

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 from the PS. Consistent with DBM Circular No. 2018-10 dated November 8, 2018, the APP-CSE shall serve as the agency's APR for all its CSE requirements. Items in the template has been arranged in accordance with UNSPSC coding and this is in preparation for integration of the APP-CSE template in the Modernized Government Electronic Procurement System (MGEPS).

Instructions:

1. Download the worksheet file APP-CSE 2021 FORM at [www.ps-philgeps.gov.ph](http://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](http://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 II and indicate likewise the unit prices based on its last purchase. To add or insert items are only applicable in PART II.
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 allowed to upload APP-CSEs.)
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 submitting the revised copy. All requirements in excess of the quantities indicated in the original APP-CSE will not be served if not covered by a revised APP-CSE.
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: METALS INDUSTRY RESEARCH & DEVELOPMENT CENTER	Agency Account Code: 0009	Contact Person: Meyce A. Morales
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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
<b>PART I. AVAILABLE AT PROCUREMENT SERVICE STORES</b>																							
<b>PESTICIDES OR PEST REPELLENTS</b>																							
1	10191509-IN-A01	INSECTICIDE, aerosol type, net content: 600ml min	can	17		17	2,369.12		0	0.00	15			15	2,090.40				0	0.00	32.00	139.36	4459.52
<b>PERFUMES OR COLOGNES OR FRAGRANCES</b>																							
2	53131626-HS-S01	HAND SANITIZER, 500 ml	bottle	21		21	3,180.03		0	0.00	7			7	1,060.01				0	0.00	28.00	151.43	4240.04
<b>ALCOHOL OR ACETONE BASED ANTISEPTICS</b>																							
3	12191601-AL-E01	ALCOHOL, ethyl, 68%-72%, scented, 500ml (-5ml)	bottle	61		61	2,658.38		0	0.00	60			60	2,614.80				0	0.00	121.00	43.58	5273.18
4	12191601-AL-E02	ALCOHOL, ethyl, 68%-72%, scented, 3.785 liters	gallon	20		20	9,152.00		0	0.00	15			15	6,864.00				0	0.00	35.00	457.60	16016.00
5	51471901-AL-I01	ALCOHOL, isopropyl, 68%- 72%, 500ml (-5ml)	bottle	14		14	610.12		0	0.00	7			7	305.06				0	0.00	21.00	43.58	915.18
6	51471901-AL-I02	ALCOHOL, isopropyl, 68%-72%, scented, 3.785 liters	gallon	7		7	3,185.00		0	0.00				0	0.00				0	0.00	7.00	455.00	3185.00
7	51471505-PO-P01	POVIDONE IODINE, 10 % solution, 120 ml	gallon	1		1	207.75		0	0.00				0	0.00				0	0.00	1.00	207.75	207.75
<b>COLOR COMPOUNDS AND DISPERSIONS</b>																							
8	12171703-SI-P01	STAMP PAD INK, purple or violet, 50ml (min.)	bottle	8		8	252.16		0	0.00				0	0.00				0	0.00	8.00	31.52	252.16
<b>FILMS</b>																							
9	13111203-AC-F01	ACETATE, thickness: 0.075mm min (gauge # 3)	roll	2		2	1,695.64		0	0.00	1			1	847.82				0	0.00	3.00	847.82	2543.46
10	13111201-CF-P01	CARBON FILM, PE, black, size 210mm x 297mm	box	1		1	221.00		0	0.00	1			1	221.00				0	0.00	2.00	221.00	442.00
11	13111201-CF-P02	CARBON FILM, PE, black, size 216mm x 330mm	box				0.00		0	0.00				0	0.00				0	0.00	0.00	208.52	0.00
<b>PAPER MATERIALS AND PRODUCTS</b>																							
12	14111525-CA-A01	CARTOLINA, assorted colors	pack	1		1	83.72		0	0.00				0	0.00				0	0.00	1.00	83.72	83.72
13	14111505-CF-L11	CONTINUOUS FORM, 1 PLY, 280 x 241mm	box			0	0.00		0	0.00				0	0.00				0	0.00	0.00	882.55	0.00
14	14111505-CF-L12	CONTINUOUS FORM, 1 PLY, 280 x 378mm	box			0	0.00		0	0.00				0	0.00				0	0.00	0.00	1029.60	0.00
15	14111505-CF-L22	CONTINUOUS FORM, 2 ply, 280 x 378mm, carbonless	box			0	0.00		0	0.00				0	0.00				0	0.00	0.00	1528.80	0.00
16	14111505-CF-L21	CONTINUOUS FORM, 2 ply, 280mm x 241mm, carbonless	box			0	0.00		0	0.00				0	0.00				0	0.00	0.00	906.36	0.00
17	14111505-CF-L31	CONTINUOUS FORM, 3 PLY, 280 x 241mm, carbonless	box	3		3	2,652.00		0	0.00	3			3	2,652.00				0	0.00	6.00	884.00	5304.00
18	14111505-CF-L32	CONTINUOUS FORM, 3 PLY, 280 x 378mm, carbonless	box			0	0.00		0	0.00				0	0.00				0	0.00	0.00	1508.00	0.00



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year					
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
19	14111609-LL-C01	LOOSELEAF COVER, made of chipboard, for legal	bundle				0	0.00							0	0.00				0	0.00	0.00	794.96	0.00		
20	14111514-NP-S02	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	pad	27			27	1,000.62							9	0.00	9	333.54			0	0.00	36.00	37.06	1334.16	
21	14111514-NP-S04	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	pad	19			19	1,126.32							12	0.00	12	711.36			0	0.00	31.00	59.28	1837.68	
22	14111514-NP-S03	NOTE PAD, stick on, 76mm x 76mm (3" x 3") min	pad	20			20	954.60							14	0.00	14	668.22			0	0.00	34.00	47.73	1622.82	
23	14111514-NB-S01	NOTEBOOK, STENOGRAPHER, spiral, 40 leaves	piece	24			24	288.96							14	0.00	14	168.56			0	0.00	38.00	12.04	457.52	
24	14111507-PP-M01	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm	reams	87			87	14,838.72							65	0.00	65	11,086.40			0	0.00	152.00	170.56	25925.12	
25	14111507-PP-M02	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm	reams	13			13	2,358.46							15	0.00	15	2,721.30			0	0.00	28.00	181.42	5079.76	
26	14111507-PP-C01	PAPER, Multi-Purpose (COPY) A4, 70 gsm	reams	152			152	20,234.24							56	0.00	56	7,454.72			0	0.00	208.00	133.12	27688.96	
27	14111507-PP-C02	PAPER, Multi-Purpose (COPY) Legal, 70 gsm	reams	32			32	4,447.04							26	0.00	26	3,613.22			0	0.00	58.00	138.97	8060.26	
28	14111531-PP-R01	PAPER, PAD, ruled, size: 216mm x 330mm (7.2mm)	pad				0	0.00							0	0.00		0	0.00		0	0.00	0.00	30.58	0.00	
29	14111503-PA-P01	PAPER, PARCHEMENT, size: 210 x 297mm, multi-purpose	box				0	0.00							0	0.00		0	0.00		0	0.00	0.00	98.05	0.00	
30	14111818-TH-P02	PAPER, THERMAL, 55gsm, size: 216mm/71mm x 30m-0.3m	roll	1			1	55.64							1	0.00	1	55.64			0	0.00	2.00	55.64	111.28	
31	14111531-RE-B01	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	book	15			15	1,060.80							7	0.00	7	495.04			0	0.00	22.00	70.72	1555.84	
32	14111531-RE-B02	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	book	7			7	713.44								0.00		0	0.00		0	0.00	7.00	101.92	713.44	
33	14111704-TT-P02	TOILET TISSUE PAPER, 2-ply, 100% recycled	pack	39			39	3,408.60							25	0.00	25	2,185.00			0	0.00	64.00	87.40	5993.60	
34	14111704-JFPT01	TISSUE, interfolded paper towel	pack	19			19	661.96							11	0.00	11	383.24			0	0.00	30.00	34.84	1046.20	
<b>BATTERIES AND CELLS AND ACCESSORIES</b>																										
35	26111702-BT-A02	BATTERY, dry cell, AA, 2 pieces per blister pack	pack	103			103	3,738.90							38	0.00	38	1,379.40			0	0.00	141.00	36.30	5118.30	
36	26111702-BT-A01	BATTERY, dry cell, AAA, 2 pieces per blister pack	pack	113			113	2,229.49							38	0.00	38	749.74			0	0.00	151.00	19.73	2979.23	
37	26111702-BT-A03	BATTERY, dry cell, D, 1.5 volts, alkaline	pack	15			15	1,443.00							5	0.00	5	481.00			0	0.00	20.00	96.20	1924.00	
<b>MANUFACTURING COMPONENTS AND SUPPLIES</b>																										
38	31201610-GL-J01	GLUE, all purpose, gross weight: 200 grams min	jar	20			20	1,242.00							5	0.00	5	310.50			0	0.00	25.00	62.10	1552.50	
39	31151804-SW-H01	STAPLE WIRE, for heavy duty staplers, (23/13)	box	19			19	375.44								0.00		0	0.00		0	0.00	19.00	19.76	375.44	
40	31151804-SW-S01	STAPLE WIRE, STANDARD, (26/6)	box	17			17	358.53							7	0.00	7	147.63			0	0.00	24.00	21.09	506.16	
41	31201502-TA-E01	TAPE, ELECTRICAL, 18mm x 10M min	roll	14			14	261.38							12	0.00	12	224.04			0	0.00	26.00	18.67	485.42	
42	31201503-TA-M01	TAPE, MASKING, width: 24mm (±1mm)	roll	48			48	2,620.80							23	0.00	23	1,255.80			0	0.00	71.00	54.60	3876.60	
43	31201503-TA-M02	TAPE, MASKING, width: 48mm (±1mm)	roll	23			23	2,451.80							17	0.00	17	1,812.20			0	0.00	40.00	106.60	4264.00	
44	31201517-TA-P01	TAPE, PACKAGING, width: 48mm (±1mm)	roll	8			8	159.76							6	0.00	6	119.82			0	0.00	14.00	19.97	279.58	
45	31201512-TA-T01	TAPE, TRANSPARENT, width: 24mm (±1mm)	roll	72			72	726.48							41	0.00	41	413.69			0	0.00	113.00	10.09	1140.17	
46	31201512-TA-T02	TAPE, TRANSPARENT, width: 48mm (±1mm)	roll	12			12	239.64							4	0.00	4	79.88			0	0.00	16.00	19.97	319.52	
47	31151507-TW-P01	TWINE, plastic, one (1) kilo per roll	roll	2			2	116.48								0.00		0	0.00		0	0.00	2.00	58.24	116.48	
<b>HEATING AND VENTILATION AND AIR CIRCULATION</b>																										
48	40101604-EF-G01	ELECTRIC FAN, INDUSTRIAL, ground type, metal blade	unit	1			1	1,109.68							0	0.00		0	0.00		0	0.00	1.00	1109.68	1109.68	
49	40101604-EF-C01	ELECTRIC FAN, ORBIT type, ceiling, metal blade	unit				0	0.00							0	0.00		0	0.00		0	0.00	0.00	1369.68	0.00	
50	40101604-EF-S01	ELECTRIC FAN, STAND type, plastic blade	unit	2			2	1,713.72							0	0.00		0	0.00		0	0.00	2.00	656.86	1713.72	
51	40101604-EF-W01	ELECTRIC FAN, WALL type, plastic blade	unit				0	0.00							0	0.00		0	0.00		0	0.00	0.00	674.96	0.00	
<b>MEDICAL THERMOMETERS AND ACCESSORIES</b>																										
52	41112224-TG-T01	THERMOGLIN	piece	3			3	9,204.00							0	0.00		0	0.00		0	0.00	3.00	3068.00	9204.00	
<b>LIGHTING AND FIXTURES AND ACCESSORIES</b>																										
53	39101628-LT-L01	LED LINEAR TUBE, 18 WATTS FRO SERIES	piece	5			5	1,029.10							0	0.00		0	0.00		0	0.00	5.00	205.82	1029.10	
54	39101628-LB-L01	LIGHT BULB, Light Emitting Diode (LED), 6W	piece	4			4	328.64							0	0.00		0	0.00		0	0.00	4.00	82.16	328.64	
<b>MEASURING AND OBSERVING AND TESTING EQUIPMENT</b>																										
55	41111604-RU-P02	RULER, plastic, 450mm (18"), width: 38mm min	piece	6			6	106.08							0	0.00		0	0.00		0	0.00	6.00	17.68	106.08	
<b>CLEANING EQUIPMENT AND SUPPLIES</b>																										



