ANNUAL PROCUREMENT PLAN-COMMON SUPPLIES AND EQUIPMENT (APP-CSE) 2021 FORM

Introduction:

Listed in this template are all the common supplies and equipment (CSE) carried in stock by the Procurement Service (PS) that may be purchased by government agencies. Agencies must accomplish this form and submit in order to purchase CSEs

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at www.ps-philgeps.gov.ph
2. Indicate the agency's monthly requirement per item in the APP-CSE 2021 form.
3. The agency should indicate zero "0" if an item is not being purchased by the agency or purchased for a particular month.
4. Agency must not delete any item in the template; neither should revise the template.
5. An APP-CSE is considered incorrect or invalid if
a. form used is other than the prescribed format which can be downloaded only at www.ps- philgeps.gov.ph and;
b. correct format is used but fields were deleted and/or inserted in PART I of the template
6. Fill out the CSE requirements that are available for purchase in the PS under the PART I. For other Items that are not available from the PS but is regularly purchased by the agency from other sources, agency must indicate the items in the PART
7. Once accomplished and finalized, the APP-CSE 2021 form should be:
a. Saved using this format: APP2021_Name of Agency_Main or Regional Office (e.g. APP2021 _DBM_Central Office, APP2021 _DBM_Region IVA).
b. Printed and signed by the agency Property/Supply Officer, Budget Officer and Head of the Procuring Entity. An unsigned APP-CSE or that which lacks any of the three (3) signatures will be considered as an invalid submission.
8. The SIGNED COPY of the APP-CSE must be scanned and saved as pdf format for reference of the agency. The file in excel format should be submitted online using the Virtual Store (VS) facility at PhilGEPS website. (Only buyer coordinators will be
9. An agency may revise its APP-CSE during the year if there will be changes in its requirements. However, it should submit an original APP-CSE within the prescribed deadline. Agency may follow the same procedure as indicated in No. 7 when
10. For further assistance/clarification, agencies may call the Marketing and Sales Division of the Procurement Service at telephone no.8-290-6300; 8290-6400 Local 8006-8010

Note: Consistent with ***Memorandum Circular No. 2020 -1 dated 02 June 2020, issued by AO 25,*** *the APP-CSE for FY 2021 must be submitted on or before* ***December 15, 2020.***

Department/Bureau/Office: Department of Environment and Natural Resources
Region: Cordillera Administrative Region
Address: DENR Compound, Purok 1, Brgy. Gibraltar, Baguio City

Agency Account Code: _____
Organization Type: National Government Agency

Contact Person: Gertrudes G. Bacquian
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	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue	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			
PART I. AVAILABLE AT PROCUREMENT SERVICE STORES																											
PESTICIDES OR PEST REPELLENTS																											
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	16			16	2,229.76	7			7	975.52	8			8	1,114.88	7			7	975.52	38.00	139.36	5,295.68
PERFUMES OR COLOGNES OR FRAGRANCES																											
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	66			66	9,994.38	14			14	2,120.02	36			36	5,451.48	16			16	2,422.88	132.00	151.43	19,988.76
ALCOHOL OR ACETONE BASED ANTISEPTICS																											
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	353			353	15,383.74	118			118	5,142.44	175			175	7,626.50	96			96	4,183.68	742.00	43.58	32,336.36
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	59			59	26,998.40	10			10	4,576.00	8			8	3,660.80	9			9	4,118.40	86.00	457.60	39,353.60
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	115			115	5,011.70	10			10	435.80	0			0	0.00	0			0	0.00	125.00	43.58	5,447.50
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	59			59	26,845.00	9			9	4,095.00	9			9	4,095.00	11			11	5,005.00	88.00	455.00	40,040.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	1			1	207.75	0			0	0.00	0			0	0.00	0			0	0.00	1.00	207.75	207.75
COLOR COMPOUNDS AND DISPERSIONS																											
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	24			24	756.48	2			2	63.04	2			2	63.04	3			3	94.56	31.00	31.52	977.12
FILMS																											
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge #3)	roll	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	847.82	-
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	221.00	-
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	208.52	-
PAPER MATERIALS AND PRODUCTS																											
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	30			30	2,511.60	25			25	2,093.00	5			5	418.60	0			0	0.00	60.00	83.72	5,023.20
13	14111506-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box	4			4	3,530.20	0			0	0.00	0			0	0.00	0			0	0.00	4.00	882.55	3,530.20
14	14111506-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1029.60	-
15	14111506-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box	2			2	3,057.60	0			0	0.00	0			0	0.00	0			0	0.00	2.00	1528.80	3,057.60
16	14111506-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	906.36	-
17	14111506-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	0			0	0.00	4			4	3,536.00	4			4	3,536.00	4			4	3,536.00	12.00	884.00	10,608.00
18	14111506-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box	4			4	6,032.00	0			0	0.00	0			0	0.00	0			0	0.00	4.00	1508.00	6,032.00
19	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle	1			1	794.96	0			0	0.00	0			0	0.00	0			0	0.00	1.00	794.96	794.96
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	120			120	4,447.20	90			90	3,335.40	37			37	1,371.22	52			52	1,927.12	299.00	37.06	11,080.94
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	60			60	3,556.80	8			8	474.24	32			32	1,896.96	20			20	1,185.60	120.00	59.28	7,113.60
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	33			33	1,575.09	3			3	143.19	12			12	572.76	15			15	715.95	63.00	47.73	3,006.99
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	942			942	11,341.68	20			20	240.80	155			155	1,866.20	30			30	361.20	1,147.00	12.04	13,809.88
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	348			348	59,354.88	150			150	25,584.00	235			235	40,081.60	20			20	3,411.20	753.00	170.56	128,431.68
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	277			277	50,253.34	127			127	23,040.34	202			202	36,646.84	15			15	2,721.30	621.00	181.42	112,661.82
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	175			175	23,296.00	20			20	2,662.40	33			33	4,392.96	3			3	399.36	231.00	133.12	30,750.72
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	161			161	22,374.17	21			21	2,918.37	33			33	4,586.01	3			3	416.91	218.00	138.97	30,295.46
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (? 2mm)	pad	20			20	613.60	0			0	0.00	0			0	0.00	0			0	0.00	20.00	30.68	613.60
29	14111503-PA-P01	PAPER, PARCHMENT, size: 210 x 297mm, multi-purpose	box	23			23	2,255.15	0			0	0.00	10			10	980.50	10			10	980.50	43.00	98.05	4,216.15
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm?1mm x 30m-0.3m	roll	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	55.64	-
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	40			40	2,828.80	13			13	919.36	3			3	212.16	3			3	212.16	59.00	70.72	4,172.48
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	122			122	12,434.24	7			7	713.44	22			22	2,242.24	2			2	203.84	153.00	101.92	15,593.76
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	229			229	20,014.60	139			139	12,148.60	93			93	8,128.20	133			133	11,624.20	594.00	87.40	51,915.60
34	14111704-IFPT01	TISSUE, interfolded paper towel	pack	17			17	592.28	16			16	557.44	44			44	1,532.96	21			21	731.64	98.00	34.84	3,414.32
BATTERIES AND CELLS AND ACCESSORIES																											
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	129			129	4,682.70	8			8	290.40	60			60	2,178.00	5			5	181.50	202.00	36.30	7,332.60
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	75			75	1,479.75	2			2	39.46	32			32	631.36	2			2	39.46	111.00	19.73	2,190.03
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	14			14	1,346.80	0			0	0.00	5			5	481.00	0			0	0.00	19.00	96.20	1,827.80
MANUFACTURING COMPONENTS AND SUPPLIES																											
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	46			46	2,856.60	7			7	434.70	4			4	248.40	0			0	0.00	57.00	62.10	3,539.70
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	41			41	810.16	1			1	19.76	16			16	316.16	1			1	19.76	59.00	19.76	1,165.84
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	91			91	1,919.19	30			30	632.70	30			30	632.70	24			24	506.16	175.00	21.09	3,690.75
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 16M min	roll	32			32	597.44	0			0	0.00	5			5	93.35	0			0	0.00	37.00	18.67	690.79
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	181			181	9,882.60	10			10	546.00	30			30	1,638.00	5			5	273.00	226.00	54.60	12,339.60
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	84			84	8,954.40	0			0	0.00	25			25	2,665.00	0			0	0.00	109.00	106.60	11,619.40
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	47			47	938.59	5			5	99.85	22			22	439.34	5			5	99.85	79.00	19.97	1,577.63
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	246			246	2,482.14	8			8	80.72	136			136	1,372.24	0			0	0.00	390.00	10.09	3,935.10
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	303			303	6,050.91	0			0	0.00	226			226	4,513.22	0			0	0.00	529.00	19.97	10,564.13
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	9			9	524.16	0			0	0.00	0			0	0.00	5			5	291.20	14.00	58.24	815.36
HEATING AND VENTILATION AND AIR CIRCULATION																											
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1109.68	-
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit	0			0	0.00	3			3	4,109.04	0			0	0.00	0			0	0.00	3.00	1369.68	4,109.04
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	856.86	-
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit	17			17	11,474.32	0			0	0.00	0			0	0.00	0			0	0.00	17.00	674.96	11,474.32
MEDICAL THERMOMETERS AND ACCESSORIES																											
52	41112224-TG-T01	THERMOGUN	piece	1			1	3,068.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	3068.00	3,068.00
LIGHTING AND FIXTURES AND ACCESSORIES																											
53	39101628-LT-L01	LED LINEAR TUBE, 18 WATTS FRO SERIES	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	205.82	-
54	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	10			10	821.60	10			10	821.60	0			0	0.00	0			0	0.00	20.00	82.16	1,643.20
MEASURING AND OBSERVING AND TESTING EQUIPMENT																											
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	15			15	265.20	0			0	0.00	0			0	0.00	0			0	0.00	15.00	17.68	265.20
CLEANING EQUIPMENT AND SUPPLIES																											
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	50			50	4,511.00	6			6	541.32	15			15	1,353.30	16			16	1,443.52	87.00	90.22	7,849.14
57	47131604-BR-S01	BROOM, soft (tambo)	piece	23			23	3,133.52	3			3	408.72	1			1	136.24	11			11	1,498.64	38.00	136.24	5,177.12
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	16			16	291.20	2			2	36.40	0			0	0.00	10			10	182.00	28.00	18.20	509.60
59	47131829-TB-C01	CLEANER,TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle	59			59	2,454.40	6			6	249.60	6			6	249.60	16			16	665.60	87.00	41.60	3,619.20
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can	14			14	334.88	0			0	0.00	0			0	0.00	10			10	239.20	24.00	23.92	574.08
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece	21			21	189.63	5			5	45.15	11			11	99.33	15			15	135.45	52.00	9.03	469.56
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	70			70	2,620.10	6			6	224.58	9			9	336.87	16			16	598.88	101.00	37.43	3,780.43
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	123			123	15,862.08	17			17	2,192.32	19			19	2,450.24	16			16	2,063.36	175.00	128.96	22,568.00
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	11			11	273.13	0			0	0.00	1			1	24.83	5			5	124.15	17.00	24.83	422.11
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	131.25	-
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle	44			44	4,530.24	3			3	308.88	8			8	823.68	3			3	308.88	58.00	102.96	5,971.68
67	47131802-FW-P02	FLOOR WAX, PASTE, RED	can	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	309.76	-
68	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	12			12	1,386.36	2			2	231.06	4			4	462.12	12			12	1,386.36	30.00	115.53	3,465.90
69	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit	1			1	2,288.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	2288.00	2,288.00
70	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	145.60	-
71	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	7			7	866.32	7			7	866.32	0			0	0.00	5			5	618.80	19.00	123.76	2,351.44
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	39			39	2,098.98	8			8	430.56	19			19	1,022.58	13			13	699.66	79.00	53.82	4,251.78
73	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	24			24	2,570.88	12			12	1,285.44	0			0	0.00	0			0	0.00	36.00	107.12	3,856.32
74	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack	136			136	18,316.48	35			35	4,713.80	38			38	5,117.84	21			21	2,828.28	230.00	134.68	30,976.40
75	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	7			7	195.72	0			0	0.00	0			0	0.00	0			0	0.00	7.00	27.96	195.72

