



No.	UNSPSC	Base Description	Specification (Input specific feature or comparison of the item such as dimensions, color, or texture)	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price	Total Amount for the year				
					Jan	Feb	Mar	Q1	Q1 AVG	April	May	June	Q2	Q2 AVG	July	Aug	Sept	Q3	Q3 AVG	Oct				Nov	Dec	Q4	Q4 AVG
					Q1																						
OTHER ITEMS NOT AVAILABLE AT P4 DDM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
42		copy box	cyan	box	0	1	0	1	330.00	0	1	0	1	330.00	0	1	0	1	330.00	0	1	0	1	330.00	1	330.00	
44		open envelope	long	piece	0	25	0	25	800.00	0	25	0	25	800.00	0	25	0	25	800.00	0	25	0	25	800.00	100	20.00	
48		open envelope	long, ordinary	piece	12	30	0	42	348.00	0	30	0	30	240.00	0	30	0	30	240.00	0	30	0	30	240.00	120	2.00	
56		office paper	80 lb	reel	10	0	0	10	280.00	0	0	0	0	0.00	10	0	0	10	280.00	0	0	0	0	0.00	10	28.00	
47		clear flexer with slider	24	piece	20	0	0	20	180.00	10	0	0	10	90.00	10	0	0	10	90.00	10	0	0	10	90.00	30	6.00	
46		56 lb	5 black 12pack box	box	2	0	0	2	200.00	0	0	0	0	0.00	2	0	0	2	200.00	0	0	0	0	0.00	2	100.00	
48		56 lb	5 blue 12pack box	box	2	0	0	2	180.00	0	0	0	0	0.00	1	0	0	1	90.00	0	0	0	0	0.00	2	90.00	
56		56 lb	5 green 12pack box	box	2	0	0	2	120.00	0	0	0	0	0.00	1	0	0	1	60.00	0	0	0	0	0.00	2	60.00	
53		Continuous Paper	Full Toned Film with Digital Watermark Logo, with both side perforation, 11.6x17, 1 ply	reel	4	0	0	4	9,648.00	4	0	0	4	9,648.00	0	0	0	0	0.00	0	0	0	0	0.00	4	2,412.00	
53		Continuous Roll Paper (Carbonless)	Full Toned Film with gray lines, with both side perforation 12.16x17.31, 4 ply	reel	2	0	0	2	9,487.80	2	0	0	2	9,487.80	0	0	0	0	0.00	0	0	0	0	0.00	4	2,371.95	
53		Roller Carriage	Essex 1Q-2-10	piece	4	0	0	4	3,888.00	4	0	0	4	3,888.00	0	0	0	0	0.00	0	0	0	0	0.00	4	972.00	
54		Continuous Roll Paper (Carbonless)	Full Toned Film with gray lines, with both side perforation, 11.6x17.31, 3 ply	reel	30	0	0	30	24,750.00	30	0	0	30	24,750.00	0	0	0	0	0.00	0	0	0	0	0.00	30	825.00	
55									0.00					0.00					0.00					0.00	0	0.00	
56									0.00					0.00					0.00					0.00	0	0.00	
57									0.00					0.00					0.00					0.00	0	0.00	
58									0.00					0.00					0.00					0.00	0	0.00	
59									0.00					0.00					0.00					0.00	0	0.00	
60									0.00					0.00					0.00					0.00	0	0.00	
61									0.00					0.00					0.00					0.00	0	0.00	
62									0.00					0.00					0.00					0.00	0	0.00	
63									0.00					0.00					0.00					0.00	0	0.00	
64									0.00					0.00					0.00					0.00	0	0.00	
65									0.00					0.00					0.00					0.00	0	0.00	
66									0.00					0.00					0.00					0.00	0	0.00	
67									0.00					0.00					0.00					0.00	0	0.00	
68									0.00					0.00					0.00					0.00	0	0.00	
69									0.00					0.00					0.00					0.00	0	0.00	
70									0.00					0.00					0.00					0.00	0	0.00	
71									0.00					0.00					0.00					0.00	0	0.00	
72									0.00					0.00					0.00					0.00	0	0.00	
73									0.00					0.00					0.00					0.00	0	0.00	
74									0.00					0.00					0.00					0.00	0	0.00	
75									0.00					0.00					0.00					0.00	0	0.00	
76									0.00					0.00					0.00					0.00	0	0.00	
77									0.00					0.00					0.00					0.00	0	0.00	
78									0.00					0.00					0.00					0.00	0	0.00	
79									0.00					0.00					0.00					0.00	0	0.00	
80									0.00					0.00					0.00					0.00	0	0.00	
81									0.00					0.00					0.00					0.00	0	0.00	
82									0.00					0.00					0.00					0.00	0	0.00	
83									0.00					0.00					0.00					0.00	0	0.00	
84									0.00					0.00					0.00					0.00	0	0.00	
85									0.00					0.00					0.00					0.00	0	0.00	
86									0.00					0.00					0.00					0.00	0	0.00	
87									0.00					0.00					0.00					0.00	0	0.00	
88									0.00					0.00					0.00					0.00	0	0.00	
89									0.00					0.00					0.00					0.00	0	0.00	
90									0.00					0.00					0.00					0.00	0	0.00	
91									0.00					0.00					0.00					0.00	0	0.00	
92									0.00					0.00					0.00					0.00	0	0.00	
93									0.00					0.00					0.00					0.00	0	0.00	
94									0.00					0.00					0.00					0.00	0	0.00	
95									0.00					0.00					0.00					0.00	0	0.00	
96									0.00					0.00					0.00					0.00	0	0.00	



Item	UNSPSC	Item Description	Specification (Type, exact quantity or composition of the item such as dimensions, color, or function)	Unit of Measure	Monthly Quantity Requirement												Year Quantity for the year	Price	Year 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
OTHER ITEMS NOT AVAILABLE AT PS-DEM BUT ARE REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																											
87									1	0.00					1	0.00							1	0.00	1	0.00	0.00
88									1	0.00					1	0.00							1	0.00	1	0.00	0.00
89									1	0.00					1	0.00							1	0.00	1	0.00	0.00
90									1	0.00					1	0.00							1	0.00	1	0.00	0.00

A. TOTAL																											107,750.00
B. ADDITIONAL PROVISION FOR INFLATION (20% of TOTAL)																											21,550.00
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (if Applicable)																											0.00
D. GRAND TOTAL (A + B + C)																											129,300.00
E. APPROVED BUDGET BY THE AGENCY HEAD (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:   
 \_\_\_\_\_  
 Property/Supply Officer

Certified Funds Available / Certified Appropriate Funds Available:  
  
 \_\_\_\_\_  
 Accountant / Budget Officer

Approved by:   
 \_\_\_\_\_  
 Head of Office