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			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
56	47131812-AF-A01	AIR FRESHENER, aerosol, 280ml/150g min	can	61			61	5,503.42				0	0.00	19		19	1,714.18			0	0.00	80.00	90.22	7217.60		
57	47131604-BR-S01	BROOM, soft (tambo)	piece	9			9	1,226.16				0	0.00	1		1	136.24			0	0.00	10.00	136.24	1362.40		
58	47131604-BR-T01	BROOM, STICK (TING-TING), usable length: 760mm min	piece	4			4	72.80				0	0.00			0	0.00			0	0.00	4.00	18.20	72.80		
59	47131829-TB-C01	CLEANER, TOILET BOWL AND URINAL, 900ml-1000ml cap	bottle				0	0.00				0	0.00			0	0.00			0	0.00	0.00	41.60	0.00		
60	47131805-CL-P01	CLEANSER, SCOURING POWDER, 350g min./can	can				0	0.00				0	0.00			0	0.00			0	0.00	0.00	23.92	0.00		
61	47131811-DE-B02	DETERGENT BAR, 140 grams as packed	piece				0	0.00				0	0.00			0	0.00			0	0.00	0.00	9.03	0.00		
62	47131811-DE-P02	DETERGENT POWDER, all purpose, 1kg	pack	11			11	411.73				0	0.00			0	0.00			0	0.00	11.00	37.43	411.73		
63	47131803-DS-A01	DISINFECTANT SPRAY, aerosol type, 400-550 grams	can	29			29	3,739.84				0	0.00	15		15	1,934.40			0	0.00	44.00	128.96	5674.24		
64	47131601-DU-P01	DUST PAN, non-rigid plastic, w/ detachable handle	piece	2			2	49.66				0	0.00			0	0.00			0	0.00	2.00	24.83	49.66		
65	51241552-SH-S01	SODIUM HYPOCHLORITE, 3.785 liters	gallon				0	0.00				0	0.00			0	0.00			0	0.00	0.00	131.25	0.00		
66	73101612-HS-L01	HAND SOAP, Liquid, 500ml	bottle	9			9	926.64				0	0.00	5		5	514.80			0	0.00	14.00	102.96	1441.44		
67	47131802-FW-P02	FLOOR WAX, PASTE, RED	can				0	0.00				0	0.00			0	0.00			0	0.00	0.00	309.76	0.00		
68	47131830-FC-A01	FURNITURE CLEANER, aerosol type, 300ml min per can	can	4			4	462.12				0	0.00	1		1	115.53			0	0.00	5.00	115.53	577.65		
69	47121804-MP-B01	MOP BUCKET, heavy duty, hard plastic	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	2288.00	0.00		
70	47131613-MP-H02	MOPHANDLE, heavy duty, aluminum, screw type	piece	3			3	436.80				0	0.00			0	0.00			0	0.00	3.00	145.60	436.80		
71	47131619-MP-R01	MOPHEAD, made of rayon, weight: 400 grams min	piece	6			6	742.56				0	0.00			0	0.00			0	0.00	6.00	123.76	742.56		
72	47131501-RG-C01	RAGS, all cotton, 32 pieces per kilogram min	bundle	32			32	1,722.24				0	0.00	10		10	538.20			0	0.00	42.00	53.82	2260.44		
73	47131602-SC-N01	SCOURING PAD, 5 pieces per pack	pack	2			2	214.24				0	0.00			0	0.00			0	0.00	2.00	107.12	214.24		
74	47121701-TB-P04	TRASHBAG, GPP specs, black, 940mmx1016mm	pack				0	0.00				0	0.00			0	0.00			0	0.00	0.00	134.68	0.00		
75	47121702-WB-P01	WASTEBASKET, non-rigid plastic	piece	2			2	55.92				0	0.00			0	0.00			0	0.00	2.00	27.96	55.92		
<b>PERSONAL PROTECTIVE EQUIPMENT</b>																										
76	46181503-CA-C01	COVERALL, non-sterile, protective, medical grade	piece	14			14	16,016.00				0	0.00			0	0.00			0	0.00	14.00	1144.00	16016.00		
77	46181702-FSH01	FACE SHIELD, direct splash protection	piece	39			39	4,867.20				0	0.00			0	0.00			0	0.00	39.00	124.80	4867.20		
78	46181804-GG-G01	PROTECTIVE SAFETY GOGGLES	piece	14			14	2,184.00				0	0.00			0	0.00			0	0.00	14.00	156.00	2184.00		
79	42131601-PA-A01	Polyethylene Apron (50g)	piece	14			14	211.12				0	0.00			0	0.00			0	0.00	14.00	15.08	211.12		
80	42131702-SG-01	SURGICAL GOWN	piece				0	0.00				0	0.00			0	0.00			0	0.00	0.00	299.52	0.00		
81	42131711-HC-H01	HEAD COVER, disposable	piece	75			75	195.00				0	0.00			0	0.00			0	0.00	75.00	2.60	195.00		
82	42131609-SC-S01	SHOE COVER, disposable	pair				0	0.00				0	0.00			0	0.00			0	0.00	0.00	8.32	0.00		
83	42132203-MG-G01	NITRILE GLOVES	piece	14			14	42.98				0	0.00			0	0.00			0	0.00	14.00	3.07	42.98		
84	42132203-MG-G02	PREMIUM LATEX GLOVES	piece	39			39	195.78				0	0.00			0	0.00			0	0.00	39.00	5.02	195.78		
85	42131713-SM-M01	SURGICAL MASK, 3-ply	piece	217			217	3,046.68				0	0.00			0	0.00			0	0.00	217.00	14.04	3046.68		
86	46182008-KN-M01	KN95 FACE MASK	piece	30			30	3,120.00				0	0.00			0	0.00			0	0.00	30.00	104.00	3120.00		
<b>INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EQUIPMENT AND DEVICES AND ACCESSORIES</b>																										
87	43211507-DSK001	MITHI DESKTOP, basic	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	24,793.60	0.00		
88	43211507-DSK002	MITHI DESKTOP, mid-range	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	42,390.40	0.00		
89	43211503-LAP001	MITHI LAPTOP, mid-range	unit				0	0.00				0	0.00	3		3	124,176.00			0	0.00	3.00	41,392.00	124,176.00		
90	43201827-HD-X02	EXTERNAL HARD DRIVE, 1TB, 2.5" HDD, USB 3.0	piece	3			3	7,952.49				0	0.00	0		0	0.00			0	0.00	3.00	2690.83	7952.49		
91	43202010-FD-U01	FLASH DRIVE, 16 GB capacity	piece	20			20	3,348.80				0	0.00	3		3	502.32			0	0.00	23.00	167.44	3851.12		
92	43211708-MO-C01	MOUSE, OPTICAL, USB CONNECTION TYPE, 1 unit in ind	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	111.30	0.00		
93	43211708-MO-C02	MOUSE, WIRELESS, USB	unit	11			11	1,694.00				0	0.00			0	0.00			0	0.00	11.00	154.00	1694.00		
94	43212102-PR-D02	PRINTER, IMPACT DOT MATRIX, 24 pins, 136 column	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	38100.97	0.00		
95	43212102-PR-D01	PRINTER, IMPACT DOT MATRIX, 9 pins, 80 columns	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	9191.52	0.00		
96	43212105-PR-L01	PRINTER, laser, monochrome	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	724.88	0.00		
97	43212105-PR-L02	PRINTER, laser, colored	unit	1			1	7,899.00				0	0.00			0	0.00			0	0.00	1.00	7899.00	7899.00		