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue	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			
PERSONAL PROTECTIVE EQUIPMENT																											
76	46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	piece	1			1	1,144.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	1144.00	1,144.00
77	46181702-FSH01	FACE SHIELD, direct splash protection	piece	197			197	24,585.60	0			0	0.00	0			0	0.00	14			14	1,747.20	211.00	124.80	26,332.80
78	46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	156.00	-
79	42131601-PA-A01	Polyethylene Apron (50g)	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	15.08	-
80	42131702-SG-01	SURGICAL GOWN	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	299.52	-
81	42131711-HC-H01	HEAD COVER, disposable	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2.60	-
82	42131609-SC-S01	SHOE COVER, disposable	pair	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8.32	-
83	42132203-MG-G01	NITRILE GLOVES	piece	250			250	767.50	0			0	0.00	0			0	0.00	0			0	0.00	250.00	3.07	767.50
84	42132203-MG-G02	PREMIUM LATEX GLOVES	piece	350			350	1,757.00	0			0	0.00	0			0	0.00	0			0	0.00	350.00	5.02	1,757.00
85	42131713-SM-M01	SURGICAL MASK, 3-ply	piece	1200			1200	16,848.00	50			50	702.00	500			500	7,020.00	650			650	9,126.00	2,400.00	14.04	33,696.00
86	46182008-KN-M01	KN95 FACE MASK	piece	88			88	9,152.00	48			48	4,992.00	0			0	0.00	0			0	0.00	136.00	104.00	14,144.00
INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES																											
87	43211507-DSK001	MITHI DESKTOP, basic	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	24,793.60	-
88	43211507-DSK002	MITHI DESKTOP, mid-range	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	42,390.40	-
89	43211503-LAP001	MITHI LAPTOP, mid-range	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	41,392.00	-
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5"HDD, USB 3.0	piece	10			10	26,508.30	0			0	0.00	0			0	0.00	0			0	0.00	10.00	2650.83	26,508.30
91	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	18			18	3,013.92	80			80	13,395.20	0			0	0.00	0			0	0.00	98.00	167.44	16,409.12
92	43211708-MO-O01	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit	22			22	2,448.60	0			0	0.00	0			0	0.00	0			0	0.00	22.00	111.30	2,448.60
93	43211708-MO-O02	MOUSE, WIRELESS, USB	unit	7			7	1,078.00	0			0	0.00	0			0	0.00	0			0	0.00	7.00	154.00	1,078.00
94	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	38100.97	-
95	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9191.52	-
96	43212105-PR-L01	PRINTER, laser, monochrome	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	724.88	-
97	43212105-PR-L02	PRINTER, laser, colored	unit	2			2	15,798.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	7899.00	15,798.00
OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES																											
98	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	29.64	-
99	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	12			12	108.60	5			5	45.25	11			11	99.55	2			2	18.10	30.00	9.05	271.50
100	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	15			15	229.05	8			8	122.16	16			16	244.32	2			2	30.54	41.00	15.27	626.07
101	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	15			15	312.00	8			8	166.40	16			16	332.80	2			2	41.60	41.00	20.80	852.80
102	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	15			15	717.60	8			8	382.72	6			6	287.04	2			2	95.68	31.00	47.84	1,483.04
103	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	603			603	8,454.06	35			35	490.70	144			144	2,018.88	22			22	308.44	804.00	14.02	11,272.08
104	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	71			71	5,481.20	1			1	77.20	20			20	1,544.00	0			0	0.00	92.00	77.20	7,102.40
105	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	201			201	13,796.64	1			1	68.64	0			0	0.00	0			0	0.00	202.00	68.64	13,865.28
106	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	6			6	4,038.54	0			0	0.00	2			2	1,346.18	0			0	0.00	8.00	673.09	5,384.72
107	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	7			7	6,490.12	0			0	0.00	3			3	2,781.48	0			0	0.00	10.00	927.16	9,271.60
108	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD,for legal size doc	box	22			22	16,244.80	8			8	5,907.20	5			5	3,692.00	3			3	2,215.20	38.00	738.40	28,059.20
109	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	10			10	304.90	0			0	0.00	0			0	0.00	0			0	0.00	10.00	30.49	304.90
110	44121506-EN-M02	ENVELOPE, mailing, white, 70gsm	box	23			23	8,698.60	0			0	0.00	2			2	756.40	1			1	378.20	26.00	378.20	9,833.20
111	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	3			3	1,301.04	0			0	0.00	1			1	433.68	0			0	0.00	4.00	433.68	1,734.72
112	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	14			14	144.20	0			0	0.00	0			0	0.00	0			0	0.00	14.00	10.30	144.20
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	34			34	2,835.94	18			18	1,501.38	10			10	834.10	0			0	0.00	62.00	83.41	5,171.42
114	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece	15			15	1,290.60	0			0	0.00	0			0	0.00	0			0	0.00	15.00	86.04	1,290.60
115	44122018-FT-D01	FILE TAB DIVIDER, bristol board, for A4	set	50			50	556.50	0			0	0.00	0			0	0.00	0			0	0.00	50.00	11.13	556.50
116	44122018-FT-D02	FILE TAB DIVIDER, bristol board, for legal	set	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	14.23	-
117	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	18			18	4,867.20	2			2	540.80	0			0	0.00	0			0	0.00	20.00	270.40	5,408.00
118	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	23			23	7,173.24	2			2	623.76	10			10	3,118.80	0			0	0.00	35.00	311.88	10,915.80
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	171.43	-
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	243.24	-
121	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	8			8	7,621.12	3			3	2,857.92	1			1	952.64	0			0	0.00	12.00	952.64	11,431.68
122	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	54			54	15,066.00	2			2	558.00	3			3	837.00	0			0	0.00	59.00	279.00	16,461.00
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	65			65	20,888.40	3			3	964.08	5			5	1,606.80	0			0	0.00	73.00	321.36	23,459.28
124	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	55			55	3,117.40	0			0	0.00	5			5	283.40	0			0	0.00	60.00	56.68	3,400.80
125	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	2			2	83.20	0			0	0.00	0			0	0.00	0			0	0.00	2.00	41.60	83.20
126	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	41			41	1,913.88	2			2	93.36	25			25	1,167.00	2			2	93.36	70.00	46.68	3,267.60
127	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	31			31	414.78	6			6	80.28	0			0	0.00	0			0	0.00	37.00	13.38	495.06
128	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	27			27	361.26	6			6	80.28	0			0	0.00	0			0	0.00	33.00	13.38	441.54
129	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	31			31	414.78	6			6	80.28	0			0	0.00	0			0	0.00	37.00	13.38	495.06
130	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	147			147	1,320.06	10			10	89.80	40			40	359.20	10			10	89.80	207.00	8.98	1,858.86
131	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	70			70	628.60	5			5	44.90	45			45	404.10	0			0	0.00	120.00	8.98	1,077.60
132	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	52			52	466.96	0			0	0.00	25			25	224.50	0			0	0.00	77.00	8.98	691.46
133	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	44			44	341.44	3			3	23.28	23			23	178.48	1			1	7.76	71.00	7.76	550.96
134	44122104-PC-J02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	40			40	685.60	4			4	68.56	23			23	394.22	1			1	17.14	68.00	17.14	1,165.52
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	69			69	1,434.51	6			6	124.74	12			12	249.48	5			5	103.95	92.00	20.79	1,912.68
136	44122037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle	13			13	3,117.27	0			0	0.00	2			2	479.58	0			0	0.00	15.00	239.79	3,596.85
137	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	11			11	1,204.50	2			2	219.00	2			2	219.00	1			1	109.50	16.00	109.50	1,752.00
138	44121905-SP-F01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	10			10	349.50	0			0	0.00	0			0	0.00	0			0	0.00	10.00	34.95	349.50
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	21			21	311.22	0			0	0.00	0			0	0.00	0			0	0.00	21.00	14.82	311.22
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	23			23	768.89	0			0	0.00	0			0	0.00	0			0	0.00	23.00	33.43	768.89
141	44103202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	6			6	2,723.76	0			0	0.00	0			0	0.00	0			0	0.00	6.00	453.96	2,723.76
142	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	5			5	1,014.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	202.80	1,014.00
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	5			5	659.80	0			0	0.00	0			0	0.00	0			0	0.00	5.00	131.96	659.80
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	34			34	1,379.04	0			0	0.00	0			0	0.00	0			0	0.00	34.00	40.56	1,379.04
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	21			21	3,712.80	0			0	0.00	5			5	884.00	0			0	0.00	26.00	176.80	4,596.80
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	914.16	-
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	12			12	298.80	0			0	0.00	0			0	0.00	0			0	0.00	12.00	24.90	298.80
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	7			7	449.40	0			0	0.00	0			0	0.00	0			0	0.00	7.00	64.20	449.40
149	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit	1			1	9,534.72	0			0	0.00	0			0	0.00	0			0	0.00	1.00	9534.72	9,534.72
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	346.85	-
151	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5642.00	-
152	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9297.60	-
153	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5699.20	-
PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES																											
154	44103109-BR-D05	DRUM CART, BROTHER DR-3455	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6947.20	-
155	44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	910.00	-
156	44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1601.60	-
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6760.00	-
158	44103103-BR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5080.40	-
159	44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8569.60	-
160	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8569.60	-
161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8569.60	-
162	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5116.80	-
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	989.04	-
164	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	15			15	15,444.00	3			3	3,088.80	20			20	20,592.00	5			5	5,148.00	43.00	1029.60	44,272.80
165	44103105-CA-B04	INK CART, CANON PG-740, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	754.00	-
166	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	25			25	19,500.00	8			8	6,240.00	23			23	17,940.00	8			8	6,240.00	64.00	780.00	49,920.00
167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	169			169	42,182.40	58			58	14,476.80	58			58	14,476.80	30			30	7,488.00	315.00	249.60	78,624.00
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	88			88	21,964.80	50			50	12,480.00	56			56	13,977.60	26			26	6,489.60	220.00	249.60	54,912.00
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	88			88	21,964.80	50			50	12,480.00	56			56	13,977.60	26			26	6,489.60	220.00	249.60	54,912.00
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	88			88	21,964.80	50			50	12,480.00	56			56	13,977.60	26			26	6,489.60	220.00	249.60	54,912.00
171	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	773.76	-
172	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	950.56	-
173	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	795.60	-
174	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	920.40	-
175	44103105-HP-P48	Ink Cartridge, HP C9397A (HP72) 69ml Photo Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1996.80	-
176	44103105-HP-C48	Ink Cartridge, HP C9398A (HP72) 69ml Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1996.80	-
177	44103105-HP-M48	Ink Cartridge, HP C9399A (HP72) 69ml Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1996.80	-
178	44103105-HP-Y48	Ink Cartridge, HP C9400A (HP72) 69ml Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1996.80	-
179	44103105-HP-G48	Ink Cartridge, HP C9401A (HP72) 69ml Gray	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1996.80	-
180	44103105-HP-B48	Ink Cartridge, HP C9403A (HP72) 130ml Matte Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3016.00	-
181	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	769.60	-
182	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	915.20	-
183	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	366.08	-
184	44103105-HP-T35	INK CART, HP CD888AA, (HP703), Tri-color	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	366.08	-
185	44103105-HX-C40	INK CART, HP CD972AA, (HP 920XL), Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	641.68	-
186	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	641.68	-

