	0	0	0.00	0	10	0	10	6,000.00	0	0	0	0	0	20	600.00
101	-	Epson Ink 77-Magenta		Car	0	10	0	10	6,000.00	0	0	0	0	0.00	0	10	0	10	6,000.00	0	0	0	0	0	20	600.00
102	-	Epson Ink 87-Yellow		Car	0	10	0	10	6,000.00	0	0	0	0	0.00	0	10	0	10	6,000.00	0	0	0	0	0	20	600.00
103	-	Epson Ink 97-Cyan		Car	0	10	0	10	6,000.00	0	0	0	0	0.00	0	10	0	10	6,000.00	0	0	0	0	0	20	600.00
104	-	Epson Ink 107-Black		Car	0	10	0	10	7,000.00	0	0	0	0	0.00	0	10	0	10	7,000.00	0	0	0	0	0	20	700.00
105	-	Epson Ink 117-Cyan		Car	0	10	0	10	7,000.00	0	0	0	0	0.00	0	10	0	10	7,000.00	0	0	0	0	0	20	700.00
106	-	Epson Ink 127-Magenta		Car	0	10	0	10	7,000.00	0	0	0	0	0.00	0	10	0	10	7,000.00	0	0	0	0	0	20	700.00
107	-	Epson Ink 137-Yellow		Car	0	10	0	10	7,000.00	0	0	0	0	0.00	0	10	0	10	7,000.00	0	0	0	0	0	20	700.00
108	-	Epson Ink 147-Cyan		Car	2	0	2	4	4,000.00	2	4	4	4	4,000.00	2	4	4	4	4,000.00	2	0	2	4	4	16	1,600.00
109	-	Epson Ink 157-Black		Car	2	0	2	4	4,000.00	2	4	4	4	4,000.00	2	4	4	4	4,000.00	2	0	2	4	4	16	1,600.00
110	-	Epson Ink 167-Cyan		Car	2	0	2	4	4,000.00	2	4	4	4	4,000.00	2	4	4	4	4,000.00	2	0	2	4	4	16	1,600.00
111	-	Epson Ink 177-Yellow		Car	2	0	2	4	4,000.00	2	4	4	4	4,000.00	2	4	4	4	4,000.00	2	0	2	4	4	16	1,600.00
A. TOTAL																										
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																										
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If Applicable)																										
D. GRAND TOTAL (A + B + C)																										
E. APPROVED BUDGET BY THE AGENCY HEAD																										

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: 


JACOB D. CASTILLO
Property/Supply Officer

Date Prepared: July 17, 2024

Certified Funds Available / Certified Appropriate Funds Available:


RUBEN S. BALMACEA
Accountant / Budget Officer

Approved by:


HUMBERTO RAMIRO, PHD
Head of Office/Agency