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year							
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT			
<b>OFFICE EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																												
98	44121710-CH-W01	CHALK, molded, white, dustless, length: 78mm min	box				0	0.00							0	0.00					0	0.00	0.00	29.64	0.00			
99	44122105-BF-C01	CLIP, BACKFOLD, all metal, clamping: 19mm (-1mm)	box	32			32	289.60							0	0.00	25		25	226.25			0	0.00	57.00	9.05	515.85	
100	44122105-BF-C02	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	box	22			22	335.94							0	0.00	14		14	213.78			0	0.00	36.00	15.27	549.72	
101	44122105-BF-C03	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	box	5			5	104.00							0	0.00	4		4	83.20			0	0.00	9.00	20.80	187.20	
102	44122105-BF-C04	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	box	11			11	526.24							0	0.00	2		2	95.68			0	0.00	13.00	47.84	621.92	
103	44121801-CT-R01	CORRECTION TAPE, film base type, UL 6m min	piece	5			5	70.10							0	0.00				0	0.00			0	0.00	5.00	14.02	70.10
104	44111515-DF-B01	DATA FILE BOX, made of chipboard, with closed ends	piece	30			30	2,316.00							0	0.00				0	0.00			0	0.00	30.00	77.20	2316.00
105	44122011-DF-F01	DATA FOLDER, made of chipboard, taglia lock	piece	145			145	9,952.80							0	0.00	125		125	8,580.00			0	0.00	270.00	68.64	18532.80	
106	44121506-EN-D01	ENVELOPE, DOCUMENTARY, for A4 size document	box	2			2	1,346.18							0	0.00				0	0.00			0	0.00	2.00	673.09	1346.18
107	44121506-EN-D02	ENVELOPE, DOCUMENTARY, for legal size document	box	3			3	2,781.48							0	0.00				0	0.00			0	0.00	3.00	927.16	2781.48
108	44121506-EN-X01	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size doc	box	0			0	0.00							0	0.00				0	0.00			0	0.00	0.00	738.40	0.00
109	44121506-EN-X02	ENVELOPE, EXPANDING, PLASTIC, 0.50mm thickness min	piece	5			5	152.45							0	0.00				0	0.00			0	0.00	5.00	30.49	152.45
110	44121506-EN-M02	ENVELOPE, mailing, white, 70gsm	box				0	0.00							0	0.00				0	0.00			0	0.00	0.00	378.20	0.00
111	44121504-EN-W02	ENVELOPE, mailing, white, with window	box	2			2	867.36							0	0.00				0	0.00			0	0.00	2.00	433.68	867.36
112	44111912-ER-B01	ERASER, FELT, for blackboard/whiteboard	piece	10			10	103.00							0	0.00				0	0.00			0	0.00	10.00	10.30	103.00
113	44122118-FA-P01	FASTENER, METAL, 70mm between prongs	box	35			35	2,919.35							0	0.00	10		10	834.10			0	0.00	45.00	83.41	3753.45	
114	44111515-FO-X01	FILE ORGANIZER, expanding, plastic, 12 pockets	piece				0	0.00							0	0.00				0	0.00			0	0.00	0.00	86.04	0.00
115	44122018-FT-D01	FILE TAB DIVIDER, Bristol board, for A4	set	72			72	801.36							0	0.00	10		10	111.30			0	0.00	82.00	11.13	912.66	
116	44122018-FT-D02	FILE TAB DIVIDER, Bristol board, for legal	set	47			47	668.81							0	0.00				0	0.00			0	0.00	47.00	14.23	668.81
117	44122011-FO-F01	FOLDER, FANCY, for A4 size documents	bundle	6			6	1,622.40							0	0.00				0	0.00			0	0.00	6.00	270.40	1622.40
118	44122011-FO-F02	FOLDER, FANCY, for legal size documents	bundle	32			32	9,980.16							0	0.00				0	0.00			0	0.00	32.00	311.88	9980.16
119	44122011-FO-L01	FOLDER, L-TYPE, PLASTIC, for A4 size documents	pack	2			2	342.86							0	0.00				0	0.00			0	0.00	2.00	171.43	342.86
120	44122011-FO-L02	FOLDER, L-TYPE, PLASTIC, for legal size documents	pack	1			1	243.24							0	0.00				0	0.00			0	0.00	1.00	243.24	243.24
121	44122027-FO-P01	FOLDER, PRESSBOARD, size: 240mm x 370mm (-5mm)	box	1			1	952.64							0	0.00				0	0.00			0	0.00	1.00	952.64	952.64
122	44122011-FO-T03	FOLDER, TAGBOARD, for A4 size documents	pack	2			2	558.00							0	0.00				0	0.00			0	0.00	2.00	279.00	558.00
123	44122011-FO-T04	FOLDER, TAGBOARD, for legal size documents	pack	3			3	964.08							0	0.00	2		2	642.72			0	0.00	5.00	321.36	1606.80	
124	44122008-IT-T01	INDEX TAB, self-adhesive, transparent	box	3			3	170.04							0	0.00				0	0.00			0	0.00	3.00	56.68	170.04
125	44111515-MF-B02	MAGAZINE FILE BOX, LARGE size, made of chipboard	piece	10			10	416.00							0	0.00				0	0.00			0	0.00	10.00	41.60	416.00
126	44121716-MA-F01	MARKER, FLUORESCENT, 3 assorted colors per set	set	22			22	1,026.96							0	0.00	7		7	326.76			0	0.00	29.00	46.68	1353.72	
127	44121708-MW-B01	MARKER, whiteboard, black, felt tip, bullet type	piece	79			79	1,057.02							0	0.00	43		43	575.34			0	0.00	122.00	13.38	1632.36	
128	44121708-MW-B02	MARKER, whiteboard, blue, felt tip, bullet type	piece	79			79	1,057.02							0	0.00	43		43	575.34			0	0.00	122.00	13.38	1632.36	
129	44121708-MW-B03	MARKER, whiteboard, red, felt tip, bullet type	piece	56			56	749.28							0	0.00	25		25	334.50			0	0.00	81.00	13.38	1083.78	
130	44121708-MP-B01	MARKER, PERMANENT, bullet type, black	piece	89			89	799.22							0	0.00	29		29	260.42			0	0.00	118.00	8.98	1059.64	
131	44121708-MP-B02	MARKER, PERMANENT, bullet type, blue	piece	89			89	799.22							0	0.00	29		29	260.42			0	0.00	118.00	8.98	1059.64	
132	44121708-MP-B03	MARKER, PERMANENT, bullet type, red	piece	71			71	637.58							0	0.00	25		25	224.50			0	0.00	96.00	8.98	862.08	
133	44122104-PC-G01	PAPER CLIP, vinyl/plastic coat, length: 32mm min	box	44			44	341.44							0	0.00	15		15	116.40			0	0.00	59.00	7.76	457.84	
134	44122104-PC-G02	PAPER CLIP, vinyl/plastic coat, length: 50mm min	box	33			33	565.62							0	0.00	7		7	119.98			0	0.00	40.00	17.14	685.60	
135	44121706-PE-L01	PENCIL, lead, w/ eraser, wood cased, hardness: HB	box	38			38	790.02							0	0.00	1		1	20.79			0	0.00	39.00	20.79	810.81	
136	44122037-RB-P10	RING BINDER, plastic, 32mm, 84 rings	bundle				0	0.00							0	0.00	1		1	239.79			0	0.00	1.00	239.79	239.79	
137	44122101-RU-B01	RUBBER BAND, 70mm min lay flat length (#18)	box	4			4	438.00							0	0.00				0	0.00			0	0.00	4.00	109.50	438.00
138	44121905-SP-P01	STAMP PAD, FELT, bed dimension: 60mm x 100mm min	piece	3			3	104.85							0	0.00				0	0.00			0	0.00	3.00	34.95	104.85
139	44121612-BL-H01	CUTTER BLADE, for heavy duty cutter	piece	13			13	192.66							0	0.00				0	0.00			0	0.00	13.00	14.82	192.66
140	44121612-CU-H01	CUTTER KNIFE, for general purpose	piece	7			7	234.01							0	0.00	2		2	66.86			0	0.00	9.00	33.43	300.87	