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																					Total Quantity for the year	Price Catalogue	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			
187	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	641.68	-
188	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1269.84	-
189	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart	2			2	1,312.48	0			0	0.00	0			0	0.00	0			0	0.00	2.00	656.24	1,312.48
190	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart	1			1	821.60	0			0	0.00	0			0	0.00	0			0	0.00	1.00	821.60	821.60
191	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart	10			10	19,448.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	1944.80	19,448.00
192	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart	10			10	15,392.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	1539.20	15,392.00
193	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart	10			10	15,392.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	1539.20	15,392.00
194	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart	10			10	15,392.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	1539.20	15,392.00
195	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1570.40	-
196	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1165.84	-
197	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1165.84	-
198	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL). Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1165.84	-
199	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	15			15	5,491.20	5			5	1,830.40	15			15	5,491.20	5			5	1,830.40	40.00	366.08	14,643.20
200	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	15			15	5,491.20	5			5	1,830.40	15			15	5,491.20	5			5	1,830.40	40.00	366.08	14,643.20
201	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	51			51	18,670.08	0			0	0.00	39			39	14,277.12	4			4	1,464.32	94.00	366.08	34,411.52
202	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	73			73	26,723.84	30			30	10,982.40	61			61	22,330.88	31			31	11,348.48	195.00	366.08	71,385.60
203	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	366.08	-
204	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	249.60	-
205	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	249.60	-
206	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	249.60	-
207	44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart	180			180	73,008.00	89			89	36,098.40	117			117	47,455.20	52			52	21,091.20	438.00	405.60	177,652.80
208	44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	cart	195			195	79,092.00	104			104	42,182.40	127			127	51,511.20	52			52	21,091.20	478.00	405.60	193,876.80
209	44103105-HP-C50	Ink Cartridge, HP L0S51AA (HP955) Cyan Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	995.75	-
210	44103105-HP-M50	Ink Cartridge, HP L0S54AA (HP955) Magenta Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	995.75	-
211	44103105-HP-Y50	Ink Cartridge, HP L0S57AA (HP955) Yellow Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	995.75	-
212	44103105-HP-B50	Ink Cartridge, HP L0S60AA (HP955) Black Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4956.60	-
213	44103105-HX-C48	Ink Cartridge, HP L0S63AA (HP955XL) Cyan Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1212.64	-
214	44103105-HX-M48	Ink Cartridge, HP L0S66AA (HP955XL) Magenta Origin	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1212.64	-
215	44103105-HX-Y48	Ink Cartridge, HP L0S69AA (HP955XL) Yellow Origina	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1212.64	-
216	44103105-HX-B48	Ink Cartridge, HP L0S72AA (HP955XL) Black Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1644.24	-
217	44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	453.62	-
218	44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	453.62	-
219	44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	453.62	-
220	44103105-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black Original	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	741.28	-
221	44103112-EP-R05	RIBBON CART, EPSON C13S015516 (#8750), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	77.43	-
222	44103112-EP-R07	RIBBON CART, EPSON C13S015531 (S015086), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	736.32	-
223	44103112-EP-R13	RIBBON CART, EPSON C13S015632, Black, forLX-310	cart	3			3	233.82	0			0	0.00	3			3	233.82	0			0	0.00	6.00	77.94	467.64
224	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2685.28	-
225	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1892.80	-
226	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2685.28	-
227	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3567.20	-
228	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5002.40	-
229	44103103-HP-B12	TONER CART, HP CB435A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3380.00	-
230	44103103-HP-B14	TONER CART, HP CB540A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3337.36	-
231	44103103-HP-B18	TONER CART, HP CE255A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7332.00	-
232	44103103-HP-B21	TONER CART, HP CE278A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3952.00	-
233	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart	16			16	54,912.00	5			5	17,160.00	13			13	44,616.00	2			2	6,864.00	36.00	3432.00	123,552.00
234	44103103-HP-B23	TONER CART, HP CE310A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2360.80	-
235	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2542.80	-
236	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2542.80	-
237	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2542.80	-
238	44103103-HP-B24	TONER CART, HP CE320A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2916.16	-
239	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3072.16	-
240	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3072.16	-
241	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3072.16	-
242	44103103-HP-B25	TONER CART, HP CE390A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7856.16	-
243	44103103-HP-B26	TONER CART, HP CE400A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6900.40	-
244	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10193.04	-
245	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10193.04	-
246	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10193.04	-
247	44103103-HP-B27	TONER CART, HP CE410A, (HP305), Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4201.60	-
248	44103103-HP-C27	TONER CART, HP CE411A, (HP305), Cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6011.20	-
249	44103103-HP-Y27	TONER CART, HP CE412A, (HP305), Yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6011.20	-
250	44103103-HP-M27	TONER CART, HP CE413A, (HP305), Magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6011.20	-
251	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	1			1	4,466.80	0			0	0.00	1			1	4,466.80	0			0	0.00	2.00	4466.80	8,933.60
252	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7332.00	-
253	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3044.01	-
254	44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5787.60	-
255	44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5200.00	-
256	44103103-HP-B51	HP Toner CF280XC	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7112.56	-
257	44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8606.00	-
258	44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3241.70	-
259	44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83X) Blk Contract L	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4056.00	-
260	44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10051.00	-
261	44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	13156.00	-
262	44103103-HP-B60	Toner Cartridge, HP CF350A Black LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2901.60	-
263	44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2953.60	-
264	44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2953.60	-
265	44103103-HP-M60	Toner Cartridge, HP CF353A Magenta LJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2953.60	-
266	44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7056.40	-
267	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8846.24	-
268	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow LaserJe	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8846.24	-
269	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta LaserJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	8846.24	-
270	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3429.78	-
271	44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4043.83	-
272	44103103-HP-Y62	Toner Cartridge, HP CF402A (HP201A) Yellow LaserJe	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4043.83	-
273	44103103-HP-M62	Toner Cartridge, HP CF403A (HP201A) Magenta LaserJ	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4043.83	-
274	44103103-HP-B63	Toner Cartridge, HP CF410A (HP410A) black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4440.80	-
275	44103103-HX-B54	Toner Cartridge, HP CF410XC (HP410XC) black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7441.20	-
276	44103103-HP-C63	Toner Cartridge, HP CF411A (HP410A) cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5616.00	-
277	44103103-HX-C54	Toner Cartridge, HP CF411XC (HP410XC) cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7472.40	-
278	44103103-HP-Y63	Toner Cartridge, HP CF412A (HP410A) yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5616.00	-
279	44103103-HX-Y54	Toner Cartridge, HP CF412XC (HP410XC) yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7472.40	-
280	44103103-HP-M63	Toner Cartridge, HP CF413A (HP410A) magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5616.00	-
281	44103103-HX-M54	Toner Cartridge, HP CF413XC (HP410XC) magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7472.40	-
282	44103103-HP-B34	TONER CART, HP Q2612A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3900.00	-
283	44103103-HP-B48	TONER CART, HP Q7553A, Black	cart	1			1	4,399.20	0			0	0.00	1			1	4,399.20	0			0	0.00	2.00	4399.20	8,798.40
284	44103103-SA-B06	TONER CART, SAMSUNG MLT-D101S, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3406.00	-
285	44103103-SA-B07	TONER CART, SAMSUNG MLT-D103S, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2350.40	-
286	44103103-SA-B08	TONER CART, SAMSUNG MLT-D104S, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2454.40	-
287	44103103-SA-B09	TONER CART, SAMSUNG MLT-D105L, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3380.00	-
288	44103103-SA-B14	TONER CART, SAMSUNG MLT-D108S, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2875.58	-
289	44103103-SA-B21	TONER CART, SAMSUNG MLT-D203E, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7259.20	-
290	44103103-SA-B18	TONER CART, SAMSUNG MLT-D203L, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3458.00	-
291	44103103-SA-B20	TONER CART, SAMSUNG MLT-D203U, black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6442.80	-
292	44103103-SA-B12	TONER CART, SAMSUNG MLT-D205E, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7321.14	-
293	44103103-SA-B05	TONER CART, SAMSUNG MLT-D205L, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3962.24	-
294	44103103-SA-B10	TONER CART, SAMSUNG SCX-D6555A, Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4066.40	-
295	44103103-BR-B15	TONER CART, BROTHER TN-3478 Black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6370.00	-
296	44103103-CA-B00	TONER CART, CANON CRG 324 II	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	13399.36	-