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year						
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
141	44102202-DS-M01	DATING AND STAMPING MACHINE, heavy duty	piece	4			4	1,815.84				0	0.00				0	0.00				0	0.00	4.00	453.96	1815.84	
142	44121619-PS-M01	PENCIL SHARPENER, manual, single cutter head	piece	3			3	608.40				0	0.00				0	0.00				0	0.00	3.00	202.80	608.40	
143	44101602-PU-P01	PUNCHER, paper, heavy duty, with two hole guide	piece	5			5	659.80				0	0.00				0	0.00				0	0.00	5.00	131.96	659.80	
144	44121618-SS-S01	SCISSORS, symmetrical, blade length: 65mm min	pair	25			25	1,014.00				0	0.00				0	0.00				0	0.00	25.00	40.56	1014.00	
145	44121615-ST-S01	STAPLER, STANDARD TYPE, load cap: 200 staples min	piece	6			6	1,060.80				0	0.00				0	0.00				0	0.00	6.00	176.80	1060.80	
146	44121615-ST-B01	STAPLER, BINDER TYPE, heavy duty, desktop	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	914.16	0.00	
147	44121613-SR-P01	STAPLE REMOVER, PLIER-TYPE	piece	7			7	174.30				0	0.00				0	0.00				0	0.00	7.00	24.90	174.30	
148	44121605-TD-T01	TAPE DISPENSER, TABLE TOP, for 24mm width tape	piece	5			5	321.00				0	0.00				0	0.00				0	0.00	5.00	64.20	321.00	
149	44101602-PB-M01	BINDING AND PUNCHING MACHINE, binding cap: 50mm	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9534.72	0.00	
150	44101807-CA-C01	CALCULATOR, compact, 12 digits	unit	4			4	1,387.40				0	0.00				0	0.00				0	0.00	4.00	346.85	1387.40	
151	44101714-FX-M01	FACSIMILE MACHINE, uses thermal paper	unit	0			0	0.00				0	0.00				0	0.00				0	0.00	0.00	5642.00	0.00	
152	44101601-PT-M01	PAPER TRIMMER/CUTTING MACHINE, max paper size: B4	unit				0	0.00				0	0.00				0	0.00				0	0.00	0.00	9297.60	0.00	
153	44101603-PS-M01	PAPER SHREDDER, cutting width: 3mm-4mm (Entry Level)	unit	2			2	11,398.40				0	0.00				0	0.00				0	0.00	2.00	5699.20	11398.40	
<b>PRINTER OR FACSIMILE OR PHOTOCOPIER SUPPLIES</b>																											
154	44103109-BR-D05	DRUM CART, BROTHER DR-3455	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6947.20	0.00	
155	44103105-BR-B04	INK CART, BROTHER LC67B, Black	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	910.00	0.00	
156	44103105-BR-B05	INK CART, BROTHER LC67HYBK, Black	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1601.60	0.00	
157	44103109-BR-D06	TONER CART, BROTHER DR-451CL, high yield 3000 pag	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	6760.00	0.00	
158	44103103-BR-B16	TONER CART, BROTHER TN-456 BLACK, high yield 6500	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5080.40	0.00	
159	44103103-BR-C03	TONER CART, BROTHER TN-456 CYAN, high yield 6500	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8569.60	0.00	
160	44103103-BR-M03	TONER CART, BROTHER TN-456 MAGENTA, high yield 65	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8569.60	0.00	
161	44103103-BR-Y03	TONER CART, BROTHER TN-456 YELLOW, high yield 650	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	8569.60	0.00	
162	44103103-SA-B03	TONER CART, SAMSUNG ML-D2850B, Black	Cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	5116.80	0.00	
163	44103105-CA-C04	INK CART, CANON CL-741, Col.	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	989.04	0.00	
164	44103105-CA-C02	INK CART, CANON CL-811, Colored	cart	3			3	3,088.80				0	0.00				0	0.00				0	0.00	3.00	1029.60	3088.80	
165	44103105-CA-B04	INK CART, CANON PG-740, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	754.00	0.00	
166	44103105-CA-B02	INK CART, CANON PG-810, Black	cart	5			5	3,900.00				0	0.00				0	0.00				0	0.00	5.00	780.00	3900.00	
167	44103105-EP-B17	INK CART, EPSON C13T664100 (T6641), Black	cart	22			22	5,491.20			11	0	0.00	11	2,745.60		0	0.00				0	0.00	33.00	249.60	8236.80	
168	44103105-EP-C17	INK CART, EPSON C13T664200 (T6642), Cyan	cart	10			10	2,496.00			7	0	0.00	7	1,747.20		0	0.00				0	0.00	17.00	249.60	4243.20	
169	44103105-EP-M17	INK CART, EPSON C13T664300 (T6643), Magenta	cart	10			10	2,496.00			7	0	0.00	7	1,747.20		0	0.00				0	0.00	17.00	249.60	4243.20	
170	44103105-EP-Y17	INK CART, EPSON C13T664400 (T6644), Yellow	cart	8			8	1,996.80			5	0	0.00	5	1,248.00		0	0.00				0	0.00	13.00	249.60	3244.80	
171	44103105-HP-B40	INK CART, HP C2P04AA (HP62) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	773.76	0.00	
172	44103105-HP-T40	INK CART, HP C2P06AA (HP62) Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	950.56	0.00	
173	44103105-HP-B09	INK CART, HP C9351AA, (HP21), Black	cart	3			3	2,386.80				0	0.00				0	0.00				0	0.00	3.00	795.60	2386.80	
174	44103105-HP-T10	INK CART, HP C9352AA, (HP22), Tri-color	cart	3			3	2,761.20				0	0.00				0	0.00				0	0.00	3.00	920.40	2761.20	
175	44103105-HP-P48	INK Cartridge, HP C9397A (HP72) 69ml Photo Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.80	0.00	
176	44103105-HP-C48	INK Cartridge, HP C9398A (HP72) 69ml Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.80	0.00	
177	44103105-HP-M48	INK Cartridge, HP C9399A (HP72) 69ml Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.80	0.00	
178	44103105-HP-Y48	INK Cartridge, HP C9400A (HP72) 69ml Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.80	0.00	
179	44103105-HP-G48	INK Cartridge, HP C9401A (HP72) 69ml Gray	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1996.80	0.00	
180	44103105-HP-B48	INK Cartridge, HP C9403A (HP72) 120ml Matte Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3016.00	0.00	
181	44103105-HP-B17	INK CART, HP CC640WA, (HP60), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	789.60	0.00	
182	44103105-HP-T17	INK CART, HP CC643WA, (HP60), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	915.20	0.00	
183	44103105-HP-B35	INK CART, HP CD887AA, (HP703), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00	



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			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
184	44103105-HP-T35	INK CART, HP CD808AA, (HP703), Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
185	44103105-HX-C40	INK CART, HP CD973AA, (HP 920XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
186	44103105-HX-M40	INK CART, HP CD973AA, (HP 920XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
187	44103105-HX-Y40	INK CART, HP CD974AA, (HP 920XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	641.68	0.00
188	44103105-HX-B40	INK CART, HP CD975AA, (HP 920XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1269.84	0.00
189	44103105-HP-B20	INK CART, HP CH561WA, (HP61), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	656.24	0.00
190	44103105-HP-T20	INK CART, HP CH562WA, (HP61), Tricolor	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	821.60	0.00
191	44103105-HP-B49	INK CART, HP CH565A (HP82) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1944.80	0.00
192	44103105-HP-C49	INK CART, HP CH566A (HP82) Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.20	0.00
193	44103105-HP-M49	INK CART, HP CH567A (HP82) Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.20	0.00
194	44103105-HP-Y49	INK CART, HP CH568A (HP82) Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1539.20	0.00
195	44103105-HX-B43	INK CART, HP CN045AA, (HP950XL), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1570.40	0.00
196	44103105-HX-C43	INK CART, HP CN046AA, (HP951XL), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1165.84	0.00
197	44103105-HX-M43	INK CART, HP CN047AA, (HP951XL), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1165.84	0.00
198	44103105-HX-Y43	INK CART, HP CN048AA, (HP951XL), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1165.84	0.00
199	44103105-HP-B36	INK CART, HP CN692AA, (HP704), Black	cart	21			21	7,687.68				0	0.00	15			15	5,491.20				0	0.00	36.00	366.08	13178.88
200	44103105-HP-T36	INK CART, HP CN693AA, (HP704), Tri-color	cart	35			35	12,812.80				0	0.00	10			10	3,660.80				0	0.00	45.00	366.08	16473.60
201	44103105-HP-B33	INK CART, HP CZ107AA, (HP678), Black	cart	6			6	2,196.48				0	0.00				0	0.00				0	0.00	6.00	366.08	2196.48
202	44103105-HP-T33	INK CART, HP CZ108AA, (HP678), Tricolor	cart	6			6	2,196.48				0	0.00				0	0.00				0	0.00	6.00	366.08	2196.48
203	44103105-HP-B42	INK CART, HP CZ121A (HP685A), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	366.08	0.00
204	44103105-HP-C33	INK CART, HP CZ122A (HP685A), Cyan	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.60	0.00
205	44103105-HP-M33	INK CART, HP CZ123A (HP685A), Magenta	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.60	0.00
206	44103105-HP-Y33	INK CART, HP CZ124A (HP685A), Yellow	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	249.60	0.00
207	44103105-HP-T43	Ink Cartridge, HP F6V26AA (HP680) Tri-color	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	405.60	0.00
208	44103105-HP-B43	Ink Cartridge, HP F6V27AA (HP680) Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	405.60	0.00
209	44103105-HP-C50	Ink Cartridge, HP L0551AA (HP955) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
210	44103105-HP-M50	Ink Cartridge, HP L0554AA (HP955) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
211	44103105-HP-Y50	Ink Cartridge, HP L0557AA (HP955) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	995.75	0.00
212	44103105-HP-B50	Ink Cartridge, HP L0560AA (HP955) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	4955.60	0.00
213	44103105-HX-C48	Ink Cartridge, HP L0563AA (HP955XL) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
214	44103105-HX-M48	Ink Cartridge, HP L0566AA (HP955XL) Magenta Origin	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
215	44103105-HX-Y48	Ink Cartridge, HP L0569AA (HP955XL) Yellow Origina	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1212.64	0.00
216	44103105-HX-B48	Ink Cartridge, HP L0572AA (HP955XL) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1644.24	0.00
217	44103105-HP-C51	Ink Cartridge, HP T6L89AA (HP905) Cyan Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00
218	44103105-HP-M51	Ink Cartridge, HP T6L93AA (HP905) Magenta Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00
219	44103105-HP-Y51	Ink Cartridge, HP T6L97AA (HP905) Yellow Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	453.62	0.00
220	44103105-HP-B51	Ink Cartridge, HP T6M01AA (HP905) Black Original	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	741.28	0.00
221	44103112-EP-R05	RIBBON CART, EPSON C135015516 (#8750), Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	77.43	0.00
222	44103112-EP-R07	RIBBON CART, EPSON C135015531 (S015086), Black	cart	6			6	4,417.92				0	0.00	6			6	4,417.92				0	0.00	12.00	736.32	8835.84
223	44103112-EP-R13	RIBBON CART, EPSON C135015532, Black, forLX-310	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	77.94	0.00
224	44103103-BR-B03	TONER CART, BROTHER TN-2025, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2685.28	0.00
225	44103103-BR-B04	TONER CART, BROTHER TN-2130, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	1892.80	0.00
226	44103103-BR-B05	TONER CART, BROTHER TN-2150, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	2685.28	0.00
227	44103103-BR-B09	TONER CART, BROTHER TN-3320, Black	cart				0	0.00				0	0.00				0	0.00				0	0.00	0.00	3567.20	0.00