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
AUDIO AND VISUAL EQUIPMENT AND SUPPLIES																										
297	45121517-DO-C02	DOCUMENT CAMERA	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	23623.60	-
298	45111609-MM-P01	MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	17472.00	-
FLAG OR ACCESSORIES																										
299	55121905-PH-F01	PHILIPPINE NATIONAL FLAG, 100% polyester	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	284.84	-
PRINTED PUBLICATIONS																										
300	55101524-RA-H01	HANDBOOK (RA 9184), 7th Edition	book	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	37.21	-
FIRE FIGHTING EQUIPMENT																										
301	46191601-FE-M01	FIRE EXTINGUISHER, DRY CHEMICAL, 4.5kgs	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1144.00	-
302	46191601-FE-H01	FIRE EXTINGUISHER, PURE HCFC 123, 4.5kgs	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5613.25	-
CONSUMER ELECTRONICS																										
303	52161535-DV-R01	DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	1			1	6,415.64	0			0	0.00	0			0	0.00	0			0	0.00	1.00	6415.64	6,415.64
FURNITURE AND FURNISHINGS																										
304	56101504-CM-B01	CHAIR, monobloc, beige, with backrest, w/o armrest	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	303.68	-
305	56101504-CM-W01	CHAIR,monobloc, white, with backrest, w/o armrest	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	301.60	-
306	56101519-TM-S01	TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1336.40	-
307	56101519-TM-S02	TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1315.60	-
ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES																										
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	39.78	-
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	42.38	-
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4.42	-
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	474			474	16,405.14	44			44	1,522.84	111			111	3,841.71	27			27	934.47	656.00	34.61	22,704.16
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	316			316	10,936.76	44			44	1,522.84	59			59	2,041.99	27			27	934.47	446.00	34.61	15,436.06
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	132			132	4,568.52	10			10	346.10	15			15	519.15	10			10	346.10	167.00	34.61	5,779.87
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	154.84	-
SOFTWARE																										
1	43231513-SFT-001	Business function specific software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
3	43232004-SFT-003	Computer game or entertainment software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
4	43232107-SFT-004	Content authoring and editing software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
5	43232202-SFT-005	Content management software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
6	43232304-SFT-006	Data management and query software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
7	43232402-SFT-007	Development software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
8	43232505-SFT-008	Educational or reference software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
9	43232603-SFT-009	Industry specific software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
10	43232701-SFT-010	Network applications software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
11	43232802-SFT-011	Network management software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
12	43232905-SFT-012	Networking software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
13	43233004-SFT-013	Operating environment software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
14	43233205-SFT-014	Security and protection software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
15	43233405-SFT-015	Utility and device driver software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
16	43233501-SFT-016	Information exchange software	license	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	0.00	-
PART II. OTHER ITEMS NOT AVALABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)																										
Common Electrical Supplies																										
1	40101701-AC-W01	LED light 18 watts 48 slim	pc	50			50	19,000.00	0			0	0.00	0			0	0.00	0			0	0.00	50.00	380.00	19,000.00
2	40101701-AC-S01	Flashlight with battery 2AA and rechargeable	pc	15			15	3,000.00	14			14	2,800.00	0			0	0.00	0			0	0.00	29.00	200.00	5,800.00
3		Outlet surge protection, 8ft. Long extension cord	pc	3			3	2,550.00	1			1	850.00	0			0	0.00	0			0	0.00	4.00	850.00	3,400.00
4		Extension 8 gang Universal Outlet with switch extension	pc	1			1	300.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	300.00	300.00
5		Extension Cord Wed-340 with 5 outlet with individual switch	pc	6			6	11,808.00	2			2	3,936.00	0			0	0.00	0			0	0.00	8.00	1968.00	15,744.00
6		Fluorescent Lamp, 40 watts, linear, tubular	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00		-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Common Office Equipment																										
1	44111905-WB-N01	First Aide/Emergency kit	set	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	500.00	-
2	44111911-WB-D01	Skull guard/hard hat	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	500.00	-
3		Caliper, Digital, vernier, metal, 0-150mm min	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	799.00	-
4		Heavy Duty Plastic Storage box 50L	pcs	10			10	10,000.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	1,000.00	10,000.00
5		Rechargeable headlamp	pcs	30			30	13,500.00	0			0	0.00	0			0	0.00	0			0	0.00	30.00	450.00	13,500.00
6		Mist net	pcs	71			71	67,450.00	0			0	0.00	0			0	0.00	0			0	0.00	71.00	950.00	67,450.00
7		Tactical Flashlight, water proof, rechargeable, 300 lumen min	pcs	23			23	0.00	0			0	0.00	0			0	0.00	0			0	0.00	23.00		-
8		Weighing scale, mini heavy duty, electronic, digital, hook hang	pcs	23			23	0.00	0			0	0.00	0			0	0.00	0			0	0.00	23.00		-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Common Office Supplies																										
1		Artline 854 M	box	50			50	25,000.00	0			0	0.00	0			0	0.00	0			0	0.00	50.00	500.00	25,000.00
2		Archfile, legal, 2", spine 2 rings, spine insert metal reinforced edges, finger pull hole, lockable front cover	box	10			10	1,579.40	0			0	0.00	10			10	1,579.40	10			10	1,579.40	30.00	157.94	4,738.20
3		Ballpen Finepoint, (fabercastle .05) black	box	10			10	3,500.00	5			5	1,750.00	0			0	0.00	0			0	0.00	15.00	350.00	5,250.00
4		Ballpen Finepoint, (fabercastle .05) blue	box	2			2	700.00	0			0	0.00	2			2	700.00	2			2	700.00	6.00	350.00	2,100.00
5		Ballpen Finepoint, (fabercastle .05) red	box	24			24	8,400.00	10			10	3,500.00	10			10	3,500.00	0			0	0.00	44.00	350.00	15,400.00
6		Ballpen, black, 12 pcs/box	box	1			1	220.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	220.00	220.00
7		Ballpen, blue, 12 pcs/box	box	30			30	6,600.00	0			0	0.00	30			30	6,600.00	0			0	0.00	60.00	220.00	13,200.00
8		Ballpen, red, 12 pcs/box	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	221.00	-
9		Ballpen, BPS Fine .5 point, Japan made, black	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	258.80	-
10		Ballpen, BPS Fine .5 point, Japan made, blue	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	600.00	-
11		Ballpen, BPS Fine .5 point, Japan made, red	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	600.00	-
12		Ballpen, red, 12 pcs/box	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	220.00	-
13		Ballpen, retractable HBW Matrix OG-5 Black	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	350.00	-
14		Battery, lithium CR 2032	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	50.00	-
15		Battery Alkaline A76 2 pcs. /pack	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	200.00	-
16		Battery, rechargeable AA	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	450.00	-
17		Battery Charger for C D AA AAA 9V Ni-MH Ni-CD Rechargeable Batteries with with LED Indicator and Overcharge Prevention Function	pcs.	265			265	344,500.00	0			0	0.00	24			24	31,200.00	0			0	0.00	289.00	1,300.00	375,700.00
18		Binding tape, 2" assorted colors blue/green/red	roll	4			4	600.00	0			0	0.00	4			4	600.00	0			0	0.00	8.00	150.00	1,200.00
19		Calculator, compact, electronic, 14 digits cap, 1 unit individual box	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,000.00	-
20		Certificate holder	pcs	9			9	405.00	0			0	0.00	2			2	90.00	0			0	0.00	11.00	45.00	495.00
21		CL-100 (STAEDLER)	pcs	53			53	13,250.00	5			5	1,250.00	14			14	3,500.00	0			0	0.00	72.00	250.00	18,000.00
22		CL-175 (STAEDLER)	pcs	31			31	46,500.00	5			5	7,500.00	10			10	15,000.00	0			0	0.00	46.00	1,500.00	69,000.00
23		CL-200 (STAEDLER)	pcs	10			10	15,000.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	1,500.00	15,000.00
24		CL-220 (STAEDLER)	pcs	100			100	150,000.00	0			0	0.00	0			0	0.00	0			0	0.00	100.00	1,500.00	150,000.00
25		CL-270 (STAEDLER)	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	250.00	-
26		CL-80 (STAEDLER)	pcs	141			141	211,500.00	10			10	15,000.00	15			15	22,500.00	5			5	7,500.00	171.00	1,500.00	256,500.00
27		clear acrylic two-sided nameplate	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	-
28		Clearbook, 20 transparent pockets, legal size	pcs	138			138	5,961.60	0			0	0.00	13			13	561.60	0			0	0.00	151.00	43.20	6,523.20
29		Correctional fluid, Artline Edit 7 ml Pen style	pcs	46			46	6,900.00	0			0	0.00	12			12	1,800.00	0			0	0.00	58.00	150.00	8,700.00
30		Data File box, made of chipboard, with cover, dark blue. 13x16x11	pcs	41			41	10,250.00	0			0	0.00	12			12	3,000.00	0			0	0.00	53.00	250.00	13,250.00
31		Document box with cover	pcs	1			1	200.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	200.00	200.00
32		Document box with top & side opening	pcs	8			8	1,600.00	0			0	0.00	0			0	0.00	0			0	0.00	8.00	200.00	1,600.00
33		Double sided Tape foam Sp020 24mm x 9m S-roll	roll	3			3	600.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	200.00	600.00
34		Double-sided tape, 1" thin	roll	10			10	250.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	25.00	250.00
35		Double-sided tape, 1/2" thin	roll	11			11	165.00	0			0	0.00	3			3	45.00	0			0	0.00	14.00	15.00	210.00
36		Envelope, Expanding plastic, .50mm thickness min	pcs	7			7	213.43	0			0	0.00	0			0	0.00	0			0	0.00	7.00	30.49	213.43