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year						
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT		
228	44103103-BR-B11	TONER CART, BROTHER TN-3350, Black, for HL5450DN	cart				0	0.00							0	0.00					0	0.00	0.00	5002.40	0.00		
229	44103103-HP-B12	TONER CART, HP CB435A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	3380.00	0.00		
230	44103103-HP-B14	TONER CART, HP CB540A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	3337.36	0.00		
231	44103103-HP-B18	TONER CART, HP CE255A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	7332.00	0.00		
232	44103103-HP-B21	TONER CART, HP CE278A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	3952.00	0.00		
233	44103103-HP-B22	TONER CART, HP CE285A (HP85A), Black	cart				0	0.00							0	0.00					0	0.00	0.00	3432.00	0.00		
234	44103103-HP-B23	TONER CART, HP CE310A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	2360.80	0.00		
235	44103103-HP-C23	TONER CART, HP CE311A, Cyan	cart				0	0.00							0	0.00					0	0.00	0.00	2542.80	0.00		
236	44103103-HP-Y23	TONER CART, HP CE312A, Yellow	cart				0	0.00							0	0.00					0	0.00	0.00	2542.80	0.00		
237	44103103-HP-M23	TONER CART, HP CE313A, Magenta	cart				0	0.00							0	0.00					0	0.00	0.00	2542.80	0.00		
238	44103103-HP-B24	TONER CART, HP CE320A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	2916.16	0.00		
239	44103103-HP-C24	TONER CART, HP CE321A, Cyan	cart				0	0.00							0	0.00					0	0.00	0.00	3072.16	0.00		
240	44103103-HP-Y24	TONER CART, HP CE322A, Yellow	cart				0	0.00							0	0.00					0	0.00	0.00	3072.16	0.00		
241	44103103-HP-M24	TONER CART, HP CE323A, Magenta	cart				0	0.00							0	0.00					0	0.00	0.00	3072.16	0.00		
242	44103103-HP-B25	TONER CART, HP CE390A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	7856.16	0.00		
243	44103103-HP-B26	TONER CART, HP CE400A, Black	cart				0	0.00							0	0.00					0	0.00	0.00	6900.40	0.00		
244	44103103-HP-C26	TONER CART, HP CE401A, Cyan	cart				0	0.00							0	0.00					0	0.00	0.00	10193.04	0.00		
245	44103103-HP-Y26	TONER CART, HP CE402A, Yellow	cart				0	0.00							0	0.00					0	0.00	0.00	10193.04	0.00		
246	44103103-HP-M26	TONER CART, HP CE403A, Magenta	cart				0	0.00							0	0.00					0	0.00	0.00	10193.04	0.00		
247	44103103-HP-B27	TONER CART, HP CE410A (HP305), Black	cart				0	0.00							0	0.00					0	0.00	0.00	4201.60	0.00		
248	44103103-HP-C27	TONER CART, HP CE411A (HP305), Cyan	cart				0	0.00							0	0.00					0	0.00	0.00	6011.20	0.00		
249	44103103-HP-Y27	TONER CART, HP CE412A (HP305), Yellow	cart				0	0.00							0	0.00					0	0.00	0.00	6011.20	0.00		
250	44103103-HP-M27	TONER CART, HP CE413A (HP305), Magenta	cart				0	0.00							0	0.00					0	0.00	0.00	6011.20	0.00		
251	44103103-HP-B28	TONER CART, HP CE505A, Black	cart	3			3	13,400.40							0	0.00	3				3	13,400.40	0	0.00	6.00	4466.80	26900.80
252	44103103-HX-B28	TONER CART, HP CE505X, Black, high cap	cart				0	0.00							0	0.00					0	0.00	0.00	7332.00	0.00	0.00	
253	44103103-HP-B52	Toner Cartridge, HP CF217A (HP17A) Black LaserJet	cart				0	0.00							0	0.00					0	0.00	0.00	3044.01	0.00	0.00	
254	44103103-HP-B53	Toner Cartridge, HP CF226A (HP26A) Black LaserJet	cart				0	0.00							0	0.00					0	0.00	0.00	5787.60	0.00	0.00	
255	44103103-HP-B55	Toner Cartridge, HP CF280A, LaserJet Pro M401/M425	cart				0	0.00							0	0.00					0	0.00	0.00	5200.00	0.00	0.00	
256	44103103-HP-B51	HP Toner CF280XC	cart				0	0.00							0	0.00					0	0.00	0.00	7112.56	0.00	0.00	
257	44103103-HP-B56	Toner Cartridge, HP CF281A (HP81A) Black LaserJet	cart				0	0.00							0	0.00					0	0.00	0.00	8606.00	0.00	0.00	
258	44103103-HP-B57	Toner Cartridge, HP CF283A (HP83A) LaserJet Black	cart				0	0.00							0	0.00					0	0.00	0.00	3241.70	0.00	0.00	
259	44103103-HX-B51	Toner Cartridge, HP CF283XC (HP83X) Blik Contract L	cart				0	0.00							0	0.00					0	0.00	0.00	4056.00	0.00	0.00	
260	44103103-HP-B58	Toner Cartridge, HP CF287A (HP87) black	cart				0	0.00							0	0.00					0	0.00	0.00	10051.00	0.00	0.00	
261	44103103-HX-B52	Toner Cartridge, HP CF325XC (HP25X) Black LaserJet	cart				0	0.00							0	0.00					0	0.00	0.00	13156.00	0.00	0.00	
262	44103103-HP-B60	Toner Cartridge, HP CF390A Black LJ	cart				0	0.00							0	0.00					0	0.00	0.00	2901.60	0.00	0.00	
263	44103103-HP-C60	Toner Cartridge, HP CF351A Cyan LJ	cart				0	0.00							0	0.00					0	0.00	0.00	2953.60	0.00	0.00	
264	44103103-HP-Y60	Toner Cartridge, HP CF352A Yellow LJ	cart				0	0.00							0	0.00					0	0.00	0.00	2953.60	0.00	0.00	
265	44103103-HP-M60	Toner Cartridge, HP CF353A Magenta LJ	cart				0	0.00							0	0.00					0	0.00	0.00	2953.60	0.00	0.00	
266	44103103-HP-B61	Toner Cartridge, HP CF360A (HP508A) Black LaserJet	cart				0	0.00							0	0.00					0	0.00	0.00	7056.40	0.00	0.00	
267	44103103-HP-C61	Toner Cartridge, HP CF361A (HP508A) Cyan LaserJet	cart				0	0.00							0	0.00					0	0.00	0.00	8846.24	0.00	0.00	
268	44103103-HP-Y61	Toner Cartridge, HP CF362A (HP508A) Yellow LaserJe	cart				0	0.00							0	0.00					0	0.00	0.00	8846.24	0.00	0.00	
269	44103103-HP-M61	Toner Cartridge, HP CF363A (HP508A) Magenta LaserJ	cart				0	0.00							0	0.00					0	0.00	0.00	8846.24	0.00	0.00	
270	44103103-HP-B62	Toner Cartridge, HP CF400A (HP201A) Black LaserJet	cart				0	0.00							0	0.00					0	0.00	0.00	3429.78	0.00	0.00	
271	44103103-HP-C62	Toner Cartridge, HP CF401A (HP201A) Cyan LaserJet	cart				0	0.00							0	0.00					0	0.00	0.00	4043.83	0.00	0.00	



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			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT
272	44103103-HP-Y62 Toner Cartridge, HP CF402A (HP201A) Yellow LaserJet	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	4043.83	0.00		
273	44103103-HP-M62 Toner Cartridge, HP CF403A (HP201A) Magenta LaserJet	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	4043.83	0.00		
274	44103103-HP-B63 Toner Cartridge, HP CF410A (HP410A) black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	4440.80	0.00		
275	44103103-HX-B54 Toner Cartridge, HP CF410XC (HP410XC) black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	7441.20	0.00		
276	44103103-HP-C63 Toner Cartridge, HP CF411A (HP410A) cyan	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	5616.00	0.00		
277	44103103-HX-C54 Toner Cartridge, HP CF411XC (HP410XC) cyan	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	7472.40	0.00		
278	44103103-HP-Y63 Toner Cartridge, HP CF412A (HP410A) yellow	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	5616.00	0.00		
279	44103103-HX-Y54 Toner Cartridge, HP CF412XC (HP410XC) yellow	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	7472.40	0.00		
280	44103103-HP-M63 Toner Cartridge, HP CF413A (HP410A) magenta	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	5616.00	0.00		
281	44103103-HX-M54 Toner Cartridge, HP CF413XC (HP410XC) magenta	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	7472.40	0.00		
282	44103103-HP-B34 TONER CART, HP Q2612A, Black	cart	2			2	7,800.00				0	0.00			0	0.00			0	0.00	2.00	3900.00	7800.00		
283	44103103-HP-B48 TONER CART, HP Q7553A, Black	cart	2			2	8,798.40				0	0.00	2		2	8,798.40			0	0.00	4.00	4399.20	17596.80		
284	44103103-SA-B06 TONER CART, SAMSUNG MLT-D101S, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	3406.00	0.00		
285	44103103-SA-B07 TONER CART, SAMSUNG MLT-D103S, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	2350.40	0.00		
286	44103103-SA-B08 TONER CART, SAMSUNG MLT-D104S, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	2454.40	0.00		
287	44103103-SA-B09 TONER CART, SAMSUNG MLT-D105L, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	3380.00	0.00		
288	44103103-SA-B14 TONER CART, SAMSUNG MLT-D108S, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	2875.58	0.00		
289	44103103-SA-B21 TONER CART, SAMSUNG MLT-D203E, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	7259.20	0.00		
290	44103103-SA-B18 TONER CART, SAMSUNG MLT-D203L, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	2458.00	0.00		
291	44103103-SA-B20 TONER CART, SAMSUNG MLT-D203U, black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	6442.80	0.00		
292	44103103-SA-B12 TONER CART, SAMSUNG MLT-D205E, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	7321.14	0.00		
293	44103103-SA-B05 TONER CART, SAMSUNG MLT-D205L, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	3962.24	0.00		
294	44103103-SA-B10 TONER CART, SAMSUNG SCX-D6555A, Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	4066.40	0.00		
295	44103103-BR-B15 TONER CART, BROTHER TN-3478 Black	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	6370.00	0.00		
296	44103103-CA-B00 TONER CART, CANON CRG 324 II	cart				0	0.00				0	0.00			0	0.00			0	0.00	0.00	13399.36	0.00		
<b>AUDIO AND VISUAL EQUIPMENT AND SUPPLIES</b>																									
297	45121517-DO-C02 DOCUMENT CAMERA	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	23623.60	0.00		
298	45111609-MM-P01 MULTIMEDIA PROJECTOR, 4000 min ANSI Lumens	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	17472.00	0.00		
<b>FLAG OR ACCESSORIES</b>																									
299	55121905-PH-F01 PHILIPPINE NATIONAL FLAG, 100% polyester	piece				0	0.00				0	0.00			0	0.00			0	0.00	0.00	284.84	0.00		
<b>PRINTED PUBLICATIONS</b>																									
300	55101524-RA-H01 HANDBOOK (RA 9184), 7th Edition	book	2			2	74.42				0	0.00			0	0.00			0	0.00	2.00	37.21	74.42		
<b>FIRE FIGHTING EQUIPMENT</b>																									
301	46191601-FE-M01 FIRE EXTINGUISHER, DRY CHEMICAL, 4.5lbs	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	1144.00	0.00		
302	46191601-FE-H01 FIRE EXTINGUISHER, PURE HCFC 123, 4.5lbs	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	5613.25	0.00		
<b>CONSUMER ELECTRONICS</b>																									
303	52161535-DV-R01 DIGITAL VOICE RECORDER, memory: 4GB (expandable)	unit	2			2	12,831.28				0	0.00			0	0.00			0	0.00	2.00	6415.64	12831.28		
<b>FURNITURE AND FURNISHINGS</b>																									
304	56101504-CH-B01 CHAIR, monobloc, beige, with backrest, w/o armrest	piece				0	0.00				0	0.00			0	0.00			0	0.00	0.00	303.68	0.00		
305	56101504-CH-W01 CHAIR, monobloc, white, with backrest, w/o armrest	piece				0	0.00				0	0.00			0	0.00			0	0.00	0.00	301.60	0.00		
306	56101519-TM-S01 TABLE, MONOBLOC, WHITE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	1336.40	0.00		
307	56101519-TM-S02 TABLE, MONOBLOC, BEIGE, 889 x 889mm (35" x 35")min	unit				0	0.00				0	0.00			0	0.00			0	0.00	0.00	1315.60	0.00		
<b>ARTS AND CRAFTS EQUIPMENT AND ACCESSORIES AND SUPPLIES</b>																									



	Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year					
				Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
308	60121413-CB-P01	CLEARBOOK, 20 transparent pockets, for A4 size	piece	10			10	397.80				0	0.00				0	0.00				0	0.00	10.00	39.78	397.80	
309	60121413-CB-P02	CLEARBOOK, 20 transparent pockets, for LEGAL size	piece	4			4	169.52				0	0.00	1			1	42.38				0	0.00	5.00	42.38	211.90	
310	60121534-ER-P01	ERASER, PLASTIC/RUBBER, for pencil draft/writing	piece	19			19	83.98				0	0.00	2			2	8.84				0	0.00	21.00	4.42	92.82	
311	60121524-SP-G01	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	piece	28			28	969.08				0	0.00	18			18	622.98				0	0.00	46.00	34.61	1592.06	
312	60121524-SP-G02	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	piece	137			137	4,741.57				0	0.00	58			58	2,007.38				0	0.00	195.00	34.61	6748.95	
313	60121524-SP-G03	SIGN PEN, RED, liquid/gel ink, 0.5mm needle tip	piece	13			13	449.93				0	0.00	3			3	103.83				0	0.00	16.00	34.61	553.76	
314	60121124-WR-P01	WRAPPING PAPER, kraft, 65gsm (-5%)	pack				0	0.00				0	0.00				0	0.00				0	0.00	0.00	154.84	0.00	
<b>SOFTWARE</b>																											
1	43231513-SFT-001	Business function specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
2	43231602-SFT-002	Finance accounting and enterprise resource planning ERP software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
3	43232004-SFT-003	Computer game or entertainment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
4	43232107-SFT-004	Content authoring and editing software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
5	43232202-SFT-005	Content management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
6	43232304-SFT-006	Data management and query software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
7	43232402-SFT-007	Development software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
8	43232505-SFT-008	Educational or reference software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
9	43232603-SFT-009	Industry specific software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
10	43232701-SFT-010	Network applications software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
11	43232802-SFT-011	Network management software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
12	43232905-SFT-012	Networking software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
13	43233004-SFT-013	Operating environment software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
14	43233205-SFT-014	Security and protection software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
15	43233405-SFT-015	Utility and device driver software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
16	43233501-SFT-016	Information exchange software	license				0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>PART II. OTHER ITEMS NOT AVAILABLE AT PS BUT REGULARLY PURCHASED FROM OTHER SOURCES (Note: Please indicate price of items)</b>																											
<b>Common Electrical Supplies</b>																											
1	40101701-AC-W01	Air Conditioning Unit, Window Inverter Type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
2	40101701-AC-S01	Air Conditioning Unit, Split Type					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
3							0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Common Office Equipment</b>																											
1		printer, 3 in 1 (printer, copier and scanner)	piece	1			1	7,595.00				0	0.00				0	0.00				0	0.00	1.00	7595.00	7595.00	
<b>Common Office Supplies</b>																											
1		Ballpen, retractable, blue	box	1			1	250.00				0	0.00				0	0.00				0	0.00	1.00	250.00	250.00	
2		Dishwashing Liquid, 1L, Joy	bottle	5			5	750.00				0	0.00				0	0.00				0	0.00	5.00	150.00	750.00	
3		Self Lock Plastic Bag #6	pack	3			3	705.00				0	0.00				0	0.00				0	0.00	3.00	235.00	705.00	
4		Self Lock Plastic Bag #8	pack	3			3	960.00				0	0.00				0	0.00				0	0.00	3.00	320.00	960.00	
5		Facial Tissue	box	5			5	500.00				0	0.00	5			5	500.00				0	0.00	10.00	100.00	1000.00	
6		All Purpose 80gsm (A4) - as per sample	ream	10			10	2,000.00				0	0.00	5			5	1,000.00				0	0.00	15.00	200.00	3000.00	
7		All Purpose 80gsm (Legal) - as per sample	ream				0	0.00				0	0.00	5			5	1,500.00				0	0.00	5.00	300.00	1500.00	
8		Signpen blue - as per sample	box	1			1	700.00				0	0.00	1			1	700.00				0	0.00	2.00	700.00	1400.00	
9		Folder Tagboard for legal documents - as per sample	pack	1			1	200.00				0	0.00				0	0.00				0	0.00	1.00	200.00	200.00	
10		File box - as per sample	box	10			10	700.00				0	0.00				0	0.00				0	0.00	10.00	70.00	700.00	
11		Tissue 2PLY - as per sample	pack	3			3	465.00				0	0.00				0	0.00				0	0.00	3.00	155.00	465.00	
12		SIGN PEN, liquid ink, Hi-Tech Point 0.7mm, retractable - as per sample	piece	6			6	327.00				0	0.00	6			6	327.00				0	0.00	12.00	54.50	654.00	



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			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4
13	SIGN PEN, gel ink, 0.3mm needle point - as per sample	piece	5			5	90.00				0	0.00	5			5	90.00			0	0.00	10.00	18.00	180.00
14	GLUE, all purpose, 100ml - as per sample	bottle	1			1	124.50				0	0.00				0	0.00			0	0.00	1.00	124.50	124.50
15	Paper Clip, No. 3- 33mm - as per sample	box	2			2	37.00				0	0.00				0	0.00			0	0.00	2.00	18.50	37.00
16	Push pins - as per sample	box	2			2	83.00				0	0.00				0	0.00			0	0.00	2.00	41.50	83.00
17	MY GEL 0.5 LIQUID/GEL INK BLACK - as per sample	box	1			1	300.00				0	0.00				0	0.00			0	0.00	1.00	300.00	300.00
18	MY GEL 0.5 LIQUID/GEL INK BLUE - as per sample	box	1			1	300.00				0	0.00				0	0.00			0	0.00	1.00	300.00	300.00
19	Photo Paper - as per sample	piece	10			10	150.00				0	0.00	10			10	150.00			0	0.00	20.00	15.00	300.00
20	SCHNEIDERSIGN PEN 0.5 - as per sample	box	1			1	780.00				0	0.00				0	0.00			0	0.00	1.00	780.00	780.00
21	NOTE PAD, (3"x3"), 100 sheets/pad - as per sample	pad	1			1	50.00				0	0.00				0	0.00			0	0.00	1.00	50.00	50.00
22	DATA FILE FOLDER, 76mm x 230mm x 380mm	piece	10			10	772.00				0	0.00	5			5	386.00			0	0.00	15.00	77.20	1158.00
23	MECHANICAL PEN	piece	5			5	2,500.00				0	0.00				0	0.00			0	0.00	5.00	500.00	2500.00
24	BALLPEN, blue	box	10			10	2,500.00				0	0.00	10			10	2,500.00			0	0.00	20.00	250.00	5000.00
25	TAPE, DOUBLE ADHESIVE	roll				0	0.00				0	0.00	5			5	450.00			0	0.00	5.00	90.00	450.00
26	CORKBOARD with frame, 2ft x 3ft	piece	2			2	2,400.00				0	0.00				0	0.00			0	0.00	2.00	1200.00	2400.00
27	CORKBOARD with frame, 4ft x 3ft	piece	1			1	3,500.00				0	0.00				0	0.00			0	0.00	1.00	3500.00	3500.00
28	STAPLE WIRE, standard, # 35 - as per sample	box	1			1	25.00				0	0.00	1			1	25.00			0	0.00	2.00	25.00	50.00
29	Ball Point Pen (black), BP-5 Fine	piece	20			20	900.00				0	0.00				0	0.00			0	0.00	20.00	45.00	900.00
30	Sign Pen (blue), 0.7mm	piece	30			30	2,400.00				0	0.00				0	0.00			0	0.00	30.00	80.00	2400.00
31	RING BINDER, PLASTIC, 8mm X 1.12 m	Bundle	2			2	500.00				0	0.00				0	0.00			0	0.00	2.00	250.00	500.00
32	RING BINDER, PLASTIC, 6mm X 1.12 m	Bundle	2			2	560.00				0	0.00				0	0.00			0	0.00	2.00	280.00	560.00
33	Folder, Expandable, Blue, A4	Pack	2			2	480.00				0	0.00				0	0.00			0	0.00	2.00	240.00	480.00
34	Id jacket 14x9.5 cm with clip	piece	20			20	532.00				0	0.00				0	0.00			0	0.00	20.00	20.00	400.00
35	record book, heavy duty	piece	5			5	350.00				0	0.00				0	0.00			0	0.00	5.00	380.00	1750.00
36	plastic storage box, 20L transparent	piece	4			4	199.75				0	0.00				0	0.00			0	0.00	4.00	199.75	799.00
37	door mat rubber	piece	2			2	50.00				0	0.00				0	0.00			0	0.00	2.00	100.00	200.00
38	battery, lithium cell LR44, 5 pieces per blister pack	pack	10			10	1,500.00				0	0.00				0	0.00			0	0.00	10.00	130.00	1300.00
39	certificate paper blue, galassia coloured parcment 90 gsm	ream	2			2	500.00				0	0.00				0	0.00			0	0.00	2.00	1000.00	2000.00
40	id jacket	piece	120			120	1,800.00				0	0.00				0	0.00			0	0.00	120.00	20.00	2400.00
41	marker, permanent, broad tip, black	piece	12			12	672.00				0	0.00				0	0.00			0	0.00	12.00	20.00	240.00
42	marker, permanent, broad tip, blue	piece	12			12	672.00				0	0.00				0	0.00			0	0.00	12.00	20.00	240.00
43	Folder, pressboard with punch hole, color: blue, size legal	box	2			2	1,000.00				0	0.00				0	0.00			0	0.00	2.00	500.00	1000.00
44	marker, whiteboard broad tip, black	piece	12			12	672.00				0	0.00				0	0.00			0	0.00	12.00	20.00	240.00
45	folder, pressboard, with punch hole, color green, size legal	box	2			2	500.00				0	0.00				0	0.00			0	0.00	2.00	500.00	1000.00
46	spiral ring binder, 1/2	Piece	10			10	13.00				0	0.00				0	0.00			0	0.00	10.00	13.00	130.00
47	double loop binding wire, size 7/20, 34 loops	piece	500			500	9.00				0	0.00				0	0.00			0	0.00	500.00	9.00	4500.00
48	Highlighter pens	Unit	15			15	375.00				0	0.00				0	0.00			0	0.00	15.00	25.00	375.00
49	Balipen Red, Retractable	PC	12			12	300.00				0	0.00				0	0.00			0	0.00	12.00	25.00	300.00
50	Carbon Paper	PACK	1			1	439.00				0	0.00				0	0.00			0	0.00	1.00	439.00	439.00
51	Newspprint A4, Groundwood	REAM	12			12	1,620.00				0	0.00				0	0.00			0	0.00	12.00	135.00	1620.00
52	Pentel Pen, Black	PC	5			5	50.00				0	0.00				0	0.00			0	0.00	5.00	10.00	50.00
53	Pentel Pen, Blue	PC	5			5	50.00				0	0.00				0	0.00			0	0.00	5.00	10.00	50.00
54	Continuous Form 215x289, 3 ply carbonized	BOX	4			4	4,000.00				0	0.00				0	0.00			0	0.00	4.00	1000.00	4000.00
55	Double-Sided Tape, Tissue 18mmx10m B-roll	roll	2			2	100.00				0	0.00	2			2	100.00			0	0.00	4.00	50.00	200.00
56	Folder, Expanding, Heavy Duty, Green, Legal	box	1			1	1,500.00				0	0.00				0	0.00			0	0.00	1.00	1500.00	1500.00