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
37		Envelope, plastic, transparent, legal size with plastic button	pcs	2			2	50.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	25.00	50.00
38		Eraser, staedtler/rotring	pcs	6			6	390.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	65.00	390.00
39		Fastener, plastic coated	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	35.00	-
40		File Organizer, 3 pack-stackable, desk file Docu, letter tray Organizer black	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	850.00	-
41		Filing box with cover, blue, single	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	200.00	-
42		FLEX Office gel pen, black ink, 0.38mm needle tip	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	35.28	-
43		FLEX Office gel pen, blue ink, 0.38mm needle tip	pcs	4			4	141.12	0			0	0.00	4			4	141.12	0			0	0.00	8.00	35.28	282.24
44		Folder, 13 pockets plastic Expanding Accordion Folders, Long Size Document folder Organizer	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	395.00	-
45		Index Card, white 5 x 8	box	10			10	2,500.00	5			5	1,250.00	5			5	1,250.00	5			5	1,250.00	25.00	250.00	6,250.00
46		Laser pointer , PEN type, metal, for presentation, green & red color, 50mW laser power, beam light, continuous light, single-point, uses 2 x LR 6 1.5v AA or AAA batteries, button switch	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,250.00	-
47		Lever Arch File Folder with ringbinder and metal, legal	pcs	2			2	240.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	120.00	240.00
48		Marker, pentel super color marker, black, broad (chisel type)	box	20			20	7,000.00	0			0	0.00	5			5	1,750.00	0			0	0.00	25.00	350.00	8,750.00
49		Marker, pentel super color marker,blue, broad (chisel type)	box	13			13	4,550.00	0			0	0.00	8			8	2,800.00	0			0	0.00	21.00	350.00	7,350.00
50		Marker, pentel super color marker,red, broad (chisel type)	box	120			120	42,000.00	0			0	0.00	0			0	0.00	0			0	0.00	120.00	350.00	42,000.00
51		Metal Disk tray with 3 layers, heavy duty, 30x25x38 cm	pcs	100			100	50,000.00	0			0	0.00	10			10	5,000.00	10			10	5,000.00	120.00	500.00	60,000.00
52		Morocco paper, assorted colors, 8.5x11 letter size for cover/certificates	pcs	9			9	81.00	0			0	0.00	0			0	0.00	0			0	0.00	9.00	9.00	81.00
53		Morocco paper, assorted colors, 8.5x13 Legal size for cover/certificates	pcs	1			1	11.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	11.00	11.00
54		Morocco paper, assorted colors, A4 size for cover/certificates	pcs	6			6	60.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	10.00	60.00
55		Multi color stick on Notes 3" x 5"	pad	5			5	286.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	57.20	286.00
56		Multi color stick on Notes (5 colours) .6" x 2"/1.5x5.1cm, 5x100 sheets	pad	4			4	119.52	0			0	0.00	0			0	0.00	0			0	0.00	4.00	29.88	119.52
57		Natural tracing paper for plotter 80 gsm (4" x 45.7m)	roll	49			49	176,400.00	5			5	18,000.00	39			39	140,400.00	0			0	0.00	93.00	3,600.00	334,800.00
58		Overhead Projection Marker (854-M), black	box	8			8	5,760.00	5			5	3,600.00	8			8	5,760.00	0			0	0.00	21.00	720.00	15,120.00
59		Paper cutter wood base	pcs	10			10	23,000.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	2,300.00	23,000.00
60		Paper tab A4	ream	8			8	7,200.00	0			0	0.00	0			0	0.00	0			0	0.00	8.00	900.00	7,200.00
61		PAPER, MULTICOPY, 80 gsm, Letter	ream	16			16	3,200.00	4			4	800.00	7			7	1,400.00	1			1	200.00	28.00	200.00	5,600.00
62		PAPER, MULTICOPY, 80gsm, A3	ream	1			1	250.00	1			1	250.00	1			1	250.00	1			1	250.00	4.00	250.00	1,000.00
63		PARCHMENT BOARD, A4	pcs	17			17	85.00	4			4	20.00	9			9	45.00	1			1	5.00	31.00	5.00	155.00
64		PARCHMENT BOARD, long	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	7.50	-
65		Paste, water well paste, 200 grams	jars	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	75.00	-
66		Pencil lead .5	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	700.00	-
67		Pentle Energel Sign Pen 0.5 mm (black)	box	1			1	600.00	1			1	600.00	1			1	600.00	1			1	600.00	4.00	600.00	2,400.00
68		Pentle Energel Sign Pen 0.5 mm (blue)	box	15			15	9,000.00	15			15	9,000.00	10			10	6,000.00	5			5	3,000.00	45.00	600.00	27,000.00
69		Pentle Energel Sign Pen 0.5 mm (red)	box	18			18	10,800.00	18			18	10,800.00	13			13	7,800.00	8			8	4,800.00	57.00	600.00	34,200.00
70		Post it message flags value packs "Sign Here" different color, wide 50/dispenser, 24 dispenser packs	pcs	15			15	2,400.00	15			15	2,400.00	10			10	1,600.00	5			5	800.00	45.00	160.00	7,200.00
71		Post it tabs, pre-printed letters/numbers, assorted colors, 1" x 1.5", 26 tabs	pcs	10			10	1,200.00	0			0	0.00	10			10	1,200.00	0			0	0.00	20.00	120.00	2,400.00
72		Premium Mylar matte film (1067mm x 20m) thickness 75micron	roll	15			15	120,000.00	15			15	120,000.00	10			10	80,000.00	5			5	40,000.00	45.00	8,000.00	360,000.00
73		Push pin, flat head type assorted colors, 100/case	case	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	25.00	-
74		PVC cover Size long	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	400.00	-
75		PVC cover Size , letter (short)	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	-
76		PVC cover Size A4	pack	7			7	2,800.00	12			12	4,800.00	6			6	2,400.00	12			12	4,800.00	37.00	400.00	14,800.00
77		Ribbon for typewriter	pcs	58			58	864.20	24			24	357.60	25			25	372.50	24			24	357.60	131.00	14.90	1,951.90
78		RING BINDER, 80 rings, plastic, 20mm x 1.12m	pcs	58			58	58,000.00	24			24	24,000.00	24			24	24,000.00	24			24	24,000.00	130.00	1,000.00	130,000.00
79		RING BINDER, 80 rings, plastic, 25mm x 1.12m	pcs	12			12	12,000.00	0			0	0.00	0			0	0.00	0			0	0.00	12.00	1,000.00	12,000.00
80		RING BINDER, 80 rings, plastic, 50mm x 1.12m	pcs	42			42	6,720.00	0			0	0.00	35			35	5,600.00	0			0	0.00	77.00	160.00	12,320.00
81		RING BINDER, 84 rings, plastic, 1 1/2"	pcs	24			24	960.00	0			0	0.00	45			45	1,800.00	0			0	0.00	69.00	40.00	2,760.00
82		RING BINDER, 84 rings, plastic, 1"	pcs	21			21	840.00	5			5	200.00	11			11	440.00	5			5	200.00	42.00	40.00	1,680.00
83		RING BINDER, 84 rings, plastic, 1/2"	pcs	18			18	360.00	5			5	100.00	12			12	240.00	6			6	120.00	41.00	20.00	820.00
84		RING BINDER, 84 rings, plastic, 2"	pcs	11			11	715.00	5			5	325.00	11			11	715.00	5			5	325.00	32.00	65.00	2,080.00
85		RING BINDER, 84 rings, plastic, 3/4"	pcs	0			0	0.00	1			1	30.00	0			0	0.00	0			0	0.00	1.00	30.00	30.00
86		RING BINDER, metal	pcs	0			0	0.00	1			1	20.00	0			0	0.00	0			0	0.00	1.00	20.00	20.00
87		Rotary Paper Trimmer, Professional A4	pcs	0			0	0.00	1			1	755.00	0			0	0.00	0			0	0.00	1.00	755.00	755.00
88		Scriber (STAEDLER)	pcs	5			5	9,000.00	0			0	0.00	4			4	7,200.00	0			0	0.00	9.00	1,800.00	16,200.00
89		Sign pen gel impact 1.0 black, 12 pcs/box	box	5			5	4,500.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	900.00	4,500.00
90		Sign pen Pilot G-Tech C-.5 black	pcs	8			8	488.00	0			0	0.00	0			0	0.00	0			0	0.00	8.00	61.00	488.00
91		Sign pen Pilot G-Tech C-.5 blue	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	61.00	-
92		Sign pen Pilot G-Tech C-.5 red	pcs	5			5	305.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	61.00	305.00
93		Sign pen Pilot G-Tech C-4 black	box	5			5	2,250.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	450.00	2,250.00
94		Sign pen Pilot G-Tech C-4 blue	box	62			62	27,962.00	0			0	0.00	15			15	6,765.00	0			0	0.00	77.00	451.00	34,727.00
95		Sign pen Uniball Gel Impact-Black 832 Roller ball 1.0	box	2			2	1,920.00	0			0	0.00	10			10	9,600.00	5			5	4,800.00	17.00	960.00	16,320.00
96		Sign pen Uniball Gel Impact-Black 1.0 (12pcs/box)	box	10			10	9,600.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	960.00	9,600.00
97		Sign pen Uniball Gel Impact-Green 1.0 (12pcs/box)	box	0			0	0.00	0			0	0.00	50			50	48,000.00	0			0	0.00	50.00	960.00	48,000.00
98		Sign pen , Hi-Tecpoint V5 (branded), black	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	588.00	-
99		Sign pen , Hi-Tecpoint V5 (branded), Blue	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	588.00	-
100		Sign pen , Hi-Tecpoint V5 (branded), green	box	5			5	2,940.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	588.00	2,940.00
101		Sign pen gel .4, black, 12 pcs/box	box	5			5	2,076.60	0			0	0.00	0			0	0.00	0			0	0.00	5.00	415.32	2,076.60
102		Sign pen gel .4, black	box	2			2	69.22	0			0	0.00	0			0	0.00	0			0	0.00	2.00	34.61	69.22
103		Sign pen gel .4, blue	box	57			57	23,673.24	0			0	0.00	5			5	2,076.60	5			5	2,076.60	67.00	415.32	27,826.44
104		Sign pen gel .4, red	box	8			8	3,322.56	0			0	0.00	0			0	0.00	0			0	0.00	8.00	415.32	3,322.56
105		Sign pen gel .7, black	box	2			2	1,460.00	0			0	0.00	0			0	0.00	0			0	0.00	2.00	730.00	1,460.00
106		Specialty paper, 8.5'x11', Cream, light green, light blue color	pack	21			21	2,100.00	0			0	0.00	5			5	500.00	5			5	500.00	31.00	100.00	3,100.00
107		Specialty Board paper, A4 size. Cream, light green, light blue color	pack	28			28	1,400.00	0			0	0.00	5			5	250.00	0			0	0.00	33.00	50.00	1,650.00
108		Specialty Board paper, legal. Cream, light green, light blue color	pack	1			1	50.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	50.00	50.00
109		Specialty paper, for appointment long	pack	8			8	400.00	0			0	0.00	0			0	0.00	0			0	0.00	8.00	50.00	400.00
110		Specialty Board paper, short size. Pale Cream color (200 GSM)	ream	10			10	0.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	0.00	-
111		Stamping dater, self inking	pcs	10			10	4,850.30	0			0	0.00	0			0	0.00	0			0	0.00	10.00	485.03	4,850.30
112		Stapler (heavy duty model No. 1511)	pcs	1			1	500.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	500.00	500.00
113		Stapler wire 23/15	box	6			6	720.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	120.00	720.00
114		Stapler wire 23/6	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	-
115		Stapler with attached staple wire remover	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	200.00	-
116		Stick-on Notes (Sign Here)	pad	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	25.00	-
117		Storage box , plastic , 50 L, Heavy duty	pcs	10			10	10,000.00	12			12	12,000.00	0			0	0.00	12			12	12,000.00	34.00	1,000.00	34,000.00
118		TAPE DISPENSER, TABLE TOP, for 48mm width tape	pcs	15			15	3,975.00	0			0	0.00	0			0	0.00	0			0	0.00	15.00	265.00	3,975.00
119		Tape, binding 1", cloth	rolls	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	71.02	-
120		Tape, binding 2", cloth	rolls	0			0	0.00	0			0	0.00	10			10	795.00	0			0	0.00	10.00	79.50	795.00
121		CL-80 (STAEDLER)	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,500.00	-
122		Scriber (STAEDLER)	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,800.00	-
123		Technical ink, black (steadler)	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	900.00	-
124		Technical ink, red (steadler)	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	900.00	-
125		Technical pen .2 (Rotring/steadler)	pcs	0			0	0.00	5			5	12,500.00	0			0	0.00	0			0	0.00	5.00	2,500.00	12,500.00
126		Technical pen .3 (Rotring/steadler)	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,500.00	-
127		Technical pen .5 (Rotring/steadler)	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,500.00	-
128		Technical pen .8 (Rotring/steadler)	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,500.00	-
129		Technical pencil .5 (Rotring/steadler)	pcs	11			11	5,500.00	0			0	0.00	11			11	5,500.00	0			0	0.00	22.00	500.00	11,000.00
130		UNI PIN pen (oil based ink marking pen) black	pcs	10			10	500.00	0			0	0.00	5			5	250.00	0			0	0.00	15.00	50.00	750.00
131		UNI PIN pen fine liner (water and fade proof, pigment ink,) black	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	100.00	-
132		Water tumbler not plastic	pcs	10			10	3,500.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	350.00	3,500.00
133		Tarpaulin	pc	5			5	2,500.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	500.00	2,500.00
134		Tarpaulin (3 x 5)	pc	7			7	2,100.00	0			0	0.00	0			0	0.00	0			0	0.00	7.00	300.00	2,100.00
135		Tarpaulin (4 x 8)	pc	32			32	20,480.00	0			0	0.00	0			0	0.00	10			10	6,400.00	42.00	640.00	26,880.00
136		Lamination Film (250 microns)	roll	6			6	0.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	0.00	-
137		Watermarcked Laid Paper	ream	34			34	0.00	0			0	0.00	17			17	0.00	0			0	0.00	51.00	0.00	-
138		Special paper, 8.5'x11'. Cream, light green, light blue color	pack	6			6	600.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	100.00	600.00