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			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
57	Glue Multi Purpose, 130g	bottle	1			1	37.00				0	0.00				0	0.00				0	0.00	1.00	37.00	37.00	
58	Record Box (Heavy Duty)	pc	5			5	350.00				0	0.00	5			5	350.00				0	0.00	10.00	70.00	700.00	
59	Paper, 80gsm 216mmx279mm	ream	4			4	1,272.00				0	0.00	4			4	1,272.00				0	0.00	8.00	318.00	2544.00	
60	Correction Fluid	pc	3			3	135.00				0	0.00				0	0.00				0	0.00	3.00	45.00	135.00	
61	Ad-Rite Ribbon (for electrical calculator)	pc				0	0.00				0	0.00	2			2	240.00				0	2.00	2.00	120.00	240.00	
62	FOLDER, PRESSBOARD, Long, Heavy Duty, Green	pc				0	0.00				0	0.00	50			50	1,000.00				0	50.00	50.00	20.00	1000.00	
63	Laminating Film, 250 microns, 100s	packs	2			2	800.00				0	0.00	2			2	800.00				0	4.00	4.00	400.00	1600.00	
64	Binder Clip, Black, 1/2"	packs	5			5	250.00				0	0.00				0	0.00				0	5.00	5.00	50.00	250.00	
65	Record Box, Heavy Duty,	packs	30			30	2,400.00				0	0.00	30			30	2,400.00				0	60.00	60.00	80.00	4800.00	
66	Document Bag	pc	1			1	600.00				0	0.00				0	0.00				0	1.00	1.00	600.00	600.00	
67	Sticker Paper, A4, Matte, 105gsm, 100's/pack	pack	2			2	600.00				0	0.00				0	0.00				0	2.00	2.00	300.00	600.00	
68	Wall Clock	pc	2			2	1,400.00				0	0.00				0	0.00				0	2.00	2.00	700.00	1400.00	
69	Highlighter, Fluorescent Yellow	pc	3			3	120.00				0	0.00				0	0.00				0	3.00	3.00	40.00	120.00	
70	Double Adhesive Foam Tape, 3M, Heavy Duty	Roll	3			3	600.00				0	0.00				0	0.00				0	3.00	3.00	200.00	600.00	
71	ID Cards, PVC, 100s	box	3			3	900.00				0	0.00				0	0.00				0	3.00	3.00	300.00	900.00	
72	Japanese Screw Punch, with bits	pc	1			1	600.00				0	0.00				0	0.00				0	1.00	1.00	600.00	600.00	
73	Ground Wood A4	Ream	5			5	600.00				0	0.00	5			5	600.00				0	0.00	10.00	120.00	1200.00	
74	File Folder, Short, Side hole, Royal Blue	pcs	8			6	1,080.00				0	0.00				0	0.00				0	0.00	6.00	180.00	1080.00	
75	DOCUMENT BOX (CORRUGATED)	PC	2			2	140.00				0	0.00				0	0.00				0	0.00	2.00	70.00	140.00	
76	P.O. FORMS (AS PER LAYOUT)	REAM	5			5	2,500.00				0	0.00				0	0.00				0	0.00	5.00	500.00	2500.00	
77	Groundwood, A4	ream	15			15	2,250.00				0	0.00				0	0.00				0	0.00	15.00	150.00	2250.00	
78	FOLDER, PRESSBOARD with TAB, LEGAL	box	1			1	965.00				0	0.00				0	0.00				0	0.00	1.00	965.00	965.00	
79	12 inch Transparent Plastic Ruler	piece	3			3	24.00				0	0.00				0	0.00				0	0.00	3.00	8.00	24.00	
<b>Common Janitorial Supplies</b>																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Office Equipment and Accessories</b>																										
1	Office/Computer Chair, ergonomic	unit	5			5	20,000.00				0	0.00				0	0.00				0	0.00	5.00	4000.00	20000.00	
2	STEEL CABINET with glass door	unit	1			1	13,000.00				0	0.00				0	0.00				0	0.00	1.00	13000.00	13000.00	
3	Webcam USB Cable Type	Piece	6			6	6,000.00				0	0.00				0	0.00				0	0.00	6.00	1000.00	6000.00	
4	Headset Usb Cable Type	Piece	8			8	4,000.00				0	0.00				0	0.00				0	0.00	8.00	500.00	4000.00	
<b>Office Supplies</b>																										
1	DVD-RW, 4.5 GB	Piece	20			20	1,050.00				0	0.00				0	0.00				0	0.00	20.00	52.50	1050.00	
2						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Audio and visual presentation and composing equipment</b>																										
1	52161505-TV-S01 SMART Television					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
2	52161520-MC-M01 Microphone					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
3	52161512-SP-K01 Speakers					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
4	32101514-AM-P01 Amplifier					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
5	52161517-EQ-B01 Equalizer					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Photographic or filming or video equipment</b>																										
1	45171615-HD-C01 HD Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
2	45121504-DS-C01 DSLR Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
3	45121516-VH-C01 HD Video Camera					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year					
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4	Q4 AMOUNT	
4	45121506-VC-001 Video Conference Equipment					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Cleaning Equipment and Supplies</b>																										
1	DISINFECTANT SPRAY, aerosol type, 170g - as per sample	can	2			2	433.64				0	0.00	2			2	433.64				0	0.00	4.00	216.82	867.28	
2	AIR FRESHENER (raspberry) - as per sample	can	2			2	600.00				0	0.00	2			2	600.00				0	0.00	4.00	300.00	1200.00	
3	Liquid Hand Soap - as per sample	gallon	1			1	200.00				0	0.00	1			0	0.00				0	0.00	1.00	200.00	200.00	
4	WOOD CLEANER SPRAY - as per sample	bottle	1			1	296.41				0	0.00				0	0.00				0	0.00	1.00	296.41	296.41	
5	Lysol - as per sample	can	1			1	250.00				0	0.00	1			1	250.00				0	0.00	2.00	250.00	500.00	
7	DISINFECTANT Spray, net content, 500ml (-5ml)	can	11			11	3,300.00				0	0.00	10			10	3,000.00				0	0.00	21.00	300.00	6300.00	
8	TOILET TISSUE PAPER 2-plys sheets, 150 pulls	pack	12			12	1,048.80				0	0.00	12			12	1,048.80				0	0.00	24.00	87.40	2097.60	
9	FEATHER DUSTER	piece	2			2	97.48				0	0.00				0	0.00				0	0.00	2.00	48.74	97.48	
10	Black Latex Coated Work Gloves- size 9	pair	1			1	300.00				0	0.00				0	0.00				0	0.00	1.00	300.00	300.00	
11	Black Latex Coated Work Gloves- size 9	pair	1			1	300.00				0	0.00				0	0.00				0	0.00	1.00	300.00	300.00	
12	Black Latex Coated Work Gloves- size 6	pair	1			1	300.00				0	0.00				0	0.00				0	0.00	1.00	300.00	300.00	
<b>Paper Materials and Products</b>																										
1	PAPER, NEWSPRINT, A4 size	ream	5			5	750.00				0	0.00	4			4	600.00				0	0.00	9.00	150.00	1350.00	
2	EXPANDED COLORED PAPER, pressboard, legal size	piece	100			100	1,400.00				0	0.00				0	0.00				0	0.00	100.00	14.00	1400.00	
3	MULTICOLORED PAPER, long	ream				0	0.00				0	0.00	1			1	350.00				0	0.00	1.00	350.00	350.00	
4	STICKER PAPER, matte, A4	pack				0	0.00				0	0.00	8			8	320.00				0	0.00	8.00	40.00	320.00	
<b>Lighting and fixtures and accessories</b>																										
1	39112102-LB-B01 LED bulb					0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Electrical equipment and components and supplies</b>																										
1	1.75M Cord Heavy Duty 6 Outlets Individual Switches Extension Cord Voltage Surge Protector	piece	1			1	650.00				0	0.00				0	0.00				0	0.00	1.00	650.00	650.00	
<b>Computer Supplies</b>																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Common ICT Equipment</b>																										
1	Wireless Pointing Device / Laser Pointer	Unit	1			1	300.00				0	0.00				0	0.00				0	0.00	1.00	300.00	300.00	
2	UNINTERRUPTIBLE POWER SUPPLY (UPS)	Unit				0	0.00				0	0.00	1			1	6,900.00				0	0.00	1.00	6900.00	6900.00	
3	Printer with Refill Tank System, Print, Scan & Copy with Built in Wireless. Seamless Multipage Scan & Copy (Auto Document Feeder)	Unit	1			1	8,000.00				0	0.00				0	0.00				0	0.00	1.00	8000.00	8000.00	
<b>OTHER SOFTWARE</b>																										
1						0	0.00				0	0.00				0	0.00				0	0.00	0.00	0.00	0.00	
<b>Consumables</b>																										
1	Epson 774 Black Pigment Ink, 140mL	bottle	1			1	2,000.00				0	0.00				0	0.00				0	0.00	1.00	2000.00	2000.00	
2	Epson C13T00V100 Black Genuine Ink Bottle (003), Black	bottle	2			2	490.00				0	0.00	2			2	490.00				0	0.00	4.00	245.00	980.00	
3	Epson C13T00V100 Black Genuine Ink Bottle (003), Magenta	bottle	2			2	490.00				0	0.00	1			1	245.00				0	0.00	3.00	245.00	735.00	
4	Epson C13T00V100 Black Genuine Ink Bottle (003), Cyan	bottle	2			2	490.00				0	0.00	1			1	245.00				0	0.00	3.00	245.00	735.00	
5	Epson C13T00V100 Black Genuine Ink Bottle (003), Yellow	bottle	2			2	490.00				0	0.00	1			1	245.00				0	0.00	3.00	245.00	735.00	
6	EPSON 003 yellow - as per sample	bottle	2			2	500.00				0	0.00	1			1	250.00				0	0.00	3.00	250.00	750.00	
7	EPSON 003 black - as per sample	bottle	2			2	500.00				0	0.00	1			1	250.00				0	0.00	3.00	250.00	750.00	
8	EPSON 003 cyan - as per sample	bottle	2			2	500.00				0	0.00	1			1	250.00				0	0.00	3.00	250.00	750.00	
9	EPSON 003 magenta - as per sample	bottle	2			2	500.00				0	0.00	1			1	250.00				0	0.00	3.00	250.00	750.00	
10	printer ink, hp color laserjet 2055 dn	box	1			1	2,885.92				0	2,885.92				0	0.00				0	0.00	1.00	2885.92	2885.92	
11	Riso, black	tube	2			2	1,790.00				0	0.00				0	0.00				0	0.00	2.00	1790.00	3580.00	
12	Riso, blue	tube	2			2	1,690.00				0	0.00				0	0.00				0	0.00	2.00	1690.00	3380.00	
13	Riso master	tube	2			2	4,800.00				0	0.00				0	0.00				0	0.00	2.00	2400.00	4800.00	



Item #	Item & Specifications	Unit of Measure	Monthly Quantity Requirement																Total Quantity for the year	Price Catalogue	Total Amount for the year			
			Jan	Feb	Mar	Q1	Q1 AMOUNT	April	May	June	Q2	Q2 AMOUNT	July	Aug	Sept	Q3	Q3 AMOUNT	Oct				Nov	Dec	Q4
14	epson c1300v100 black genuine ink bottle (003) for epson L3110	bottle	3			3	245.00				0	0.00	1			1	245.00			0	0.00	4.00	245.00	980.00
15	epson c1300v200 cyan genuine ink bottle (003) for epson L3110	bottle	3			3	275.00				0	0.00	1			1	275.00			0	0.00	4.00	275.00	1100.00
16	epson c1300v200 magenta genuine ink bottle (003) for epson L3110	bottle	3			3	275.00				0	0.00	1			1	275.00			0	0.00	4.00	275.00	1100.00
17	epson c1300v400 yellow genuine ink bottle (003) for epson L3110	bottle	3			3	275.00				0	0.00				0	0.00			0	0.00	3.00	275.00	825.00
18	toner cartridge, hp Q7553C, black	piece	2			2	8,400.00				0	0.00				0	0.00			0	0.00	2.00	2800.00	5600.00
19	toner cart, hp CE505A, black	piece	2			2	2,800.00				0	0.00				0	0.00			0	0.00	2.00	5600.00	11200.00
20	Ink Bottles for Continuous Printer (Cyan, Magenta, Yellow, Black)	Set	2			2	1,200.00	2			2	0.00				0	0.00			0	0.00	4.00	600.00	2400.00
21	Ink refill for Epson L3110 (black, yellow, magenta, cyan) 4 bottles per color	bottle	16			16	300.00				0	0.00				0	0.00			0	0.00	16.00	300.00	4800.00
22	Ink for HP Smart Tank Wireless all in one (per set: black, magenta, yellow, cyan)	set	1			1	13,000.00				0	0.00				0	0.00			0	0.00	1.00	13000.00	13000.00
23	Ribbon Cartridge, EPSONS015085	Cart	5			5	1,000.00				0	0.00				0	0.00			0	0.00	5.00	200.00	1000.00
24	Toner Cartridge, HP Q7553C, Black	cart	2			2	7,570.00				0	0.00	2			2	7,570.00			0	0.00	4.00	3785.00	15140.00
25	TONER CART, CANON 6680 (EP-319)	cart	4			4	13,200.00				0	0.00	5			5	16,500.00			0	0.00	9.00	3300.00	29700.00
26	RIBBON CART, EPSON LQ-310	cart				0	0.00				0	0.00	3			3	900.00			0	0.00	3.00	300.00	900.00
27	INK, EPSON L3110 (003), Black	bot	4			4	1,200.00				0	0.00	2			2	600.00			0	0.00	6.00	300.00	1800.00
28	INK, EPSON L3110 (003),Cyan	bot	2			2	600.00				0	0.00	1			1	300.00			0	0.00	3.00	300.00	900.00
29	INK, EPSON L3110 (003), Yellow	bot	2			2	600.00				0	0.00	1			1	300.00			0	0.00	3.00	300.00	900.00
30	INK, EPSON L3110 (003), Magenta	bot	2			2	600.00				0	0.00	1			1	300.00			0	0.00	3.00	300.00	900.00
31	INK, EPSON L360(664), Black	bot	4			4	1,200.00				0	0.00	4			4	1,200.00			0	0.00	8.00	800.00	2400.00
32	INK, EPSON L360(664),Cyan	bot	2			2	600.00				0	0.00	2			2	600.00			0	0.00	4.00	400.00	1200.00
33	INK, EPSON L360(664), Yellow	bot	2			2	600.00				0	0.00	2			2	600.00			0	0.00	4.00	400.00	1200.00
34	INK, EPSON L360(664), Magenta	bot	2			2	600.00				0	0.00	2			2	600.00			0	0.00	4.00	400.00	1200.00
35	Ink Cartridge, HP CN693AA, (HP704) Black	packs	4			4	1,800.00				0	0.00	3			3	1,350.00			0	0.00	7.00	450.00	3150.00
36	Ink Cartridge, HP CN693AA, (HP704) Trn color	packs	2			2	900.00				0	0.00	2			2	900.00			0	0.00	4.00	450.00	1800.00
37	Canon EP 319 (re-manufactured)	cart	2			2	6,720.00				0	0.00				0	0.00			0	0.00	2.00	3360.00	6720.00
38	HP GT51 Black	cart	1			1	310.00				0	0.00				0	0.00			0	0.00	1.00	310.00	310.00
39	HP GT52 Cyan	cart	1			1	310.00				0	0.00				0	0.00			0	0.00	1.00	310.00	310.00
40	HP GT52 Magenta	cart	1			1	310.00				0	0.00				0	0.00			0	0.00	1.00	310.00	310.00
41	HP GT52 Yellow	cart	1			1	310.00				0	0.00				0	0.00			0	0.00	1.00	310.00	310.00
42	HP Laserjet Q2612AC- Black	cart	1			1	2,900.00				0	0.00				0	0.00			0	0.00	1.00	2900.00	2900.00
43	Brother Tape Cassette- Black on Blue tape, Laminated (36mm/24mm)	piece	10			10	8,500.00				0	0.00				0	0.00			0	0.00	10.00	850.00	8500.00
44	TONER CART, BROTHER TN-2360	cart	2			2	6,000.00				0	0.00	2			2	6,000.00			0	0.00	4.00	3000.00	12000.00
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



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
A. TOTAL																							P	909,071.04
B. ADDITIONAL PROVISION FOR INFLATION (10% of TOTAL)																							P	90,907.10
C. ADDITIONAL PROVISION FOR TRANSPORT AND FREIGHT COST (IF Applicable)																							P	-
D. GRAND TOTAL (A + B + C)																							P	999,978.14
E. APPROVED BUDGET BY THE AGENCY HEAD In Figures and Words:																								
F. MONTHLY CASH REQUIREMENTS																							P	-
G.1 Available at Procurement Service Stores					342,000.00										240,000.00							P	582,000.00	
G.2 Other Items not available at PS but regularly purchased from other sources					230,132.50					2,000.00					68,632.44					194.00			P	301,044.94
TOTAL MONTHLY CASH REQUIREMENTS					572,132.50					2,000.00					311,719.40					194.00			P	887,501.71

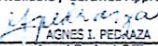
\*Agency must put the monthly requirement for air tickets both local and international.

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Prepared by:

  
 NATALIO L. RODRIGUEZ  
 Property/Supplier Officer

Certified Funds Available / Certified Appropriate Funds Available:

  
 AGNES I. PEDRAZA  
 Local Budget Officer

Approved by:

  
 ROBERT O. NIZON  
 Head of Office/Agency

Date Prepared: December 09, 2020

Recommend for Approval by:

  
 AUREA T. MONTAS  
 Chief, SAO

  
 ATTY. TRIDGE HAZEL C. CRUZ  
 Vice Chairperson - BAC

  
 MERCEDITA G. ABUTAL  
 Chairperson - BAC