	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
Common Janitorial Supplies																									
1	Air freshener, 300 ml lemon & rose	bottle	48			48	4,128.00	0			0	0.00	0			0	0.00	0			0	0.00	48.00	86.00	4,128.00
2	Bathroom soap regular, 180 grams 3 pcs/pack	pc	5			5	250.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	50.00	250.00
3	Bathroom soap regular, 90 grams 3pcs/pack	pack	12			12	1,056.00	0			0	0.00	0			0	0.00	0			0	0.00	12.00	88.00	1,056.00
4	Brush for toilet with handle (plastic)	pc	9			9	236.25	0			0	0.00	5			5	131.25	0			0	0.00	14.00	26.25	367.50
5	Brush with long wooden handle	pc.	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	200.00	-
6	Clog Buster	gals	1			1	66.47	0			0	0.00	0			0	0.00	0			0	0.00	1.00	66.47	66.47
7	Deodorant cake	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	37.00	-
8	Desk scrub brush with broom handle	pc	0			0	0.00	5			5	2,000.00	5			5	2,000.00	0			0	0.00	10.00	400.00	4,000.00
9	Dish washing liquid 500 ml	bottle	40			40	4,840.00	12			12	1,452.00	17			17	2,057.00	6			6	726.00	75.00	121.00	9,075.00
10	Dishwashing Liquid	gal	39			39	11,700.00	0			0	0.00	0			0	0.00	0			0	0.00	39.00	300.00	11,700.00
11	Dish washing paste, big	pc	39			39	1,560.00	0			0	0.00	0			0	0.00	0			0	0.00	39.00	40.00	1,560.00
12	Disinfectant	gals	33			33	21,450.00	8			8	5,200.00	14			14	9,100.00	13			13	8,450.00	68.00	650.00	44,200.00
13	Dipper (tabo) plastic	pcs	6			6	90.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	15.00	90.00
14	Disposable hand Gloves-latex, 100/box	box	12			12	5,400.00	0			0	0.00	12			12	5,400.00	0			0	0.00	24.00	450.00	10,800.00
15	Doormat, heavy duty, cloth, big	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	35.00	-
16	Fabric conditioner	ltr	1			1	159.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	159.00	159.00
17	Floor brush with long plastic plastic handle	pc	8			8	400.00	0			0	0.00	1			1	50.00	0			0	0.00	9.00	50.00	450.00
18	Floor wax, liquid/emulsion 4.5 ml	bottle	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	979.00	-
19	Foot rug 30" x 20" durable assorted colors	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	150.00	-
20	Glass cleaner with sprayer, 500 ml, antibacterial	bottle	5			5	693.00	0			0	0.00	0			0	0.00	0			0	0.00	5.00	138.60	693.00
21	Gardening gloves	pair	25			25	2,500.00	0			0	0.00	12			12	1,200.00	0			0	0.00	37.00	100.00	3,700.00
22	Hand Gloves XL rubber	pair	3			3	180.00	1			1	60.00	1			1	60.00	1			1	60.00	6.00	60.00	360.00
23	hand liquid soap with moisturizer, branded	bottle	24			24	2,400.00	0			0	0.00	24			24	2,400.00	0			0	0.00	48.00	100.00	4,800.00
24	Liquid Hand Soap-anti-bacterial	gals	6			6	1,500.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	250.00	1,500.00
25	Hand towels	pc	20			20	300.00	0			0	0.00	0			0	0.00	0			0	0.00	20.00	15.00	300.00
26	Mat, door, rectangle	pc	1			1	156.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	156.00	156.00
27	Mop, 360 rotating mop with rinse bucket	pcs	3			3	7,500.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	2,500.00	7,500.00
28	Muriatic Acid	gallon	21			21	2,520.00	5			5	600.00	18			18	2,160.00	0			0	0.00	44.00	120.00	5,280.00
29	Plastic deck brush	pc	11			11	3,410.00	0			0	0.00	12			12	3,720.00	0			0	0.00	23.00	310.00	7,130.00
30	Plunger with wood handle	pc	11			11	825.00	0			0	0.00	12			12	900.00	0			0	0.00	23.00	75.00	1,725.00
31	Rubber mop with refill	pc	23			23	4,600.00	1			1	200.00	15			15	3,000.00	1			1	200.00	40.00	200.00	8,000.00
32	Scouring pad with foam, regular	pc	0			0	0.00	24			24	792.00	24			24	792.00	0			0	0.00	48.00	33.00	1,584.00
33	Stain removal, whitening, disinfecting bleach/gallon	gallon	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	110.00	-
34	Stick-on toilet cleaning strip	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	80.00	-
35	Storage box, heavy duty 58L capacity	pc	17			17	11,900.00	2			2	1,400.00	0			0	0.00	0			0	0.00	19.00	700.00	13,300.00
36	Teflon	rolls	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	80.00	-
37	Tornado mop, head refill	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	834.00	-
38	Tornado mop, heavy duty	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,000.00	-
39	Trash bag, plastic, black, size L	roll	16			16	5,600.00	0			0	0.00	0			0	0.00	0			0	0.00	16.00	350.00	5,600.00
40	Trash bag, plastic, black, size M	roll	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	300.00	-
41	Trash bag, plastic, black, size S	roll	1			1	200.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	200.00	200.00
42	Trash bag, plastic, black, size XL	roll	1			1	400.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	400.00	400.00
43	Rubberized mat (36" x 12" x 1.5")	pcs	1			1	250.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	250.00	250.00
Office Equipment and Accessories																									
1	APC, Back UPS, BX650LI-MS325 Watts, 650va WITH AVR Universal	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,000.00	-
2	Comb binding machine, heavy duty	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,800.00	-
3	Paper shredder, heavy duty	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,699.20	-
4	Plotter Accessories: Cutter Assembly (CH337A)	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,000.00	-
5	Printer, 3 in 1 Continous Ink System (tank type for ink)	unit	6			6	51,000.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	8,500.00	51,000.00
6	Printer, A3 4-in-1 Multifunction	unit	5			5	168,842.10	0			0	0.00	3			3	101,305.26	0			0	0.00	8.00	33,768.42	270,147.36
7	Print Heads for plotter; cyan	pc	148			148	592,000.00	233			233	932,000.00	210			210	840,000.00	221			221	884,000.00	812.00	4,000.00	3,248,000.00
8	Print Heads for plotter; magenta	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,000.00	-
9	Print Heads for plotter; blue	pc	6			6	24,000.00	6			6	24,000.00	6			6	24,000.00	6			6	24,000.00	24.00	4,000.00	96,000.00
10	Print Heads for plotter; black	pc	9			9	36,000.00	9			9	36,000.00	9			9	36,000.00	12			12	48,000.00	39.00	4,000.00	156,000.00
11	Filling cabinet, steel, lateral 1328 x 900 x 450 mm	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00		-
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Office Supplies																									
1	Coffee (3-in-1)	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	180.00	-
2	Coffee creamer	kilo	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	72.00	-
3	Drinking Water	gallon	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	30.00	-
4	EMC-P1 GRN Mesh Chair 360° Swivel Function Office Chair	pc	1			1	2,500.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	2,500.00	2,500.00
5	Ground Coffee	kilo	1			1	250.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	250.00	250.00
6	Sugar	kilo	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	45.00	-
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Audio and visual presentation and composing equipment																									
1	Powered Speaker for Flag Ceremony	pc	10			10	140,000.00	0			0	0.00	0			0	0.00	0			0	0.00	10.00	14,000.00	140,000.00
2	Wireless microphone-heavy duty (50 meters radius)	pc	15			15	37,500.00	0			0	0.00	0			0	0.00	0			0	0.00	15.00	2,500.00	37,500.00
3	Multi-tester (YX-360 TR)	pc	12			12	96,000.00	0			0	0.00	0			0	0.00	0			0	0.00	12.00	8,000.00	96,000.00
4	Projector, 7000 Lumens, 1080P HDD Portable Projector	unit	15			15	101,910.00	0			0	0.00	0			0	0.00	0			0	0.00	15.00	6,794.00	101,910.00
5						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Photographic or filming or video equipment																									
1	Carbon fiber tripod for DSLR	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6,000.00	-
2	Card reader	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	200.00	-
3	Digital Camera, Sony cybershot DSC-W800, 20.1 MP5 X Optical zoom	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,599.00	-
4	DJI Mavic 2 intelligent Flight Battery	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,500.00	-
5	DJI Mavic 2 Battery charging hub	pc	19			19	104,500.00	0			0	0.00	0			0	0.00	0			0	0.00	19.00	5,500.00	104,500.00
6	Monocular spotting scope, 25-75 x 70 Waterproof, with tripod and phone adapter	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,599.00	-
7	Pgytech Mavic 2 Carrying case	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,700.00	-
8	Scandisk Extreme MicroSD card 64GB (64GB V30 U3 Class 10 UHS-1)	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,000.00	-
9	Tamron lens for Nikon	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,500.00	-
10	Brio Webcam Ultra	pc	3			3	25,500.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	8,500.00	25,500.00
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Paper Materials and Products																									
1	Novajet Mylar paper, min 75 microns (.003mm) 36 x 20 m	roll	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,500.00	-
2	EPSON Photo paper, A4 size, min 240 gsm 20 sheets/pack	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	250.00	-
3	Novajet Mylar paper, min 75 microns (.003mm) 36 x 20 m	roll	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,500.00	-
4	Paper board, 8.5" x 11", white 200 GSM	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	32.00	-
5	Paper, board long, 10s /pack	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	50.00	-
6	Photo paper, 8.5" x 11", Glossy, white	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	150.00	-
7	Looseleaf cover, made of chip board for LEGAL	bundle	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	794.52	-
8	Wrapping paper kraft, 65 gsm (-5%)	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	154.84	-
9	News magazine	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	30.00	-
10	Photo Paper, A4, microns (.003mm) 36" x 20 m	pack	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	250.00	-
11						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
Lighting and fixtures and accessories																										
1		Filing cabinet , steel, lateral 1328x 900 x 450 mm	unit	3			3	26,997.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	8,999.00	26,997.00
2		7 Section Metal mesh desk organizer	pcs	1			1	550.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	550.00	550.00
3		Bulletin board (4 x 6 ft)	pc	1			1	9,000.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	9,000.00	9,000.00
4		Conference Tables (Ground floor & Rooftop, labor & materials	lot	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	50,000.00	-
5		Plywood 4X8' thickness 3/4	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,800.00	-
6		Filing cabinet (4/5) layers, 4 door locker, Steel Filing Cabinet (white/gray). Materils: steel, Dimensions- Height: 138 cm, Width: 62 cm, Length: 46 cm, Weight: 73.5 kgs	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,176.00	-
7		Filing cabinet , steel vertical 1331 x 460 x 620 mm	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,999.00	-
8		Iron board, 33 x 107 cm	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,500.00	-
9		Ironing sole plate, non stick	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,000.00	-
10		LED Tube Series T8-18 w	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	300.00	-
11		Light bulbs, 23 watts	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	180.00	-
12		Circular lamp set, 22 watts	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	149.00	-
13		Various Electrical Supplies for the maintenance of the buildings	lot	30			30	150,000.00	0			0	0.00	20			20	100,000.00	0			0	0.00	50.00	5,000.00	250,000.00
Electrical equipment and components and supplies																										
1		Electronic Repair Tool kit	set	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00		-
2		Extension wire, max. cap 250V, 5m cord length	pc	19			19	24,510.00	0			0	0.00	8			8	10,320.00	0			0	0.00	27.00	1,290.00	34,830.00
3		Extension wire, 10 m cord length	pc	15			15	29,520.00	5			5	9,840.00	0			0	0.00	0			0	0.00	20.00	1,968.00	39,360.00
4		UTP Cable (cat 6)	box	38			38	228,000.00	0			0	0.00	0			0	0.00	0			0	0.00	38.00	6,000.00	228,000.00
5		Percolator (50 cups capacity)	pc	3			3	36,000.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	12,000.00	36,000.00
6		Water Dispenser (hot & cold)	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	5,800.00	-
7		Microwave Oven Specifications: 25L capacity, Power supply 220V/60Hz, Touch Control Operation, Handle Door or Push Door Opening with Grill, Defrost Function	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	10,000.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Computer Supplies																										
1		1 TB Sata HDD	pc	3			3	18,000.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	6,000.00	18,000.00
2		1 BOX cat 6	box	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	6,000.00	-
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
4							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
5							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
6							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
7							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
8							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
9							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
Common ICT Equipment																										
1		DVD REWRITABLE, speed: 4x min, 4.7GB capcity min with DVD cover	pc	4			4	120.00	0			0	0.00	0			0	0.00	0			0	0.00	4.00	30.00	120.00
2		Adapter, ALFA AWVS)36 NHHigh Qain USB wireless G/N long range WIFI Network adapter	pc	6			6	9,600.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	1,600.00	9,600.00
3		Drone with mini pod	unit	6			6	360,000.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	60,000.00	360,000.00
4		EXTERNAL HARD DRIVE, 2TB, 2.5"HDD, USB 3.0	unit	4			4	16,000.00	0			0	0.00	0			0	0.00	0			0	0.00	4.00	4,000.00	16,000.00
5		EXTERNAL HARD DRIVE, 4TB, 2.5"HDD, USB 3.0	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,000.00	-
6		Flash Drive USB 32 GB capacity plug & play	pc	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	515.00	-
7		Flash Drive USB 24 GB capacity	pc	0			0	0.00	0			0	0.00	0			0	0.00	5			5	1,750.00	5.00	350.00	1,750.00
8		Flash Drive USB16 GB capacity	pc	0			0	0.00	0			0	0.00	0			0	0.00	5			5	1,409.80	5.00	281.96	1,409.80
9		Geotagging Equipment (Android with GPS)	unit	0			0	0.00	0			0	0.00	0			0	0.00	5			5	74,995.00	5.00	14,999.00	74,995.00
10		Geotagging Equipment (Android with GPS with Accessories)	unit	0			0	0.00	0			0	0.00	0			0	0.00	5			5	74,995.00	5.00	14,999.00	74,995.00
11		Image scanner Scan Snap S11001	unit	4			4	48,000.00	0			0	0.00	4			4	48,000.00	0			0	0.00	8.00	12,000.00	96,000.00
12		Internal SATA HDD for Laptop, branded, mobile 2.5 1 TB	unit	4			4	18,000.00	0			0	0.00	4			4	18,000.00	0			0	0.00	8.00	4,500.00	36,000.00
13		Memory card for GPS and Android 64 GB capacity	pcs	4			4	4,000.00	0			0	0.00	4			4	4,000.00	0			0	0.00	8.00	1,000.00	8,000.00
14		Monitor-UA-24H4003 23" LED TV black	unit	4			4	56,000.00	0			0	0.00	4			4	56,000.00	0			0	0.00	8.00	14,000.00	112,000.00
15		Monitor, 21" min. LED branded	unit	1			1	13,200.00	1			1	13,200.00	1			1	13,200.00	1			1	13,200.00	4.00	13,200.00	52,800.00
16		Monitor, 24"	unit	1			1	8,500.00	1			1	8,500.00	1			1	8,500.00	1			1	8,500.00	4.00	8,500.00	34,000.00
17		Mouse pad with wrist support	pc	1			1	175.00	1			1	175.00	1			1	175.00	1			1	175.00	4.00	175.00	700.00
18		Mouse, wireless type, BT connection, rechargeable	pc	1			1	450.00	1			1	450.00	1			1	450.00	1			1	450.00	4.00	450.00	1,800.00
19		Portable sheet-fed Documents scanner	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	17,000.00	-
20		Printer , Multi-functional colored ink tank (print/scan/copy)	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	9,000.00	-
21		Printer, branded, laser, colored	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	14,500.00	-
22		Printer , repair	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	3,000.00	-
23		Powerbank, sense 6P (20000mAh)	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	1,300.00	-
24		Tenda 8 port switch hub	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	500.00	-
25		UPS APC BR500C1 AS UPS with AVR, 650 VA	unit	20			20	65,000.00	20			20	65,000.00	0			0	0.00	0			0	0.00	40.00	3,250.00	130,000.00
26		USB wifi adapter	pc	15			15	30,000.00	10			10	20,000.00	0			0	0.00	0			0	0.00	25.00	2,000.00	50,000.00
27		USB 4 GB DDR 3 1333 Kingston DT	pc	15			15	27,000.00	10			10	18,000.00	0			0	0.00	0			0	0.00	25.00	1,800.00	45,000.00
28		USB 3.0 HUB, 3 port with multi-card reader	pc	15			15	8,985.00	10			10	5,990.00	0			0	0.00	0			0	0.00	25.00	599.00	14,975.00
29		INTERNAL Hard Drive, Seagate Barracuda 3.5, 2TB, SATA 7200 RPM, 256 MB Cache	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	2,500.00	-
30		Repair of Office Equipment and Upgrades	unit	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	12,000.00	-
31		Repair/upgrading of CCTV	unit	3			3	155,357.16	0			0	0.00	3			3	155,357.16	0			0	0.00	6.00	51,785.72	310,714.32
32							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	-
33		Under Capital Outlay																								-
34		Upgrading of old computers with the following specs: Corei7 processor, Motherboard with wifi, 8 GB DDR3, Memory Card, 1 TB HDD	unit	3			3	105,000.00	0			0	0.00	3			3	105,000.00	0			0	0.00	6.00	35,000.00	210,000.00
35		Desktop - Capital outlay	unit	6			6	420,000.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	70,000.00	420,000.00
36		Laptop - Capital outlay	unit	6			6	450,000.00	0			0	0.00	0			0	0.00	0			0	0.00	6.00	75,000.00	450,000.00
37		Geotagging Equipment (Android with GPS with Accessories)	unit	4			4	160,000.00	0			0	0.00	0			0	0.00	0			0	0.00	4.00	40,000.00	160,000.00
Consumables																										
1		INK CARTRIDGE BROTHER, (LC 569 XL, black	cart	0			0	0.00	0			0	0.00	5			5	7,250.00	9			9	13,050.00	14.00	1,450.00	20,300.00
2		INK CARTRIDGE BROTHER, (LC 565 XL,cyan	cart	0			0	0.00	0			0	0.00	5			5	3,750.00	8			8	6,000.00	13.00	750.00	9,750.00
3		INK CARTRIDGE BROTHER, (LC 569 XL, yellow	cart	0			0	0.00	0			0	0.00	5			5	3,750.00	8			8	6,000.00	13.00	750.00	9,750.00
4		INK CARTRIDGE BROTHER, (LC 569 XL, magenta	cart	0			0	0.00	0			0	0.00	5			5	3,750.00	8			8	6,000.00	13.00	750.00	9,750.00
5		INK CARTRIDGE BROTHER, DPCJ100 Black (LC-539XBKL)	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	625.40	-
6		INK CARTRIDGE BROTHER, DPCJ100 Cyan (LC-535XLC)	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	524.70	-
7		INK CARTRIDGE BROTHER, DPCJ100 magenta (LC-535XLM)	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	524.70	-
8		INK CARTRIDGE BROTHER, DPCJ100 yellow (LC-535XLY)	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	524.70	-

		Item & Specifications	Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	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			
9		INK CARTRIDGE BROTHER, (LC 67 HY black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	910.00	-
10		INK CARTRIDGE BROTHER, (LC 67 HY cyan	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	868.00	-
11		INK CARTRIDGE BROTHER, (LC 67 HY magenta	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	546.00	-
12		INK CARTRIDGE BROTHER, (LC 67 HY yellow	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	868.40	-
13		INK CART, Brother DCP-T710W Refill Tank System, BT D60 BK, Black	bottle	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	600.00	-
14		INK CART, Brother DCP-T710W Refill Tank System, BT D60 BK, Cyan	bottle	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	600.00	-
15		INK CART, Brother DCP-T710W Refill Tank System, BT D60 BK, Magenta	bottle	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	600.00	-
16		INK CART, Brother DCP-T710W Refill Tank System, BT D60 BK, Yellow	bottle	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	600.00	-
17		Ink CART, Canon, CL 706 color	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	850.00	-
18		Ink CART, Canon, CL 706 black	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	800.00	-
19		Ink CART, Canon 750 black CLI-751 ink cart	cart	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	700.00	-
20		Ink CART, Canon 751 magenta CLI-751 ink cart	cart	1			1	700.00	1			1	700.00	1			1	700.00	30			30	21,000.00	33.00	700.00	23,100.00
21		Ink CART, Canon 751 cyan CLI-751 ink cart	cart	0			0	0.00	1			1	700.00	0			0	0.00	0			0	0.00	1.00	700.00	700.00
22		Ink CART, Canon 751 yellow CLI-751 ink cart	cart	1			1	700.00	0			0	0.00	0			0	0.00	0			0	0.00	1.00	700.00	700.00
23		Ink CART, Officejet, 932 XL Black	cart	6			6	6,519.00	0			0	0.00	0			0	0.00	3			3	3,259.50	9.00	1,086.50	9,778.50
24		Ink CART, Officejet, 932 XL colored	cart	1			1	1,086.50	1			1	1,086.50	1			1	1,086.50	0			0	0.00	3.00	1,086.50	3,259.50
25		HP GT51, 135ml Black	bottle	0			0	0.00	1			1	400.00	1			1	400.00	1			1	400.00	3.00	400.00	1,200.00
26		HP GT52, 70ml cyan	bottle	1			1	350.00	3			3	1,050.00	1			1	350.00	0			0	0.00	5.00	350.00	1,750.00
27		HP GT52, 70ml yellow	bottle	2			2	700.00	1			1	350.00	0			0	0.00	0			0	0.00	3.00	350.00	1,050.00
28		HP GT52, 70ml magenta	bottle	0			0	0.00	1			1	350.00	0			0	0.00	1			1	350.00	2.00	350.00	700.00
29		Ink CART, HP Office Jet pro 7740, black	cart	0			0	0.00	2			2	3,200.00	0			0	0.00	0			0	0.00	2.00	1,600.00	3,200.00
30		Ink CART, HP Office Jet pro 7740, cyan	cart	0			0	0.00	2			2	2,400.00	0			0	0.00	0			0	0.00	2.00	1,200.00	2,400.00
31		Ink CART, HP Office Jet pro 7740, magenta	cart	3			3	3,600.00	3			3	3,600.00	3			3	3,600.00	3			3	3,600.00	12.00	1,200.00	14,400.00
32		Ink CART, HP Office Jet pro 7740, yellow	cart	0			0	0.00	1			1	1,200.00	1			1	1,200.00	2			2	2,400.00	4.00	1,200.00	4,800.00
33		Ink HP GT52 70 ml cyan	bottle	0			0	0.00	1			1	350.00	0			0	0.00	1			1	350.00	2.00	350.00	700.00
34		Ink HP GT52 70 ml magenta	bottle	1			1	350.00	1			1	350.00	1			1	350.00	1			1	350.00	4.00	350.00	1,400.00
35		Ink HP GT52 70 ml yellow	bottle	0			0	0.00	1			1	350.00	1			1	350.00	1			1	350.00	3.00	350.00	1,050.00
36		Ink HP GT51 135 ml black	bottle	0			0	0.00	1			1	400.00	0			0	0.00	1			1	400.00	2.00	400.00	800.00
37		Ink, refillable ink bottle GI-790 for Canon Pixma (CMYK)	bottle	0			0	0.00	2			2	3,000.00	2			2	3,000.00	2			2	3,000.00	6.00	1,500.00	9,000.00
38		Ink, refill for EPSON - 003, 65 ML, BLACK	bottle	0			0	0.00	2			2	540.00	2			2	540.00	40			40	10,800.00	44.00	270.00	11,880.00
39		Ink, refill for EPSON - 003, 65 ML, Magenta	bottle	1			1	270.00	0			0	0.00	0			0	0.00	1			1	270.00	2.00	270.00	540.00
40		Ink, refill for EPSON - 003, 65 ML, Yellow	bottle	1			1	270.00	1			1	270.00	1			1	270.00	1			1	270.00	4.00	270.00	1,080.00
41		Ink, refill for EPSON - 003, 65 ML, Cyan	bottle	1			1	270.00	0			0	0.00	2			2	540.00	2			2	540.00	5.00	270.00	1,350.00
42		Ink, refill for EPSON -L3110. BLACK	Bottle	1			1	500.00	1			1	500.00	1			1	500.00	0			0	0.00	3.00	500.00	1,500.00
43		Ink, refill for EPSON -L3110. MAGENTA	Bottle	0			0	0.00	1			1	500.00	0			0	0.00	0			0	0.00	1.00	500.00	500.00
44		Ink, refill for EPSON -L3110. YELLOW	Bottle	1			1	500.00	0			0	0.00	1			1	500.00	0			0	0.00	2.00	500.00	1,000.00
45		Ink, refill for EPSON -L3110. CYAN	Bottle	1			1	500.00	0			0	0.00	1			1	500.00	0			0	0.00	2.00	500.00	1,000.00
46		ink, refill for EPSON -L655 BLACK	Bottle	40			40	20,000.00	0			0	0.00	0			0	0.00	0			0	0.00	40.00	500.00	20,000.00
47		ink, refill for EPSON -L655 MAGENTA	Bottle	3			3	1,500.00	0			0	0.00	0			0	0.00	0			0	0.00	3.00	500.00	1,500.00
48		ink, refill for EPSON -L655 YELLOW	Bottle	2			2	1,000.00	2			2	1,000.00	2			2	1,000.00	2			2	1,000.00	8.00	500.00	4,000.00
49		ink, refill for EPSON -L655 CYAN	Bottle	2			2	1,000.00	2			2	1,000.00	2			2	1,000.00	0			0	0.00	6.00	500.00	3,000.00
50		INK CARTRIDGE, HP CC641WA (HP60XL), Black, 12 ml, for HP Deskjet D2560, F4230 F4250, F4280 All	cart	40			40	25,560.00	40			40	25,560.00	1			1	639.00	40			40	25,560.00	121.00	639.00	77,319.00
51		INK CARTRIDGE, HP CC641WA (HP60XL), tri-color, 12 ml, for HP Deskjet D2560, F4230 F4250, F4280 All	cart	50			50	37,700.00	50			50	37,700.00	1			1	754.00	50			50	37,700.00	151.00	754.00	113,854.00
52		Ink cart, HP 501	cart	30			30	10,500.00	0			0	0.00	0			0	0.00	2			2	700.00	32.00	350.00	11,200.00
53		Ink cart, HP 502 (Cyan, Magenta, Yellow) set of 3	set	0			0	0.00	0			0	0.00	0			0	0.00	1			1	1,050.00	1.00	1,050.00	1,050.00
54		Toner for Fuji Xerox Copier	pcs	0			0	0.00	0			0	0.00	0			0	0.00	0			0	0.00	0.00	4,500.00	0.00

	Item & Specifications		Unit of Measure	Monthly Quantity Requirement																				Total Quantity for the year	Price Catalogue	Total Amount for the year
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct	Nov	Dec	Q4	Q4 AMOUNT			
Other Categories																										
1	53121601-GB-001	GO BAG, for disaster relief, rescue operations					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
2	60104701-SP-001	Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
3	46161604-LV-L01	Life Vest / Life Jacket (for emergency purposes / emergency preparedness / for disaster relief / rescue operations)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
4	26111607-CC-S01	Charge Controller and DC Inverter for Solar Panel					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
5	46181502-BF-V01	Bullet proof vest					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
6	25172502-WW-001	Wheels, _____ (type of vehicle)					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
7	40161513-FF-001	Fuel Filters					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
8	48101710-DW-F01	Drinking Water/ Fountain					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
9	26111729-AB-001	Auto Battery					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
10							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
11							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
12							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
13							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
14							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
15							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
16							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
17							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
18							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
19							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
20							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
21							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
22							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00
23							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00

A. TOTAL							₱	12,919,069.56
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)							₱	1,291,906.96
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (If							₱	-
D. GRAND TOTAL (A + B+ C)							₱	14,210,976.52
E. APPROVED BUDGET BY THE AGENCY HEAD								
F. MONTHLY CASH REQUIREMENTS							₱	-
G.1 Available at Procurement Service Stores		1,226,389.40		323,404.05		492,128.01		179,893.04	₱	2,221,814.50
G.2 Other Items not available at PS but regulary purchased from other sources		5,748,638.67		1,489,809.10		2,052,233.39		1,406,573.90	₱	10,697,255.06
TOTAL MONTHLY CASH REQUIREMENTS		6,975,028.07		1,813,213.15		2,544,361.40		1,586,466.94	₱	12,919,069.56

Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, ma

Prepared by:

GERTRUDES G. BACQUIAN
Administrative Officer V

Certified Funds Available / Certified Appropriate Funds

AGUSTINA O. DEPAWA
Budget Officer II

Approved by:

ENGR. RALPH C. PABLO, DPA, EN. P.,CESO III
Regional Executive Director

Date Prepared:_____